

These are the unadopted Crookham Village Parish Council Minutes of the Extra-Ordinary Meeting of Monday, 23 March 2020 held at 7.45pm held via Skype. Please refer to the Minutes of the April 2020 meeting for any amendments.

Present: Cllr. Simon Ambler (Chairman)
Cllr. Julia Ambler
Cllr. Andrew Friend
Cllr. David Jackson
Cllr. Dr. Indra Sinka
Mrs. Angela Sayers (RFO)
Mrs. Tabby Powell (Centre Manager)
Mrs. Lucy Norris (Centre Manager)
Mrs. Carol Leversha (Clerk)

MIN.051/20 APOLOGIES

Apologies from Cllr. Beverley Batt.

MIN.052/20 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed all to this first remote meeting via Skype as a safety measure in light of Coronavirus considerations.

MIN.053/20 DECLARATIONS OF INTEREST IN ANY MATTER ON THE AGENDA & DELEGATION OF DISPENSATION TO THE PROPER OFFICER (CLERK)

The Chairman advised Members to consider whether they had any disclosable interest in matters on the Agenda and if so to declare them now or at the appropriate point on the Agenda.

MIN.054/20 CONSIDER CRIME & DISORDER IMPLICATIONS

The Chairman reminded Members of their obligation to consider crime and disorder implications on any decision they might make at this meeting.

MIN.055/20 PUBLIC PARTICIPATION (maximum of 3 minutes per speaker).

The meeting being held via Skype with no public present.

MIN.056/20 UPDATE ON GOVERNMENT RECOMMENDATIONS/LEGISLATION DUE TO NOVOVIRUS PANDEMIC

The Chairman invited debate. After some discussion it was agreed to accept the advice from NALC to delegate emergency decision making to the Clerk in conjunction with the Chairman and Vice-Chairman of the Council.

RESOLVED: The Chairman, Vice-Chairman and Clerk to deal with emergency decision making and to share such action to Members and Staff via email.

MIN.057/20 CODE 9 – CONTINUATION OF CONTRACT

The Chairman invited debate. It was agreed that this was essential during the current shut down of the Centre.

RESOLVED: Code 9 contract to be extended for a further 9 months.

MIN.058/20 SUSPENSION OF STANDING ORDERS TO ACCOMMODATE COUNCIL BUSINESS DURING THE PANDEMIC

The Chairman invited debate. Cllr. Jackson voiced concern at the suspension of all SOs and the Clerk advised that since the Finance & HR and Planning Cttees were being given delegated decision making outside of the SOs she believed that such suspension would not cause issues. The action she was suggesting was one which her Clerk's forum had many Council's following.

RESOLVED: Standing Orders suspended until re-invoked at a Council meeting and all Council meetings and business will be conducted remotely until virus restrictions are lifted, unless there are pressing reasons otherwise.

MIN.059/20 FINANCE

(i) Minutes of the Finance & HR Cttee of 17 February 2020

Cllr. Julia Ambler referred to this and asked if there were any amendments.

RESOLVED: The Minutes of the Finance & HR Cttee of 17 February 2020 were agreed as a true record and they will be signed by Cllr. Julia Ambler outside of meetings.

(ii) Report of the RFO

The RFO advised that deferral of the Annual Audit (AGAR) is still not covered by legislation and it is hoped that this will be clearer by the end of the week. Quickbooks timetable is not moving and all accounts have to be transferred across to the cloud based system by 6th April 2020 at the latest. In respect of the Internal Auditor – they do not come into contact with one another. She delivers the paperwork to his home and collects it when he has finished with it.

RESOLVED: The report of the RFO was accepted.

(iii) Delegation of cheque signing

In order to keep to a minimum travel and contact the RFO requested that Cllrs Julia and Simon Ambler be delegated to sign cheques until the current crisis is resolved. In response to a concern from the Clerk, to a husband and wife signing cheques, the RFO advised that in the event a cheque was raised to repay expenditure to either of them then she would follow the existing procedure and get another Member of Council to sign the cheque.

RESOLVED: Cheque signing is delegated to Cllrs. Julia and Simon Ambler.

(iv) Delegation of Decisions on Finance & HR matters via remote working.

As this meeting via Skype was working well Members agreed with this request.

RESOLVED: Finance & HR Cttee will meet via remote working and adhere to their Terms of Reference.

MIN.060/20 PLANNING

(i) Minutes of the Planning Meeting of 17 February 2020

Cllr. Jackson referred to these and asked if they could be accepted as a true record.

RESOLVED: The Minutes of the meeting of 17 February were accepted as a true record and will be signed by Cllr. Jackson outside of meetings.

(ii) Ratification of HDC 20/00371/HOU – Erection of infill porch extension (retrospective).

8 Jesset Drive, Church Crookham GU52 0DB

RESOLVED: No objections.

(iii) Report of the Planning Cttee

Members agreed to receive and approve monthly reports of the Planning Cttee remotely.

RESOLVED: Reports of the Planning Cttee will be received remotely and approved remotely Minuted with the main Council minutes as normal.

(iv) Delegation of Planning Recommendations to be dealt with remotely.

As this meeting via Skype was working well Members agreed with this request.

RESOLVED: Planning Cttee Cttee will meet via remote working and adhere to their Terms of Reference.

MIN.061/20 ZEBON COMMUNITY CENTRE & ADJACENT AMENITIES

(i) Delegation of Report from Centre Manager via remote working.

In the event that there are issues which need reporting to Full Council then these will be via remote working.

RESOLVED: Ad hoc reports via remote working.

(ii) Hire Charges

Deferred during this period of uncertainty.

(iii) Contracts

The Contract for grounds maintenance was agreed for a further period of time but a clause be inserted to reduce working practices e.g. no line painting, reduction of cuts during this period of uncertainty. Removal of goal posts as a matter of urgency.

The Biffa contract remains as it is paid for 3 months in advance.

The Cleaning Contract needs to be suspended.

The Litter Picking will continue.

The replenishment of the Dog Bag dispensers will continue. Centre Manager to liaise with contractor to ensure he has all the boxes in his storage.

The Lengthsman works to be restricted to works which can be done by one contractor and where considered necessary.

Legionella testing to be done immediately prior to the re-opening of the Centre.

RESOLVED: The above measures will be instigated immediately and remain in force until further notice to comply with government requirements.

(iv) Repairs & Maintenance

Deferred during this period of uncertainty.

(v) SECURITY

CCTV to remain running.

New key codes for Members.

Key codes to be changed for users as no access to Centre during this period of uncertainty.

Notices to be posted at Lea Green and the Centre advising that use of Play Areas and Equipment is forbidden as no play equipment inspections can be carried out at present.

Locks to be put on the gates at all play areas. Purchase of additional locks and chains to be done online.

Notice to be posted on ZCC website advising of Centre Closure and Play Areas closures.

RESOLVED: The above measures will be instigated immediately and remain in force until further notice to comply with government requirements.

MIN.062/20 INFORMATION SHARING & AGENDA ITEMS FOR NEXT MEETING

Agenda item for 8 June meeting – Resilience (Emergency) Plan.

The meeting closed at 8.42 pm.

Dates for 2020 meetings: currently via remote working.

6 April - 18 May Annual General Meeting **1 June Annual Parish Meeting uncertain and will need bringing forward at our April meeting if it is still to go ahead.**

8 June 6 July 7 September 5 October 2 November 7 December

Diary dates for HDAPC Meetings: Tuesday 14th July 2020 Tuesday 13th October 2020