

BARROWBY PARISH COUNCIL

Mrs R Heyward, Clerk and RFO
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DRAFT NOTES of an Extra Ordinary Meeting of Barrowby Parish Council Meeting held on Monday 23rd March 2020 in the Reading Room, Barrowby

MEETING OPENED: 7.00pm

1. WELCOME REMARKS (19/147)

- 1.1 The Chairman, Councillor Cupit welcomed members to the meeting and thanked them for their attendance. Those in attendance: Councillors Lees, Townsend, Brown, Blackwell and the Clerk, Mrs Heyward.

It was noted that this extra ordinary meeting has been called by the Chairman due to the uncertainty in respect of the spread of the Covid-19 Coronavirus and in order to limit any risk to members of the public, elected members or members of staff and notwithstanding any relative Government legislation or advice from relevant medical or any public body pertaining to best and safe practice. The follow proposals are put forward to ensure the smooth running and operation (wherever possible) of the Parish Council over the interim period.

2. APOLOGIES FOR ABSENCE & REASONS GIVEN (19/148)

- 2.1 Apologies were received from Councillors Inglis, Whittington, Cross and Bowyer. The reasons for absence were noted and accepted. Councillors Roberts and Bosworth were not in attendance.

3. TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION IN ACCORDANCE WITH THE LOCALISM ACT 2011 (19/149)

- 3.1 Declarations of Interest
None.

- 3.2 Requests for Dispensation
There were no requests for dispensation.

4. SAFETY STATEMENT – MEETINGS (19/150)

- 4.1 In recognition that no business, meeting, service provision or service delivery of the Parish Council is of any importance above that of public and personal safety, members resolved to cancel all scheduled public meetings for an initial 4 month period (or as circumstances dictate). This was proposed by Councillor Lees and seconded by Councillor Blackwell.

5. ANNUAL COUNCIL AND ANNUAL PARISH MEETINGS (19/151)

- 5.1 It was resolved that, as the cancellation of meetings has a direct impact on the Annual Meeting of the Parish Council (scheduled for 11th May 2020), the roles of Chairman, Vice Chairman and the existing committee structures (including the chairmanship of such) will remain the same until a suitable and safe public meeting is called and held. This was proposed by Councillor Cupit and seconded by Councillor Brown.
- 5.2 It was resolved that as the cancellation of meetings has a direct impact on the holding of the Annual Parish Meeting, the Parish Council will hold such meeting at a future date and that the Council would follow LALC/NALC guidance on this matter. This was proposed by Councillor Cupit and seconded by Councillor Townsend.

6. AUTHORITY TO ASSISTANT CLERK (19/152)

- 6.1 It was resolved that where, in any Standing Order or Financial Regulation of the Parish Council where delegated authority is already given to the Clerk & RFO, such authority be also be delegated to the Assistant Clerk for a period of no longer than 4 months (or as circumstances dictate). This

was proposed by Councillor Cupit and seconded by Councillor Blackwell.

7. ADDITIONAL DELEGATED AUTHORITY (19/153)

- 7.1 Following a proposal by Councillor Cupit, seconded by Councillor Lees, members resolved that the Parish Council gives delegated authority to the Clerk for a period of no longer than 4 months (or as circumstances dictate and only in consultation with two Councillors, ideally the Chairman and Vice Chairman) to:
- i. suspend any relevant Standing Order or Financial Regulation as necessary to ensure the smooth running and operation of the Parish Council with the Clerk to compile and maintain a list of such suspensions and reasons which will be to be presented to a future meeting of the full Parish Council.
 - ii. undertake day to day and additional duties (wherever possible and within legal constraints and with the best intentions of public safety and to promote infection control) in order to minimise disruption to service provision and ensure business continuity.
 - iii. undertake decisive actions (within legal constraints and with the best intentions of public safety and to promote infection control) in respect of cancelling any meetings of the Parish Council, its committees or working groups.
 - iv. undertake decisive actions (within legal constraints and with the best intentions of public safety and to promote infection control) in respect of cancelling events or gatherings within Council operated properties (i.e. allotments, burial ground, play areas, Reading Room and Pavilion.)

8. FINANCE (19/154)

- 8.1 Following a proposal by Councillor Cupit, seconded by Councillor Lees, members agreed upon measures to be put in place, with a robust transparency processes, to ensure effective business continuation and to minimise impact on local service delivery with ratification by the Parish Council to be made at the earliest and safest opportunity.
- 8.2 The Clerk advised that neither LALC nor PKF Littlejohn had yet issued guidance on how Councils should handle the approval of the AGAR/Annual return documents due by 1st July. Members agreed to await guidance on this matter.
Action: The Clerk to prioritise the completion of the year end accounts and compilation of the Annual Return following year end on 31st March.
- 8.3 Members considered the impact on income owing to the reduction in bookings at the Reading Room and Pavilion. It was noted that all bookings in the Reading Room ceased as of 16th March and all bookings in the Pavilion similarly from 30th March.
Action: The Clerk to arrange for the heating to be turned off at both venues.

