**KIRKWHELPINGTON PARISH COUNCIL**

**AGENDA**

You are summonsed to attend the annual meeting of the Parish Council to be held at 730pm on Tuesday 11th May 2021 in St Bartholomew’s Church

**2021/32 Apologies for Absence**

**2021/33 Election of Chairman and Vice Chairman**

**2021/34 Declarations of Interest**

**2021/35 Public questions**

**2021/36 Minutes of previous meeting held Tuesday 2nd March 2021**

**2021/37 Matters arising from previous meeting held Tuesday 2nd March 2021**

* Seat repair
* B4RN rural broadband
* Flooding at Hollyburn and A696
* Knowesgate traffic control
* Grasscutting
* Tree works at entrance to Meadowlands car park and tree on corner near to small ford
* Strengthening of village entrances
* Environmental proposals

**2021/38 Correspondence**

County Council – 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>

**2021/39 Finance**

2021/39/01 Bank Balance: £19267.14 as at 30/04/21

2021/39/02 The following payments are to be authorised:

* Kirkwhelpington Memorial Hall – W/C maintenance - £255.50;
* C Miller – March, April salary/expenses - £263.02
* HMRC – PAYE on above - £58.60
* Robson & Cowan – postcrete - £20.84; fuel - £64.74
* NALC – annual subscription fee - £98.70
* Came & Company – annual insurance premium - TBC

2021/39/03 Acknowledgement of grant received from Citizens Advice Northumberland

**2021/40 Planning Matters**

2021/40/01 Planning Applications received

* 20/04394/VARYCO: Land East of Eastlands – Variation of Condition 8 to 19/04041/VARYCO in order to amend boundary fence detail

2021/40/02 Approval of Planning Application received

2021/40/03 To receive update on Eastlands Development

* Notice of withdrawal of planning application 20/03721/ADE, Land at entrances, advertisement consent for 2 V board signs and 1 single sign

**2021/41 Update on Ray Fell Wind Farm/Community Interest Company**

**2021/41/01 To discuss bus shelter proposal**

**2021/42 Audit of Accounts year ending 31/3/21**

2021/42/01 To consider and agree any actions arising from the report of the internal auditor

2021/42/02 To approve the Governance Statement

2021/42/03 To approve the draft annual accounts for 2020/2021

2021/42/04 To approve the Accounting Statement and explanation of variances

2021/42/05 To approve the Exemption Certificate

2021/42/06 To approve public right of inspection dates

**2021/43 Urgent Business**

**2021/44 Date of next Meeting**

3rd May 2021 Clerk signatory


Claire Miller, Parish Clerk

**KIRKWHELPINGTON 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. |
| 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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