



27th June 2020

TO: ALL COUNCILLORS

You are summoned to attend a Meeting of the Parish Council which will be held on Monday 6th July 2020 at 7.30pm
There will be no physical meeting in line with current government guidelines and therefore all communications will be conducted electronically via ZOOM. A link will be sent out to you in order that you are able to access the meeting.

Clerk to the Council

Susan De Luca

Members of the public and press are invited to attend this meeting

AGENDA

1. APOLOGIES FOR ABSENCE 🖐

To **RECEIVE** any apologies for absence

2. OTHER ABSENCES

To **NOTE** any absences for which no apology has been received.

3. CONFIRMATION OF MINUTES 🖐

📄 To **APPROVE**, as a correct record the Minutes of the Meeting of the Parish Council held on 1st June 2020 as attached *Appendix 1*.

4. DECLARATIONS OF INTEREST 🖐

To **RECEIVE** any Declarations of Interest by Members.

A Member with a personal interest in a matter must consider whether it is a Disclosable Pecuniary, Non Pecuniary or Other Pecuniary Interest, and declare it accordingly. A Member who is unsure as to how to declare their interest should seek independent advice

5. QUESTIONS FROM MEMBERS OF THE PUBLIC


To **RECEIVE** questions from members of the public for a period determined by the Chairman of the Meeting. *Please NOTE the Clerk may have to Note Questions and respond to them after the Meeting.*

6. REPORT OF THE CLERK

During Covid -19 Virus Outbreak Members are asked to NOTE that All Staff have been working on all items within this Agenda, if any Councillors wishes further information on any item please do not hesitate to contact the Clerk or a Member of the Parish Council Staff for further Updates.

NOTE: Any Member wishing to have a communication brought to the attention of the Council should give prior notification to the Clerk.

7. REPORTS & MEMBERS REPORTS

 Members are reminded that in order to ensure smooth and **prompt running of the meeting** it would be **prudent to provide the Clerk with a written copy of their report in order that this can be circulated to all Members with the Agenda.**

To **RECEIVE** any reports from Members who wish to give a report and/or who are representatives on Committees, Working Groups, Outside Bodies and other meetings that Members or the Clerk have attended and which, **if available**, will be reproduced at **Appendix 2 if they have been submitted by Members for inclusion**

MEMBERS REPORTS INCLUDED WITH THIS AGENDA


- a) Chairman's Report
- b) Vice Chairman's Report
- c) District Councillors Reports, District Councillors are Invited to Submit a Written Report if they are Unable to Attend the Parish Council Meeting
- d) County Councillor Reports
- e) Parish Councillors Reports
 - Cllr Clegg to give an update on Speedwatch
- f) Queens Hall Report
- g) Neighbourhood Plan Report – Neighbourhood Plan – Principal Financial Officer to Report
- h) EFDC Local Plan Report - Green Infrastructure to be Reported On
- i) Highways Report (update has previously been circulated)

8. FINANCIAL REPORTS


a) List of Cheques & Monthly Statement of Accounts

To **APPROVE** the lists of payments which have been made up to the 30th June 2020 and **NOTE** the account balances at the end of the month - **this list will be circulated prior to the Meeting**

9. RAINBOW STONES

 The Clerk was approached by a number of local residents to set aside an area to place 'Rainbow Stones' as a permanent memorial to the NHS and other services and to remember those who had either passed away or been affected by the Covid 19 crisis. Details of how these stones have been used as a Memorial in other areas are attached at **Appendix 3**. Many young people painted these stones during the Covid-19 Crisis. Members are asked to **CONSIDER** how they would like to move forward in this matter.

10 a) 'GOING FORWARD' PARISH COUNCIL

 Following last month's decision to work out of the Parish Hall from September 2020, subject to Government Guidance and where social distancing can easily be maintained, together with adequate cleaning and sanitising schedules being adhered to, the hall is being currently set up with some frontline services to ensure that we are able to open to the public, initially twice a week on a Monday and Friday between 9.15 and 12.30. This would be increased to include a Wednesday once we have reached Step 2 and with the appropriate R level being in place, as per the Government's Document 'OUR PLAN TO REBUILD the UK Government's COVID-19 Recovery strategy'.

