

BUBBENHALL PARISH COUNCIL

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Minutes of the Extraordinary Bubbenhall Parish Council Meeting held on Tuesday 24 March 2020 outside the Village Hall, Bubbenhall.

Present: Cllr Jan Lucas Chair of the Parish Council
Cllr Sam Baker Vice Chair of the Parish Council
Cllr Bob Powell
Cllr Win Nwachukwu

In attendance: Mr Doug Evans Parish Clerk

No members of the public present.

1. APOLOGIES FOR ABSENCE

Cllr Joanne Shattock and Cllr James Macalister.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

None received.

3. MINUTES OF PREVIOUS MEETING HELD ON 03 MARCH 2020

This item was deferred until the next meeting of the Parish Council.

4. COVID-19 CRISIS UPDATE

Cllr Powell gave a brief update on the current situation. The Emergency Committee had met and had formulated an action plan which had been circulated via the village email. A letter would also be circulated to all residents with the village newsletter and this would give details of the volunteer scheme that was being implemented. Volunteers would be matched to those residents who had expressed an interest in being supported, even if it was just by receiving a 'phone call, and would have specially designed 'Help Offer' cards, giving their details.

5. TO CONSIDER A SCHEME OF DELEGATION TO ENABLE THE CLERK TO MAKE CERTAIN DECISIONS DETAILED BELOW DURING THE PERIOD IN WHICH ORDINARY MEETINGS CANNOT TAKE PLACE. ANY DECISION TO BE MADE ONLY AFTER CONSULTATION WITH THE CHAIR OF THE PARISH COUNCIL

- i. To spend against specific items identified in the Parish Council's budget, such as contractors, Clerk's salary and Handyman fees
- ii. To approve provision to spend up to a limited amount of £1,000 and to authorise urgent work if unforeseen circumstances occur
- iii. To respond to planning applications
- iv. To postpone meetings of the Council based on Government or Local Authority advice
- v. To receive and act upon Government advice in relation to the holding of the Annual Meeting of Parish and the Annual Meeting of the Parish Council and to make necessary arrangements for these meetings

After discussion, it was agreed to approve all of the proposed delegated powers as detailed. It was agreed that all decisions would be discussed in the first instance with the Chair, Vice Chair and one other Councillor. In the absence of the Chair, decisions would be discussed with the Vice Chair and two other Councillors.

It was further agreed that any other decision not listed above, but required to enable the Parish Council to operate safely and in the best interests of all residents, could be made after the same discussion protocol.

6. VE MEMORIAL BENCH

i. To consider the size of the donation to be made towards the VE Day memorial bench

Although all fundraising activities had been suspended as a result of the COVID-19 situation, it was agreed that the Parish Council would pay the invoice for the supply of the bench in full and that any funds raised in the future would be given back to the Parish Council. It was noted that the bench had been delivered and the invoice total was **£1212.60**.

Date of next meeting – TBC