

Linby Parish Council Agenda

Dear Councillors,

You are hereby summoned to attend the meeting of the above Council to be held at the 'Back Room' of **St Michael's Church, Church Lane, Linby on Tuesday 7th September 2021 commencing 7:30pm** for the purpose of transacting the following business:

1. Apologies for absence
2. Declarations of personal and prejudicial interests
3. Approval of the minutes from the last meeting
4. Matters arising
5. Open Forum
6. Antisocial Behaviour in the Parish
7. Traffic & Road Safety
8. CIL Projects - play park and community orchard on the Horse & Groom field - Update
9. Lengthsman Scheme / Green Spaces Maintenance Update
10. Culverts Inspection Survey – Update
11. Top Wighay Update
12. Correspondence Received
13. Planning a) Update from the Planning Working Party b) Applications received
14. Funding update: a) Finance Report b) Payments for approval c) Banking – new authoriser update
d) External Audit Report & Certificate
15. Mid-Year Budget Review
16. Councillor's Reports
17. Date of next meeting

The public and press are welcome to attend

Signed: Liz Gretton, Clerk to the Parish Council

LINBY PARISH COUNCIL

COVID-19 RISK ASSESSMENT FOR PARISH COUNCIL MEETINGS

The following risk assessment is to reduce the possibility of the transmission of the COVID-19 virus during Parish Council meetings. It is our priority to protect all attendees to the meeting including Councillors, the Clerk, County and Borough Councillors, Members of the public and other visitors.

From June 2021, Parish Council meetings will be held at the 'back room' at St Michael's Church, Church Lane, Linby.

Before entering the building, please use the hand sanitiser provided.

What are the hazards?	How to control the risk	Who needs to carry out the action?	Further action
Contracting or spreading coronavirus by not washing hands	Making available hand sanitisers at the entrance of the 'back room' and ensuring all attendees use the hand sanitiser before entering the room.	All attendees must carry out this action prior to entering the room.	Cllr Lewis to ensure hand sanitiser is available at all meetings. *
Contracting or spreading the virus by not maintaining social distancing	<p>Follow government guidance on social distancing.</p> <p>Consider seating arrangements to ensure social distancing can be maintained. If possible try to sit side-by-side rather than face-to-face.</p> <p>If the number of attendees at a meeting means that social distancing isn't possible, move the meeting to the main body of the church where social distancing can be maintained.</p> <p>If social distancing isn't possible, implement risk mitigations such as use of Personal Protective Equipment (screens, facemasks, face shields). If this is not possible, consider re-scheduling the meeting.</p>	<p>All attendees must maintain social distancing at all times.</p> <p>The Council must ensure social distancing is in place prior to the meeting commencing. If possible, the Councillors to arrange seating to allow people to sit side by side.</p> <p>The meeting must be stopped if there are any changes which means that social distancing can no longer take place.</p>	Cllr Lewis to ensure facemasks are available at all meetings. *

What are the hazards?	How to control the risk	Who needs to carry out the action?	Further action
Poorly ventilated spaces leading to risks of coronavirus spreading	Fresh air is the preferred way of ventilating the room. Ensure the room is ventilated before the meeting starts by opening windows. Door to be left open if possible.	All Councillors and the Clerk to ensure the room is properly ventilated prior to the meeting commencing.	Should the meeting need to be moved to the main church area, consider the risks of poor ventilation and put necessary controls in place.
Getting or spreading coronavirus by not cleaning surfaces, equipment	<p>Identify surfaces that are frequently touched, including door handles, desks and chairs and spray with antibacterial spray prior to the meeting and after the meeting.</p> <p>Reduce the amount of movement around the room as much as possible (e.g. remain seated throughout the meeting if possible).</p> <p>Avoid printing off the agenda and use an electronic version if possible.</p> <p>Extra vigilance is required when exchanging/checking documentation, e.g. signing the minutes. Ensure the appropriate PPE is worn</p> <p>Avoid sharing pens/papers/documents.</p>	<p>The Clerk or Councillors to wipe down surfaces before and after the meeting.</p> <p>All attendees to remain seated during the meeting if possible.</p> <p>The Clerk to email the agenda prior to the meeting.</p> <p>Consider wearing gloves when exchanging documentation or using hand sanitiser</p> <p>All attendees to bring their own equipment if required</p>	<p>Cllr Lewis to ensure antibacterial spray is available at all meetings.*</p> <p>Cllr Lewis to ensure gloves and hand sanitiser are available at each meeting.*</p>

* In Cllr Lewis's absence, the Clerk will take responsibility

The above risk assessment will be circulated with the Agenda to all Councillors, Borough and District Councillors. A copy will be available on the website – www.linby.org.uk . A copy will also be displayed in the Linby noticeboards.

If you have any queries or concerns please contact the Clerk at liz.linbypc@sky.com