We could also look at including a Councillors Surgery once a month. We have ordered appropriate PPE, a Sanitising Station and arranged for the move of the photocopier, Fireproof Safe, and other such matters. It was understood that Essex County Councillors were give some funding to use specifically for Coronavirus implications and problems in their communities. In view of this the Clerk has asked if those Councillors would be willing to provide some funding from this fund to help set up this face to face service for residents. An extract of the copy of the request is attached at **Appendix 4**. A date that the Parish Council will be operational for this 'face to face service for residents' is still being worked on, but it is hoped to be the week commencing 14th September. The Government & HSE has reissued the 39 Steps for Offices/Contact Centre to re-open and these are currently being worked on by the Clerk and PFO to ensure that we can offer the face to face service safely.

b) 'GOING FORWARD' PARISH COUNCIL ELECTRONIC MANAGEMENT OF PC FUNCTIONS

The Parish Council office staff currently employ a range of measures to manage some of the different functions of the Council, as follows:

- Parish Council Accounts – Rialtas Omega Software
- Parish Hall Bookings – Volunteer Booking Secretary, with manual records and reports
- Assets – Excel Spreadsheet and Word
- Allotments – Excel Spreadsheet
- Cemetery – Hard copy Cemetery Books, hard copy files and Excel Spreadsheet

As has become clear in lock down, in order to improve both efficiency and record keeping the Office Staff have had to look at the different software packages available to facilitate 'one stop' electronic records, along with how these could be managed and backed up. In addition, concerns have been raised by the internal auditor for the past few audits of the inadequacy of the current system for Parish Hall Bookings. The Council already uses Rialtas to manage its accounts, and the office staff have received a demonstration on the bespoke Rialtas software packages. Whilst some further investigation is needed to establish the best method of software hosting, the Clerk recommends the purchase of tailored software to manage the Cemetery, Allotments, and the Parish Hall bookings. After the demonstration, It is felt the purchase of the Asset management software would not add any particular value to the method currently used. The cost of the initial purchase of all three software packages would be £2,470 (one off cost), with some additional training costs, followed by a yearly annual support fee (dependent on what user licence is needed). Council is asked to **CONSIDER** the purchase of this software.

c) 'GOING FORWARD' PARISH HALL AT THORNWOOD

Members are advised that as of 4th July, the Government Guidance is that Halls may be able to re-open subject to the 'R' Rate being at an appropriate level. This Council is also Guided by RCCE / EALC who are sending over their interpretation of Government Guidance. As previously stated, the Clerk has contacted all the Hall users and it still seems highly unlikely that any of the usual groups will return before September. Further emails will be sent out this week asking for updates. The Caretaker continues to check the Hall on a regular basis and is to do additional jobs and to ensure that we are ready to open safely.

Staff are continuing to review the Cleaning Schedules called 'Restart For Hall & Caretaker' and 'Draft Cleaning Schedule' (amendments may be necessary dependent on Government Guidance before any opening and changes to any Social Distancing) however these are the current appropriate

documents we will continue to work from in the absence of any others. A further set of paperwork will be sent to Members prior to the Hall opening once these are known to be the ones that we will be 'Up and Ready To Run With'.

d) GOING FORWARD - REPORTING OF ENVIRONMENTAL, HIGHWAY OR FLY TIPPING ISSUES

Over the last few months the reporting of these issues is becoming increasingly more difficult, especially to Essex County Council, when the issue has not been resolved for a considerable time. We are not able to re-report or chase the matter on the website. The website clearly states that if the person reporting the issue believes there is a risk to health and safety they should call ECC Highways as a matter of urgency, if we try to do this we get told to report on the website – 'it's a catch 22 situation'. As more often than not we are not given an exact location or have seen the issue in person we are unable to give them full details of the issue and we are falling at the first hurdle. It would therefore be a good idea if any resident wishes for us to report issues to do with highways, fly tipping, etc., then they should be encouraged to take a photo and email it to us, then we can include it when we report matters to ECC or EFDC. It seems things are getting done a lot quicker if there is photographic evidence – perhaps this information should be placed on our Website under Reporting Highways or Fly tipping Concerns to the PC – How to Get a Quicker Result from the Relative Authority.

11. OPEN SPACES SIGNAGE


Members will be aware that after an in depth review of the Government Guidance Coronavirus (COVID-19): Safer Public Places, Urban Centres and Green Spaces Covid-19 (together with various updates)- Social Distancing Signs were placed at the entrances to the Parish Council Open Spaces that they are liable and responsible for by the Parish Council Contractor, unfortunately some of these have either been removed or vandalised. And have had to be replaced at additional cost to this council Due to the notification of Social Distancing changing from 2 metre to 1 metre on 4th July, the recommendation is that no more signs be ordered and that these signs should simply be amended if possible. EFDC provided signs for shops in North Weald, these were distributed by the Clerk the day following the delivery. EFDC has been thanked for these signs.

