



WOULDHAM PARISH COUNCIL

To all members of the Council

YOU ARE SUMMONED TO ATTEND THE MEETING
OF THE **PARISH COUNCIL** TO BE HELD ON
TUESDAY 8TH SEPTEMBER 2020, AT 7.30PM
AT WOULDHAM VILLAGE HALL

Members of the Public and Press are welcome to attend

It is advisable to wear masks during the meeting

AGENDA

- 1. Apologies for Absence**
- 2. Approval of the Minutes Monthly Meeting held on August 4th 2020**
- 3. Matters arising from the Minutes**
- 4. To receive Declarations of Interest**
- 5. External Reports**
 - 5.1 To receive report from Borough Councillors and questions from the Council.
 - 5.2 To receive report from County Councillor and questions from the Council
 - 5.3 To receive monthly crime and incidents report and questions from the Council
 - 5.4 To receive report from Neighbourhood Watch and questions from the Council
 - 5.5 To receive a report from the Community Warden
- 6. Planning**
 - 6.1 Planning applications considered and commented upon by the Planning Committee:**
 - 6.2 Planning consents issued:**
TM/20/01407/TPOC Bee Hive Grove Trees to be pollarded
 - 6.3 Planning applications refused:**
 - 6.4 Other Planning Issues:**
- 7. Members of the Public** (The Parish Council meeting is open to members of the public for questions for 30 minutes. One question per person will be allowed initially and only if time permits further questions will be allowed. Members of the public will not be allowed to speak during the Council's formal business unless invited to do so by the Chairperson)
- 8. Highways & Verges**
 - 8.1 Highways Committee report**
- 9. Street Lighting**
- 10. Footpaths/PROW**
- 11. Allotments**
- 12. Peters Village**
- 13. Wouldham Common**

14. Village Hall

15. Recreation Ground

- 15.1 Events on the Rec and associated paperwork
- 15.2 The landscaping of the area at the side of the Rec
- 15.3 Rospa report on the Recreation Ground
- 15.4 Height barrier quotes

16. General Village business

- 16.1 To discuss and approve items for the Community News

17. Administrative and Finance Matters

- 17.1 Approval of Accounts for payment: Parish Council
- 17.2 Internal Auditors report 2019-2020
- 17.3 Discussion on Financial regulation 1.14
- 17.4 The Finance Committee have agreed to use Zurich Insurance for the next year, payment to be signed off this meeting.
- 17.5 Request for money to pay for NHW signs in Wouldham
- 17.6 Are the Parish Council happy to receive the packs in paper form or would they prefer on line?

18. Correspondence Received

19. Date of Next Meeting

October 6th 2020

20. Questions from Councillors, Chairperson and Clerk/Future Agenda Items

**Nicky Grimes
Clerk Wouldham Parish Council**

WOULDHAM PARISH COUNCIL RISK ASSESSMENT FORM

DATE: 8th Sept 2020

AREA: Village Hall for PC meeting

<u>POTENTIAL HAZARD</u>	<u>WHO IS AT RISK?</u>	<u>EXISTING CONTROL MEASURES</u>	<u>RISK RATING</u>	<u>PREVENTATIVE MEASURES</u>	<u>RESPONSIBILITIES</u>
<u>Covid 19</u>	<u>Attendees of meeting</u>	<u>Hand sanitizer</u> <u>Masks</u>	<u>5</u> <u>5</u>	<u>Someone at door to apply</u> <u>To recommend wearing and supply on door</u>	<u>Clerk</u> <u>Clerk</u>
		<u>Distancing</u> <u>Contract tracing</u>	<u>5</u> <u>3</u>	<u>Chairs to be spaced 2M apart, maximum 30 people in hall</u> <u>Form to be completed at entrance of hall</u>	<u>Chair and clerk</u> <u>Clerk</u>
<u>Fire</u>	<u>Attendees of meeting</u>	<u>"Housekeeping" announcement</u>	<u>2</u>	<u>Location of extinguishers and exits</u>	<u>Chair</u>
<u>All other</u>		<u>See hall RA</u>	<u>3/4</u>	<u>Displayed</u>	<u>Clerk</u>
<u>DATE 8th September</u>	<u>2020</u>	<u>Signed</u> <u>Nicky Grimes</u>			