

To: Members of the Neighbourhood Plan Steering Group
Cllrs Allsopp, M. Bartram, Houghton, C. Mead and S. Mead.
S. Carter, B. Davis

Date: 23rd June 2021

Dear All

You are summoned to attend a Meeting of Willington Parish Council, which will be held at 7pm on **Monday 28th June 2021** at The Old School, Castleway, Willington.

Please note the following arrangements to comply with COVID regulations;

Maintain a 2 metre distance

Please bring a mask – to be worn unless seated

Sanitise hands on entrance

Please avoid close contact during entrance/exit etc.

Members of the public are welcome to attend this meeting. However, social distancing will need to be considered and numbers will be limited.

Yours sincerely

Debra Townsend

Debra Townsend
Clerk/RFO

AGENDA

1. **Appointment of Chairman (must be a Parish Councillor).**
2. **To Receive Apologies for Absence.**
3. **Variation of Order of Business (if required).**
4. **Declaration of Members' Interests**
 - a) Members must ensure that they advise the Clerk of any Declaration of Members Interests by email prior to the start of the meeting and must indicate the action to be taken (ie to stay in the meeting, to leave the meeting or to stay in the meeting to make representations and then leave the meeting prior to any consideration or determination of the item).
 - b) Where a member indicates that they have a prejudicial interest but wish to make representation regarding the item before leaving the meeting, those representations must be made under item (c) of Public Speaking.
5. **To consider a resolution to close the meeting for public participation under the Public Bodies (admission to meetings) Act 1960.**

"In view of the confidential nature of item..... to consider a resolution to exclude the press and public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, S1, in order to discuss the item"
6. **Action Plan**

To agree future actions and timescales for production of the Neighbourhood Development Plan.