LOWER WITHINGTON PARISH COUNCIL

Minutes of the Parish Council meeting held

Monday 28th June, 2021 at 7:30p.m.

at Lower Withington Parish Hall Car Park

Present - Councillors H. Lewis (Chairman), P. Duffy, A. Brocklehurst, J. Blackburn.
Members of the public (0).
Dr. E. M. Maddock - Clerk & Responsible Financial Officer.

1. Apologies for absence -
Councillor R. Robinson - Family commitment.
Councillor J. Frith - No reason provided.
Borough Councillor L. Smetham

075/21 RESOLVED **(a) That the above apologies for absence be received and approved. (All in favour)**

2. Declarations of interest - None.

3. Public forum for questions
No questions had been received from or were presented by members of the public.

4. Reports from external organisations

(a) **Gawsworth & Chelford Wards Policing Team** - **Matters of interest / concern within the Parish** - It was reported that during May, 2021 the following incidents had been reported: theft of a caravan from Trap Street, suspicious males seen at Lapwing Lane and Hodgehill Lane and a road traffic collision at Salters Lane. A Trucam event had recorded 13 vehicles travelling in excess of the speed limit. It was also noted that there will be a mobile Police Surgery at Lower Withington Parish Hall on Sunday 4th July, 2021.

(b) **Cheshire East Ward Member Cllr. L. Smetham** - Borough Councillor L. Smetham was not present at the meeting.

5. Minutes

(a) The Minutes of the Parish Council Meeting held 3rd May, 2021 had been previously circulated to all Members.

076/21 RESOLVED **(a) That the Minutes of the meeting held 3rd May, 2021 be confirmed as a correct record and signed by the Chairman. (All in favour)**

6. Finance

(a) **Financial Statement 2021/22 as at 28th June, 2021** - Members considered the financial statement 2021/22 which was unanimously accepted. (Appendix A)

(b) **Receipts** - The Chairman noted that no receipts had been received since the meeting held 3rd May, 2021.

(c) **Payments** - The Chairman outlined the basis of the payments listed at Appendix B.

077/21 RESOLVED **(a) That the Statement of Account, as at 28th June, 2021, be received and the Chairman's observations duly noted.**
(b) That the report on receipts since the last meeting be received and duly noted.
(c) That the schedule of payments, with the exception of membership fee to Cheshire Community Action, be approved and duly authorised. (All in favour)

(d) **Insurance 2021/22** - It was reported that an insurance policy had been secured, with a three year rate stability agreement, in the sum of £204.19.

078/21 RESOLVED **(a) That the new insurance policy with a three year rate stability agreement be approved. (All in favour)**

7. Planning Applications

(a) **Recent planning decisions** - Members noted that no new planning decisions had been issued by Cheshire East Council in respect of development within the Parish. (Appendix C)

(b) **Planning applications** -

i. 21/2796M - 1 Piggotts Hall, Congleton Lane, Lower Withington. SK11 9LD
Demolition of 2 no storage buildings, change of use of land to residential and construction of a swimming pool and subterranean plant room.

079/21 RESOLVED **(a) That no observations be submitted in respect of planning application 21/2796M. (All in favour)**

ii. 21/2888M - Land at Pitt Lane, Lower Withington.
Demolition of existing commercial building and construction of a single dwelling house.

080/21 RESOLVED **(a) That no observations be submitted in respect of planning application 21/2888M. (All in favour)**

iii. 21/2950M - Jodrell Bank Observatory, Bomish Lane, Lower Withington.
Internal and external alterations to the Link Hut, Development Lab and Polarisation Hut which are located on the south side of the Jodrell Bank Observatory site.
[21/2951M - Listed Building Consent for above proposed development]

081/21 RESOLVED **(a) That no observations be submitted in respect of planning applications 21/2950M and 21/2951M. (All in favour)**

iv. 21/2968M - Land to the rear of The Croft, Chapel Lane, Lower Withington.
Change of use of a former area of land used as a paddock (agricultural) to residential garden (domestic) land (Use Class C3), associated with the residential property, The Croft.

