



HACKLETON PARISH COUNCIL

Clerk: Alison Benson

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To all Parish Councillors: You are hereby summoned to attend the **Annual Meeting** of Hackleton Parish Council to be held on **Tuesday 11th May 2021, 7.30pm, in Hackleton Village Hall** for the purpose of transacting the following business. **Members of the public and press are welcome to attend.**

Please read and fully adhere to the Covid-19 Risk Assessment which is annexed to this agenda

(Please be aware that the meeting may be recorded either openly or covertly.)

Signed: *Alison Benson*

5th May 2021

064/21	Election of Chairman
065/21	Election of Vice-Chairman
066/21	To receive apologies for absence
067/21	To receive and approve for signature the Minutes of the Parish Council Meeting 13 th April 2021
068/21	To note any matters arising from the minutes of the last meeting not included on this agenda (for report only)
069/21	To receive declarations of interest under the Council's Code of Conduct related to business on the agenda (Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting during the transaction of that item of business.)
070/21	To receive requests for dispensation (requests for dispensation must be made to the Clerk in writing)
071/21	To adopt the General Power of Competence
072/21	<p>Policy and Procedure Review</p> <p>a. To review and re-adopt the following documents without amendment</p> <ul style="list-style-type: none"> • Code of Conduct • Data Protection Policies, Procedures & Notices • Equal Opportunity Policy • Financial Regulations • Freedom of Information Policy • Grant Funding Policy • Grievance Procedure • Health & Safety Policy • Internal Control Procedures • Litter Picking Risk Assessment • Lone Working Policy & Guidance • Records Retention Policy • Scheme of Delegation • Sickness & Absence Policy • Standing Orders • Training Statement of Intent

	<p>b. To review and re-adopt the following policies with amendments as circulated.</p> <ul style="list-style-type: none"> • Communication Policy • Complaints Procedure • Data Map • Finance & Governance Risk Assessment • Financial Regulations • Recreation Ground Conditions of hire & use • Reserves Policy • Risk Assessment <p>c. To appoint Councillor(s) to undertake a review of the Cemetery Regulations in line with the draft Wildlife & Biodiversity Policy. Proposed amendments to be put to full Council for approval at a future meeting.</p>
073/21	<p>To appoint members to the following committees/working parties/roles</p> <ul style="list-style-type: none"> • Planning Committee • Internal Control Councillors • Neighbourhood Plan Steering Group • Councillor to oversee Parish Mag' in conjunction with the Clerk • Councillor to undertake twice yearly risk assessments • Village Hall Representatives • Judith Willoughby & Relief in Needs Charity Representatives • Hackleton School Governor
074/21	To appoint Northants CALC as Internal Auditor
075/21	To appoint Northants CALC as Data Protection Officer
076/21	<p>Public Time Invitation to public to address Council (This session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 3 minutes. Representations shall not require a response at the meeting nor start a debate. Members of the public should address the chairman of the meeting, who may direct that a written or oral response be given.)</p>
077/21	To receive an updating report from the Clerk
078/21	<p>Finance & Governance</p> <ol style="list-style-type: none"> a. To receive year-end report from Internal Control Councillors b. To consider if any events that occurred during the financial year, have consequences, or potential consequences, on HPC's finances. If any such events are identified, to determine whether the financial consequences need to be reflected in the statement of accounts. c. To receive and approve year-end Asset Register d. To review and renew the insurance policy e. To review the bank mandate f. To approve the following direct debit mandates - Vodafone, NEST, CPRE, ICO, SSE, Screwfix, Wave g. To ratify payments made out of meeting and approve payment of outstanding invoices/accounts h. To receive accounting information including bank reconciliation for month 1 of 2021/22 financial year i. To ratify the Covid-19 risk assessment for face to face meetings
079/21	<p>Open Spaces To approve the licence for the re-location of the storage container</p>
080/21	<p>Remembrance To consider the purchase of Poppies from the Royal British Legion to put on lamp posts in the Parish</p>
081/21	<p>Cemetery To consider an application for a tablet to sit within an existing memorial with kerbstones</p>

082/21	Business Plan <ol style="list-style-type: none"> To agree that the Parish Council should create a business plan to set out its purpose, values, objectives and key priorities for the Parish over the next 4-year period. To agree how the Business Plan will be developed.
083/21	To consider/note the following reports/correspondence: <ol style="list-style-type: none"> Further complaints regarding the Piddington Airfield Towfood Community Larder Complaints from residents in The Choakles regarding abandoned Voi scooters
084/21	Date of Next Meeting: 8 th June 2021 Members are asked to forward any items for the next agenda to the Clerk by 27 th May 2021.

COVID-19 Risk Assessment for the return of face-to-face Council meetings

Area of Risk	Risk identified	Actions to take to mitigate risk	Notes
Entry and exit	Social distancing not maintained as members enter or exit hall	Members asked to socially distance at all times and wear face covering unless seated.	Do not attend if you or a member of your household has any symptoms however mild.
Cleanliness of hall and equipment, especially after other hires	Other hirers or hall cleaner have not cleaned hall or equipment used to standard required. Group leaves hall or equipment without cleaning.	Clerk to check with hall committee when hall is cleaned and to make sure regularly used surfaces are cleaned before, during and after hire e.g. tables, sinks, door and toilet handles.	2 tables only - 1 for Chairman 1 for Clerk. Members to bring clipboards or something to lean on as required. Chairs not to face each other and to be well spread (min 2m)
Managing Social distancing	People do not maintain 2m social distancing. Risk of virus spread to those attending.	Advise all attending they must comply with social distancing as far as possible. Limit numbers using toilets to one at a time.	Avoid use of kitchen. Avoid raised voices.
Respiratory hygiene	Transmission to or from members	Catch It, Bin It, Kill It. Ask members to avoid touching mouth, eyes, and nose, wear face coverings. Bring own tissues and hand sanitiser for individual use only	Remember to bring tissues and hand sanitiser. Face coverings to be worn unless an exception applies. Face coverings may be removed once seated and at least 2m apart.

		and take home for disposal	
Hand cleanliness	Transmission to other members of and premises	Advise group to use sanitiser on entering and exiting the hall.	Members to bring their own pen.
Members of the public present	Social distancing not maintained. Risk of virus transmission	Risk assessment to be published with agenda. Members of the public requested to comply with all aspects of the risk assessment.	Risk assessment to be posted on door. Register on attendees and contact details to be held by the Clerk.
Someone falls ill with COVID-19 symptoms	Transmission to other members of group and premises	Person to leave immediately or request emergency contact called. inform village hall committee	