



Minutes for the Emergency Meeting of the Parish Council on Friday 27th March 2020 - held Electronically due to COVID19 Outbreak and Following NALC advice

Responses received from: Cllr's S Leech, P Chesworth, P Bearham, J Carley, S Foster, R Knill, B Bailey

1. **To receive declarations of interest**
 - a. Councillors to declare any disclosable pecuniary interest in any items on the agenda
None
 - b. Councillors to declare any non-registerable interest in any items on the agenda
None
2. **06.01 Minutes of the Meeting held on Friday 13th March 2019**
Agreed by all councillors
3. **Clerks report on matters arising from those minutes (for discussion or future agenda only)**
Clerk to report on the following:

06.02/04.20 – The Annual Auditor has been agreed and the Clerk is liaising with him regarding timeframes. The AGAR deadline has been extended and our External Auditor, PKF Littlejohn has released the following information:

2019/20 Documentation, Instructions and Covid-19 implications: Covid-19

After the completion of the accounts and AGAR at the close of the financial year (31 March), they must be certified by the responsible financial officer (RFO) of the authority, considered and approved by full council by no later than 29 June, published before 1 July to comply with the public rights period (which must include the first 10 working days of July), with any external auditor report and certificate published by 30 September

06.04/04.20 - The Response to the Chacewater Volunteer group has been fantastic. The Group is working together currently and communicating with all of our local conveniences and medical centre to ensure that vulnerable people get what they need at this time of the COVID19 outbreak.

06.03/04.20 – The Email issue is being looked at however in order to fix the ongoing issues the Clerk requires some further information from all Parish Council members – a separate email to follow.

4. **Agenda items**
04.01/04.20
Delegated Authority

Due to the recent COVID19 outbreak it is the recommendation of NALC that Parish Councils do not meet in person and therefore from now until further notice the following recommendation is:

That the Council delegates authority to the Clerk in consultation with the Chairman and Vice Chairman to take any actions necessary with associated expenditure to protect the interests of the community and ensure council business continuity during the period of the pandemic Coronavirus, informed by consultation with the members of the council

Decision: The above recommendation was agreed

04.02/04.20

Village Handyman

Due to the recent outbreak of COVID19 the Clerk has advised our Village handyman that there will be a restriction on his usual job description. With immediate effect and until further notice he will not be required to do the following:

- Clean and open/close the public toilets
- Clean the WI hut
- Inspect the Childrens Play Park

He has been advised that for the safety of himself and others around him that he may undergo the tasks that involve no contact with the public. He has also been provided with protective disposable gloves which will be used when emptying and cleaning the bins.

He has requested at this time that he only gets paid for the hours that he works. Currently he is on a standard 40 hours per month salary.

Decision: Since the agenda being sent out, the government recommendation is everyone must stay at home and only work if it is possible to do so from home. The Parish Council asked our employee to stay at home and not continue working until further notice. The Clerk will apply for the 80% government furlough worker scheme.

04.03/04.20

Play Area – Chacewater and Twelveheads

It is the recommendation from the government that we close our play area at this time to prevent the further spread of COVID19. If the Play Area is not closed, then we are required to display signage advising that equipment is not cleaned and therefore parents and children and are to enter the area and play on equipment at their own risk.

Decision: Following advice from the Government, the play areas in Chacewater and Twelveheads have been closed and signage has been put up.

04.04/04.20

Steppingstones

The Government has closed all Schools and Nursery's as of Friday 20th March.

Decision: It was proposed and agreed that Chacewater Parish Council would offer Steppingstones a 3month rent waiver. They are currently paid up until September 2020.

04.05/04.20

WI Hut

The WI hut has undergone a full commercial clean throughout, including carpets. All bookings have been cancelled until further notice. Does Parish Council feel that the Electrical work and/or the repair of the ramp at the back of the building should be put on hold at this time?

Decision: To hold off on any repairs and works due to the WI receiving no income currently. This will be reviewed again at the April monthly meeting.

5. Planning Applications received

Application PA20/01550

Proposal Listed building consent to cut a gap in the stone boundary wall to allow a galvanised steel gate to be installed

Location Cornerwise 1 Station Road Chacewater Truro

Applicant Mr Martin Clemo

Chacewater Parish Council have no objection to this application.

6. Other planning matters

All outstanding Enforcement cases have been followed up – I will report back as and when information is received

Noted

20. Payments, Payments to be authorised, Receipts and Transfer of Funds

20.01/04.20 Payments to be authorised

Poldice Valley Signs - materials	CA1	24/03/20	£21.93
WI Hut Commercial Cleaning	CA1	30/03/20	£180.00
Employees' salaries	CA1	30/03/20	£1035.56

Employee salaries are higher this month due to the Clerk's additional 5 hours per week throughout March. Note: Clerk worked the additional 5 hours per week for 3 out of the 4 weeks in March

Signed ChairmanClerk/RFO

Payments agreed by all Councillors

21. Matters for future consideration

- a) Requests for agenda items from councillors
- b) Requests for agenda items from members of the public

Signed Chairman