



MINUTES

Committee: Parish Council Extraordinary Meeting
Date: Tuesday, 17 March 2020
Time: 10:00am
Venue: Parish Council Office

Present

Cllr Vivienne Hodges (Chair)
Cllr Malcolm Chudley
Cllr Mike Warner
Cllr Bas Payne
Cllr Anna Adnitt

Also Present

Samantha Parkin (Clerk)

53/2020 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Penny Simpson, Cllr Gordy Keep, Cllr Mike Jeffery, Cllr John Farrand-Rogers, Cllr Rose Mogeni and Cllr Paul Dodd.

54/2020 DECLARATIONS OF INTERESTS / REQUESTS FOR DISPENSATIONS

No declarations of interest were made. No requests for dispensations were received.

55/2020 DELEGATION OF COUNCIL DECISIONS

Cllr Mike Warner proposed to **extend the delegation** of Council decisions to the Clerk in consultation with the Chairman, Vice Chairman and Chair of the planning committee during any period of restricted activity declared by the Government in respect of the COVID-19 virus. Such delegation to enable the Council to fulfil its responsibilities to its residents. It was also proposed to **follow the guidance** set out in the SLCC model document: Pandemic Contingency Plan Policy. Seconded by Cllr Malcolm Chudley and **resolved**.

56/2020 E VOTING

Decisions made by Email voting within a 24 hr window were discussed.

57/2020 EMERGENCY RESPONSE

It was agreed the Contingency planning group will **coordinate** the community response for the current pandemic.

All decisions are to be run past the Council via E Voting.

58/2020 ANY OTHER BUSINESS

Cllr Bas Payne suggested pre digging must be in line with the pro rata costs pre corona virus. This was agreed by Cllr Hodges and Cllr Warner.

59/2020 CLERK'S ILLNESS

The Clerk raised the question of the continuation of business in the event of her being ill. It was agreed that the Clerk will make a list of passwords and show Cllr Hodges how to open up the emails. Out of Office message needs to be set up ASAP with the Chairman and the Vice Chairman's contact numbers. It was agreed that as necessary the Clerk will work from home.

The Chairman closed the meeting at 10.25am.

TO DO ACTIONS

- Clerk to send SLCC guidance to all councillors
- Clerk to show the Chairman the computer log in and how to access emails
- Clerk to write a list of passwords and keep them safe