



**C**higwell PARISH COUNCIL

Clerk and RFO to the Council: Anthony Belgrave  
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Dear Councillor

You are hereby summoned to the forthcoming meeting of the **COMMUNITY ASSETS COMMITTEE** to be held at The Parish Offices, Hainault Road on 5th July 2021 at 11.00 am when the under-mentioned business will be transacted:

**\*\*\*Members of the public are invited to attend this meeting. Photographing, recording, broadcasting or transmitting the proceedings may take place\*\*\***

Yours faithfully,

Clerk and RFO to the Parish Council

Date 29th June 2021

**All attendees must wear face protection, scan the QR code via the NHS Track and Trace app, and use hand sanitiser on entry.**

## AGENDA

### 1. DECLARATIONS OF INTEREST

Members are asked to declare any Interest or Disclosable Pecuniary Interest which they may have in any of the items under consideration at this meeting. See notes at the end of the Agenda.

### 2. APOLOGIES FOR ABSENCE

### 3. MINUTES

To approve and adopt the minutes of the Community Assets meeting of 24th June 2021 (Appendix 1)

### 4. MATTERS ARISING from the previous Minutes not otherwise on the Agenda for this meeting

### 5. PUBLIC PARTICIPATION

To hear representations from members of the public. The maximum time allowed for this item is 15 minutes, at the close of this item members of the public will no longer be permitted to address the Council.

**6. ALLOTMENTS**

To review correspondence sent out by the Clerk and any responses received (Appendix 2).  
To consider the matter of gates installed. To agree an appropriate course of action

**7. VOLUNTEER LITTER PICKERS**

To consider and approve the provision of litter picking equipment (picks, gives and hi viz) for 10 volunteers.

To request that Personnel draft an agreement to engage volunteers

**8. TEMPORARY LITTER PICKER**

To consider the proposal (Appendix 3) to engage a temporary litter picker/general assessor and to agree an appropriate course of action.

**9. CEMETERY**

To receive an update on the refurbishment project from the Chair on the recent meeting with the architect engaged in the refurbishment project and decide on an appropriate course of action

To receive an update from the Chair regarding risk assessments in the Cemetery and decide on an appropriate course of action

To receive an update from members regarding CCTV in the Cemetery

**10. VICTORY HALL**

To receive an update from the Chair and members regarding the progress of required control measures as detailed in the risk assessment of 7th Dec 2020 (Appendix 4). To review the email from Suffolk Law dated 14th Dec 2020 (Appendix 5). To decide on an appropriate course of action

**10. PARISH OFFICES**

To receive an update from the Clerk regarding any required control measures required as a result of the fire risk assessment of 11th March 2021 for the Parish Offices (Appendix 6) and the progress in completing the same. To decide on an appropriate course of action

**11. FUTURE PLANNING**

To consider and update the future plan as appropriate

## **12. REPORTS**

- a. The Chair's report (attached)
- b. Correspondence (attached)
- c. Any other business (not for decision)

## **9. DATE OF THE NEXT MEETING**

Councillors are asked to note that in the exercise of their functions, they must take note of the following: equal opportunities; crime and disorder; human rights; health and safety and biodiversity

Committee Members: Cllr Skingsley Morgan, Cllr Hoods, Cllr Jefcoate, Cllr Akhtar, Cllr Rivzi

## **Notes on Declarations of Interest**

Members with a disclosable pecuniary interest in an item to should withdraw from the room while that item is being considered. Members should also leave the room if their continued presence is not compatible with the Council's Code of Conduct or the Seven Principles of Public Life.

The disclosure must include the nature of the interest. If you become aware during meeting of an interest that has not been disclosed under this item you must immediately disclose it. You may remain in the meeting and take part fully in discussion and voting unless the interest is prejudicial.

A personal interest is prejudicial if a member of the public with knowledge of the relevant facts would reasonably regard is as so significant that it is likely to prejudice your judgement of the public interest and it relates to a financial or regulatory matter.

It is not practical to offer detailed advice during the meeting on whether or not a personal interest should be declared, or whether a personal interest should be regarded as a Disclosable Pecuniary Interest. Members are advised to seek the advice of the Clerk well before the meeting as it may be necessary to refer the matter to the Monitoring Officer for a decision.