



HACKLETON PARISH COUNCIL

Clerk: Alison Benson

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To all Parish Councillors: You are hereby summoned to attend the full meeting of Hackleton Parish Council to be held on **Tuesday 27th July 2021, 7.30pm, in The Annexe, 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*

21st July 2021

098/21	To receive apologies for absence
099/21	To receive and approve for signature the Minutes of the Parish Council Meeting 8 th June 2021
100/21	To note any matters arising from the minutes of the last meeting not included on this agenda (for report only)
101/21	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.)
102/21	Public Time <ul style="list-style-type: none"> a. Invitation to Unitary Councillor's to provide updating report (July report circulated and to be annexed to minutes). b. 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.)
103/21	To receive an updating report from the Clerk
104/21	Finance & Governance <ul style="list-style-type: none"> a. To ratify payments made out of meeting and approve payment of outstanding invoices/accounts b. To receive accounting information including bank reconciliation for the first quarter of the 2021/22 financial year c. To adopt the Wildlife & Biodiversity Plan as circulated d. To consider a grant application from Hackleton Village Hall e. To approve and sign direct debit mandate to Viking for office supplies.
105/21	Recreation Ground <ul style="list-style-type: none"> a. To amend the Recreation Ground Conditions of Hire to provide a reduced hire fee for local commercial enterprises which support the health & wellbeing of our residents. b. To consider approaching a local street artist to work with local youngsters to design, plan and paint the inside of the football shelter. c. To receive update on asset transfer request and agree future actions.

106/21	<p>The Queen's Platinum Jubilee</p> <ol style="list-style-type: none"> To agree to light the beacon at 9:15pm on 2nd June 2022 as part of the national celebrations To agree to engage a piper To agree to hold an event to celebrate the Jubilee To agree a budget to plant a tree for the Jubilee To agree to contact all parish organisations requesting all planned celebrations over the bank holiday weekend be co-ordinated so that events do not clash
107/21	<p>Cemetery</p> <ol style="list-style-type: none"> To adopt a memorial testing procedure To consider a request for an extra wide base for a memorial to sit across two adjoining graves To consider a request for a second memorial on an existing grave for subsequent interment of ashes To accept the offer of four additional trees for the Cemetery from the WI – to be purchased in the autumn
108/21	<p>Longland Meadow</p> <ol style="list-style-type: none"> To approve and adopt Conditions of Hire To agree that an action plan needs to be put in place to manage the Meadow and appoint councillors to work with the Clerk to produce a Plan for approval. To obtain designs/quotes for a boardwalk around the pond.
109/21	<p>Other Open Spaces</p> <ol style="list-style-type: none"> To agree to replace the benches outside of the School and at the top of the Jetty. To be funded from CIL Funds. To request support from WNC Councillors in an approach to Highways to take on the management of some wider areas of verge within the Parish for example at the top of the Jetty.
110/21	<p>To consider/note the following reports/correspondence:</p> <ol style="list-style-type: none"> Complaint regarding an article in the July Parish Mag' Complaint regarding the amendment to the Cemetery Regulations
111/21	<p>In a bid to improve community engagement to request the Clerk to hold a surgery at Coffee @ Carey at least once a month from September with dates advertised in advance. To review after 3 months.</p>
112/21	<p>To make arrangements for the Clerk's annual appraisal</p>
113/21	<p>Date of Next Meeting: 14th September 2021 Members are asked to forward any items for the next agenda to the Clerk by 2nd September 2021.</p>

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	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 room and equipment, especially after other hires	Other hirers or VH cleaner have not cleaned equipment used to standard required. Group leaves VH or equipment without cleaning.	Clerk to check with VH committee when hall is cleaned and to make sure regularly used surfaces are cleaned before, during and after hire e.g. tables, sinks,	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

		door and toilet handles.	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 . 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 and take home for disposal	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.
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 of 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 VH committee	