9. PLANNING (19/155)

- 9.1 Following a proposal by Councillor Cupit, seconded by Councillor Blackwell, it was resolved that members collectively deal with planning applications via email and give delegated power to the Clerk, in consultation with two Councillors, (ideally the Chairman and Vice Chairman), to collate responses and submit to SKDC (on a majority basis).

10. POLICY UPDATES (19/156)

- 10.1 Following a proposal by Councillor Cupit, seconded by Councillor Brown, members resolved that delegation is afforded to the Clerk to update policy documentation where revision dates are the only necessary updates and such updates to be ratified by the Parish Council at a future meeting. Where any legislative changes are necessary, the Clerk will update relevant documentation and implement any necessary changes.

11. COUNCIL FACILITIES/PREMISES (19/157)

11.1 Members considered any special measures required relating to:

Allotments

Following a proposal by Councillor Cupit, seconded by Councillor Blackwell, members resolved to support BGA's suggestion of 'Community Plots' and to waive the rent for said plots. Members also discussed the security of the site and agreed that it is impractical to secure the fence between the pony paddock and the allotment site. Councillor Cupit suggested a 24/7 presence of volunteer plot holders could help to strengthen security. BGA's request for help procuring cleaning products was noted.

Action: The Clerk to relay the agreed outcomes to BGA.

Action: The Clerk to advise BGA that members strongly suggest the allotment gate is left open during the day whilst the site is attended to avoid cross-contamination on the gate handle.

It was noted that Barrowby Parish Council is unaware of any rights that the resident of 30, The Drift would have to access the allotment site.

Burial Ground

Following a proposal by Councillor Cupit, seconded by Councillor Lees, members resolved that funerals would be conducted under the most current guidance from central government.

Action: The Assistant Clerk to issue a letter to funeral directors.

Reading Room

It was noted that all bookings are cancelled and that a deep clean has been undertaken.

Action: The Clerk to arrange a notice for the door stating that the facility is closed.

Pavilion

It was noted that all bookings are cancelled and that a deep clean has been undertaken.

Action: The Clerk to arrange a notice for the door stating that the facility is closed.

Play Areas

Following a proposal by Councillor Lees, seconded by Councillor Cupit, members resolved to close all play areas.

Action: The Clerk to arrange notices stating that the facilities are closed.

12. COMMUNITY RESILIENCE (19/158)

- 12.1 Members noted that the Lincolnshire Resilience Forum (LRF) Communities and Volunteer Coordination Cell within the County Emergency Centre, will be operational from 8am to 4pm Tuesday 17th March 2020 until further notice and it will active Monday to Friday.

Action: The Clerk to inform LRF of the current volunteer initiatives.

Following a proposal by Councillor Cupit, seconded by Councillor Lees, members resolved to facilitate an open air public meeting of all volunteer organisations capable of offering support at the earliest opportunity this week. The focus of the meeting would be to determine the best way to focus communication and ensure a co-ordinated village wide effort.

Councillor Cupit proposed a scheme whereby each household is issued with a red and green card and covering letter suggesting that they display the red card if they are in need of assistance with food/medical supplies and the green card to indicate 'all is well'. The idea was well received by members who were in agreement for Councillor Cupit to pursue this with the wider volunteer group.

Action: The Clerk to share the proposed idea on the Clerk's Forum.

- 12.2 Following a proposal by Councillor Cupit, seconded by Councillor Lees, members resolved to agree the establishment of a 'Community Resilience' budget head with the agreed sum of £500.00 to be used from within the contingency fund with the aims of assisting vulnerable groups within the

parish as necessary. Initial expenditure agreed was £40.00 for card, the cost of laminating pouches and 1,000 A5 envelopes.

Action: The Clerk to order laminating pouches and envelopes.

13. STAFFING (19/159)

13.1 At the proposal of Councillor Cupit seconded by Councillor Lees and passed by unanimous resolution of the Council in accordance with the Public Bodies Act 1960 the meeting moved into closed session at 19.51pm.

13.2 Members discussed staff appraisals and pay awards in closed session.

Action: The Clerk to inform staff members of the agreed actions.

13.3 Members discussed the impact of reduced bookings on staffing requirements in closed session.

Action: The Clerk to investigate if the Government offer to cover 80% of wages would apply.

The meeting moved back into open session at 19.57pm.

14. UPDATES/INFORMATION (19/160)

14.1 It was resolved for the Clerk to keep members (via email/telephone calls) and members of the public (via the Parish Council website and notice boards (where/when relevant and practicable)) updated on advice from:

- World Health Organisation
- Central Government & NHS
- Lincolnshire Resilience Forum (LRF)/Emergency Planning Team
- National Association of Local Councils (NALC)
- Lincolnshire Association of Local Councils (LALC)
- Institute of Crematorium and Cemeteries Management (ICCM)

The Chairman closed the meeting at 8.02pm.