082/21 RESOLVED **(a) That no observations be submitted in respect of planning application 21/2968M. (All in favour)**

v. Further applications received following issue of agenda - None.

8. Highway maintenance and enhancements

(a) **Cheshire East Council - Highways Top Up Scheme** -

i. **Briefing Session (27/05/21)** - Information relating to the scheme had been previously circulated to all Members. Councillor J. Blackburn reported that the scheme offers the opportunity for Parish Councils to fund additional highway maintenance works to supplement existing service provision. The newly allocated Cheshire East Council Member budgets for highways can be used to contribute to applications under this scheme.

ii. **To consider whether to submit an application to the Highways Top Up Scheme** - Members considered the range of services which were available under the scheme and noted that several were for services which should be provided by Cheshire East Council as routine maintenance. Members considered that this matter should be given further consideration at the next meeting.

083/21 RESOLVED **(a) That the report of Councillor J. Blackburn be received and duly noted.**
(b) That a decision relating to whether an application should

be submitted to the Highway Top Up Scheme be made at a future meeting.
(c) That Councillor J. Blackburn review footpath siding out within Parish for possible inclusion within an application.
(d) That identified gullies within the Parish which are not listed on the Cheshire East Council database be submitted for inclusion. (All in favour)

(b) **Update on recently reported highway matters -**

i. Flooding in vicinity of Dicklow Cob Village Green - Work had recently been undertaken to investigate the drainage defects causing the flooding. Further work is expected in the coming weeks.

ii. Surface water drainage issues at Catchpenny Lane - Arrangements have been made for further jetting and gully emptying along Catchpenny Lane.

iii. Potholes along Leach Lane - No update available.

(c) **Highway matters for attention** - It was reported that there were potholes at the junction of Trap Street and Salters Lane.

084/21 RESOLVED **(a) That the Clerk report the above defect to Cheshire East Council for attention. (All in favour)**

(d) **Provision of double white lines on A535 near to junction with Catchpenny Lane** - No update was available.

9. Parish Council Projects

(a) **Notice Board refurbishment** - Members noted that the work to apply wood preservative to the wooden notice boards had been completed. In addition, the contractor had repaired the top weathering rail of the notice boards, cleaned the donation plates, reduced the catching of one door and treated the litter bin at Dicklow Cob Village Green.

(b) **Red Telephone Kiosk** - It was reported that, in the past, there had been two red telephone kiosks within the Parish and that it was disappointing that the 'Adopt a Kiosk' schme had not been operating at the time that these were removed.

085/21 RESOLVED **(a) That the Clerk contact BT to enquire whether a red telephone kiosk can be returned to the Parish.**
(b) That further consideration of this matter be deferred to a future meeting. (All in favour)

(c) **Litter Bin Provision** - Members discussed litter bin provision within the Parish and it was concluded that, at present, there does not appear to be any significant litter problems. The regular litter pick addresses small amounts of litter which arise and, in general, residents and visitors to the area should be encouraged to take their litter home.

086/21 RESOLVED **(a) That no further action be taken on this matter at this time. (All in favour)**

(d) **Website Update** - Councillor R. Robinson was not present at the meeting to report.

(e) **Community Orchard** - It was reported that a response from Cheshire East Council regarding permission to plant a small number of fruit trees was still awaited.

087/21 RESOLVED **(a) That the Clerk continue to pursue a response from Cheshire East Council.**
(b) That consideration of possible varieties of fruit trees to be planted be deferred to a future meeting.
(c) That approval be given for match funding, at a value of at

least £110, towards the scheme. (All in favour)

(f) **Community Resilience Plan** - Members discussed the merits of creating a community resilience plan and concluded that it may have limited value within the Parish. It was considered, however, that generating a list of contacts for local organisations may be a useful alternative to facilitate information sharing in case of a local incident.