12. PARISH COUNCIL STATEMENT ON THE £50,000 HMRC RECEIPT

a) Statement & Comments on Social Media

Following a number of comments on Social Media (North Weald Village Life Face Book Page) which had been posted originally by one North Weald Resident. The Resident made some comments in relation to enquiries that he advised he had undertaken with the Brentwood & Ongar MP, and in whose constituency North Weald falls under. The MP has responded to the enquiry, however the response that the MP has given included some information from another MP which was incorrect. However this may not have been the fault of the MPs concerned. As we were unable to ascertain what the actual questions were which were asked, as we have not been provided with a copy of the original letter to the MP. Unfortunately, comments from the resident continued on social media, which forced the Parish Council's hand in having to issue a Statement to advise Residents regarding the allocation of the £50,000 from EFDC together with all aspects relating to it. The Clerk has already sent copies of documentation to all Members and has placed copies of the Statement on the Website, issued a Press Release and placed copies on the Noticeboards and has asked Village Life to place a copy of the Statement on their Social Media Platform. A copy of the Statement is reproduced again at **Appendix 5** for Members records.

b) £50k Suggestion List 

 This is included for Members perusal at *Appendix 6*. It is a 'fluid' document and Members are asked if they wish to review any of the items on this list for **CONSIDERATION** at this current time or add or delete any items.

13. CEMETERY

Since the last Report at the June Meeting, we have had one further Burial and one further interment of Ashes. The seat which was requested has now been installed. Work to repair the fences to the Memorial Garden will commence shortly and a Quote for the Cemetery Grounds Maintenance Contractor for the rubbing down and oiling of the benches is included in the Environmental Committee. A further report on the Cemetery will be placed on the Environmental Committee agenda.

14.  GOING FORWARD' PARISH COUNCIL CCTV**a) PARISH HALL IN THORNWOOD**

The Chairman has undertaken an inordinate amount of work with Essential in getting the CCTV installed at the Parish Hall at Thornwood. Following liaison between the Chairman and Essential early in June the CCTV was installed, the purpose of this CCTV being to improve security on the site and adjacent sites, and act as a deterrent to crime. On 23rd June, the office staff were trained on how to use this CCTV. As a Local Authority, the Parish Council is bound by very specific rules concerning the use and management of any CCTV in line with its obligations under the Data Protection Act and associated legislation. Attached at *Appendix 7* is a copy of a report completed by the Principal Financial Officer, the purpose of which is to ensure the Parish Council is complying with its obligations, specifically the 12 guiding principles of the Surveillance Camera Code of Practice. Councillors are asked to **NOTE** the content of the report, together with the resultant actions, some of which are ongoing.

b) CCTV AT WEALD COMMON PLAY AREA

The CCTV at Weald Common SLA was due for renewal in January 2020. Following the training by Essential Group, the Clerk chased EFDC as she had not received any notification of any renewal of a new SLA. A copy of the emails that have been received are reproduced for Members perusal, at *Appendix 8*. The Clerk has asked Essential Group to look to see if the system could either be renewed or adapted to go on to their system, therefore go under the control of the Parish Council


c) CONSIDERATION OF CCTV IN ADDITIONAL AREAS

Members are asked if there would be any other areas that they would like to go forward to the Budget and Precept Meeting for consideration for CCTV coverage.

15. GDPR FILING

Once again the Clerk is pleased to report that Good Progress continues, with inroads into the filing into the Container by the Clerk, and into other filing from the Store Room in the Library (these were delivered to the Senior Administrative Officer, there are still some items from one of the Filing Cabinets in the Store Room left to File and there are 10 plastic boxes from the Container, there have been a number of items that have had to be gone through quite thoroughly from the Container. Also the Clerk has had 2 large Boxes of the former Vice Chairman's paperwork delivered to her. This will need to be carefully sorted.

16. AUDIT 

 The Internal Audit has now been carried out. The resultant Report is attached for Members at **Appendix 9**. Members are asked to **NOTE** any Comments that the Auditor has referred to in his final Report.

