

# Meeting of Misson Parish Council

## Regarding Public Question Time : 15 minutes maximum

Prior to the commencement of the Parish Council meeting, residents are invited to give their views and/or pose questions to the Parish Council on issues on this agenda, or raise issues for future consideration at the discretion of the Chair. Members of the public may not take part in the Parish Council meeting itself. This period is not part of the formal meeting.

To All Members of the Council.

You are hereby summoned to attend the Meeting of Misson Parish Council which will be held on **Wednesday 3<sup>rd</sup> September 2025 in Misson Parish Hall, Vicar Lane, Misson, DN10 6EG, commencing at 6.45pm**, for the purpose of transacting the following business :

## AGENDA

1. To receive and approve any apologies for absence.
2. To record declarations of pecuniary or non-pecuniary interest in any item to be discussed.
3. To approve the minutes of the previous ordinary meeting held 2<sup>nd</sup> July 2025 as a true record.
4. To note any matters arising from the minutes of the meeting of 2<sup>nd</sup> July 2025 not on the agenda.
5. To approve the minutes of the extraordinary meeting held 13<sup>th</sup> August 2025 as a true record.
6. To note any matters arising from the minutes of the meeting of 13<sup>th</sup> August 2025 not on this agenda.
7. To receive reports from the County Councillor and the District Councillor.
8. To address Parish Financial administration and record keeping including:
  - a. To receive and approve financial accounts.
  - b. To approve invoices for payment.
  - c. To update changes requested of Nat West Bank regarding Parish accounts.
  - d. To report completion of Annual Governance and Accountability Return 2024/25 Exercise of Public Rights period.
9. To note correspondence received.
10. Planning :
  - a. To note planning decisions/outcomes.
  - b. To consider any new planning applications
  - c. To consider any planning applications received after the agenda was posted.
11. To update regarding security of Misson Parish Council records and the Parish Archive.
12. To update regarding development of a draft Parish Maintenance/Improvement Plan for the year 25/26 including the Governance thereof.
13. To discuss Cemetery and Churchyard Safety Inspection of Memorials.
14. To report any meetings attended.
15. To agree date and time of the next MPC meeting and the next TEC meeting.

## **Members of the public will withdraw following this item and before item 16.**

16. To discuss confidential item :
  - a) Ongoing AGAR 2023/24 objections
  - b) Parish Clerk Vacancy

Notice given by :

Dr Mandy Green (Chair)  
Mr Mark Watson (Vice-Chair)  
Misson Parish Council

28<sup>th</sup> August 2025

## Guidance for Members of the Public Present at Parish Council Meetings

1. Meetings shall be open to the public unless presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. A reason shall be given on the Agenda for the public's exclusion and the following types of business shall be classed as confidential:
    - 1.1 **Staffing matters** (including, but not limited, to contracts of employment, salaries, terms of service, engagement, conduct and dismissal of employees, appointment of employees, financial or personal business affairs of the individual).
    - 1.2 **Tenders & Contracts** (including, but not limited to, terms of tenders & contracts, proposals and counter proposals, consultations and negotiations of contracts, including tenancies and hire agreements and or negotiations relating to Contractor labour or financial/business affairs of a person).
    - 1.3 **Legal Proceedings** (including, but not limited to, preparations, proposals and discussions, correspondence/communications with the Councils legal representative, solicitor(s) or courts.
    - 1.4 **Disputes** (the early stages of any dispute).
    - 1.5 **Crime** (Information relating to any action taken, or to be taken in connection with crime prevention, crime investigation or crime prosecution.) This is so that potential perpetrators of crime are not made aware.
  - 1.2 Members of the public are allowed to attend as **observers** of meetings; it is the public's statutory right under the Public Bodies (Admissions to Meetings) Act 1960 and the Local Government Act 1972. However, whilst the Public have the right to be present at the Council meetings (bar the above exceptions), the law does not give members of the public the right to participate in the meeting nor hear clearly what the Council members or clerk is saying. Once the Chair has commenced the meeting, members of the public shall remain silent.
  - 1.3 Members of the public may record the meeting but must declare their intention to do so when asked. Other members of the public have the right to request any recording device is turned off should they wish to speak and not be recorded.
  - 1.4 The Public Forum is outside of the Council meeting. It is regarded best practice for councils to allow a period where members of the public are permitted to put questions to the council lasting for a maximum of fifteen minutes, however there is no legal right to have this section or permit any interaction with the public.
  - 1.5 Only one member of the public is permitted to speak at a time. If more than one person wishes to speak, the Chair of the meeting shall direct the order of speaking. A member of the public who speaks at a meeting shall direct their comments to the Chair. No individual member of the public should speak for more than 5 minutes.
  - 1.6 It is not a good use of time for members of the public to raise matters concerning hedges, street lights, pot-holes and so forth during public participation. The best contact about such issues is the clerk or the principal authority. Participation is best used for issues where a decision will or could be made by the council, or for comments on items already on the agenda.
  - 1.7 A question shall not require a response at the meeting nor start a debate on the question from the Council. However, at the discretion of the Chair, the Council may give a response or may start a debate or decide to add a question to the next Agenda where the matter is within the remit of the Parish Council. The public will be politely advised how to report Nottinghamshire County Council and Bassetlaw District Council matters to those appropriate bodies directly in the first instance.
  - 1.8 All statements, questions and any responses given should be fact related and not personal in nature. There should be no personal views about individuals made. All statements, questions, challenges, responses, or criticisms should be made politely.
  - 1.9 At the end of the 15-minute period the Chair shall draw the public forum to a close and reconvene the Parish Council meeting.
  - 1.10 During the Council meeting, the Chair may at their discretion, adjourn the meeting to allow a member of the public to speak on a subject, if the Chair feels it will be of benefit to the debate. The Chair shall then reconvene the meeting.
  - 1.11 The Chair's decision on public participation is final.
  - 1.12 No smoking or alcohol consumption is permitted at meetings.
- 2 Disorderly Conduct at meetings**
- 2.1 No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If disorderly conduct occurs, the Chair of the meeting shall request such person(s) to moderate or improve their conduct. The Clerk or Chair may eject such persons from the meeting, and ask the member of the public to leave if the behaviour warrants it in the opinion of the Clerk or Chair. If the disruptive person refuses to leave, the meeting may be abandoned.

