EDLINGHAM PARISH COUNCIL

 AGENDA PAPER

You are summonsed to attend the annual meeting of the Parish Council to be held at 8pm on Monday 17th May 2021 at Thrunton Fishery, for the purpose of transacting the business contained within this Agenda. The public are welcome to observe

This will be the first face to face meeting since the Covid-19 pandemic, please see Risk Assessment attached

**A five minute participation session will be held for members of the public before the meeting commences**

**2021/17 Apologies for Absence**

**2021/18 Declaration of Interests**

***Members are invited to disclose any Disclosable Pecuniary Interests or other personal interests they may have in any of the items of business on the agenda in accordance with the Code of Conduct.***

**2021/19 Election of Chairman and Vice Chairman**

**2021/20 Co-Option Vacancies**

**2021/21 Minutes of previous meeting held Tuesday 16th February 2021**

**2021/22 Matters arising from previous meeting held Tuesday 16th February 2021**

2021/22/01 Road maintenance and winter services within the parish

2021/22/02 Problems due to off road vehicles within the parish

**2021/23 County Cllr Update**

**2021/24 Planning**

**2021/24/01 Planning Applications received**

* 21/00682/FUL: Land North of The Old School Edlingham – proposed holiday chalet, access track and parking area
* 21/01025/FUL: Lemmington Mill, Change of use of land from agricultural (pasture) to use as outdoor riding arena for private use including erection of perimeter fences and gate

**2021/24/02 Approval of Planning Application received**

* 21/00237/FUL: Land South of The Granary Overthwarts Farm – Garden outbuilding for use as home office, garden room and garden storage

**2021/24/03 Planning Applications relating to Lemmington Hall**

**2021/25 Finance**

**2021/25/01 To approve the following payment**

* NALC – annual membership fee - £71.53

**2021/26 Neighbourhood Management**

**2021/26/01 Request for litter bin at Corby Crag**

**2021/27 Superfast broadband for rural communities**

**2021/28 Audit of Accounts year ending 31/3/21**

2021/28/01 To consider and agree any actions arising from the report of the internal auditor

2021/28/02 To approve the Governance Statement

2021/28/03 To approve the draft annual accounts for 2020/2021

2021/28/04 To approve the Accounting Statement and explanation of variances

2021/28/05 To approve the Exemption Certificate

2021/28/06 To approve public right of inspection dates

**2021/29 Findings from Library Consultation** <https://northumberland.moderngov.co.uk/documents/s2141/Public%20Library%20Service%20Consultation.pdf>

<https://northumberland.moderngov.co.uk/documents/s2143/App%202.pdf>

**2021/30 Date of Next Meeting**



Claire Miller

Parish Clerk

6th May 2021

[**www.parish-council.com/edlingham/links.asp**](http://www.parish-council.com/edlingham/links.asp)

**EDLINGHAM PARISH COUNCIL**

**RISK ASSESSMENT FOR RESUMING FACE-TO-FACE MEETINGS**

|  |  |  |
| --- | --- | --- |
| **Risk**  | **Description of Risk** | **Mitigation Measures** |
| 1.Room Set up and Dismantling | Transmission from setting out the chairs to hold the meeting. | Chairs and surfaces, eg door handles to be sanitised after use – members to sanitise their own chairs; Clerk/Chairman to undertake sanitisation on other areas.Chairs to be set out in horseshoe shape to avoid people facing each other.  |
| 2. Entering and leaving meeting | Close proximity to other members and the public entering and leaving the meeting and contact with doors. | Members to enter the meeting and leave in an orderly socially distanced way.Hands to be sanitised on arrival.Controlled, socially distanced, one by one, entry by other attendees.  |
| 3. Meeting Environment | Transmission through air and touch. | Socially distanced seating arrangement.Windows and doors to be left open to facilitate the free flow of air though the meeting room. |
| 5. Conduct of Meeting | Transfer through touch and air | Members and public to remain socially distanced at all times.Wearing of masks except when speaking.Shouting to be avoided.The circulation of paper documents to be suspended.  |
| 6. Wider Issues | Members do not feel safe attending face to face meetings.  | Members to stand when addressing the meeting so their voices will carry better.Need to keep meeting “moving” so it does not last longer than necessary. |
|  | Track & trace | Contact details of any members of the public attending to be taken. |

Risk Assessment for Face to Face meetings

May 2021

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**EDLINGHAM PARISH COUNCIL**

**RISK ASSESSMENT FOR RESUMING FACE-TO-FACE MEETINGS**

|  |  |  |
| --- | --- | --- |
| **Risk**  | **Description of Risk** | **Mitigation Measures** |
| 1.Room Set up and Dismantling | Transmission from setting out the chairs to hold the meeting. | Chairs and surfaces, eg door handles to be sanitised after use – members to sanitise their own chairs; Clerk/Chairman to undertake sanitisation on other areas.Chairs to be set out in horseshoe shape to avoid people facing each other. No tables to be used |
| 2. Entering and leaving meeting | Close proximity to other members and the public entering and leaving the meeting and contact with doors. | Members to enter the meeting and leave in an orderly socially distanced way.Hands to be sanitised on arrival.Controlled, socially distanced, one by one, entry by other attendees.  |
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Risk Assessment for Face to Face meetings

May 2021

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