17. ALLOTMENTS


a) General Report

As reported at the last meeting there has been a large uptake of Allotments on the Wheelers Farm Garden site, and a new temporary warden was appointed. The access hours through the main gate to the Wheelers Farm Garden site have reverted back to the normal hours of 'from Dusk to Dawn'. Plot Holders have been advised to remember to adhere to Government Guidelines and to ensure that they sanitise their hands.

b) De Allotmentisation of Hastingwood B

Further to Agreement at an earlier Parish Council and Environmental Committee Meeting, it was agreed that this Council would look to de-allotmentise Hastingwood B once there had been no tenants on this site for at least a year. Members are advised we are starting the required paperwork for this and Members will be advised accordingly on any further updates.

c) Community Allotment Garden Thornwood on Charlies Garden

 Members are advised that this project was **CONSIDERED** at the last meeting of the Environmental Committee, those Members present thought it was an extremely good idea and a proposal for funding has been made, some funds would need to be committed from the Allotments and Handyman Funding which have been received via EALC, the proposal for funding is attached at **Appendix 10**. Members are asked to **AGREE** the funding from this fund.

d) Community Allotment Garden Wheelers Farm Gardens

EFDC Community Worker has advised that by creating a Community Allotment Garden for Socially Isolated residents who live in North Weald means it will be great place to work together and develop a lovely educational space that can be enjoyed by the current people on our allotments and for a few more to join in. All would gain an increased working knowledge of plants, how they develop and different ways to grow them using innovative ways including organic and modern. Every step of the way EFDC Community Workers will work with our Allotment Wardens to make sure the Council and the existing allotment holders are all happy. There would probably be no more than 6 People on the Community Plot at any one time. Members are asked to **AGREE** this project, access would be via the Queens Road Access. Some funding would be needed to clear one overgrown plot so it is ready for use, this would be from the Allotments and Handyman Funding which has been received via EALC.

18. DEFIBRILLATOR

A request has been made for a Defibrillator to be installed at a suitable location in Hastingwood. The request has come via a resident to Cllr Andy Irvine. As Members will recall we have 2 Defibrillators currently in the Parish, one located in North Weald at the Methodist Hall, one located in Thornwood at the Parish Hall. Both of these have been used for emergency purposes. The Clerk has been in contact with the Hastingwood Village Hall Committee to see if they would have any objection to a Defibrillator being situated on the wall of the Hastingwood Village Hall if one could be purchased. The cost of purchasing a Defibrillator would be £2,330, plus an additional £175 to train 5 Volunteers if required. This could be funded from monies from the Brent House Farm Fund – S106 Monies £36,850, this it would be an excellent use of the money, as the use of this equipment is proven to save lives. Members are asked to **AGREE** the purchase of a Defibrillator and the Clerk will continue to source the suitable location.

19. REMEMBRANCE SUNDAY & DEBT OF HONOUR

Under normal circumstances, preparations for the Parish Council's Remembrance Sunday Events commence every year in July. A Remembrance Sunday Dissemination Meeting is usually held at which any changes to the format are agreed. Following this meeting, it would be usual to confirm availability of the Minister, the bugler, the caterer, order wreaths, amongst many other things. A 'Save the Date' letter is also sent to the Chairman's guests. **It is anticipated that arrangements for Remembrance Sunday 2020 will be very different to previous years. In view of this a 'plan of action' will need to be put in place sooner rather than later.**

It should also be **NOTED** that despite frequent chasers to EFDC we still do not have the Debt of Honour under the Parish Council ownership, this also makes things more hazardous during these difficult times.

Wreath Laying Service – Airfield Memorial

Option 1: If the service were to take place in the usual format and considering current Social Distancing measures (even 1 metre), consideration would need to be given to the following:-

- Road closure to enable those attending to stand in the road (as a larger area will be needed to accommodate those that normally attend). **Liaise with EFDC and Essex Police to obtain a permit to close Hurricane Way to vehicles. The road closure would need to be in place from early in the morning until at least 1.30pm.**
- **Where would cars park? There would be no access to Bookers Car Park if permission is granted to close the road.**
- Seating for Wreath Layers – at last years' service a total of 36 wreaths were laid. A total of 70 seats were provided for wreath layers. An additional 10 seats were made available to others attending the service. **We would not be able to provide seating if Social Distancing measures are still in place, due to the layout of the site.**
- **The grass area and the road would need to be marked out to indicate where people should stand.**
- Service Sheets – **would it be appropriate to hand these out?**
- Attendance at the Wreath Laying Service increases year on year, the Parish Office **Staff on their own would be unable to manage the social distancing of those attending, therefore consideration may need to be given to the employment of Marshalls for the duration of the event.**

Option 2: An alternative suggestion to the usual format could be for the Parish Council to hold its own Wreath Laying Service for Councillors only. This could be held early in the day, for example 9.30am to 10am. Members of the public would not be invited to attend. Representatives of other organisations who would usually be present could lay their own wreath any time after 10.30am.

