

Minutes of the Extraordinary Parish Council meeting held on Wednesday 18th March 2020 at Brown Edge Village Hall at 7:30pm

Attendees: Councillors – Cllr P Turner (Chair), Cllr Owen, Cllr Hargreaves, Cllr Sherratt, Cllr Shufflebotham, Cllr S Turner, Cllr Corbett, Cllr Porter (SMDC) and 0 members of the public.

1. Chairman's Welcome & Announcements:

- a. Contrary to the notice, there is no public participation as this is an extraordinary meeting.
- b. Cllr S Turner has been appointed to be recorder for this meeting.

2. Apologies Received from: Cllr Spooner, Cllr Lea, Cllr Woodward, Cllr Wright & Clerk.

3. Declaration of Interests:

Cllr Owen has a disclosable pecuniary interest which is relevant to Item 7.

4. Acceptance of Meeting Minutes held on March 4th 2020.

- a. Minutes cannot be confirmed due to some errors. Need to include: "Cllr Turner informed the council for the record that Trevor Thicket, a former councillor had passed away". After discussion, it became clear that Councillors were not sure whether a position of Clerk Coordinator was agreed, or whether the decision was to appoint somebody as Second Scribe user and somebody responsible for the maintenance of the Clerk's HR records. It was agreed that we would clarify this at the next meeting of this Council.

Proposed: Cllr P Turner – Second Cllr S Turner – Motion Carried.

5. Coronavirus Plan:

- a. It was discussed that in line with NALC recommendations, an amendment be made to the Standing Orders to state that: "In exceptional circumstances where the council is prevented from meeting, that the Clerk, Chair or Vice Chair (or if any of the aforementioned are incapacitated, a replacement councillor is appointed by the remaining two) is authorised to procure contracts with an estimated value below £25,000 and are exempt from a tendering process or procurement exercise. This additional item will be removed from the Standing Orders at the first **ORDINARY** Council meeting.

Proposed: Cllr R Corbett – Second Cllr S Turner – All Councillors In Agreement – Motion Carried.

- b. The Annual Meeting and the Annual Parish Assembly Meeting were discussed in light of the Covid-19 situation. It was agreed that Councillors would wait and see what further guidance was issued regarding online meeting software being used in place of face to face meetings.

All Councillors In Agreement

- c. Cllr Turner highlighted the issue of payments being made if meetings are suspended and the hold ups that this may cause. Cllr Shufflebotham proposed that the normal payments should be paid as usual with cheques being signed, however the Council should publish the payments on the website so that all members of the public can see.

Proposed: Cllr Shufflebotham – Second Cllr Hargreaves – Motion Carried

- d. Cllr Turner proposed that in the absence of a meeting or substitute mechanism approved by Government, that the Annual Return is processed and published in the normal way with Councillor scrutiny before being signed off by The Chair and The Clerk.

All Councillors In Agreement – Motion Carried.

- e. The Council discussed how we can provide services for vulnerable residents, especially with the average age of residents being high in Brown Edge. Associations with Keiths Supermarket, The First Responders and other local businesses were discussed. Different areas of assistance were highlighted and it was agreed that the Council would establish a mechanism that supports our Community.

All Councillors In Agreement – Motion Carried.

6. Clerk Recruitment:

- a. Nothing to report currently. One application received.
- b. Next action is for the Recruitment Working Group to meet and go through applications.

7. Cemetery Works:

- a. Cllr Owen declared an interest as recorded in Item 3 and refrained from participating in the discussion further. Cllr Turner reported on the current status with The Cemetery. Cllr Turner reported that in light of the current situation The Chairman, The Clerk and The Vice Chairman could ask our current contractor for a quotation for installation of concrete plinths. If the quotation is pro-rata similar to the last quote which was accepted by the Council and if the work can be completed within a month, we should instruct our current Contractor to proceed ASAP. Creation of pits to ascertain water levels and if drainage is required then we should obtain tenders for works to be carried out in the Summer.

Proposed : Cllr Corbett - Second Cllr Sherratt – Motion Carried.

- b. It was proposed that we start the planning process for the additional cemetery ground and engage with an architect as soon as possible.

Proposed : Cllr Sherratt – Second Cllr Hargreaves – Motion Carried.

8. Other Extraordinary Business:

- a. Neighbourhood Plan Terms of Reference. It was observed that the Terms of Reference required for committees and changes to Standing Orders mean that the Council has two choices: a. Establish a Formal Committee or just a Working Group. As it looks like ordinary Council Meetings can not be held for some time, it was decided to discuss this at a future meeting.

I hereby state this is a correct account of the monthly meeting held by Brown Edge Parish Council.
Signed: (Chair)
Date: