



Great Maplestead Parish Council

Members of the Great Maplestead Parish Council you are hereby summonsed to attend a **PARISH COUNCIL MEETING** of Great Maplestead Parish Council at the **Village Hall, Great Maplestead** on **Wednesday 9th September 2020 at 7.30pm** for the purpose of transacting the following business:

COVID 19 NOTICE:

- Members of the public or press wishing to attend the meeting are politely asked to notify the Clerk of their attendance in advance, as due to social distancing measures, capacity at the village hall is limited.
- All attendees are asked to follow the Great Maplestead Village Hall guidelines for Covid 19 (please see attached), this includes the wearing of masks.
- A staggered arrival system will be in operation, with members of the public invited to arrive between **7.20-7.30pm**.
- Please ensure you complete the Track & Trace Register upon your arrival.

AGENDA

1. Apologies and reasons for absence

2. Adoption of Standing order Amendments & Emergency Standing Orders

- a. For purposes of health & wellbeing during Covid 19 outbreak, in person meetings to be restricted to 1hour duration.
- b. Continued adoption of Emergency Standing Orders, adopted in April 2020, to allow continued council operation in periods of lockdown.

3. Minutes of previous meeting – Councillors are asked to agree the minutes of the Parish Council meeting held on the 11th March 2020; Decisions made Apr-May 2020; & Decisions made Jun-Jul 2020 as a true and accurate account of proceedings of the meeting.

4. Declarations of Interest (existence and nature) with regard to items on the agenda. Members of the Council are advised to declare the existence and nature of any 'Disclosable Pecuniary', 'Other Pecuniary' or 'Non-Pecuniary' interests relating to items on the agenda.

5. County and District Matters – *Updates and notifications to be received.*

6. Officers Reports & Information Exchange – *No business decisions may be made.*

7. Public question time with respect to items on the agenda and other matters of mutual interest.

Note: When the Council starts to discuss any item on the agenda where a member has an interest, the member with that interest must have regard to the Code of Conduct and make the necessary disclosure and leave the meeting where appropriate. The **maximum time allowed** for public question time is **10 minutes** or at the Chairman's discretion. At the close of this item members of the public will no longer be able to address the Council except at the invitation of the Chairman; members with Disclosable or Other Pecuniary interests will not be allowed to speak or address the Council on those interests unless a dispensation has been approved.

8. Progress Updates – *Clerk's report on actions since March 2020 meeting.*

9. Business Items

9.1 How To Enact Council Business Going Forward, During Covid 19

Restrictions – To consider most effective, safe and transparent form of business operation.

9.2 Website Accessibility Compliance – Adoption of accessibility statement in accordance with 'Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018'

9.3 Wildflower Planting - Carried forward from March 2020 meeting

9.4 Retrospective Approval of New Earth Bund at Village Playing Field – Bund to be introduced as additional security measure.

9.5 Parking in Lower Church Street – Review of congestion and road safety.

10. Financial Report

10.1 Current bank balances:-

Current account:	£150.44	Reserve account:	£7103.56
------------------	---------	------------------	----------

10.2 Noting of sums received:-

NWB Interest Paid August 2020	£6p
-------------------------------	-----

10.3 Ratification of payments made:-

DD A & J Lighting Solutions – Annual Street Lighting Maintenance	£78.00
--	--------

OB Treetop Services Ltd – Reduction of oak tree at playing field car park	£600.00
---	---------

Transfers

TF From Reserve Account to Current Account	£800.00
--	---------

Payment(s) to be made requiring approval:-

10.4 Other Financial

Annual Audit – Certificate of Exemption registered by PKF Littlejohn

11. Planning

11.1 Application Decisions

20/00206/FUL Orchard House, Dynes Hall Road. Change of use from garden to equestrian manage and addition of new stable blocks. Granted 3 4 2020.

20/00659/PLD The Maples Toldish Hall Road. Certificate of lawfulness for a proposed use or development. Granted 2 7 2020.

20/00129/TPO Hunterswood, Church Street. Notice of intent to carry out works to tree protected by TPO 6/88. Reduce cedar T2 by appr.3metres in height. Refused 8 7 2020

20/00868/HH Hopgrounds, Church Street. Garage conversion with extension, single storey rear extension & front elevation material change. Granted 27 7 2020.

12. Correspondence – For notification

BDC Local Plan - 6 week consultation of 47 Proposed Main Modifications to the Draft Section 1 Plan following Inspectors recommendations. Consultation open to 9th October 2020.

Parishioners Correspondence – Request from Great Maplestead WI for use of village playing field for picnics on Thursdays during August. Approved.

Parishioner Correspondence – Request from organisers of Wednesday coffee mornings to host coffee mornings on village playing field on a Wednesday morning during Summer/Early Autumn months. Approved.

Parishioner Correspondence – Letter of petition from residents requesting the council consider installation of a height barrier at the entrance of the village playing field car park, as additional security measure. Council response sent advising the council will not be pursuing installation of a height barrier at present time, based on the additional restrictions such a facility places on every day use of the car park and security advice received from Essex Traveller Police Liaison Unit.

National Honours – Application process open for nominations for national honours, with a particular focus on Covid 19 heroes. Full details may be obtained from the Clerk.

Enquiry to Use Village Playing Field Football Pitch for Local League Football Team Matches Sunday Mornings – Request declined as football pitch intended for casual use, is not maintained and there are no facilities at the village playing field.

13. Content for E-newsletter

14. Items for the Next Agenda

Please note that no decisions can lawfully be made under this item, LGA 1972 section 12 10(2)(b) states that business must be specified, therefore the Council cannot lawfully raise matters for decision.

15. Date of next meeting:

18th November 2020 at 7.30pm – *subject to review & government guidelines regarding Covid 19*



Ann Crisp – Clerk
e-mail: anncrisp@greatmaplesteadpc.co.uk
Tel: 01787 460216

Date Issued: 3rd September 2020

HELP KEEP THIS HALL COVID-19 SECURE

- 1. You must not enter if you or anyone in your household has COVID-19 symptoms.**
- 2. If you develop COVID-19 symptoms within 48 hours of visiting** these premises alert NHS Test and Trace. Alert the hall cleaner on [insert a contact number] and alert the organiser of the activity you attended. You **MUST** get a COVID-19 antigen test.
- 3. Maintain 2 metres social distancing as far as possible:** Wait behind the marked lines as you go through the entrance hall to your activity and observe the one-way system marked.
- 4. Use the hand sanitiser provided on entering the premises.** Clean your hands often. Soap and paper towels are provided.
- 5. Avoid touching your face, nose, or eyes.** Clean your hands if you do.
- 6. Face coverings** must be worn unless an exception applies for your activity
- 7. "Catch it, Bin it, Kill it".** Tissues should be disposed of into one of the rubbish bags provided. Then wash your hands.
- 8. Check the organisers of your activity have cleaned door handles, tables, other equipment, sinks and surfaces before you arrived.** Keep them clean. We [do our best to/cannot] clean all surfaces at the hall between each hire.
- 9. Take turns to use confined spaces such as corridors, kitchen and toilet areas.** Standing or sitting next to someone is lower risk than opposite them. Briefly passing another person in a confined space is low risk.
- 10. Keep the hall well ventilated. Close doors and windows on leaving.**
- 11. Wash your clothes when you get home** to reduce risk of transmission.