



Public Question Time Guidance

Lacock Parish Council (LPC) meets and makes its decisions in public and is committed to community engagement and therefore invites members of the public, the press, the National Trust, the police and district & county councillors to attend meetings and contribute within the public forum.

While there is no requirement in law to provide an opportunity for the public to question LPC, however, LPC welcomes input from the residents of its Parish.

Because public discussion can occur on topics about which people care strongly, this guidance exists to ensure that the public question time is conducted politely, respectfully and in a structured manner that comes to a conclusion in a reasonable time.

- Public Question Time will be noted on the monthly Agenda and is usually the first item to allow for councillors to discuss matters arising
- Public participation will be for a maximum of 30 minutes. At the discretion of LPC, it may be extended when an exceptionally contentious matter which affects a large number of parishioners has been raised.
- Questions received by email or in writing prior to the meeting are welcomed which allows for the Chair, Clerk and councillors to research and prepare suitable and informed answers.
- Questions may be raised regarding all matters concerning LPC business or that affects the lives of parishioners for which LPC support is sought
- Responses may be given verbally in the council meeting which will be minuted by the Clerk and confirmed by individual response in email/writing.
- Questions should take no more than 3 minutes to deliver, therefore parishioners are advised to prepare their question and relevant supporting facts etc. to make

efficient use of their time allocation.

- LPC Chair will manage questions, may answer them directly or guide them towards a relevant councillor with knowledge/experience of the matter raised.

- Where parishioners wish to raise matters regarding planning applications, it is requested that they inform the Clerk 3 working days before the meeting.

- Outside of the monthly parish council meeting, parishioners are welcome to email the Clerk who will direct the question to the appropriate councillor for response.

Public Question Time is an opportunity for collaborative discussion of matters regarding any aspect of parish life in which LPC can assist.

If any individual becomes impolite, confrontational or otherwise disrupts the friendly working of LPC, the Chair reserves the right in consultation with the vice Chair and Clerk to ask the individual to leave.

Previously adopted 10 07 2017

Revised & Adopted 11 April 2026

Next review date – 3 years from the date adopted