
NOTICE OF FULL MEETING of the PARISH COUNCIL

I hereby give notice that the Annual Parish Council Meeting of Ashurst and Colbury Parish Council will be held at:
The Church Rooms, Deerleap Lane, Colbury on Tuesday, 20th July 2021 at 7.30pm.

Whilst Government Restrictions have been lifted as of 19th July, the Council has a Duty of Care to its staff and members and as such, have undertaken a Risk Assessment which has determined that attendee numbers will be limited to 13 for this meeting. The Parish Council would respectfully request that masks are worn as cases are rising everywhere and we cannot guarantee 1m+ Social Distancing. Any members of the public who wish to attend on this basis please contact the Clerk so that reservations can be made on a first come first served basis.

Please email the Parish Clerk at the address above no later than 5pm on Monday 19th July.

All Members of the Council are summoned to attend for the business of considering and resolving upon matters as set out hereunder.

AGENDA

- 21/033 Apologies for Absence.**
- 21/034 Disclosure of Interest in an Agenda Item.**
Councillors are reminded that under the Code of Conduct if they have a personal or pecuniary interest in any item on the agenda they must declare it now.
- 21/035 Public Participation.**
A fifteen-minute period will be allowed for members of the public, with the approval of the Chairman, to have the opportunity to make representations, raise issues, or ask questions.
- 21/036 Approval of the Minutes of the Previous Full Council Meeting as a Correct Record of Proceedings and Matters Arising / Action Updates From those Minutes.**
- 21/037 Whartons Lane update from Planning Meeting**
- 21/038 Village Event – Update from Working Party**
- 21/039 Accounts.**
1. To Receive and Approve the Monthly Schedule of Payments – Appendix A
 2. To Receive and Approve the Bank Reconciliation to 30th June 2021 – Appendix B
 3. To Consider a Grant Application from Citizens Advice - £300.00 Appendix C
- 21/040 Reports.** To receive reports and relevant information from;
1. County and District Councillors
 2. Committee Chairs
 3. Parish Councillors
 4. Police / Neighbourhood Watch
- 21/041 New Play Equipment - Update re drainage survey and removal of obsolete play equipment**
- 21/042 Community Engagement – Set Committee Meeting Date, Required in Order to Appoint Chair and Vice Chair.**
- 21/043 Correspondence**
Letter dated 30.06.21 from Life Education Wessex thanking the Parish Council for the Grant payment of £250
- 21/044 Items for Discussion at the Next Meeting.**
- 21/045 Close of Meeting.**

Risk assessment –Full Council Meeting 20th July 2021

Ashurst & Colbury Parish Council

Assessment carried out by: Cllr Caroline Hubbard (Chair), Karen Miles (Clerk) & Lorraine Wheeler (Locum Clerk)

Date assessment was carried out: 14th July 2021

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> Members of the Parish Council Clerk to the Council Members of the District Council Members of Hampshire County Council Members of the Public 	<p>Cleaning – Procedure; Prior to the meeting, disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, chairs & tables and reception</p>	Rigorous checks will be carried out to ensure that the necessary cleaning procedures are being followed.	CH/KM/LW	7.15pm 20.07.21	

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		areas using appropriate cleaning products and methods.				
		<p>Hand Sanitising Station – A table will be placed in the foyer providing hand sanitiser (and gloves if required) and must be used before entering the meeting area.</p>	To be monitored by the Chair and the Clerk until the start of the meeting.	CH/KM/LW	7.15pm 20.07.21	
		<p>Social Distancing - Reducing the number of persons in any work area to comply with the 1m+ metre (3.25 foot) gap recommended by the Public Health</p>	The meeting area has been assessed to accommodate 7 Members of the Council plus the Clerk & Locum at 1m+ apart and across 9 individual tables, plus 3 NFDC/HCC Members	CH/KM/LW	7.15pm 20.07.21	

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		Agency. https://www.gov.uk/ Attendees must contact the Clerk to confirm their attendance.	and 13 members of the public seated 1m+ apart. All attendees to remain in their seats at all times. All opening windows and doors along the side of the room will remain open before and during the meeting and windows/doors in the kitchen area. Should social distancing be deemed to be compromised during the meeting, the meeting will be closed forthwith. More attendees than the area has been assessed to safely comply with the 1m+ rule, will result in the closure of the meeting forthwith.			

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		<p>PPE – All attendees are required to bring and wear a mask, use hand sanitiser provided (and bring their own hand sanitiser if they prefer) and will be offered single use gloves.</p>	<p>Rigorous adherence to the procedures must be applied. If procedure is not adhered to, an attendee will be asked to leave the meeting. In the event that the health and safety of the meeting and attendees has been compromised, the meeting will be closed forthwith.</p>	CH/KM/LW	7.15pm 20.07.21	
		<p>Cleaning – Procedure; After the meeting, disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light</p>	<p>Rigorous checks will be carried out to ensure that the necessary cleaning procedures are being followed.</p>	CH/KM/LW	At the finish of the meeting 20.07.2021	

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		switches, chairs & tables and reception areas using appropriate cleaning products and methods.				
		<p>Symptoms of Covid-19</p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the 7 days following the meeting, they must advise the Clerk or Chair and are advised to follow the stay at home guidance.</p>	Contact Tracing - Attendees must leave contact details prior to the start of the meeting, if not already known to the Council and/or use the building QR Code.	All Attendees	7.15pm 20.07.21	

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/ More information on managing your health & wellbeing during the crisis: www.mind.org.uk/information-support/coronavirus/coronavirus-and-your-wellbeing/