

# NOTES

*Please be advised that these are notes of the meeting taken by the Clerk and cannot in any way be regarded as the official minutes of Council proceedings until they are approved and signed at the next meeting*

## **DRAFT MINUTES OF THE WOODHALL SPA PARISH COUNCIL MEETING HELD ON TUESDAY 17<sup>th</sup> March 2020 AT 7.15 PM IN THE COUNCIL CHAMBER STANHOPE AVENUE**

### **PRESENT**

Councillors: D Clarke (Chairman), M Williams, N Ford, I Clarke, C Marrs, P Jennings, C Walker, T Handley, R Ayling, S Huskisson and R Wilson.

### **IN ATTENDANCE**

ELDC Councillors C Leyland and Lincolnshire County Councillor P Bradwell.  
Joann Greer, Parish Clerk.

### **FC/1/3/20**

#### **Chairman's Remarks**

The Chairman made a statement regarding the issues around the Corona Virus and that some items on the agenda would be deferred until a future meeting as the Council need to look at Business Interruption & Contingency Planning.

### **FC/2/3/20**

#### **Apologies for absence with reason given**

Apologies from Councillor J Frost were noted and accepted.  
ELDC Councillor T Kemp also sent apologies

### **FC/3/3/20**

**Declaration of Members' interests in accordance with the Localism Act 2011 (Disclosure by all members present of disclosable pecuniary interests in matters on the agenda that have not already been declared on their Declarations of Interests form or put in writing to the Monitoring Officer at East Lindsey District Council)**

No declarations were made.

### **FC/4/3/20**

**To consider requests from members for a dispensation on any items on the agenda (In accordance with the Localism Act 2011 the Parish Council has the authority to grant any members present a dispensation on their disclosable pecuniary interest so that they may take place in the debate and vote).**

No requests were made.

### **FC/5/3/20**

**Notes of meetings to be approved as the minutes**

- a. **Full Council meeting 18<sup>th</sup> February 2020**

It was proposed, seconded and resolved to accept the notes as the minutes. The Chairman signed the minute book.

**FC/6/3/20**

**To receive the draft notes from committees**

**THIS ITEM WAS DEFERRED FOR A LATER DATED MEETING**

- a. **The Planning Committee held on 3<sup>rd</sup> March 2020**
- b. **The Resource Committee held on 3<sup>rd</sup> March 2020**

**FC/7/3/20**

**Reports from Clerk and Councillors on matters outstanding and actions arising from the minutes**

**THIS ITEM WAS DEFERRED FOR A LATER DATED MEETING**

**FC/8/3/20**

**To receive reports from District and County Councillors**

LCC Councillor Bradwell stated they are monitoring the Covid19 situation daily. They are currently at the planning stage and ensuring safeguarding measures for the vulnerable are in place. Councillor Bradwell stated there would be changes over the next week and things are changing daily.

She also informed the Parish Council that meetings at LCC were currently suspended.

Councillor Leyland stated there are major implications in the district as there is a proportionally high elderly population and much of the employment in the area is based on tourism.

He also stated the Lincolnshire Resilience Forum would be a key player in the weeks and months to follow.

Discussions relating to how do we know who is isolated and what checks are required to ensure volunteers are not at risk or put the people they aim to assist at risk.

Councillor Leyland confirmed he would contact Age UK and would work with the Parish Council to arrive at a plan.

**FC/9/3/20**

**Financial Matters**

- a. **To approve automated payments and future payments to be made**

<b>Person/Company to be paid</b>	<b>Invoice No.</b>	<b>Details</b>	<b>Amount £</b>
TalkTalk Business	20/285	Telephone & Broadband	43.74
Welton Garden Services	20/286	Kirkby Lane Cemetery Contract	480.00
S. B. Barker	20/287	Replace lights to LED 2 x monitors fitted	1768.98
Came & Company	20/288	Annual Insurance	910.72
Opus Energy	20/289	Office Gas £84.33 in credit	0.00
British Gas	20/290	ATM Electric	38.50
R. G. Hygiene	20/291	Office Cleaning	24.00

MDUK	20/292	Community Grant Drums	616.50
HMRC/LCC/J GREER	20/293	Salary Costs	1682.92
SSE	20/294	Office Electricity	106.96

It was proposed, seconded and unanimously resolve to approve the payments listed.

**b. To receive the bank reconciliation**

The bank reconciliation was acknowledged and compared with the relevant bank statement. The Chairman signed the record.

**FC/10/3/20**

**Planning Matters**

**a. S/215/00230/20. Planning application – Land to the east of Tattershall**

**Road.** Erection of 41no. bungalows and 8no. dormer bungalows, erection of a resident’s pavilion, erection of walls and fencing, provision of parking, construction of a balancing pond, construction of a vehicle/pedestrian access and internal access roads.