088/21 RESOLVED (a) That Councillor P. Duffy lead the collation of local contact details. (All in favour)

(g) **Neighbourhood Plan** - It was reported that several Members had met with representatives from Twemlow Parish Council to discuss the possibility of pursuing the development of a joint Neighbourhood Plan. Following discussion of a number of issues which had arisen during the meeting Members concluded that this was not a project to take forward at this time.

089/21 RESOLVED (a) That the Parish Council does not pursue the development of a Neighbourhood Plan at this time.
(b) That the Clerk inform Twemlow Parish Council of the above decision. (All in favour)

(h) **Future Parish Council projects** - Members made a number of suggestions of local initiatives which may have social benefit to the community. It was suggested that there may be merit in setting up a separate body to oversee the development of local social activities. It was also suggested that the Parish may wish to participate in the lamp post poppies initiative if suitable mounting points could be identified.

10. Correspondence

(a) To consider specific correspondence received by the Parish Council since the date of the last ordinary meeting and to determine such action as Members consider appropriate thereto:

i. The Queen's Platinum Jubilee Beacons - Invitation to participate in The Queen's Platinum Jubilee Beacons event on 2nd June, 2022.

090/21 RESOLVED (a) That a decision as to whether to participate in The Queen's Platinum Jubilee Beacons be made at a future date. (All in favour)

11. Community Governance Review - It was reported that the consultation relating to the community governance review had not yet commenced.

091/21 RESOLVED (a) That this matter be deferred to the next meeting for consideration. (All in favour)

12. Covid-19 Risk Assessment for face-to-face meetings

(a) **Risk Assessment** - Members considered the Risk Assessment for holding face-to-face meetings (Appendix D).

(b) **Arrangements for business continuity** - The Clerk reported that it would be prudent for the Parish Council to make arrangements for the continuation of business should Covid-19 restrictions be re-introduced or that the risk of holding face-to-face meetings be considered high.

092/21 RESOLVED (a) That the Clerk & Responsible Financial Officer shall have delegated authority to exercise any function that would normally be exercised by the Parish Council excepting any function which statute prescibes may only be exercised by Full Council.

(b) That authority under (a) may only be exercised having received counsel from Members.
(c) That an All Member Working Group be established comprising all members with a remit to advise the Clerk on issues requiring attention.
(d) That except when discussing matters where publicity would be prejudicial to the public interest (as defined in the Public Bodies (Admission to Meetings) Act 1960) working group meetings shall be open to the public to view and, at an appropriate time, participate.
(e) The authority granted under (a) shall have effect until the next Annual Meeting.
(f) All decisions taken under (a) shall be submitted to and ratified by Full Council at the first meeting following exercise of the delegated authority.
(g) The authority under (a) shall not affect any authority which is already delegated through Standing Orders, Financial Regulations, existing policy or previous resolution and any conditions attached thereto shall continue to have effect.
(All in favour)

13. **Co-option of a Parish Councillor** - It was reported that a resident had expressed interested in being co-opted to the Parish Council.

093/21 RESOLVED **(a) That Mrs. Sue Kennerley be co-opted as a Member of Lower Withington Parish Council.**
(b) That the Clerk arrange for the relevant documentation to be made available to Mrs. S. Kennerley to confirm her co-option to the Parish Council. **(All in favour)**

14. **Matters for inclusion on next/future meeting agenda** -
    (a) Centenary of the dedication of The Calvary War Memorial.
15. **Date of next meeting** - Monday 26th July, 2021 at 7:30p.m.

To consider passing a resolution under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press from the meeting for the following item of business on the grounds that it could involve the likely disclosure of exempt information.

094/21 RESOLVED **(a) That a resolution to exclude the Public and Press from the remainder of the Meeting was not necessary as no items were to be considered at Item 16.** **(All in favour)**

16. **Matters for consideration including those transferred from above items** - None.

The meeting was declared closed by the Chairman at 9:14p.m.

