

EAST BUDLEIGH with BICTON PARISH COUNCIL

Minutes of the East Budleigh with Bicton Parish Extraordinary Council Meeting held on Friday 20th March 2020 @ 7pm in the Church Hall, East Budleigh.

See online at www.eastbudleigh-pc.gov.uk

PRESENT: Cllrs, J. Carter, P. Hayman, S. Miller, M. Walters, J. Tresidder, F. Ward & D. Wensley. Cllr Wensley chaired the meeting

APOLOGIES were received from District Cllrs. T. Wright, A. Dent, P. Jarvis, County Cllr. C. Channon, Cllr. P. Barnard, Cllr. J. Shaw and Cllr. M. Smith

RISK ASSESSMENT: The Clerk had inspected the premises. No risks identified.

MINUTES: The Minutes of the February Parish Council meeting were confirmed and were accepted as a correct record and signed by the Chair.

DECLARATIONS OF INTEREST: The Clerk declared she is on the Shop Management Committee

MATTERS ARISING FROM PREVIOUS MEETING: The Clerk reported she had placed lists of Emergency numbers around the Parish and online.

MATTERS DISCUSSED

1. CORONA VIRUS

Cllr. Tresidder reported on preparations by the Community Shop and produced a leaflet with the latest plans. The Shop has reduced its opening hours, will deep clean regularly, wipe card machine after use, encourage distancing & the use of contactless payments. When closed, Volunteers will pack grocery orders, ready for collection or delivery at the end of the day. A leaflet was circulated to all Parishioners with telephone numbers for when assistance is required. As plans evolve, notices are being posted outside the Shop and on the Shop and Parish website.

If the situation worsens, it may be possible for Managers to access the shop database from home. Currently small local suppliers are helping with increased supplies, but the main wholesaler is experiencing some limits on stock availability.

Cllr. Walters explained that he was in touch with the Budleigh Medical Centre, ready to offer support. He is encouraging social distancing and “Care for Neighbours”. He will receive appropriate messages for assistance via the co-ordinator (Parish Clerk) and use the Village WhatsApp in addition to the spreadsheet of volunteers, to summon assistance as required

The Clerk said that as co-ordinator she was collating offers of help, emailing volunteers to cover data protection requirements, and providing regular updates of the list to key workers

– Cllr. Tresidder, Cllr. Walters and to the Shop. Local Government information is being relayed to Councillors and placed on the Parish Council, website, now covering subjects from food deliveries, business assistance, police advice, church support and contact numbers. She has links to the Community Shop.

Cllr. Wensley pointed out that we may not instruct Volunteers but can offer advice on how to avoid putting themselves at risk. He pointed out that we must be mindful of DBS (Disclosure and Barring Service) check, once known as the CRB (Criminal Records Bureau). Volunteers would be acting independently Both Volunteers and the Public will need to be cautious and home entry would be inadvisable.

Cllr. Walters asked Cllr. Miller about the situation for Public Houses. She reported that the Sir Walter Raleigh pub was now shut, but she was working on plans to potentially offer take-away meals from the commercial kitchen. She will need to register to do this.

Cllr. Wensley thanked Cllr Wensley, Cllr. Tresidder and the Clerk for their diligent work on these matters,

All voted in favour of the arrangements outlined above.

2. DELEGATION

During the current Emergency, it will become necessary to delegate necessary procedures to the Clerk in order to allow the business of the Parish Council to continue during the necessary prohibition of meetings being held. In particular payments and other statutory financial matters will be delegated as well as urgent measures resulting from Coronavirus and other urgent matters or matters of risk to the Parish Council:

- The Clerk will consult with the Chair & Vice-Chair on proposed decisions and feed back to Councillors. Consultation with Councillors via email would also take place where possible and where time allows. Any decisions will need to be ratified at a Council Meeting in the future. The Clerk will keep a record. Cllr. Hayman, who was planning to resign in April, has agreed to remain in place for the time-being, as it would be impossible under current regulations to appoint a replacement.
- The Clerk will be authorised to pay all bills and expenses after first scanning and emailing them to the Chair & Vice-Chair for approval. If the Clerk should fall ill, then bills will be paid by cheques, signed by two authorised Councillors.
- The Clerk will prepare Bank Reconciliations, Cash Sheets and Budgets once a month and circulate for approval.
- If the Clerk's workload becomes heavy, she will ask Councillors for help where possible.