It was proposed, seconded and unanimously resolved to object to this planning application due to the issues regarding the access off Tattershall Road, as stated previously when an application for the site arose.

The access is not appropriate on a 40 MPH road without a pedestrian footpath on the side of the road where the development is located.

The Parish Council were not in favour of creating an elderly person’s development so far away from village amenities.

**b. S/215/00950/19 – Land adjoining The Grove.** Erection of a detached dwelling and construction of a vehicular access.

It was proposed, seconded and unanimously resolved to object to this application. The Parish Council do not support “building in the back yard” developments as stated previously when an application for the same site arose.

**FC/11/3/20**

**Priority Issues 2020 update**

**THIS ITEM WAS DEFERED FOR A LATER DATED MEETING**

**a. Verge Parking**

**b. NHDP**

**c. Map Boards**

**d. Traffic Flow in the woods**

**To identify a traffic flow pattern with verge protection to form the basis of an informal consultation with affected businesses and residents.**

**FC/12/3/20**

**To receive an update regarding parking pinch points in the village after the meeting with LCC Highways**

An e mail report will be sent out to Councillors

**FC/13/3/20**

To review the content provided by Councillors regarding the Parish Council's Profile and consider publicising the information on the web site, notice board and office entrance.

**THIS ITEM WAS DEFERED FOR A LATER DATED MEETING**

**FC/14/3/20**

To acknowledge the change of Committee dates in April due to the Clerk's availability over Easter

The Planning & Resource Committees will be held on Tuesday 7<sup>th</sup> April.

**FC/15/3/20**

To receive an update from the VE Day working group and resolve any action or expenditure

**THIS ITEM WAS DEFERED FOR A LATER DATED MEETING**

**FC/16/3/20**

To receive an update regarding the Annual Parish Meeting and resolve any action or expenditure

**THIS ITEM WILL BE DISCUSSED AS PART OF THE BUSINESS INTERRUPTION – CONTINGENCY PLANNING MEASURES**

**FC/17/3/20**

To consider and respond if required to correspondence received since the last meeting:

**THIS ITEM WAS DEFERED FOR A LATER DATED MEETING**

<b>Correspondence</b>	<b>Action Required</b>
<i>A thank you phone call for assisting with the hedge cutting at Wentworth Way.</i>	<i>None</i>
<i>Disturbances/damage with the fencing at the cricket pitch.</i>	<i>Respond</i>
<i>Enquiry regarding PC plans for the 200<sup>th</sup> anniversary of the sinking of the Woodhall Spa Coal Shaft</i>	<i>Respond</i>

Councillor Williams requested suspending Standing Orders to Discuss the Corona Virus issues and the Parish Council's Contingency Planning

It was proposed seconded and unanimously resolved to suspend Standing Orders

***I believe we need to specify which standing orders are being suspended. In this case I think it is (2018 version) – sections 5 and 6 in order to allow discussion and debate on the Parish Council's Contingency Planning for the Coronavirus pandemic.***

The following items were addressed and unanimously supported by the Parish Council as the WOODHALL SPA'S BUSINESS INTERRUPTION – CONTINGENCY PLANNING STRATEGY

Due to the uncertainty in respect of the spread of the Covid19/Corona Virus 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 are put forward for discussion as part of an ongoing contingency plan and to ensure the smooth running and operation (wherever possible) of the Parish Council over the interim period.

#### **SAFETY STATEMENT - MEETINGS**

Recognise that no business, meeting, service provision or service delivery of the Authority is of any importance **above that** of public and personal safety. As such all scheduled public meetings will be cancelled for an **initial 2-month period** (or as circumstances dictate).

After 2 months, the need for an extension of the Plan or any amendments deemed necessary to ensure the smooth conduct of Council business will be reviewed using e-mails. The Clerk will initiate the e-mail debate.

#### **COMMUNITY RESILIENCE BUDGET**

Establishes a 'Community Resilience' budget head with the agreed sum of £10,000 to be used from within general reserves with the aims of assisting vulnerable groups within the parish as necessary.

#### **ATTENDANCE OF EVENTS BY ELECTED MEMBERS / STAFF**

Attendance by elected Members and members of staff of the Parish Council at appointed outside bodies, training courses or on relevant Council business be subject to **a)** cancellation by the lead body, organisation or group; **b)** self-preservation or **c)** legislation.

#### **SUSPENSION OF STANDING ORDERS / FINANCIAL REGULATIONS**

The Parish Council gives delegated authority to the Parish Clerk (in consultation with the Chairman/Vice Chairman of the Full Council and respective substantive committees (i.e. Resource & Planning) to: suspend any relevant Standing Order or Financial Regulation as necessary to ensure the smooth running and operation (wherever possible) of the Parish Council for a period of **no longer than 2 months** (or as circumstances dictate), with the Parish Clerk to compile and maintain a list of such suspensions and reasons which will be to be presented at a future meeting of the Full Council for scrutiny.