Signed:..... Date: 29th November, 2021

LOWER WITHINGTON PARISH COUNCIL

APPENDIX A

Financial Statement - 2021/22 as at 28 June 2021					
Actual 2020/21 £.	**Details**	**2021/22 Budget £.**	**Actual to May 21 £.**	**Agenda Jun. 21 £.**	**Budget Balance £.**
	Receipts				
11,470.00	Precept	10,375.00	5,187.50		5,187.50
0.00	Balances	1,000.00	0.00		0.00
6.30	Investment Interest	0.00	0.00		0.00
0.00	Sale of Assets	0.00	0.00		0.00
0.00	Grants, Donations & Refunds	9,000.00	0.00		9,000.00
576.85	V.A.T. Refund		0.00		31.74
12,053.15	**Total Receipts**	**20,375.00**	**5,187.50**	**0.00**	**14219.24**
	Payments				
3,512.64	Salary (Clerk)	3,350.00	585.64	292.72	2,471.64
0.00	National Insurance (Employer)	0.00	0.00		0.00
225.00	Allowances (Clerk)	275.00	0.00		275.00
0.00	Chairman/Member Allowances	0.00	0.00		0.00
45.65	Administration	280.00	0.00		280.00
144.00	Audit Fees (internal & external)	175.00	153.72		21.28
346.64	Insurance	400.00	0.00	204.19	195.81
152.00	Grants & Donations (inc. Sect. 137)	525.00	0.00		525.00
60.00	Website	155.00	5.00		150.00
220.60	Subscriptions/Affiliation Fees	330.00	165.60		164.40
38.00	Room Hire	325.00	0.00		325.00
0.00	Training	210.00	0.00		210.00
0.00	Professional Services	750.00	0.00		750.00
0.00	Assets - Purchase	2,000.00	0.00		2,000.00
0.00	Assets - Maintenance	1,100.00	0.00	298.00	802.00
5,145.34	Village Green Pathway Project	0.00	0.00		0.00
0.00	Neighbourhood Plan	9,500.00	0.00		9,500.00
0.00	Contingency	1,000.00	0.00		1,000.00
1,061.87	V.A.T.		31.74		
10,951.74	**Total Payments**	**20,375.00**	**941.70**	**794.91**	**18,670.13**

Cash/Bank Reconciliation	**01/04/21**	**03/05/21**	**28/06/21**	**31/03/22**
Balance B/Fwd.	27,245.18	27,245.18	31,490.98	30,696.07
Add Total Receipts	20,375.00	5,187.50	0.00	14,219.24
Less Total Payments	-20,375.00	-941.70	-794.91	-18,670.13
Balance C/Fwd.	**27,245.18**	**31,490.98**	**30,696.07**	**26,245.18**
Cumulative Balances	**Balance**	**Balance**	**Balance**	**Balance**
	01/04/21	**03/05/21**	**28/06/21**	**31/03/22**
General Funds	10,921.52	15,167.32	14,372.41	9,921.52
Earmarked Reserves	16,323.66	16,323.66	16,323.66	16,323.66
	27,245.18	**31,490.98**	**30,696.07**	**26,245.18**

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CASH/BANK RECONCILIATION AS AT - 28th June, 2021

CASH

Balance Brought Forward 01/04/21				
Current Account		11,792.63		
Business Reserve Account		15,452.55		
Plus Receipts		5,187.50		
		32,432.68		
Less Payments		1,736.61		
Balance Carried Forward 28/06/21		**30,696.07**		

BANK (Natwest)

Business Reserve Account -		15,452.55		01/04/21
Add income/transfer received since above Statement				
	0.00			
		0.00		
Less unpresented cheques				
		0.00		
			15,452.55	28/06/21
Current Account -		18,530.41		01/04/21
Add income received since above Statement				
	5,187.50			
		5,187.50		
Less unpresented cheques/ Transfer				
Approved	-7,679.48			
For approval	-794.91			
		-8,474.39		
			15,243.52	28/06/21
Total Bank Balances 28/06/21			**30,696.07**	

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APPENDIX B

Payments for ratification / approval

a.	Cheque No 000487	Business Services at CAS Ltd.	£204.19	Insurance premium 2021/22
b.	Cheque No 000488	Steve Ikin Ltd.	£298.00	Notice board refurbishment
c.	Cheque No 000489	E. M. Maddock	£234.12	Salary: June 2021
d.	Cheque No 000490	H.M. Revenue & Customs	£58.60	Employee income tax

