**PARISH COUNCIL GENERAL AND PLANNING MEETING**

**To Join Zoom Virtual Meeting**

Meeting ID: 871 7658 1614

Password: 055786

**20th April 2020**

**MINUTES**

**VENUE: VIRTUAL MEETING USING ZOOM**

Due to an outbreak of Coronavirus (COVID-19), which resulted in a Pandemic being declared by the World Health Authority, the Government issued legislation which meant that physical Council (or any other) meetings should not be held. Therefore, Virtual Meetings using Zoom were approved for the duration of the “Lockdown”.

**PRESENT:** Cllr. S. Jerrams Coughtrey (Chair), Cllrs. W. Smith, K. Jones, K. Burgess,

P. Fuller, M. Allen, R Solesbury Timms & Clerk/RFO/District Cllr. V. Furniss

**20/391 Resolution to approve apologies for absence**

* To receive any apologies for absence from the meeting. Members who cannot attend a meeting shall tender their apologies to the Parish Clerk prior to the meeting – Section 85(1) of the Local Government Act 1972.
  + Cllr. A. Deary – Self Isolation – COVID-19

**Written apologies had not been received from:**

* Cllrs Rice & Bowden

**20/392 Members’ declaration of interest in items on the Agenda**

* Members are asked to declare any interest and the nature of that interest which they may have in any of the items under consideration at this meeting
  + Members had no pecuniary interests on items under consideration of the Agenda

**20/393 OPEN MEETING**

An opportunity for individuals to raise any items concerning the Parish

* + - Virtual Meeting – Residents did not join/participate

**20/394 Planning - Letters, Decisions and Applications Chair/Cllrs/Clerk**

**S/2020/0554/FUL – 55 Horton Drive, Middleton Cheney, OX17 2LL**

* **2 storey front extension and dormer loft extension to the rear.**
  + - Cllrs had no objections or comments to make relating to the application other than they would want neighbours’ views taken into account

**S/2020/0441/MAO – Land at Waters Lane**

* **Objection Letter issued**
  + Copy will be sent to all Cllrs

**20/394.2 – Decisions - Local Planning Authority Responsibility**

**NONE**

**20/395 Playing Fields (PFA) – Astrop Road Cllrs. Allen/Solesbury Timms**

* New Sports & Community Centre Project – Update on proposal
  + The PFA building is closed – meeting COVID-19 guidelines
  + Future meetings on hold until lockdown is lifted

**20/396 Community Wellbeing – COVID-19 Cllrs/Jones/Burgess/Fuller**

* Update on village residents and how they are being helped
  + Food Parcels have been delivered to 116 – numbers are increasing weekly. Primary School also included in deliveries for children who receive free school meals.
* Emergency Plan
  + Work in progress – some topics being updated + information relating to pandemics, such as COVID-19 to be included.
* Future Requirements – Funding – Emergency Larder – Numbers
  + Clerk is liaising with possible source for funding to help matters.
* Fantastic Services – Free 2hr Domestic Cleaning – NHS Staff
  + Cllr Jones has contacted 3 NHS Staff updating them on the service that can be provided.
* Ability Bus Service
  + General service on hold due to pandemic guidelines.

**20/397 Chairman’s Report Chairman**

* Finance Working Party – Way Forward – Date to be agreed
  + Grant Funding Requests
    - PFA &
    - Keeping Middleton Green
  + Dog Waste Bins
    - Chair to liaise with the Clerk relating to a virtual meeting.
* Delegation of Responsibilities & Standing Orders
  + Wording to be agreed on Clerk’s responsibility during COVID-19 closedown.
    - In response to the Covid-19 outbreak and in the event that it is not possible to convene a meeting of the Council in a reasonable time, the Clerk shall have delegated authority to make decisions on behalf of the Council where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline. The delegation will not extend to matters expressly reserved to the Council in Legislation or in its Standing Orders or Financial Regulations. Any decisions made under the delegation will be recorded in writing. The Clerk suggested that the delegated authority ceases after the Covid-19 lockdown – i.e. time-limited.
* Funding Care for Residents’ pets during COVID-19 Lockdown
  + It was agreed that the Chair would draft wording for a notice to be included with Food Parcels being delivered asking if pet food/pet requirements are needed.

**20/398 VE Day – 8th – 10th May 2020 Cllr. R. Solesbury Timms**

* Update on VE Day 75yrs celebrations and how it will be commemorated
  + Govt advice:public gatherings should not proceed as it would be impossible to maintain social distancing the RBL have suggested an alternative approach – information on their website.

**20/399 Clerk/RFO Report Clerk/RFO**

* Year End Close Down & Accounts Preparation – 21 and 27 April
  + Accounts have been prepared for External Audit & the Annual Governance and Accountability Return (AGAR) which must be completed by the end of August.
  + Internal Auditor’s annual inspection on Monday 27th April will enable him to prepare his report.
  + VAT refund figure to be claimed amounts to £7,423.69
* Zoom Meetings – NCALC’s Update – Future monthly use
  + Notice of meetings will be posted on the website although there is currently not a requirement to put a Notice in our Noticeboards
* Street Light on the Green – Update
  + No further update
* Annual Parish Meeting – Date to be agreed
  + We are advised by NCALC to hold Annual Meeting during May 2020 as normal
* Deaths and Temporary Mortuary Site – Wollaston
  + Public Health Act 1936 requirement – due to expected numbers.

**20/400 VAS Warning Signs – Update/Quotation Cllr. M. Allen**

* Resident participation
* Quotations Received from companies approached – Progress
  + No further update on the 4 companies written to other than one has ceased trading
  + Due to current situation relating to COVID-19 – work in progress.

**20/401 Neighbourhood Plan – Update Cllrs. Rice/Burgess**

* Way Forward – COVID -19
  + Referendum has been suspended until 6th May 2021.
  + Date of next meeting - TBA
* Task Teams – Update
  + On hold due to COVID 19

**20/402 Library – Statutory Library Requirements Cllr. M. Allen**

* General update on way forward
  + On hold due to COVID-19

**20/403 Next meetings**

* 5th May 2020 – General Parish Council Meeting
* 18th May 2020 – Planning and General Parish Council Meeting
* Annual Parish Meeting - TBA

**Signed:** **………………………………………………………………….. Date: …………………………….**

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