

# STILLINGFLEET PARISH COUNCIL

## OFFICIAL NOTICE OF A MEETING OF STILLINGFLEET PARISH COUNCIL COMPLAINT COMMITTEE TO BE HELD AT 7.30pm ON TUESDAY 3 DECEMBER 2024 IN THE VILLAGE INSTITUTE

**Committee members are summoned to attend this meeting of the Complaints Committee and to consider and resolve the matter as detailed on the agenda below.**

### A G E N D A

**Comp2401 Welcome and Apologies:**

- i.) Committee Chair to welcome all present to the meeting.
- ii.) Chair to explain that because the complainants have requested confidentiality this meeting has not been opened to any members of the public.

**Comp2402 Scope of the Committee:**

- i.) Chair to explain that the Parish Council (PC) has appointed him to Chair this Committee and has given full delegated power to the Committee to bring aspects of the lodged complaint to a conclusion.
- ii.) Chair to summarise that the PC has received complaints from the complainants (appendices 1 & 2) in which they have expressed their dissatisfaction with the conduct of the Council due to its alleged failure to notify North Yorkshire Council (NYC) of proposed work to a tree in a conservation area.
- iii.) Chair to explain that concurrently the complainants have also lodged a complaint with the Monitoring Officer regarding the alleged conduct of named councillors. Chair to advise that guidance received from the Monitoring Officer is that aspects of the complaint regarding the conduct of any particular councillor(s) are outside the jurisdiction of this Committee and therefore will not be considered under this process.
- iv.) Chair to summarise that this Committee will consider whether the PC followed NYC's requirement for appropriate notification of proposed work to a Plane tree located outside The Gables on The Green in a conservation area.

**Comp2403 Complainant(s) representation:**

- i.) Complainant(s) to be asked to provide any new information or supporting evidence and be invited to make any verbal representation as appropriate.
- ii.) Chair to invite members of the Committee to ask any questions of the complainant(s).
- iii.) Chair to summarise the respective positions.
- iv.) Chair to advise that the complainants will be informed by formal letter of the conclusions of the process within 5 working days of the meeting and that the outcome of the process will be reported to the PC at its next meeting.
- v.) Complainant(s) to be asked to leave the meeting.

**Comp2404 Consideration of the findings:**

Committee to consider the complaint and what appropriate measures should be taken to rectify the matter and/or improve the PC's services.

Signed: Ruth Swales, Clerk to the Council [clerk@stillingfleetparishcouncil.org](mailto:clerk@stillingfleetparishcouncil.org)