

**MINUTES of an Extraordinary Meeting of Little Downham Parish Council due to be held
on Thursday, 26th March 2020 commencing at 7.00pm.**

The above meeting was cancelled following the Prime Minister's address to the nation on 23rd March 2020 informing of the Government's guidance and restrictions relating to the Coronavirus (Covid-19) Pandemic. Everyone, except key workers, were advised to stay at home. All face-to-face meetings were cancelled to help restrict the spread of the virus and reduce deaths and demand on the NHS.

For the Council to function and continue to serve the community as best as it could, the Clerk emailed and phoned Councillors on 23rd March to consult on agenda item 168/19 in order for decisions to be made during the lack of council meetings. Replies from all councillors were received by 30th March.

Councillors consulted via email: JW Barker, AL Butcher, AM Collins, RA Maxey, MM Oldfield, DR Parson, GH Taylor, M Taylor, Cllr RJ Taylor, JL Waters.

Councillor consulted via telephone: GH Taylor, KO Winters.

These agenda items were not required *.

- 165/19 **TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE ***
- 166/19 **TO RECEIVE DECLARATIONS OF INTEREST ***
- 167/19 **EXCLUSION OF PUBLIC AND PRESS ***

168/19 PARISH COUNCIL RESPONSE TO COVID-19 EMERGENCY

1. To receive report from Chairman in line with current Government Guidance (emailed/posted) *
2. To consider and approve recommendation that the Pavilion is closed until further notice
3. To consider extending the delegation of Council decisions to the Clerk, in consultation with the Chairman and/or Vice Chairman, during any period of restricted activity declared by the Government in respect of the Covid-19 virus. Such delegation to enable the Council to fulfil its responsibilities to its residents and delegation to cease when Full Council meetings formally resume. (enclosed)

Below are the results of emails to Councillors and phone calls to those who could not respond via email:

Item 168/19.2 - Majority view in favour of the Pavilion being closed until further notice.

9 Councillors commented in favour. Cllrs RJ Taylor and M Taylor did not mention the Pavilion in their replies.

Item 168/19.3 - Majority view in favour of the Clerk having delegated powers in consultation with the Chairman and/or Vice Chairman. In line with Cllr Maxey's suggestion, the reserve list below would be used should any of the three become ill.

In favour - Cllrs AL Butcher, AM Collins, RA Maxey, MM Oldfield, DR Parson, GH Taylor, JL Waters.

Against - Cllrs JW Barker, M Taylor, RJ Taylor, KO Winters.

Summary of individual councillors' comments:

JW Barker (email) - In favour of closing the pavilion. I think all other decisions should be made with all the councillors either via email or phone.

AL Butcher (email) - In favour of both items and also agree Councillor Winters & Maxey. A reserve list seems a good idea.

AM Collins (email) - In favour of both 168/19.2 and 168/19.3. I know that if there are things that you need to discuss with all of us you will be in contact.

RA Maxey (email) - I am favour of both these items. Suggest we should have a reserve list in order of length of service with the longest serving members at the top of the list.

If one of the three is incapacitated, all members of the council should be informed and the first person on the reserve list should step in.

MM Oldfield (email) - In favour.

DR Parson (email) - Can't see any issues .. just anything major obviously email everyone

GH Taylor (phone) - In favour of daily things but should consult all councillors on major decisions.

M Taylor (email reply sent but not received by clerk) (text) - Same as Ross

RJ Taylor (email) - Not in favour of delegating decisions to the clerk other than previously agreed expenditure.

JL Waters (email) - In favour of both items.

KO Winters (phone) - No objection to monetary matters and is In Favour that clerk continues to arrange monthly payments and her work as usual. He is Against delegated decisions to the Clerk in consultation with the Chairman and/or Vice Chairman. He thinks the Clerk should email all councillors and phone him with any decisions that need making.



Confirmation of the decision:

- All delegated decisions will be justifiable, be reported in a periodic report to Councillors and recorded formally at the first Council meeting when the Council is permitted to resume meetings.
- All Councillors will be consulted on matters relating to finance that exceeds delegated powers in the Financial Regulations and Standing Orders, and matters that affect the Council structure and parish issues.

As suggested by Cllr Maxey, the reserve list of councillors would be used if any of the Clerk, Chairman or Vice Chairman become ill and unavailable to be consulted:

NAME	PERIOD OF SERVICE	ORDER OF SERVICE	ORIGINALLY ELECTED
Kenneth Owen Winters	03/05/2007	1	Uncontested Election
Gail Heather Taylor	05/05/2011	2	Election
John William Barker	07/05/2015	3	Uncontested Election
Richard Alan Maxey	12/04/2018	4	Election - 316
Dale Roger Parson	12/04/2018	5	Election - 243
Ross John Taylor	04/06/2019	6	Co-opted 1
Amber Marie Collins	04/06/2019	7	Co-opted 2
Mark Taylor	04/06/2019	8	Co-opted 3
Andrew Lloyd Butcher	21/11/2019	9	Co-opted

Clerk's subsequent note to Councillors:

As some Councillors were slow to respond to her email of 23rd March, in future she would specify a deadline date for responses.

There was no further business.

Signed

JHales

(Chairman) Date

20/3/20