Wreath Orders

The majority of organisations attending the Wreath Laying Service at the Airfield Memorial order a wreath direct from the Parish Office. Unfortunately, it may not be possible to offer the service this year due to the fact that, potentially, Covid-19 could be transmitted as the wreaths cannot be sanitised or organisations come to pick them up.

Community Luncheon - Bearing in mind the ages of those who attend, it is expected that the majority of attendees could still be shielding, therefore would it be prudent to cancel the event

for this year.

As Government Guidance is changing on a daily basis, there could be a degree of flexibility with regard to the arrangements. In the event that social distancing measures are lifted in time for Remembrance Sunday and provided there is a minimum of four weeks' notice, organisation of the wreath laying event could possibly take place as normal. This would be subject to a full Risk Assessment being undertaken. The Lunch would be a more difficult thing to organise in such a short space of time.

The Royal British Legion Services

For a number of years the Parish Council staff have assisted with the organisation of the two services held at St Andrew's Church and the Parish Memorial. Details of the RBL services are referred to in the invitation which is sent to organisations from the Parish Council. The staff collate responses, organise wreaths and liaise with the President of the RBL and the Minister with regard to the numbers and the attendees. The service sheets are produced and printed by the Parish Council staff. Arrangements are made for the Parish Council's contractor to unlock the Cemetery Car Park on the day. Due to Covid-19 the Royal British Legion would also need to be responsible for its own Risk Assessments as the responsibility for the services would ultimately fall on to them.

20. VANDALISM & GRAFFITI

Members are advised that there have been a number of incidences of Vandalism & Graffiti within the Parish, our maintenance contractor has removed the offensive graffiti within 48 hours.

21. PLAY AREAS

Following Government Guidance Play Areas will re-open on Saturday 4th July, repairs to the Wet Pour have been carried out on 24th June. Prior to the Play Areas re-opening they will be cleaned and sanitized on the 3rd July, and a certificate advising of this together with advising on the appropriate Social Distancing Measures will be affixed to the fence at each play area.


22. ASSETS

A full survey has been carried out Parish Council Assets. These have been photographed and a new computerised system has been set up with photographic records.

23. NOISE COMPLAINTS ON NORTH WEALD AIRFIELD

The Chairman has been copied into a number of email complaints in relation to Helicopter Noise emanating from the North Weald Airfield. The Chairman wish to advise Members that after carefully considering the content of these emails together with who they have been addressed to, they are being dealt with by the correct people, and he has therefore **NOTED** these.

24. GOLF COURSE AT THE REAR OF THE CEMETERY

 Concern has been voiced, specifically by some local residents regarding anti-social behaviour on North Weald Golf Course in particular the off road riding of quad and motor bikes. It is understood that there are a number of investigations currently happening into this area, the police have regularly patrolled the area and have dealt with anybody present, spoken to locals, and gathered further information in relation to offending vehicles. Any reported incidents have been dealt with as promptly as possible where police resources and other demands have allowed at the time. The police and EFDC safer communities have linked in with the landowner who confirmed that no permission had been given for people to use the land for this purpose. The landowner also informed the police

that he was liaising with the fishing club regarding fencing in a certain area to try and manage one possible access route. Police signage has been installed in the area to educate and advise of the powers that they have to deal with the issue. However, some of the signage has been removed (somebody has photographed the original sign, copied it, and put some signs back up). The police have tried to explore the locking of the main gates to reduce access, albeit this does not prevent people parking up at another location and taking the bikes to the area via the public bridle path. Also access via the new housing development there means there is an added dimension now to consider regarding the gates.

We have been advised that seven S59 written warnings have been issued to those involved so far. If a second notice is issued the police, then have the power to seize a vehicle if it is being used anti-socially again. Therefore it goes without saying that the police are the most empowered to deal with this matter. However it should also be noted that this illegal site is being promoted on Social Media as a 'Place to go to ride your Quad or Motor Bike'. The Clerk has arranged that the Police will visit during the week commencing 29th June to survey the Golf Course area to review the access points and a report will be given to the meeting.

Enclosed with the Agenda are copies of emails from 2 local residents who live close to the site and a copy of the email from the police. All attached at **Appendix 11**. Members are now asked to **CONFIRM** how they wish to move forward in this matter.

