

MINUTES OF THE EXTRAORDINARY MEETING OF
SWALLOWFIELD PARISH COUNCIL
HELD ON TUESDAY 23RD MARCH 2020 IN
THE ROSE ROOM, SWALLOWFIELD PARISH HALL,
SWALLOWFIELD STREET, SWALLOWFIELD AT 7:30PM

Present: Cllr. J. Wheelwright (Vice-Chairman), Cllr. M. Binns Cllr C. Drew

In Attendance: Liz Halson, Clerk

Members of the public: 0

2080 APOLOGIES FOR ABSENCE

Cllrs. Anderson, Collender, Dance, King and McDonald

2081 DECLARATIONS OF INTEREST

None

2082 COUNCIL BUSINESS

2082.1 Chairman – in the absence of Cllr. Anderson it was agreed that Cllr. Wheelwright would chair the meeting.

2082.2 Council Meetings – it was **NOTED** that Parish Council meetings must be held in person and be open for the public and press to attend. Therefore, meetings of the Parish Council and the Planning Committee had been cancelled until such time that government advice enabled the council to meet in person or legislation was passed to enable the council to meet virtually.

2083 CLERKS UPDATE

2083.1 Councillors – it was **NOTED** that Cllrs. Anderson, Dance, King and McDonald were in self-isolation and that Cllr. Collender had been advised not to travel.

2084 CORONAVIRUS CONTINGENCY WORK PLAN

2084.1 Annual Parish Meeting – it was **NOTED** that the Annual Parish Meeting to be held on 21st April had been postponed.

2084.2 Parish Council Operation – it was **PROPOSED** and seconded the following measures be adopted to enable Swallowfield Parish Council to remain an effective parish council and protect our members, staff and residents during the restrictions imposed by the COVID-19 outbreak. All in favour.

2084.2.1 Responsibility for making any decision requiring Full Council approval during the period when it is not possible to convene a lawful meeting be delegated to the Clerk who would consult with all available Councillors before agreeing the decision with the Chairman, Vice-Chairman and Lead Councillor for the area. If any of those councillors become incapacitated, they should nominate another councillor, (not being the Chairman, the Vice

Chairman or Lead Councillor) as substitute for the period during which they are unable to participate.

2084.2.2 Responsibility for submitting a response to any planning application which requires a response during the period when it is not possible to convene a lawful meeting be delegated to the Clerk who would consult with all available Councillors before agreeing the response with the Chairman of Planning and the Chairman. If any of those two councillors become incapacitated, they should nominate another councillor, (not being the Chairman of Planning or the Chairman) as substitute for the period during which they are unable to participate. If the vote is tied, the Chairman of Planning or, if incapacitated, the Chairman would have the casting vote.

2084.2.3 In respect of 2018.2.1 and 2081.2.2 if there are insufficient Councillors available to meet the requirements of 2018.2.1 and 2081.2.2, the Clerk would reach a decision based on consultation with those that remain available. If the Clerk becomes incapacitated then all the delegated powers would pass to RFO or a locum clerk, if appointed, for the period the Clerk is unable to act.

2084.2.4 Bill Payments – each of the Clerk and RFO be delegated the power to act severally to raise on-line payments and cheques for all regular expenditure, all previously approved expenditure and any future emergency expenditure necessary following consultation with the Chairman or Vice-Chairman, to the extent practical, until measures are in place to allow the council to meet.

On-line payments would be approved by the Chairman and Vice-Chairman or if those councillors become incapacitated, any councillor with on-line approval authority.

Cross-checking of payments against invoices would be carried by councillors once restrictions are lifted. ¹

2084.2.5 Staff – all staff would be asked to self-isolate as per the government guidelines. If a member of staff is required to self-isolate they should contact the Clerk at the beginning of the absence and then consult with the Clerk before returning to duties.

The Clerk and RFO would work at home if government guidelines dictate or if they are required to self-isolate. The Caretaker and Parish Warden would continue with their duties until such time that government guidelines dictate or they are required to self-isolate.

2084.2.6 Cleaning Services – the individual providing cleaning services to the hall would be asked to follow the guidelines given to staff and would be paid during a period of self-isolation.

2084.2.7 Parish Office – the Parish Office is closed to all visitors until further notice. A decision on when it could reopen would be made when it becomes possible to convene a lawful meeting in accordance with the Council's Standing Orders. Anyone arriving at the Parish Office would be asked to make contact by phone or email.

¹ RFO to keep records

2085 **BILLS FOR PAYMENT**

2085.1 Bills List – it was **PROPOSED** and seconded that the bills as listed below be **APPROVED** for payment. On line payments would be authorised by Cllrs. Anderson and Wheelwright as agreed in 2081.2.4. All in favour. ²

1	D2D Distribution	252.00
2	Grundon	107.29
3	Grundon	105.92
4	Heartwood	720.00
5	D Norris	314.65
6	Select Environmental Services Ltd	81.60
7	GLS	80.24
8	GLS	11.94
9	Ricoh	181.53
10	Garden Wise Fencing	1072.80
11	Stanhope Wilkinson	2445.00

2086 **COMMUNITY VOLUNTEER GROUP**

Community Volunteer Group - it was **NOTED** that individuals in the community were already offering support to friends/neighbours and Facebook pages had been setup to disseminate information. In order to ensure that efforts were co-ordinated a community-led group had been established, co-ordinators are Jenny Burnett and Mark Binns. Contact had been made with individuals and groups co-ordinating lists of volunteers around the parish. As not everyone uses social media and to ensure that every resident has information about accessing assistance during the Covid-19 emergency a leaflet had been prepared and would be delivered to every household in the parish on Tuesday 24th March by the team who deliver the newsletter. This would be funded by the Parish Council.

It was **PROPOSED** and seconded that if appropriate arrangements can be made with the council's insurance company the volunteer group would be incorporated as a council led working group. All in favour. ³

[The meeting closed at 8:30pm]

² JA/JW

³ Clerk to establish feasibility