



LOSTOCK GRALAM PARISH COUNCIL

Lostock Gralam PC
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Northwich
CW9 9TS

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You are hereby invited to attend the Ordinary Meeting of Lostock Gralam Parish Council to be held at the Church Hall on Monday 6th November 2023 due to commence at **7.00 p.m.**, for the purpose of transacting the following business:

PUBLIC WELCOME

PART ONE –

- 1) **Apologies** – To receive apologies and to approve reasons for absence.
- 2) **Declarations of interest** – To receive from members, disclosure of any (a) Disclosable Pecuniary Interests and, (b) Other Disclosable Interests as required under Chapter 7 of the Localism Act 2011 and Lostock Gralam Parish Council Code of Conduct.
- 3) **Public Forum** - A period of up to 15 minutes, for electors and members of the public to raise their issues or present matters of interest to the council.
- 4) **Minutes** -To consider the approval of the draft Minutes.
- 5) **Progress report** -Receive updates.
- 6) **Police** - Receive report from the PCSO.
- 7) **Mark Stocks** - To receive a report from Ward Councillor Stocks.
- 8) **Christmas Tree & Light Switch on** - PC to review and consider costings and arrangements.
- 9) **Play Area** - To receive reports, quotes, and updates.
- 10) **Planning** - To receive any planning applications and note decisions.
- 11) **Chairman and Councillors' Report**– *To receive Councillor updates and reports*
- 12) **Clerks Report** – To receive the Clerks report.
- 13) **Finance** – To consider payments and any income
- 14) **Councillors' reports and items for future agenda**
- 15) **Date and Time of next meeting** – The next Parish Council meetings will be on Monday 4th December 2023 at 7.00pm in the Church Hall.

PART TWO - Private & Confidential

RESOLVE to exclude the public and press on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

L. Sandison

Mrs L Sandison
Clerk to the Council
Tuesday 31st October 2023

Appendix 1



Lostock Gralam Parish Council Play Area Litter Maintenance Risk Assessment

No	Activity	Actions	Mitigation	Low/Med/High
1	Cuts and grazes Stings or bites from vegetation or insects	No unprotected feet – wear suitable shoes, boots or trainers – No open toes style. Wear suitable clothing (gloves at all times, sleeves and trousers) All volunteers to use litter- pickers to collect rubbish - NEVER scoop up items by hand Be wary of uneven ground and trip hazards including trailing vegetation	Undertake an on-site review of the area to be cleaned, identify any hazards before beginning work.	Low/Med
2	Slips, trips and falls	Wear supportive and slip- resistant footwear – No open toes style. Take care when negotiating property steps Observe ground and aware of potential trip hazards If in doubt don't carry on if an area looks slippery or dangerous	Take care when pavements are slippery from rain, leaves, ice, snow, etc.	Low/Med

3	Syringes and medical waste	Site survey prior to event to check for any evidence of syringes.	Volunteers finding syringes should not touch them, but immediately notify the Parish Clerk who will arrange disposal via the local authority. All work must then cease in this particular area where the items are found. Any accidental piercing by syringe should be immediately treated at medical practice or A & E.	Low/Med
4	Manual handling	Volunteers with pre-existing injuries are not to lift bags or heavy items No more than one bag at a time to be carried.	Volunteers advised to be aware of their own limitations and not lift heavy items found during the clean-up.	Low/Med
5	Dog Fouling	Advise on issue of dog fouling during the briefing Do not touch dog fouling If a volunteer steps in dog faeces, clean shoes if possible If found warn others in the vicinity	Advise the Parish Clerk to arrange local authority clean up.	Low
6	Hazardous chemicals	Any suspicious drums, materials or containers with contents not identifiable to be left untouched	Site survey at beginning of clean up Advise the Parish Clerk to arrange local authority clean up.	Low
7	Safeguarding children	All staff on site to maintain vigilance where members of the public not participating in the litter picking are using the same public space.	All event volunteers to wear L.G.P.C. tabards to allow easy identification. In the event of an incident, immediately inform the local Safeguarding Officer or Police and any other relevant agencies	Med
8	Extreme cold or wet weather	Wear suitable warm layers and waterproof clothing	Consider suspending work if weather is sufficiently extreme	Low

Clerk

Signed.....

Date.....

Vice Chairman

Signed.....

Date.....

PC Member 1

Signed.....

Date.....

Appendix 2



LOSTOCK GRALAM
PARISH COUNCIL

Public Participation at Parish Council Meetings Policy

Introduction

A Council Meeting is not a public meeting; it is a meeting held in public. A Public Forum is best practice and not a legal right. Lostock Gralam Parish Council is committed to community engagement and therefore welcomes the opportunity to offer a Public Forum at the start of each Ordinary Council Meeting.

Lostock Gralam Parish Council Ordinary Meetings shall be open to the public, press and police unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. A reason shall be given on the agenda for the public's exclusion.

Public Conduct

Members of the public are asked to respect the fact that meetings are to conduct council business and interruptions during council business are not permitted. If, in the opinion of the Chairman, the business of the meeting is disrupted in any way, the Chairman will ask the person/s causing the disruption to be quiet, if they refuse then they will be asked to leave.

Mobile phones must be switched to silent during the meeting.

All persons' present will act respectfully towards others and must not act in any manner which demeans, insults, belittles, threatens, intimidates any other person.

All statements, questions, challenges, responses, or criticisms shall be made politely.

Public Forum

Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

Public participation will be an agenda item during Ordinary Parish Council meetings. A maximum period of 15 minutes will be allocated for the item unless directed by the chairman of the meeting.

No individual member of the public shall speak for more than 5 minutes.

Only one member of the public is to speak at one time.

If more than one person wishes to speak, the Chairman shall direct the order of speaking.

A public member question shall not require a response at the meeting by the Council members or the Clerk, nor start a debate on the question. However, at the discretion of the Chairman, the Council may give a response or decide to add the question asked to the next Agenda for debate.

If the subject spoken about by a member of the public is already an agenda item, it will be debated under the appropriate item.

Formal complaints should not be made during the public forum; they should be submitted in writing in accordance with Lostock Gramam Parish Councils Complaints procedure.

The Chairman has the right to say that a question or statement from the public is inappropriate and not acceptable.

During Council Business (after Public Forum)

During the Council meeting, a member of the public may raise their hand to request permission from the Chairman to speak, the Chairman may at their discretion, adjourn the meeting to allow the member of public to speak, if the Chairman feels that it will be of benefit to the debate.

Should a member of the public arrive after the public forum has closed, the Chairman will acknowledge the arrival of the member of public at the next agenda item. The Chairman will advise that the public forum has closed, and if time permits, they will be allowed to speak, if time does not permit, then the Chairman will advise that the member of public can submit their comments in writing.

The Chairman's decision is final on public participation.

Policy adopted