

You are entitled to share your views with your Parish Council so that we can represent you well.

You are welcome to let your Council know if anything in the villages are of concern so that action can be considered on your behalf.

This leaflet gives you advice on taking the opportunity to speak at Parish Council meetings.

**At which meetings may I speak?**

All public meetings of the Council will give an opportunity for members of the public to speak.

**How will I know when to speak?**

Raise your hand when the Chair invites the public to speak. Only one person is permitted to speak at a time and the Chair will choose whose turn it is.

**How long can I speak?**

You will be allowed two minutes. At the discretion of the Chair you may be allowed slightly longer but only in exceptional circumstances.

**May several people present a comment together?**

Yes

**Can I provide written information?**

Yes, material of this sort should be given to the Clerk with seven days notice of the meeting to allow inclusion.

**Will the Council respond to my concerns?**

Yes, on a case by case basis.

**When will a decision be made?**

The council can only make decisions on items on the agenda. New items cannot be added during a meeting. Contact the Clerk with seven days notice of a meeting to allow inclusion of an item.

**How do I know what is on the agenda?**

The agenda is published on the website (see address on the contacts page) and the Council's notice boards.

A limited number of copies will be available at the start of the meeting.

**May I raise an issue that is not on the agenda?**

Yes, and the council will take information with the view to begin an investigation. The issue may warrant being made an agenda item for a future meeting which will enable the council can make a decision.

**Are there items I may not discuss?**

Matters that are confidential or commercially sensitive may not be discussed.

**Am I allowed to film, photograph or record parish council meetings?**

Yes. Whilst people are permitted to do so there are caveats that need to be observed. Imagery should be restricted to members of the council and not any members of the public. At the start of the meeting the chair will ask if anyone intends to record and it should be declared giving opportunity for any public to object. Upon objection it is at the discretion of the Chair to decide if recording is prohibited for this meeting, otherwise, objecting public are free to leave, or to refrain from introducing themselves by name if they take the opportunity to speak.

The Parish Council is made up of seven elected or co-opted, unpaid volunteer members, who all live or work in Barford and Wramplingham. It is the third and final tier of local government, the other two being South Norfolk Council (district), and Norfolk County Council.

We usually meet on the third Tuesday of every month. August and December we have no meetings. Meetings are at Barford Village Hall, except July where the meeting is held at Wramplingham Church.

We discuss a variety of issues which affect the community. The public are very welcome to attend and we encourage comments to be made during the open part of every meeting.

The Council makes comments on all **planning applications** and although South Norfolk Council make the final decision, they take the Parish Council's view into account.

The Council regularly discusses local issues such as Highways matters, and flooding.

The Council works with other principal authorities and can report issues on your behalf such as planning concerns, overgrown trees, noise pollution, footpaths, drainage, road, signage, and speeding.

### How to contact your Council

Contact the Clerk in the first instance:

barfordpc@gmail.com

07354 619353

<https://barfordpc.wixsite.com/home>

Whilst we encourage digital communication we also provide a postal address for when the need arises...

Barford & Wramplingham Parish Council  
Office 112501  
PO Box 6945  
London  
W1A 6US

## A general guide to Parish Council Meetings



BARFORD AND  
WRAMPLINGHAM  
PARISH COUNCIL

Barford & Wramplingham Parish Council  
declared a **Climate Emergency** on 21st September 2021  
 **RECYCLED PAPER**