APPENDIX C

Outstanding planning applications & recent planning decisions

18/3395M - Four Oaks, Farm Lane, Lower Withington. SK11 9DU
Change of use to include use of the site for the holding of auctions (retrospective).
DECISION STATUS - Undecided

19/2936W - Dingle Bank Quarry, Holmes Chapel Road, Lower Withington. SK11 9DR
Variation of Condition 4 on application 16/3064W - Variation of Condition 2, 4 & 5 of permission 10/3080W.
DECISION STATUS - Undecided

20/4973M - Bridge Farm, Hodgehill Lane, Marton. SK11 9LU
Proposed equine building comprising stabling, grooming, tack room and feed/bedding storage.
DECISION STATUS - Undecided

21/0340M - Holly Tree Farm, Holmes Chapel Road, Lower Withington. SK11 9DT
Erection of an organic free range egg unit to replace 3No. existing barn egg laying units.
DECISION STATUS - Undecided

21/0765M - Old Hall Cottage, Holmes Chapel Road, Lower Withington.
Replacement dwelling and associated development (resubmission of 20/3455M - Scheme B comprising re-modelled building to provide a garage, the demolition of the existing garage, with the new build house on the existing footprint).
DECISION STATUS - Undecided

21/0769M - Old Hall Cottage, Holmes Chapel Road, Lower Withington.
Replacement dwelling and associated development (resubmission of 20/3455M).
DECISION STATUS - Undecided

21/0902M - The Home Farm, Holmes Chapel Road, Lower Withington.
Construction of a detached garage and storage building.
DECISION STATUS - Undecided

21/1928M - Woodcroft Cottage, Whitecroft Heath Road, Lower Withington.
Certificate of proposed lawful use for construction of a new stable block within residential curtilage of Woodcroft Cottage.
DECISION STATUS - Undecided

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APPENDIX D

Lower Withington Parish Council

Covid-19 Risk Assessment for face-to-face meetings

Date of risk assessment: 21st June, 2021

General points:

- England is subject to step 3 of the Covid-19 lockdown roadmap which restricts social mixing in accordance with a wide range of guidance available online at www.gov.uk.
- Cheshire East has been identified as an 'Enhanced Response Area' due to a recent large increase in cases caused by a rapid spread of the new Delta Covid-19 variant. Additional guidance relating to this designation includes:
  "...you should also take particular caution when meeting anyone outside your household or support bubble. Wherever possible, you should try to:
  - Meet outside rather than inside where possible
  - Keep 2 metres apart from people that you do not live with (unless you have formed a support bubble with them), this includes friends and family you don't live with
  - Minimise travel in and out of affected areas"
- Regulations allowing the holding of meeting through remote methods were withdrawn from 7th May, 2021.
- NALC guidance states: "As we have advised previously in our guidance on preparing for the possible return to face-to-face meetings, local councils should take steps to address this issue through measures such as delegation to clerks, deferring controversial decisions or holding meetings later in the year, after the 19 July 2021 step four roadmap. Any face-to-face meeting should be held in line with restrictions and public health advice in place at the time."

Assessment of potential risks:

Key principle	Government Guidance	Assessment of risk	Conclusion
Meeting of local authorities must be open to attendance from the public	You can gather in a group larger than six people or two households indoors or in a group larger than 30 people outdoors where it is necessary for your work. When working, you should remain 2 metres from anyone you do not live with, or at least 1m with additional mitigations.	Lower Withington Parish Hall is the primary meeting facility within the Parish. The meeting room capacity is a limiting factor when implementing social distancing which will also limit access to proceedings by the public.	Use of the indoor space at Lower Withington Parish Hall may result in members of the public being denied access to the meeting. No live streaming of proceedings can be provided, therefore, the Parish Council may be unable to deliver the key principle.
Social distancing and capacity	Measures should be in place to ensure all users of community facilities to maintain social distancing and keep 2m apart from anyone who is not in their household or support bubble, or 1m with extra precautions in place (such as wearing face coverings). You should consider and set out the mitigations to stop the spread of the	The meeting room capacity is a limiting factor when implementing social distancing which will also limit access to proceedings by the public. The meeting activity would be possible outdoors. Limited ventilation opportunities if meeting indoors.	Social distancing can be best achieved outdoors. Outdoor meeting will not disadvantage members of the public attending the meeting through capacity limits or issues relating to face coverings. Attendees are able to make personal choices regarding the wearing of face coverings.

