

MINUTES OF THE EXTRAORDINARY FULL COUNCIL MEETING OF HOLTON LE CLAY PARISH COUNCIL, HELD AT THE VILLAGE HALL, PINFOLD LANE, HOLTON LE CLAY AT 7.00PM ON MONDAY 16th MARCH 2020

Present: Councillor S. Pratt (Chairman)
Councillor M. Boon
Councillor A. Green
Councillor P. Rowntree
Councillor E. Hatley
Councillor H. Reynolds (Vice Chair)
Councillor M. Starr
Councillor T. Brack

In Attendance: Emma Harris (Clerk to the Parish Council)

Due to the uncertainty in respect of the spread of Covid 19 and in order to limit any risk to members of the public, elected members or members of staff and notwithstanding any relative Government legislation or advice from relevant medical or any public body pertaining to best and safe practice, the following items were discussed as part of an ongoing contingency plan and to ensure the smooth running and operation of the Parish Council over the interim period.

249. CHAIRMANS WELCOME:

The Chairman welcomed everyone and thanked them for their attendance.

250. TO RECEIVE APOLOGIES FOR ABSENCE:

None received.

251. TO RECEIVE DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011:

None received.

252. TO RESOLVE TO MOVE INTO CLOSED SESSION IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 DUE TO THE SENSITIVE NATURE OF THE BUSINESS TO BE DISCUSSED IN RELATION TO THE FOLLOWING MATTER: -

- Business Interruption – contingency planning

This item was removed from the agenda.

253. SAFETY STATEMENT – MEETINGS AND SERVICE DELIVERY OF THE AUTHORITY IS NOT OF ANY IMPORTANCE ABOVE THAT OF PUBLIC SAFETY. AS SUCH IT SHALL BE DISCUSSED TO CANCEL ALL SCHEDULED PUBLIC MEETINGS FOR EITHER 2 OR 4 MONTHS OR AS CIRCUMSTANCES DICTATE:

It was RESOLVED to suspend all public meetings for a period of 2 months.

VOTE: all in favour

254. SUSPENSION OF STANDING ORDERS/FINANCIAL REGULATIONS IN ORDER TO ENSURE THE SMOOTH RUNNING OF THE COUNCIL FOR A PERIOD OF NO LONGER THAN 4 MONTHS (OR AS CIRCUMSTANCES DICTATE):

It was RESOLVED that the Parish Council will suspend any relevant standing order or financial regulation as necessary in order to ensure the smooth running and operation of the parish council for a period of no longer than 2 months.

VOTE: all in favour

255. ADDITIONAL DELEGATED AUTHORITY: - CLERK. TO CONSIDER GIVING DELEGATED AUTHORITY TO THE CLERK FOR A PERIOD OF NO LONGER THAN 4 MONTHS (DEPENDENT ON GOVERNMENT LEGISLATION OR MEDICAL ADVICE) IN CONSULTATION WITH THE CHAIR/VICE CHAIR TO:

- **UNDERTAKE DAY TO DAY DUTIES IN ORDER TO MINIMISE DISRUPTION TO SERVICE PROVISION AND ENSURE BUSINESS CONTINUITY WHILST WORKING FROM HOME**
- **UNDERTAKE DECISIVE ACTIONS (WITHIN LEGAL CONSTRAINTS AND WITH THE BEST INTENTIONS OF PUBLIC SAFETY) IN RESPECT OF CANCELLING ANY MEETINGS OF THE PARISH COUNCIL, ITS COMMITTEES OR WORKING GROUPS**

It was RESOLVED to give delegated authority for a period of no longer than 2 months (notwithstanding relative Govt legislation or medical advice) to the Parish Clerk, in consultation with the Chairman/Vice chairman and Chairman/Vice Chairman of the respective committees to:

Undertake day to day duties wherever possible in order to minimise disruption to the service provision and ensure business continuity.

Undertake decisive actions in respect of cancelling any meetings of the Parish Council, its committees or working groups.

256. TO CONSIDER CANCELLING THE ANNUAL COUNCIL MEETING/ANNUAL PARISH MEETING. ALTHOUGH CANCELLING THE ANNUAL PARISH MEETING AND THE ANNUAL COUNCIL MEETING ARE CONTRARY TO EXISTING LEGISLATION IT WOULD BE IN THE INTEREST OF PUBLIC SAFETY TO HOLD EACH MEETING AT A FUTURE DATE:

It was RESOLVED that as cancellation of meetings has a direct impact on the Annual Parish Meeting and the Annual Council Meeting, the Parish Council will hold such meetings at a future date.

Vote: all in favour

257. PLANNING MATTERS – TO CONSIDER GIVING DELEGATED AUTHORITY TO THE CLERK TO COLLATE RESPONSES AND SUBMIT TO ELDC BASED ON A MAJORITY EMAIL VOTE:

It was RESOLVED that the Parish Council authorises the clerk to deal with planning applications and has delegated power to collate responses and submit to ELDC.

VOTE: all in favour

258. TO BUDGETARY CONTROL AND AUTHORITY TO SPEND – TO CONSIDER THE AUTHORISATION OF AN INCREASE TO THE SPENDING LIMIT OF THE PARISH CLERK IN CONSULTATION WITH THE CHAIR OR VICE CHAIR FROM ANY ITEM BELOW £500 TO ANY ITEM BELOW £2000 IN RESPECT OF ANY EMERGENCY OR HEALTH AND SAFETY MATTER FOR A PERIOD OF UP TO 4 MONTHS:

It was RESOLVED to authorise an increase in the spending limit to the Parish Clerk in consultation with the Chairman and Vice Chair from any item below £500 to any item below £2000 in respect of any emergency or health and safety matter.

VOTE: all in favour

259. POLICY UPDATES – TO CONSIDER GIVING DELEGATED AUTHORITY TO THE CLERK TO UPDATE POLICY DOCUMENTATION.

**WHERE ANY LEGISLATIVE UPDATES ARE NECESSARY THE CLERK
MAY UPDATE AND IMPLEMENT ANY NECESSARY CHANGES:**

It was RESOLVED that delegation is afforded to the Parish Clerk to update policy documentation and implement any necessary changes.

VOTE: all in favour