

BREWOD AND COVEN PARISH COUNCIL
WITH BISHOP'S WOOD AND COVEN HEATH
MINUTES OF THE EXTRAORDINARY MEETING OF THE COUNCIL
HELD IN THE COUNCIL CHAMBER, STAFFORD STREET, BREWOOD
ON THURSDAY 19TH MARCH 2020 AT 7.00PM

This meeting was recorded by the Parish Council.

PRESENT:

Parish Cllrs M. Alden-Court, J. Bradshaw, P. Knight CBE, M. Sambrook, G. Sibley, R. Taylor, M. Webb MBE.

APOLOGIES:

Parish Cllrs D.M. Holmes, J. Jeffries, A. Pupino, D. Short, C. Smythe W. Sutton, (social distancing).

DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS AND REQUESTS FOR DISPENSATION:

None.

CRIME AND DISORDER ACT:

Section 17 of the Crime and Disorder Act, 1998 places a duty on local authorities to consider the crime and disorder implications when exercising its functions and to do all that it reasonably can to prevent crime and disorder in its area. Unless otherwise stated it was not considered that the resolutions moved herein would have any adverse impact for the purposes of the Crime and Disorder Act 1998.

PUBLIC PARTICIPATION:

There were no members of the public in attendance at the meeting.

332. The extraordinary meeting was called by the Chairman to consider the following matters with regard to reducing transmission of coronavirus and maintaining service provision by the Parish Council during the outbreak:

332.1 The Parish Council considered whether to close the Parish Council office to the public.
It was resolved unanimous in favour that the Parish Council office be closed to the public for the foreseeable future.

332.2 The Parish Council considered whether or not to postpone future parish council meetings and consider using video communication. Urgent matters could be communicated by email.
It was resolved unanimous in favour that no further Parish Council meetings be held for the foreseeable future; urgent matters would be dealt with via email communication.

332.3 The Parish Council considered whether or not to close Sandy Lane toilet. The janitor would not be able to guarantee that the level of cleanliness would be sufficient to minimise the risk of transmission of the virus.
It was resolved unanimous in favour that the toilets at Sandy Lane, Brewood be closed for four weeks when the situation would be reviewed.

332.4 The Parish Council considered whether or not to close the playing fields. From Friday 20th March, children would be at home during school hours. As the Football Association had cancelled football matches, there was no necessity to open Coven changing rooms.

The Parish Council resolved unanimous in favour that all three the playing fields would remain open according to national guidance. It was also resolved unanimous in favour that Parish Cllr P. Knight CBE would undertake monthly inspections of Jubilee Park and Brewood playing field.

332.5 The Parish Council considered giving approval for the Clerk continuing to work from the Parish Council office using the Clerk's office and the Assistant Clerk working in the Parish Council Chamber. This would not necessarily be during normal office hours (9.30am to 12.30pm). The car scheme coordinator had already made arrangements to work from home.

The Parish Council resolved unanimous in favour that approval be given for the Clerk and Assistant Clerk to work from the Parish Council office as working from home was not possible.

332.6 The Parish Council considered extending delegated powers to give the RFO (in conjunction with the Chairman/head of finance and another signatory) the power to spend between £500 and £5,000 in an emergency or in the payment of invoices, until normal business resumed.

The Parish Council resolved unanimous in favour that the Clerk/RFO be given delegated powers to spend up to £5,000. It was further resolved unanimous in favour that Parish Cllr M. Webb MBE be appointed as Head of Finance until the first meeting in May 2020.

332.7 The Parish Council considered whether to extend delegated powers for planning matters to Parish Cllr R. Taylor.

The Parish Council resolved unanimous in favour that delegated powers for consultee comments by the Parish Council be extended to Parish Cllr R. Taylor.

332.8 The Parish Council considered the payment of SSP and salary to the new Assistant Clerk who has been in post less than one month, in the event of illness or self-isolation of 14 days.

It was resolved unanimous in favour that the clause stating an employee with less than four months' service would not be entitled to an allowance of one month's full pay and two months half pay if absent due to illness in the first year of employment be waived for the Assistant Clerk at this time.

332.9 The Parish Council considered contingency plans regarding financial payments, which would be ratified at the next meeting of full council:

- The calculation of payroll and submissions to HMRC/Lloyds Bank and Staffordshire County Pension Fund. Payments made using online banking which would be authorised by the Clerk/RFO and two authorised Parish Councillors, **be approved.**
- The payment of invoices, **be approved.**
- The income and expenditure list as at 19th March 2020. Expenditure £8,570.53 Income £102.00, **be approved.**
- Financial Summary – Cash Book Reconciliations and the Direct Debit/Standing Orders arising from the February reconciliation, **be received.**
- The payment of grants. It was unlikely that the Parish Council would receive any applications for grants. Should an application be received, a decision would be taken to delay payment until further notice. If the application was urgent, the Clerk would email all parish councillors for an opinion, **be approved.**

332.10 The above actions to be notified to the public by the Clerk via notice boards, the Parish Council website and facebook. The Parish Council agreed that there would be no physical spring newsletter. However, an electronic version would be available on the website and Facebook.

There being no further business to discuss the meeting ended at 7.40pm.

..... Chairman