Key principle	Government Guidance	Assessment of risk	Conclusion
	virus. These may include: • if an enclosed area, owners and operators should identify an advisory limit on the maximum number of users able to use the community facility • move outdoors, where the activity allows • if indoors, make sure rooms have plenty of fresh air by keeping windows and doors open • in indoor spaces, follow advice on wearing face coverings	Use of face coverings may impede attendees from participating in the meeting or lead to members of the public being unable to hear proceedings clearly.	
Safe access to meeting venue	In defining the number of people that can reasonably follow 2 metres distancing (or 1 metre with risk mitigation), the total floorspace as well as likely pinch points and busy areas should be taken into account (e.g. entrances, exits) and where possible alternative or one-way routes introduced.	Presence of furniture in room reduces capacity of venue for attendees. Facilitation of: • using multiple entry and exit points, • floor markings/signage • staggered arrivals/departures creates significant workload for planning and delivering such measures.	Social distancing and people management can be best achieved outdoors where there is sufficient space. Outdoor meeting negates requirement to undertake significant additional tasks.
Hygiene and face coverings	On entering and leaving a community facility everyone, including staff, should be asked to wash their hands thoroughly for at least 20 seconds using soap and water or to use hand sanitiser if hand washing facilities are not available. On entering a community facility users will be required to wear a face covering, and will be required to keep it on, unless covered under a 'reasonable excuse' for example, if they have a health or disability reason to not wear one. Please be mindful that the wearing of a face covering may inhibit communication with	Arrangements would be required to ensure that soap and/or sanitiser were available for attendees of the meeting and that facilities for providing such had been suitably cleaned prior to use. Requirement to wear face coverings may impede the meeting and hinder members of the public from fully engaging with proceedings.	Outdoor meetings would provide an effective and achievable alternative to delivering hand washing / sanitising facilities. Outdoor meetings would significantly reduce risk of transmission from shared surfaces / furniture / equipment. Outdoor meetings would allow all members of public to attend without any increased transmission risk to/from individuals who are unable to wear face coverings.

Key principle	Government Guidance	Assessment of risk	Conclusion
	people who rely on lip reading, facial expressions and clear sound.		
Clinically extremely vulnerable people	Clinically extremely vulnerable people can attend community facilities. They are advised to take extra precautions, including minimising close contact with others, to reduce their risk of exposure to the virus and should follow the guidance on protecting people who are clinically extremely vulnerable. They may wish to participate remotely if possible.	Parish Council meetings must be open to all members of the public. Remote attendance by members of the public is not possible, therefore, every effort should be made to ensure that meetings are as safe and accessible as possible.	Outdoor meetings allow greater number of attendees to be present at the meeting whilst also meeting social distancing requirements. Outdoor meeting poses a reduced transmission risk to those who are clinically extremely vulnerable who may wish to attend.
Toilets	Public toilets, portable toilets and toilets inside premises should be kept open and carefully managed to reduce the risk of transmission of COVID-19.	Arrangements would be required to ensure that appropriate cleaning of such facilities were carried out prior to use. Parish Council meeting is of limited duration allowing most to attend without requiring facilities. All attendees are free to leave at any time should circumstances require.	Outdoor meetings would provide an effective and achievable option especially as meetings are not excessively long in duration.
Noise	All venues should ensure that steps are taken to avoid people needing to unduly raise their voices to each other.	Potential for second user of the facility to be present leading to noise.	Outdoor meeting addresses potential issue.
Test and Trace (collecting data)	You must ask every customer or visitor to scan the NHS QR code using their NHS COVID-19 app or provide their name and contact details, not just a lead member of the group. This is to ensure everyone receives the necessary public health advice in a timely manner. Community centres and village halls must collect contact information for all activities and events taking place within the	Parish Council meetings must be open to all members of the public. Need to ensure that the Parish Hall has relevant arrangements in place to deliver Test and Trace requirements (both electronic and non-electronic). Potential risk of financial penalty for not complying with requirements - potential difficulties to enforce at a public meeting.	Outdoor meetings would provide an effective and achievable option. Parish Council may choose to record names and contact details of attendees as part of a responsible approach to holding meetings.