25. SOCIAL MEDIA

Further to the concerns that this Parish Council has had with regard to the 'chatter' on local Social Media and the posting of incorrect and inflammatory posts on chat platforms, which led to the issuing of the Statement. Two Members of this council, Cllr Nigel Bedford and Cllr Andy Irvine would be willing to form a 'Task Force' which would operate in conjunction with the Clerk and Principal Financial Officer, to rebut this incorrect information and post the correct answers, Members are asked to **CONFIRM** the setting up of this 'task force'.

26. FLAGPOLE – VILLAGE GREEN

Members are **ADVISED** that the flag to commemorate Armed Forces Day was flown on Saturday, 27th June.

27. COUNTY & DISTRICT COUNCILLOR SURGERY

County Councillor Chris Whitbread will be holding a County & District Councillors Surgery on Friday 21st August at 12.15 pm at the Parish Hall Thornwood Common. Social Distancing of 1 metre + will be in place. This has been advertised on the Parish Council Website and Notices will be placed on the Noticeboards and Social Media,

28. REQUEST FROM EPPING FOREST DISTRICT COUNCIL

EFDC are asking for Parish & Town Councils views on the re-opening of Shops and Businesses and how they can see themselves helping. Also they are encouraging Councillors and Residents to submit views on line under the message Getting our High Streets back on their feet. They state "that they believe that the re-opening our High Streets and kickstarting the local economy is at the top of everyone's To Do list."

Temporary measures to protect public health and support physical distancing will soon become evident across the district, geared towards the return to shopping and next month, socialising, as cafes, bars and pubs begin trading again.

The support of Town and Parish Councillors is crucial to understanding issues as they arise around social distancing, parking, the new traffic measures and everything that is geared to getting Epping Forest District back to business.

We've set up a community engagement platform called Commonplace to help us do this and we need as many people as possible to engage through Commonplace.

<https://efdcsaferspacescovid19.commonplace.is/>

It's a map-based system where people can pick a spot on a map and leave a comment. It will pinpoint areas of concern and we will be able to deal with specific issues as they arise.

Shopping and socialising safely at a distance is crucial to getting our businesses back on track so please help us to do this by sharing Commonplace details with friends, neighbours and colleagues and together we can kickstart our local economy, limiting the spread of Coronavirus and ensuring Epping Forest is fit for the future.

Members are asked if they wish to make a **COMMENT** on this.

29. EXTERNAL AUDIT

📄 We have now received the amended regulations regarding External Audit. Each year the Councils Accounts and Practices (known as the Annual Governance and Accountability Return - AGAR) are reviewed by an external auditor appointed by the Smaller Authorities' Audit Appointments Ltd. Due to COVID-19, the MHCLG has made amended Regulations which extend the statutory audit deadlines for 2019-20, which includes the following:


- The requirement for the public inspection period to include the first 10 working days of July has been removed. Instead, smaller authorities must commence the public inspection period on or before 1 September 2020
- The AGAR must be approved and published by 31 August 2020 at the latest or may be approved earlier, wherever possible.

This year the Parish Council is subject to a Limited Assurance Review. Attached to the agenda at **Appendix 12** is a copy of the relevant pages of AGAR. Council is now asked to:

- a) Consider the ongoing review of the effectiveness of the system of internal control
- b) Consider the findings of this review
- c) Prepare the Annual Governance Statement (Section 1)
- d) Approve the Annual Governance Statement by way of **RESOLUTION**
- e) Consider the Accounting Statements (Section 2)
- f) Approve the Accounting Statements by way of **RESOLUTION**
- g) Ensure that both the Annual Governance Statement and Accounting Statements is signed and dated by the person presiding at the meeting (due to COVID-19, these documents will be with the Chairman prior to the meeting, and if agreed at the meeting will be signed at that time).

Councillors are also asked to **NOTE** the period of public rights and publication of the unaudited annual return will be between 13th July and 21st August, and that the relevant notices will be erected onto the notice boards and Parish Council website on 10th July 2020.

30. CHANGES TO THE ENVIRONMENTAL & GREEN POLICY 

 Members are asked to to **AGREE** to the temporary changes to the Parish Council's Environmental & Green Policy, which are required due to the impact of Covid-19 as attached at *Appendix 13*.

31. EXCLUSION OF THE PUBLIC AND THE PRESS 

In the event that the Agenda contains Exempt (pink) pages, or an item needs to be discussed confidentially, to **CONSIDER** the following motion to be proposed by the Chairman:

“That the public and the press be excluded from the meeting, the Council believing that publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be discussed. However an item may be placed in the Confidential part of the meeting so long as it is accordance with the Statutory Guidance,

There are currently **NO** confidential item to be considered