# STAPLEFORD PARISH COUNCIL

**NOTICE OF PARISH COUNCIL MEETING**

**To Members of Stapleford Parish Council**

You are hereby summoned to attend the **ANNUAL MEETING OF STAPLEFORD PARISH COUNCIL** on to be held on **WEDNESDAY 5th MAY 2021 at 8.00pm** by virtual meeting to transact the business in the agenda shown below. Members of the public and press are invited to attend and to address the Council in its open forum.

Virtual meeting access:

<https://us02web.zoom.us/j/87442115558?pwd=Y0xNMk81N2plV2NCZy8zcmEyV0kxQT09>

Belinda Irons

Stapleford Parish Clerk

27th April 2021

AGENDA

**80.2021** Election of Chairman

**81.2021** Signing of Chairman’s Declaration of Acceptance of Office: Covid compliant

**82.2021** Apologies

**83.2021** Declaration of Member’s Interest: disclosable pecuniary/ pecuniary/personal

**84.2021** Minutes of the previous meeting:

**PROPOSAL: That Stapleford Parish Council herewith agree the minutes of the Parish Council meetings held on 22nd April 2021.**

**85.2021** Public discussion and presentation

**86. 2021** Election of Vice-Chairman

**87.2021** Portfolio allocation:

Chairman: ex-officio on all portfolios

Finance, Audit & Business Development: Cllr P McPhater with Cllrs H Kettel, D Pepperell & G Pett

Highways, Byways (inc footpaths and bridleways) & Transport: Cllr J Flynn with Cllr D Pepperell

Planning: All Councillors to be included

Neighbourhood Planning & Conservation Area: Cllr B Kettel with Cllrs J Flynn and J Raphael

Asset Development: Cllr H Kettel

Pavilion & Recreation Fields Management (inc sports management and development): Cllrs G Pett, M Gatward, C Greenhalgh & P McPhater)

Play Areas and School Liaison: Cllr G Pett

Cemeteries Management: Cllrs G Pett & J Flynn

Police Liaison and Neighbourhood Watch

Communications: Cllr J Flynn

Tech & Technology (including Website management): Cllrs J Raphael & P McPhater

Policy & Scrutiny: (inc Major Incident Plan/ Data Protection/ Risk Assessment) Cllr C Greenhalgh

Human Resources: Cllrs H Kettel, C Greenhalgh & G Pett

Environment, Biodiversity & Ecology: Cllrs M Gatward, J Flynn & P McPhater

Charity representation: FEOFFEE/ Village Halls Charity: Cllrs Pett & Raphael

Stapleford Volunteer Group:

Litter picking: Cllrs Pepperell & Flynn

Local environmental projects: See Environment Portfolio.

Village Weekend: Cllrs Pett & Gatward

**88.2021 Return to face to face meetings:** discussion:

Risk Assessment: this list is not definitive but indicative of potential changes:

1. Members of the Public:
2. All members of the public attending the meeting to wear masks and use hand sanitiser on entry to the building and if using tissues/handkerchiefs
3. Social distancing to be set at 2m
4. One way system to be operational
5. Anyone with cold or Covid symptoms to be refused entry
6. A list of attendees to be kept to assist Track and Trace as necessary
7. A requirement that any member of the public who tests positive for Covid within 10 days of attendance at the meeting must report the test result to the Clerk and Track and Trace, to ensure all those attending go into isolation for two weeks
8. Requirements for face to face meetings:
9. Risk assessment
10. Cleaning of venue pre and post-meeting
11. **PROPOSAL: *That Stapleford Parish Council herewith agrees to hold a virtual Meeting of Councillors on the second Monday of the month which will inform the decision making process undertaken at the Stapleford Parish Council ordinary meeting held on the second Wednesday of the Month to ensure inclusivity for all Councillors, with a minimum of four Councillors attending the Wednesday meeting, both meetings commencing at 7.30pm***

**89.2021 Planning:** Cllr B Kettel

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| --- | --- |
| 21/01328/FUL | White Wings, 2 Gog Magog Way, StaplefordDemolition of existing dwelling and detached garage and erection of 1 x dwelling house and detached garage together with associated landscape enhancements |
|  |  |

**90.2021 Finance:** Cllr H Kettel

 **a**) Accounts summary: April meeting

 Income: £39,350.00

 Expenditure: £10,503.45

 Current Balance of all Accounts: £309,483.21

 Less S106 Ring-fenced: £215,552.00

 Carried forward: £93,931.21

Expenditure for May will be reported to the meeting

1. Audit & Year End
	1. **Management of Pavilion & Play Area: Cllr Pett**

**PROPOSAL: *That Stapleford Parish Council herewith agrees to purchase Hallmaster booking system in the sum of £137.00 pa***

**92.2021 Cemetery:** Cllr B Kettel

**PROPOSAL: *That Stapleford Parish Council herewith agrees and adopts the Stapleford Parish Council Memorial Policy with immediate effect***

**93.2021 Correspondence:**

**94.2021** **Date of Next Meeting**: Virtual meeting at 7.30pm

 PC Meetings: 2nd Wednesday of each month

 9th June, 14th July, 8th September, 13th October, 10th November,

8th December. Annual Parish Meeting: 5th May