



A Meeting of the Parish Council was held on Monday 27th April 2020, remotely via Zoom at 7.30 p.m.

Those present at the meeting:

Parish Councillors Present: Ms C Boase, Mr M Boddy, Mrs E Buckland, Mr A Forbes (Chairman), Mr K Joyce (Vice-Chairman), Mr G Paterson (Vice-Chairman), Mrs L Stephens, Mr T Nicholson and Mr J Taviner

NSC Parish Liaison Officer: Mr J Kirby

Staff: Mrs L Rampton (Clerk) and Ms C McGrath (Deputy Clerk)

Members of the public: None

Parish Cllrs Absent: Mr I Kilpatrick, Mr G Lloyd, Mr C Lomas, Mr V Slater and Dr P Watkins

The March meeting of the Parish Council had been cancelled due to Government guidance on social distancing during the COVID-19 pandemic. Legislation had subsequently been passed under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations") that came in to force on 4 April that enabled local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May 2021. They also removed the requirement to hold an annual meeting. The 2020 Regulations applied to local council meetings, committee and sub-committee meetings in England.

166. APOLOGIES FOR ABSENCE (*Agenda item 1*) Apologies had been received from Mr C Lomas, Mr V Slater and Dr P Watkins. Cllr Kilpatrick had advised that he may join the meeting later due to another meeting commitment.

167. DECLARATIONS OF INTEREST (*Agenda item 2*). Cllr Stephens declared a non-pecuniary interest in agenda item 15a. with her husband being Chairman of the Cricket Club.

168. TO CONSIDER & DECIDE UPON ANY REQUESTS FOR DISPENSATION FROM MEMBERS TO ALLOW THEM TO PARTICIPATE IN A DISCUSSION OR VOTE ON A MATTER IN WHICH HE/SHE MAY HAVE A DISCLOSABLE PECUNIARY OR NON-PECUNIARY INTEREST (*Agenda item 3*).

Dispensations are granted to Parish Councillors under section 33 of the Localism Act 2011 and the Parish Council delegated the power to grant dispensations (s 101 of the Local Government Act 1972) to the Clerk or appointed Deputy (see PC meeting 23.07.12 min 52 iv.) Dispensation was not sought by Cllr Stephens, with the member to leave the meeting at the appropriate time.

169. PARISH COUNCIL TO ADOPT A NEW STANDING ORDER TO MANAGE 'VIRTUAL MEETINGS' OF THE COUNCIL (*Agenda item 4*)

Guidance was awaited from Avon Local Councils Association (ALCA) with regard recommended supplementary Standing Orders to accommodate remote meetings of the Council now permitted by legislation. At this time, members were reminded that adopted Parish Council Standing Orders remained in place for all Parish Council business and attention was drawn to section 3 in relation to meetings.

170. APPROVAL OF MINUTES OF THE PARISH COUNCIL MEETING HELD ON 24TH FEBRUARY 2020 (*Agenda item 5*) **The minutes to the meeting were approved as a correct record.**

Proposed: Cllr L Stephens Seconded: Cllr E Buckland

All members present at the last meeting were in favour.

171. MINUTE UPDATE FROM THE FEBRUARY PARISH COUNCIL MINUTES ALONG WITH THE MARCH AND APRIL 2020 CLERK'S REPORTS Annex 1 (*Agenda item 6*) There was none.

