

North Runcton Parish Council

Minutes of the meeting of North Runcton Parish Council – Sub-Committee held at the
Village Meeting Place

Tuesday 16th February 2016 – Meeting started at 7.45pm

Present: Cllr John Sherry, Cllr Kerry Fuller, Cllr Paul Yallop, Cllr Ann Towler (took the place of Cllr Gill Sergeant), Sally Garrett, Steve Gore, Russell Patten, Jon Newman

2 members of the public were present

1. Apologies for absence

Cllr Gill Sergeant, Jon Newman

2. Declaration of Interest/Dispensation in items on the Agenda

There were no declarations

3. To approve the minutes of the meeting held on 11th January 2016

Approved

4. Matters arising from previous minutes

None

5. The sub-committee will consider the mechanism for running a ballot and proposed date

- The sub-committee agreed on a ballot date of Saturday 2nd April 2016, from 10.00am to 4.00pm

The sub-committee agreed to the following process for running a ballot;

- Clerk to draft a letter to all parishioners on the electoral roll in the Parish, to be circulated to all sub-committee members via email by 23rd February with a deadline of 1st March to be agreed.
- The letter will contain details of the date and time of the ballot and ask parishioners to bring with them proof of their name and address. The letters will be numbered to correspond to the control sheet used on the day of the vote.
- Letters will be divided up amongst the members of the sub-committee for delivery.
- Clerk will produce a control sheet for use on the day of the ballot, each parishioner will be ticked off on the sheet upon proof of their name and address and given a ballot sheet on which to mark their vote. The ballot sheet will have no identifying code or other marks so as not to be linked to the voter.
- Clerk will bring a secure box in which to place the ballot papers.
- On the day of the ballot the hall will be manned in hour slots by two people at all times being one Councillor member and one non-councillor member of the sub-committee.
- At 4.00pm the ballot box will be opened and the Clerk will count the votes to ensure they match the control total kept during the day and then count the number of yes, no and any spoilt ballot papers. The result will be declared.

6. The sub-committee will discuss the ballot question

The sub-committee agreed the ballot question will be;

‘Should the Parish Council sign an easement granting the Seventh Day Adventists access over School Lane.’

7. The sub-committee will discuss information to be sent to residents

It was agreed that no information would be sent to residents prior to the ballot.

8. Items for future agenda

None

9. Date of next meeting

No further date was set as once the ballot has taken place the sub-committee will have fulfilled its function and will be proposed to be dissolved.

The meeting closed at 8.40pm

Signed Date