**WALLINGTON DEMESNE PARISH COUNCIL**

**AGENDA PAPER**

You are summonsed to attend the Annual meeting of the Parish Council to be held at 730pm on Monday 24th May 2021 at Middleton Village Hall, 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.

**2021/35 Apologies for absence**

**2021/36 Declarations of Members interests**

**2021/37 Election of Chairman and Vice Chairman**

**2021/38 Co-Option Vacancies**

**2021/39 Opportunity for members of the public to raise any matter**

**2021/40 Minutes of the previous meeting held on Monday 22nd March 2021**

**2021/41 Matters arising from the previous meeting held on Monday 22nd March 2021**

* **Cambo seat**
* **Footpaths**
* **Signposts**
* **Speeding traffic**
* **Byways Open to all Traffic**
* **Drainage at Middleton**

**2021/42 NCC Update**

**2021/43 Police Update**

**2021/44 National Trust Update**

**2021/45 Reports from representatives at outside meetings**

* Cambo School
* Cambo Village Hall
* Middleton Hall
* Wallington F.C – extension of lease

**2021/46 Financial Matters**

**2021/46/01 The following payments are due for authorisation**

* C Miller –April, May, salary - £371.53 Expenses - £24.94
* HMRC – PAYE on above - £20.20
* NALC – annual subscription - £98.23
* Came & Company – annual insurance premium - £357.80

**2021/46/02 To receive acknowledgement of grant**

* Citizens Advice Northumberland

**2021/47 Planning**

**2021/47/01 Planning Applications received**

* 21/00861/FUL: Workshop, Todridge Farm – Conversion of former storage and workshop building into single dwelling

**2021/47/02 Approval of Planning Application received**

* 20/002345/LBC & 20/02344/FUL: Two Queens, Front Row, Cambo – Listed Building Consent, change of use of redundant detached stable into self contained residential accommodation ancillary to the enjoyment of main house; removal of a non-original fireplace and flue and works of repair, alteration and refurbishment

**2021/47/03 Notice of withdrawal of Planning Application**

* 21/00721/FUL: Land East of Greenside Grange, Hartburn – Change of use of land to wood reclamation business and construction of secure storage shed to accommodate office and vehicle/machinery storage for business

**2021/48 Neighbourhood Management – to report/update on action regarding issues within the parish**

**2021/48/01 Notice of Application for Modification Order, Right of Way, Greenside Farm**

**2021/49 To receive information regarding B4RN/B4NTR Broadband matters**

**2021/50 Audit of Accounts year ending 31/3/21**

2021/50/01 To consider and agree any actions arising from the report of the internal auditor

2021/50/02 To approve the Governance Statement

2021/50/03 To approve the draft annual accounts for 2020/2021

2021/50/04 To approve the Accounting Statement and explanation of variances

2021/50/05 To approve the Exemption Certificate

2021/50/06 To approve public right of inspection dates

**2021/51 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>

**2021/52 Date of Next Meeting**

Clerk signature


Claire Miller

Parish Clerk

14th May 2021

**WALLINGTON DEMESNE 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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