- 172. TO RECEIVE A CRIME REPORT FOR THE LAST ONE-MONTH PERIOD** (*Agenda item 7*) **Annex 2** A report for the period had been circulated to members in advance of the meeting. It was noted that there were 14 reports of COVID-19 breaches for the parish in the previous one-month period. A check should be made with the police as to whether these reports were in fact breaches of current Government Guidelines or whether they were in fact parishioners carrying out their permitted daily business?
- 173. RESPONSE TO MATTERS RAISED DURING PUBLIC PARTICIPATION AT THE PREVIOUS MEETING OF THE PARISH COUNCIL** (*Agenda item 8*) There was none.
- 174. PUBLIC PARTICIPATION** (*Agenda item 9*) With no members of the public present, there was none.
- 175. TO RECEIVE A WARD COUNCILLOR & NSC PARISH LIAISON OFFICER UPDATE** (*Agenda item 10*) NSC Parish Liaison Officer Mr Kirby spoke on procedures that NSC had adopted to maintain council services such as refuse and recycling collection whilst complying, where possible with Government advice regarding social distancing. Highway maintenance work had been deemed as a critical service, and so these works also continued. Mr Kirby also spoke on 'home-working' for a large number of NSC employees as well as the supply of PPE equipment and an emergency food distribution centre set up by the council. A member commended NSC on the continued refuse and recycling service in exceedingly difficult conditions.
- 176. TO AUTHORISE BILLS FOR PAYMENT Annex 3** (*Agenda item 11*)
Direct payments, cheques, direct debits and standing order payments as detailed totalling £18,282.46 (incl. vat) were authorised for payment.
Proposed: Cllr T Nicholson Seconded: Cllr K Joyce All in favour
- 177. TO COMMENT ON THE NSC CONSULTATION – YOUR NEIGHBOURHOOD. THIS INCLUDES INFORMATION ON GARDEN WASTE, LEISURE AND SPORT CENTRES, LIBRARIES, PARKS AND OPEN SPACES ALONG WITH STREET CLEANSING** (*Agenda item 12*)
 No comments had been received from members regarding this consultation. Parish Councillors were encouraged to submit their own personal individual responses direct to NSC before the consultation closed on 7th May.
- 178. TO RECEIVE A REPORT FROM, AND TO APPROVE THE MINUTES OF MEETINGS OF THE CHAIRMAN'S COMMITTEE HELD ON 24TH FEBRUARY, 16TH MARCH AND 23RD MARCH 2020**
Annex 4 (*Agenda item 13*)
 The meeting held on 24th February related to the re-valuation of the Woodborough Road Public Conveniences for insurance purposes.
The minutes to the meeting of the Chairman's Committee held on 24th February 2020 were approved as a correct record of the meeting.
Proposed: Cllr L Stephens Seconded: Cllr J Taviner
All present at the meeting were in favour
- This meeting dealt with updating of a scheme of delegation to the Clerk (or appointed Deputy) along with staffing matters.
The minutes to the meeting of the Chairman's Committee held on 16th March 2020 were approved as a correct record of the meeting.
Proposed: Cllr L Stephens Seconded: Cllr K Joyce
All present at the meeting were in favour
- Works to Parish Play Areas were considered and agreed at this meeting
The minutes to the meeting of the Chairman's Committee held on 23rd March 2020 were approved as a correct record of the meeting.
Proposed: Cllr L Stephens Seconded: Cllr T Nicholson
All present at the meeting were in favour

179. TO UPDATE AND RE-ADOPT CHAIRMAN'S COMMITTEE TERMS OF REFERENCE TO ALLOW MEETINGS TO BE CONVENED IN THE ABSENCE OF THE CLERK OR DEPUTY CLERK (Agenda item 14)

Amendments as highlighted were agreed by the meeting

Proposed: Cllr L Stephens Seconded: Cllr E Buckland All in favour

180. COVID-19. TO IDENTIFY AND AGREE POSSIBLE ADDITIONAL MEASURES TO ASSIST THE PARISH (Agenda item 15)

Due to a previously declared interest, Cllr Stephens left the meeting

- a. **To consider a request for the suspension of monthly lease payments for the sports changing rooms and land on which the clubhouse is located along with the annual contribution for land use by the sports clubs.**

Due to the closure of the Cricket Club in-line with Government instruction, the Club no longer had a source of income, but still had a number of ongoing costs to be met. Club officials were therefore exploring areas where payments could be reduced or deferred to ensure the survival of the club.

The Cricket Club had met the lease payments for the changing rooms on behalf of all three sporting clubs from bar proceeds. The Cricket Club was also liable for a second lease agreement with the Parish Council, paid quarterly, for land on which the Clubhouse was built.

