Great Houghton Parish Council

**Chairman: Clerk:**

# Cllr Bill Garner Mr Mike Billingham

**Councillors are summoned to the Ordinary Meeting of Great Houghton Parish Council to be held on Tuesday 13 July 2021 at the Village Hall, Leys Lane commencing at 7.30 pm.**

**Members of the public and press are very welcome to attend.**



Mike Billingham Clerk Dated 8 July 2021

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| **All Attendees are required throughout the meeting to comply with the COVID19 special measures, as detailed in the following risk assessment** | **Anyone who may be showing any COVID symptoms should not attend the meeting but forward their apologies to the Parish Clerk, along with any comments or concerns that they would wish the council to be made aware of.**  |

**The business to be transacted is as follows:**

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| **028/21. Opening Procedures**1. To receive and approve apologies for absence:
2. To approve the minutes of the previous Ordinary Council Meeting held on Tuesday 8 June 2021
3. To receive declaration of interests related to the business on the agenda
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| *Members are reminded that the disclosure of a Disclosable Pecuniary interest will require that the member withdraws from the meeting room during the transaction of that item of business*)  |
| **029/21. Public Participation Section**  |  |
| *Members of the public are invited to address the council. limited to 15 minutes maximum with individual contributions limited to 3 minutes****)*** |
| **030/21. To receive following Reports**1. To receive report from West Northamptonshire Councillors
2. To receive reports from Police
3. To receive report from Neighbourhood Warde**n**
4. To receive report from Great Houghton Playing Fields Association
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| **031/21. To receive and adopt the Finance & Administration Report** 1. To receive Receipts and Payment Accounts to end of June 2021.
2. Payments to be authorised.
3. To consider and determine quotes for planning services.
4. To consider and determine insurance policy for Hall & Field.
5. To receive the Internal Control Report
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| **032/21 To receive the Clerk’s report.**1. Appointment of Footpath Warden
2. Possible location of portacabin for shop?
3. Water meter in playing field.
4. Queens Jubilee
5. To consider obtaining flag poles for parish
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| **033/21. To receive and consider Planning Matters.**1. The Annual Planning Report
2. Receive report from PAG.
3. Receive report from DSAG
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| **034/21 To Consider and determine matters relating to GHPFA**1. Appointment of GHPC representatives on GHPFA Committee
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| **035/21. To receive Report on village maintenance matters** |  |
| **036/21. To receive updated report on traffic management issues**1. Update on matter of road markings Bedford Road junction.
2. Update parking issues Willow Lane
3. Update on issues relating to speeding cyclists through village
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| **037/21 To consider councillor vacancy and Responsibilities**1. Co-option of councillor
2. Areas of responsibilities.
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| **038/21. To consider the monthly public messages** |   |

**GHPC Covid19 Risk Assessment for Physical Council meetings at the Village Hall**

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| **Area or People at Risk** | **Risk identified** | **Actions to take to mitigate risk** | **Date completed / Notes** |
| All Attendees in Meeting Room | Cross contamination during meeting | Ensure social distancing by:* Limit number of maximum attendees to 30.
* Ensure two meters spacing between seating.
* Face coverings to be always worn, other than when addressing the meeting.
* Ensure meeting room is adequately ventilated with open windows throughout duration of meeting
 | * All pre-meeting documents and invites to make clear measures that will be in place and must be complied with throughout meeting.
* Anyone with known COVID symptoms to submit apologies and not attend meeting’
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| All Attendees at Entrance and Exit from Meeting Room | Cross contamination due to possible congestion  | * One way system on arrival and departure through different doors clearly marked entrance and exit.
* Ensure that all attendees utilise hand sanitiser provided on arrival and are wearing face coverings.
 | * Signs and notices to be in place prior to attendance and commencement of meeting
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| Track and Trace | Spread of contamination following attendance at meeting | * Attendees with mobile app to utilise NHS test & trace check in at entrance to hall.
* All Attendees to complete manual check in log having sanitised their hands.
 | * The Parish Clerk will ensure that the attendance log is in place and is safely retailed following the meeting
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| Documents | Cross contamination by handling documents | * Meeting documents to be screen projected to avoid need for any paper documents to be circulated (other than attendance log and any document required to be signed by councillor/s).
* Any attendee requiring paper documents will be required to bring their own documents to the meeting for their personal use only and to take them away with them on leaving the meeting.
 | * All projection equipment will only be handled by the Parish Clerk and this equipment will be sanitised before and after use
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| Toilets | Cross contamination due to possible congestion | * Toilets will be open throughout the meeting, but access limited to a single person at a time.
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