

**The Parish Council is made up of up to seven elected unpaid members who all live within the parish and represent the parish on various matters.**

Parish Council meetings are usually held on the first Monday of the month at 8.00pm at Sparkford Parish Hall. The public is very welcome to attend and we encourage comments to be made during the open session part of every meeting.

Parish Councilors are always available to hear your views or to answer questions on any subject relating to the village. Please contact the Parish Clerk who will put you in touch with Councillors as appropriate.

The council works with other principal authorities and can report issues such as flooding, planning concerns, overgrown trees, footpaths, drainage, road issues, street signage, and speeding to the relevant authorities on your behalf.

## Sparkford Parish Council

### Parish Councillors:

Ken Flood - Chair  
David Hazell  
Larry Piper  
Andrew Quick  
Richard Squires  
Trevor Tuck – Vice Chair  
Duke Westwood

### Somerset Councillors:

Henry Hobhouse –  
[henry.hobhouse@somerset.gov.uk](mailto:henry.hobhouse@somerset.gov.uk)

Kevin Messenger –  
[kevin.messenger@somerset.gov.uk](mailto:kevin.messenger@somerset.gov.uk)

### Contact Us

Lisa Davis - Parish Clerk

Phone: 01963 440068  
Email: [sparkford.clerk@gmail.com](mailto:sparkford.clerk@gmail.com)

Updated June 2024.



**SPARKFORD  
PARISH  
COUNCIL**

Parishioners are welcome at all formal meetings of the Council. You are entitled to share your views on any item on the agenda with your Parish Council so that we can represent you well.

You should let your council know if anything in the parish is of concern so that action can be considered on your behalf.

This leaflet gives you advice about speaking at Parish Council meetings. Please contact the Parish Clerk for any additional information.

**Q1 At which meetings may I speak?**

All public meetings of the council provide an opportunity for members of the public to speak.

**Q2 How will I know when to speak?**

A public question session is held at the start of each meeting. The chair may also adjourn the meeting and invite public comments at their discretion.

**Q3 Are there items I may not discuss?**

Matters that are confidential or commercially sensitive may not be addressed in public. This includes personnel matters.

**Q4 How do I know what is on the agenda?**

The agenda is published on the website ahead of the meeting. Past minutes are also available online.

**Q5 How do I arrange to speak?**

Please contact the clerk prior to the meeting or raise your hand when the chair invites the public to speak. Questions must address a specific item.

**Q6 What should I say?**

The council prefers you to identify yourself and state your concern briefly and clearly.

**Q7 For how long may I speak?**

You will be allowed a maximum of three minutes. At the discretion of the chair you may be allowed slightly longer in exceptional circumstances. You will not be able to speak once the Parish Council meeting has commenced.

**Q8 May several people present a comment together?**

Yes. You may find it useful to get together with other residents to present your view or even choose a spokesperson to ensure that you do not exceed your time allowed.

**Q9. May I raise an issue that is not on the agenda?**

Yes, but we may not be able to give a full response at that time.

**Q10 Can I provide written or visual information?**

Yes, this material must be given to the clerk a week before the meeting for circulation to councillors.

**Q11. Can I record meetings?**

Photographing, recording, broadcasting or transmitting of a meeting by any means is not permitted without the Council's prior consent.

**Q11 Will the council respond to my concerns?**

Yes, on a case by case basis. If an item is not on the agenda no decision can be made at that meeting. The council may not be able to respond to your question immediately, perhaps some additional research is required, so please leave us with your contact details.

**Q12 When will a decision be made?**

There is no given timescale for the decisions but please feel free to contact the clerk a week after the meeting if you wish to have an update.