

●	e Subject to model standing order 1 (y) below, all questions at a meeting shall be decided by a majority of the Councillors present and voting thereon.
●	f The Chairman may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.
●	g The minutes of a meeting shall record the names of councillors present and absent.
●	h The code of conduct adopted by the Council shall apply to councillors in respect of the entire meeting.
●	i An interest arising from the code of conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the minutes. (<i>See also standing orders 7 and 8 below.</i>)
●	j If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting.
1.0	The Planning and Environment Committee shall be appointed by the Council at the Statutory Annual Meeting and shall be charged with considering all issues relating to the environment within the Parish Boundaries or issues outside the Parish Boundaries that could affect the environment within the boundaries.
2.0	It shall consider all planning applications sent to it by the Clerk of the Council or other outside bodies and shall report to the Council any concerns or make recommendations about any matter put before it.
3.0	It shall have no delegated powers to act on behalf of the Council unless the

	Council agrees to such powers at a Council Meeting.
4.0	It shall undertake other tasks and make such reports as it may, from time to time, be directed to do so by the Council.
5.0	Grant Applications in excess of £500 shall be considered and recommendations made to the full council.
6.0	For any applications that affect the wider community a working party may be set up.
	Standing Orders
1.0	Membership
1.1	The membership of the Committee will be limited to eight (8) including the Chairperson and Vice Chairperson of the Council.
2.0	Meetings
2.1	The meetings of the Committee shall be held at a suitable venue at a date and time decided by its membership.
2.2	The Chairperson of the Committee or the Chairperson of the Council may summon a special meeting of the committee at any time.
2.3	A special meeting may also be called on the requisition, in writing, of two members of the committee. The requisition must clearly state the business to be considered and no other business may be discussed.
3.0	Order of Business
3.1	At its first meeting and before proceeding to other business the Committee must elect a Chairperson from its membership.
3.2	It must also elect a Vice Chairperson.
3.3	Both Chairperson and Vice Chairperson shall hold office until the next Annual Meeting of the Council.

4.0	Sub Committees
4.1	The Committee may appoint sub committees for purposes specified by the Committee.
4.2	The Chair or Vice Chair of the Committee shall be a member of every sub committee unless they signify that they do not wish to serve.
5.0	Quorum
5.1	Except where ordered by the Council the quorum of the Committee shall be three (3).
5.2	The quorum of a sub committee shall be half its membership or three (3) whichever is the greater.
6.0	Rules of Debate
6.1	The rules of debate as set out in Council Standing Order 6 shall apply
7.0	Voting
7.1	Members of the Committee or any sub committee shall vote by a show of hands.
7.2	Chairpersons of Committees or sub committees shall in the case of an equality of votes have a second or casting vote.
8.0	Other Matters
8.1	Any matter or situation not covered by these Standing Orders shall come under the jurisdiction of the Councils Standing Orders.