Key principle	Government Guidance	Assessment of risk	Conclusion
	venue. This should be collected by the person who hires the space. The venue must display an official NHS QR code poster which can be used for every activity that takes place there. They must also offer a system which does not require individuals to own an electronic device. Any designated venue that is found not to be compliant with these regulations will be subject to financial penalties; starting at £1,000 - (or £500) if that amount is paid before the end of the period of 14 days following the date of the notice) - and rising up to £10,000 upon repeat offences.		
Compliance with Covid-19 requirements	Failure to complete a risk assessment which takes account of COVID-19, or completing a risk assessment but failing to put in place sufficient measures to manage the risk of COVID-19, could constitute a breach of health and safety law.	Actions should be taken to minimise health risks to Councillors, Clerk and members of the public in restarting face-to-face meetings. Consideration should also be given to ensuring the Parish Council is demonstrating a responsible approach to reducing, as far as possible, Covid-19 transmission.	Risk assessment completed to demonstrate decision making process.
Covid-19 secure venue	Anyone with control of non-domestic premises (such as a community centre, village or community hall) has legal responsibilities under health and safety law, and must take reasonable measures to ensure the premises, access to it, and any equipment or substances provided are safe for people using it, so far as is reasonably practicable.	Confirmation of measures taken by Parish Hall required. Activity (i.e. meeting) does not require any special equipment. All attendees are responsible for providing their own copies of the agenda. No agenda papers to be provided by the Clerk at the meeting. Attendees must not share documents.	Outdoor meeting would be achievable. To further minimise transmission risk all attendees should: • Provide their own seat. • Not share seats, pens, meeting papers or other items. • Ensure social distancing at all times.

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Key principle	Government Guidance	Assessment of risk	Conclusion
	Users and hirers of a community facility have responsibility for managing risks arising from their own activities when they have control of premises and should take account of any guidance relevant to their specific activity or sector.		
Keeping Staff Safe	As an employer, you must by law protect workers and others from risk to their health and safety. This includes risks from COVID-19. COVID-19 is a workplace hazard. You must manage it in the same way as other workplace hazards. This includes: completing a suitable and sufficient assessment of the risks of COVID-19 in the workplace and identifying control measures to manage that risk	The Parish Council employs one member of staff. The majority of the work is carried out from home, however, attendance at meetings is expected.	Outdoor meetings allow the Parish Council to demonstrate a responsible approach to employment requirements and to reduce the transmission risk of Covid-19 to/from employees without exposing them to additional risks associated with facilitating an indoor meeting.

[Government Guidance taken from www.gov.uk, accessed 21/06/21]

Conclusions from risk assessment:

- That any scheduled Parish Council meetings should be held outdoors to reduce the risk of Covid-19 transmission between attendees.

- That consideration should be given to approving a scheme of delegation should Covid-19 restrictions be re-introduced at a future date.

  Possible option, as suggested by NALC:
  - Delegation of all permitted* decision making to the Clerk to cover any periods where there are restrictions to hold meetings or the risk arising from face-to-face meetings is considered to be high. This can be supported by setting up working parties to allow remote meetings to be held to provide guidance to the Clerk on the exercise of the delegated authority or suggesting that the Clerk consult with the Chairman prior to making a decision.
    [*There are a small number of functions which full Council is not permitted to delegate.]