

To: All Members of Brightwalton Parish Council  
You are required attend the Ordinary meeting of  
**Brightwalton Parish Council on Monday 12<sup>th</sup> July 2021 at 8.00 pm**  
Brightwalton Village Hall

Parishioners are welcome to attend, to maintain social distancing however, we do need to manage numbers - **please contact the clerk in advance to book a seat**  
**brightwaltonpc@btinternet.com**

Please ensure you have read the attached risk assessment prior to attending

The following business will be transacted:

1. To accept any apologies for absence and declaration of interests
2. To approve the May meeting minutes as an accurate record of the meeting

Matters Arising / Outstanding:

3. Village Hall Committee report
4. PCC / ASPIRE Project Update
5. Village Community Co-ordinator role – update on committee progress, consider PC contribution and agree PC as employer
6. Old Churchyard Wall – to review quotes and agree works
7. Playground ROSPA Report – Clerk to confirm progress on remedial works required
8. Village Trees
  - Tree planting on Brightwalton Hill in memory of Sir Philip Wroughton – to consider number of trees required and agree species.
  - Resident request for planting on the back of the Queens Green Canopy campaign
  - Dunmore Pond – consider quotes for required tree maintenance
9. Superfast broadband coverage as raised at APM
10. Highways – update on VAS adjustment
11. Cricket nets – agree actions required to update these
12. Brickleton News articles

13.Planning

To state for the record:

- **21/00688/FULD West Glebe, Common Lane** application for a proposed 4-bedroom dwelling in the residential curtilage of West Glebe. Application withdrawn

14.Finance

- Balance, Invoices and Receipts since the May meeting
- Update on budget – year to date spending

15. Additional correspondence to note – WBC Parish Council communication consultation, Downland Practice Memorial bench.

16. Matters for Future Discussions

Signed: *S Youldon*, Parish Council Clerk – 5<sup>th</sup> July 2021

## Meeting Risk Assessment

**Location: Brightwalton Parish Council July Meeting – Brightwalton Village Hall**

**Assessment Date: 2<sup>nd</sup> July 2021**

**Revisit Due: September 2021 Meeting**

Resources Used: Government guidelines as updated 30 <sup>th</sup> March 2021, read and understood. NALC meeting guidance and West Berkshire Council return to face-to-face meeting training attended and guidance read and understood. Society of Local Council Clerks return to face-to-face webinar attended. Brightwalton Village Hall guidelines reviewed.			
Planning: Clerk to share risk assessment with the Councillors in advance. Councillors reminded that they should not attend if they are suffering with Covid-19 symptoms or are self-isolating, option for Councillors to attend virtually if they prefer or have health concerns (although legislation does not allow voting for Councillors not present).			
<b>Assessing the Risk &amp; The Requirement for the Meeting to Take Place</b>	Following the end of the emergency legislation on the 7 <sup>th</sup> May allowing Parish Council meetings to be held remotely, it is deemed necessary for Brightwalton Parish Council to conduct the July meeting. The Parish Council has carefully considered the risks and the actions it can take to minimise those risks. On the grounds of health and safety the Parish Council do reserve the right to turn away parishioners from the meeting if social distancing cannot be maintained and the hall is at capacity. Parishioners have been encouraged to contact the Clerk to advise of their intention to attend the meeting. Should numbers look to be in excess of what we can manage in person, alternative arrangements can take place last minute to move the meeting outside or provide online access.		
<b>Risk</b>	<b>Considerations</b>	<b>Action Required</b>	<b>Risk After Action</b>
<b>Contracting virus from surfaces</b>	Entry & Exit	Attendees to enter through the side door. Clerk to leave door open – no contact required.	
	Table & Chairs	The hall will be clean ready for use on arrival. Clerk/Councillors to wipe down tables, door handles and chairs after meeting with supplied spray. Hall responsible for booking cleaner as required before next booking. All attendees to use hand sanitiser on arrival and on exit -fixed on wall	
	Signage	Hall Covid signage already in place.	
	Paperwork / Stationary	Councillors to bring paperwork with them. Documents needing to be signed will be in the box folder on the table and will be taken out and returned by those signing. Paperwork will have been quarantined for 2 days prior and will be left quarantined in box folder for 2 days after. No sharing of pens or other equipment.	
<b>Contracting virus direct from another person</b>	Anyone showing Covid-19 symptoms or living with anyone showing symptoms or anyone who has been advised to self-isolate must not attend the meeting		
	Ventilation	In line with Government guidelines, the hall windows and doors where possible we remain open for the entire meeting. Attendees are advised to dress warmly if weather is poor	
	Face Coverings	In line with Government guidance all attendees are encouraged to wear a face covering at all times within the hall. Once everyone is seated, if 2 m distancing can be maintained, attendees can remove face covering. Face covering to be replaced at end of the meeting before exiting the hall. Attendees are welcome to wear a face covering throughout if they would prefer.	
	Avoiding face to face contact in narrower areas	All attendees will be arriving and leaving at the same time, no one way system required.	

	Social Distancing	<p>Chairs will be set 2m apart, attendees must remain in their seats. Seats set up side to side, Councillors will need to face attendees but 2m distance will be set up</p> <p>To avoid increased risk of aerosol or droplet transmission, all attendees must take turns to speak and must not raise their voices.</p> <p>It has been agreed that parishioners will request a place at the meeting. Should more parishioners wish to attend than places a hybrid format may be set up to allow parishioners to join virtually.</p>	
	Maximum Numbers	<p>Maximum number of attendees in the hall will be 18. With 7 members of the Parish Council this leaves 11 seats for parishioners. Historic attendance is below this level.</p>	
	Tracing attendees for follow up	<p>Clerk has a record of Councillors. Hall NHS Track &amp; Trace QR codes in place. Clerk to provide individual forms for anyone not using this system. Details will be kept for 21 days before being destroyed. Clerk will keep these and share details with Track &amp; Trace if asked to do so.</p>	