All voted in favour of these arrangements

Councillor Wensley suggested that whilst Councillors were isolating, they might consider working on research to move our projects and plans forward.

- a. **Neighbourhood Plan** – Cllr. Wensley explained that the Plan could be studied to remove out-of-date information, updated and adapted to include a five-year plan for the future and information on potential sources of grant funding. Online research could be done to assist this process. Cllr. Carter offered to help but *one further Councillor is required* to share the work and for resilience. Any activity required, such as consulting with landowners, could be noted for future action and an Action Plan produced for consideration at a later date. During the process, they should be mindful of the East Budleigh Heritage project.

Climate Emergency – Cllr. Wensley said that Local Government has information on this, which he has passed to Cllr. Tresidder. Research could include online investigating into plans by other Councils. Cllr. Tresidder and Cllr. Ward offered to commence this project.

Policy Updates – Our Policies require review every year. All policies are available online. They should be examined, adjusted to bring them up to date and revisions sent to the Clerk for distribution to Councillors for approval and uploading to the website. The Risk Register in particular, needs review and revision. *A Volunteer is required for this task.*

Cllr. Walters will continue working on **Resilience** matters with assistance from Cllr. Ward, Cllr. Hayman and Cllr. Tresidder.

In addition to sources of Grant uncovered during the Neighbourhood Plan revision, Cllr. Wensley suggested that sources of funding could be researched to match the **Open Spaces, Sports and Play** Capital grants (match funding), and to look at ways of advancing provision for the Parish. *A Volunteer is required for this task.*

The Clerk agreed to continue to post regular articles on our activities in the Parish Magazine and online.

Cllr. Walters said Chris Dearsley will make the Village Hall available for storage for example of medical goods under supervision.

PLANNING:

A late application for planning permission was received but as no plans are available yet, this cannot be commented on. We also await a potential change to the Law or procedures to enable consultation with Councillors and Parishioners during the emergency.

“If we receive the legal right to adjust our procedures, this agreement will come into place: In response to the Covid-19 outbreak in the UK and in the event that it is not possible to convene a meeting of the council in a reasonable time, all planning applications will be emailed to Parish Councillors within 72 hours of receipt. The clerk will gather Councillors comments by email and share an agreed response which will be sent to EDDC planning within the planning deadline date. The clerk will also post the planning applications on the Parish Website and Village What’s On to make residents aware of the application and ask for comments to be emailed to the Parish email address for Councillors to consider. This is

to enable council business to continue. Any decisions taken during this period are to be formally approved at the first council meeting following the emergency measures”.

All were in favour of this proposal.

ACCOUNTS & FINANCES:

The clerk gave out the monthly cash statement and report. She asked for several invoices to be passed for signature. All agreed. Cllr. Hayman carried out a bank reconciliation and found it to be satisfactory.

Accounting Procedures: During the emergency the Clerk will continue with the preparation of Accounts, submission to the Internal Auditor and completion of AGAR forms. She will circulate draft accounts to the Councillors but will be guided by decisions from Local Government on how to enable public scrutiny. Date for submission to External Audit is currently 1st July and publishing of Final Accounts remains as 30th September.

CORRESPONDENCE:

The Clerk had received a notice for owners of rented property who must now obtain an Energy Performance Certificate (EPC) of at least level rating E. Notices will be placed online and on notice boards.

Repair of Brick Cross has been delayed again for at least two months.

The meeting closed at 9.00 pm

All further Face to Face Meetings are now postponed until further notice.

Signed..... Chairman Date