Whilst not wishing for the club to suffer financially, considerable debate took place amongst members about a rent-free period versus a payment holiday.

The Cricket Club should be asked to provide a financial statement detailing income/outgoings to enable the Parish Council to reach a decision on this matter. In the interim period, payments due to end May 2020 would be deferred at this time.

Proposed: Cllr C Boase Seconded: Cllr T Nicholson

7 in favour, 1 against

Cllr Stephens was re-admitted to the meeting

- b. **Parish Council to consider current staffing requirements**

With the exception of one Orderly (working 1 hour per week), all staff members continued to carry out their duties, working from home where possible.

- c. **New separate bank account to be opened solely for the purpose of reimbursing volunteers for expenditure incurred by those self-isolating and unable to transfer payment directly to that volunteer. Monies to be recouped via cheque or telephone card payment?**

This facility would be used as a last resort to enable those not using telephone banking arrangements to be able to pay the Parish Council by card over the telephone, or by payment of a cheque. The Parish Council would then be able to reimburse the volunteer shopper on proof of payment. As an element of risk existed over non-payment, a financial transaction limit should be set. A check had been made with Parish Council Internal Auditors, and this service could be provided as the Parish Council had adopted the General Power of Competence. Bank charges would apply to the new current account and costs would be associated with the card reader through purchase and a percentage of each transaction.

It was proposed that a new Unity current account is opened solely for the purpose of reimbursing volunteers with shopping costs incurred. The account should be opened with an amount of £1,000 and an upper payment shopping limit set at £50 per transaction.

Proposed: Cllr T Nicholson Seconded: Cllr G Paterson All in favour

- d. **Parish Council and committee/working group meetings – council to decide if the current adopted calendar for 2020 should be adhered to, or meetings to take place only when necessary?**

It was proposed that the Parish Council continue with full remote monthly meetings of the Parish Council and that the Annual Meeting of the Parish Council, including the election of a Chairman takes place on 18th May 2020 as scheduled. Committee and Working Group meetings were not considered necessary at this time and would not take place.

Proposed: Cllr M Boddy Seconded: Cllr T Nicholson All in favour

- e. **Other COVID-19 related actions – to be decided under delegated powers to the Clerk**

- **Purchase of additional office PC.** With the Clerk, Deputy Clerk and Finance Assistant all working from home, it was not considered ideal that the Deputy Clerk who would be working 21 hours per week with effect 1st May was working on a laptop computer with a small screen. A new office PC would be purchased to be used by the Deputy Clerk whilst working from

home. The addition of another PC would allow all three office-based staff members to be present in the office on the same day when usual office working conditions resumed. Currently the Deputy Clerk and Finance Assistant shared a PC.

From the four options presented to the council, members favoured a Lenovo All-in-One PC at a cost of £449

- Members were in favour of the Deputy Clerk working increased hours in the current week to assist the Clerk whose workload had increased due to increased parishioner assistance required in the current pandemic.
- **Food Bank.** An enquiry should be made with the Cheddar Food Bank as to the number of Winscombe and Sandford residents using this facility at this time. It was thought there would be an increased need with families all being home during the period of lock-down. Should there be significant demand, consideration could be given to setting up a local outlet.
- **COVID-19 dedicated telephone line.** A new 0333 telephone line had been set-up to support all parishioners needing assistance at this time, and the existence of this publicised on a leaflet currently being delivered by Royal Mail to all homes in the parish. The dedicated number that would be manned 7 days a week, 9am – 7pm was transferable between telephone lines and could be answered by a number of Parish Councillor and staff volunteers all taking a turn. Parish Councillors should now contact the Deputy Clerk advising of their preferred time slot to enable a Rota to be set.

181. MATTERS FOR INFORMATION (*Agenda item 16*) There were none.

With no further business, the meeting concluded at 8.50pm

Signed..... (Chairman)

Date.....

Winscombe and Sandford Parish Council acknowledge the general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (age, race, gender, gender reassignment, sexual orientation, marital status, religion & belief, pregnancy & maternity and disability) Crime and Disorder, Health & Safety and Human Rights.