#### **ADDITIONAL DELEGATED AUTHORITY – STAFF MEMBER**

**Delegate authority** for a period of **no longer than 2 months** (notwithstanding relative Government legislation or medical/relevant body

advice or best/safe practice)) to the Parish Clerk, in consultation with the Chairman / Vice Chairman of the Full Council to, or if incapacitated any 2 members of the Council:

- i) undertake day to day duties (wherever possible and within legal constraints and with the best intentions of public safety and to promote infection control) in order to minimise disruption to service provision and ensure business continuity by telephone or e mail.
- ii) undertake any additional duties necessary (wherever possible within legal constraints and with the best intentions of public safety and to promote infection control) in order to minimise disruption to service provision and ensure business continuity.
- iii) undertake decisive actions (within legal constraints and with the best intentions of public safety and to promote infection control) in respect of cancelling any meetings of the Parish Council, its committees or working groups.

#### 112. ANNUAL COUNCIL MEETING / ANNUAL PARISH MEETING

Confirm the cancellation of meetings has a direct impact on the Annual Meeting of the Parish Council (scheduled for 12<sup>th</sup> May 2020), the role of Chairman and the existing committee structures (including the chairmanship of such) will remain the same until a suitable and safe public meeting is called and held.

Where any cancellation of meetings has a direct impact on the holding of the Annual Parish Meeting, the Parish Council will hold such meeting at a future date.

The above decisions are **contrary to existing legislation**. The decision was made in order to place public safety at the forefront.

#### ORDERS FOR PAYMENT

Confirm the Parish Clerk along with those elected Members with delegated responsibility for the authorising and signing of payments put measures in place with robust transparency processes to ensure effective business continuation and to minimise impact on local service delivery and local business with ratification by the Parish Council to be made at the earliest and safest opportunity.

E mail scanned invoices/payment authorisation

## **PLANNING MATTERS**

The Parish Council authorises the Planning Committee to deal with all planning applications via email and gives delegated power to the Parish Clerk to collate responses and submit to ELDC (on a majority basis).

## **BUDGETARY CONTROL AND AUTHORITY TO SPEND**

Confirm authorising an increase in the spending limit to the Parish Clerk in consultation with the Chairman & Vice Chairman from £1,000 to any amount below £ 5,000 in respect of any emergency or Health & Safety matter for the duration of the Contingency Plan.

## **STAFFING MATTERS – ANNUAL APPRAISALS**

Confirm annual staffing reviews be delayed and any monetary awards be backdated (once and if approved) to 1<sup>st</sup> April 2020.

## **POLICY UPDATES**

Confirm delegation to the Parish Clerk to update policy documentation where revision dates are the only necessary updates and such updates to be ratified by the Parish Council at a future meeting. Where any legislative changes are necessary, the Parish Clerk will update relevant documentation and implement any necessary changes.

## **ADVICE TO TENANTS & COMMUNITY GROUPS**

To post relevant links on web site for up to date information e.g web links to Government, NHS, HSE and LRF

Lincolnshire Resilience Forum (LRF) Communities and Volunteer Coordination Cell within the County Emergency Centre, will be operational from **8am to 4pm** Tuesday 17<sup>th</sup> March 2020 until further notice and it will active Monday to Friday.

Currently the cell has been tasked by the LRF to gather information about local activity **only** and it advises communities **not** to mobilise, task or deploy any organisation, community group or individual within the parish.

## **GENERAL INFORMATION UPDATES**

Confirm keeping elected Members (via email / telephone calls) and members of the public (via the Town/Parish Council website and notice boards (where / when relevant and practicable)) updated on advice from (and as relevant):

- the World Health Organisation
- Central Government & the NHS
- Lincolnshire Resilience Forum (LRF) / Emergency Planning Team
- the National Association of Local Councils (NALC)

- the Lincolnshire Association of Local Councils (LALC)
- the Institute of Crematorium and Cemeteries Management (ICCM)
- any other recognised public or national body

### **CLERK WORKING FROM HOME**

As per Government guidelines the Clerk will work from home and conduct the business via e mails and telephone.

**It was proposed by Councillor Williams to go into closed session to discuss Council financial borrowing. This was seconded and unanimously agreed.**

Suitable procedures were established for payments.

**FC/18/3/20**

**Items for the next agenda**

**THIS ITEM WAS DEFERED FOR A LATER DATED MEETING**

**FC/19/3/20**

**Dates and times of next meetings**

**THIS ITEM WAS DEFERED FOR A LATER DATED MEETING**