 **CROMHALL PARISH COUNCIL**

**NOTE –** **IF YOU ARE EXHIBITING ANY SYMPTOMS OF COVID-19 OR HAVE HAD CONTACT WITH SOMEONE WITH COVID – PLEASE DO NOT ATTEND THE MEETING.**

# To all members of the Council.

You are hereby summoned to attend a meeting of Cromhall Parish Council to be held on **Wednesday 8th June 2022.**  The parish council meeting will commence at **7.30 pm at Cromhall Village Hall**. The meeting has been called for the purpose of transacting business as per the details on the agenda below.

## Notice to members of the Public.

Members of the public are invited to attend the meeting and to ask questions and raise issues with the councillors. This session will last no more than 15 minutes. The parish council respectfully asks that if attending, all attendees comply with the attached in-person guidance and continue to wear a face covering (unless exempt) and observe social distancing rules to help keep everyone safe.

*Members and Parishioners are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, age, gender, sexual orientation, marital status and any disability and religious beliefs), Crime & Disorder, Health & Safety and Human Rights.*

Signed:

Daphne Dunning – Clerk and RFO to Cromhall Parish Council Tuesday 31st May 2022

# AGENDA

## PUBLIC PARTICIPATION – in line with standing orders 3e-k

## Apologies

To note apologies for absence.

## Declarations of Interest (if any) and dispensations

In accordance with the Local Code of Conduct to receive any declarations of disclosable pecuniary or non-disclosable pecuniary interests and to consider and grant any dispensation requests.

## Minutes

To confirm the minutes of the meeting on 11th May 2022 for accuracy (draft previously circulated to Councillors; copies available on application to the Clerk).

## To receive Report from Ward Councillor.

## PLANNING

## **5a) Planning applications**

None at the time of the agenda

## 5b Planning decisions to note.

### **5bi** P22/02023/CLP Land at Sycamore Farm Stidcot Lane Tytherington South Gloucestershire GL12 8QD

Application for a Certificate of Lawfulness - removal of existing mobile home and siting of 1 no. new mobile home.

Approved

## 5c Planning enforcement and other matters.

None at time of agenda.

## AGENDA ITEMS TO ACTION

### 6a. To consider costs for notice board on bus stop near Cowship Lane and agree any actions.

### 6b. To consider and agree co-option of new councillor.

### 6c. To receive update on road safety measures to protect Bibstone village green and agree any further actions.

## AGENDA ITEMS TO NOTE

### 7a. To note revised quotation with agreed costs received and Greenfields has been appointed to undertake repairs and replacements.

### 7b To note potential election costs for parish council elections in 2023.

### 7c. To note advanced warning of surface dressing on Cromhall Lane

Any road closure will be implemented when traffic signs are in position and only for so long as is necessitated by the works which is anticipated to be of a 2-week period between 1 July 2021 and 1 October 2021.

### 7d. To note grass cutting concerns raised with developer at Townwell Green.

### 7e. To note update from Ward Cllr O’Neill on road safety and speeding issues.

## REPORTS

### 8a To receive and note report from the Clerk.

### 8b To receive reports from councillors on current parish issues:

#### Neighbourhood plan pop up event

* Agree councillor to attend CRISP meeting

#### Any other reports

### 8d To receive financial reports

### 8di. To receive and approve payments for June 2022.

### 8dii. To receive and approve bank reconciliation to end May 2022.

## Pursuant to 1 (2) of the Public Bodies (Admission to Meeting Act 1960, agree to resolve that, because of the confidential nature of the business to be transacted, the Public and Press leave the meeting.

### Staffing matters

### 9a. To approve staffing working group’s recommendations that the Clerk and RFO role is re-graded as LC1 above substantive pay range and the clerk is moved to SCP 13 from 1st April 2022.

### The date of next council meeting is Wednesday 13th July 2022.

**GUIDANCE FOR ATTENDING IN-PERSON MEETINGS**

The following steps are aimed to help conduct in-person meetings as safely as possible.

**Ahead of the meeting:**

* Where possible please use your own toilet facilities before attending meeting. The toilets in the hall are open but door handles, flushes and taps are contact points where the virus can spread.
* Please bring your own paperwork/stationary and avoid sharing pens etc.
* Do not attend the meeting if you are displaying any symptoms including dry cough temperature or loss of smell/taste.
* Do not attend the meeting if someone in your household has any of these symptoms or has been asked to self-isolate after potential contact with someone with Covid.
* Do not attend the meeting if you have been identified as clinically extremely vulnerable.

**Arriving at the venue:**

* The hall will be open 15 minutes before the start of the meeting to try and reduce congestion at the entrance.
* Please observe social distancing at all times.
* Please take your seat immediately and refrain from mingling or holding private conversations.

**During the meeting:**

* Please remain seated at all times
* Please ensure any comments to the council are concise and to the point to help the Chair run the meeting in an efficient and timely manner.
* If you need to cough or sneeze, please do so into a handkerchief or into the inside of your arm to prevent particles becoming airborne.

**Leaving the meeting:**

* Please remove all papers or rubbish so others do not have to handle any papers.
* Please observe social distancing on leaving and refrain from private conversations until you have left the building.

**Measures the parish council will take to help keep you safe:**

* Doors will be left open to aid ventilation
* The room will be laid out to allow social distancing and to ensure councillors do not face one another at close quarters.
* Hand sanitiser and wipes are provided under the letting policy and the council will follow their requirements for cleaning at start and end of meeting.
* Members of the public and press will be seated at the back of the hall and expected to follow this Covid-19 guidance.