

Filkins and Broughton Poggs Parish Council

Minutes of the Meeting of the Parish Council on 23rd March 2020 at
7.30 pm at The Village Hall, Filkins

	<p><u>Present</u> Cllr Irwin-Singer (Chairman), Cllr Robbins, Cllr Ford, Cllr N Walsh, Cllr Tridgell All practising self-distancing</p>	
66/20	<p>66.1 District & County Councillors Report None</p>	
67/20	<p>67.1 Apologies for Absence Cllr Jones due to mandatory self-isolation</p>	
68/20	<p>68.1 Declaration of Personal, Prejudicial and Pecuniary Interests None</p>	
69/20	<p>69.1 Adjournment for Public Participation None</p>	
70/20	<p>Minutes 70.1 Minutes of the meeting 22nd January 2020 were accepted and signed. 70.2 Matters arising: 70.2.1 Cllr Robbins has fixed some of the timber surrounds in the playground there is some further work to continue.</p>	
71/20	<p>External Liaison 71.1 CLP- Next meeting was supposed to be a presentation by CFO. CFO cancelled at short notice, so the meeting was postponed and now the lockdown has meant that all CLP meetings for the foreseeable future are postponed. Cllr Tridgell will speak to Emma Keating and ask if progress could be made to formulate some plans from the questions on the headings and ideas from the public meeting. This could be done by individuals while at home. The Council is keen that the CLP be progressed with electronic communication even during the lockdown. 71.2 Hazells Lane post has been erected by Matt Simpson. Cllr Irwin-Singer will liaise with him about the erection and placing of the road narrowing signs at either end of the lane. 71.3 A361- hedge along footpath – Clerk reported on Fix My Street but Highways will not deal. Groundsman to be asked to trim hedge back. Cllr Jones or Robbins to ask him. 71.4 VE Day celebrations have had to be cancelled. The band has been rebooked tentatively for 12th September when, hopefully, a scaled down event can be held. A resident also has a small disco so we may be able to utilise that as the band is not available on that date. 71.5 Bus is doing very well and other villages have now asked if it can be extended to them but it is full after our pickup. Maybe a follow-on bus could stop at Langford and Kencot – the service has asked for an approximation on numbers. However, the lockdown means that it has now been suspended temporarily. Now Julian Alder is moving Lee and Rachel Avery have volunteered. Cllr Ford gave them the back catalogue of correspondence she has had and will liaise with them. 71.6 Community Help with Coronavirus- Leaflet has been delivered to every household. The identifiers collate people and then they are passed on to volunteers. The conference call was held, and the main aim is to maintain the village shop as the main point for supplies. They do need more volunteers especially younger ones to man the shop. Opening times will also be changing. OALC have published a Community Links</p>	

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	<p>pack – Cllr Ford suggested to Sally Peach, Karen Todner and Trish Poole that she liaise between them and OALC. Cllr Ford has also completed a questionnaire about support which was directed to Parish Councils as to whether we had community groups. Parish Council expressed thanks to the Village Shop and the Church for their swift and efficient initiative and will give support to the group.</p> <p>Cllr Irwin Singer spoke to Alan Heath as a lot is expected of the shop. He and Barry Heath are coping at the moment – they have received 2 requests for shopping to date- they do have a relationship with the local supermarkets so there may be fewer restrictions on them. Parish Council was impressed with the leaflet and the initiative and the many volunteers that have come forward. The communities update has given a mechanism for support and there is now a structure in place to receive Government support. There is also a framework for supermarkets to drop to a Community Hub. The Council is keen that we find out who is vulnerable in the village although this may be already known with neighbours keeping an eye on people they know.</p>	
72/20	<p>Planning & Cemetery</p> <p>72.1 19/03123/FUL Peartree Farm – the application has been revised to take into account the objections the Council made.</p> <p>72.2 20/00107/LBC Broughton Poggs Mill – approved</p> <p>72.3 20/00305/FUL Oxleaze Farm – approved</p> <p>72.4 20/00335/HHD Newstones- awaiting decision</p>	
73/20	<p>Finance</p> <p>70.1 List of cheques paid and account balances was distributed to the Council. Cheques were approved and signed.</p>	
74/20	<p>Groundsman</p> <p>74.1 Cllrs Robbins and met the two applicants and want to appoint Les Goward as the new Groundsman. The extra cost, since the groundsman’s hours are to be increased, is covered by the budget raised for the precept. They have walked the village with him and have agreed on 12 hrs per week from March to September. All Councillors agreed that les Goward be appointed groundsman immediately. A contract of employment will be drawn with a probationary period of 1 month and 1 months’ notice on each side.</p>	
75/20	<p>Village Matters</p> <p>75.1 3 temporary road closures have been received Broadwell Bridge 8th-12th June A4095 Bampton – 20-24th April A4095 Faringdon 15th-21st April</p> <p>75.2 Swimming Pool – The Council reluctantly took the decision the pool opening should be postponed until further notice. It was very doubtful that the lockdown restrictions would be lifted as soon as late April/early May. Sleemans need to come and replace the sand in the filters and Cllr Robbins will contact them. The decision to open will be looked at again in July and if not possible it will be closed for the season. Essential works will be carried out and the decision on opening will be made when it is safe and appropriate and public movements and gatherings allowed. Payment of 50% of the 2019 subscription to the pool committee will be deferred until later in the year.</p> <p>75.3 Ena Constable has announced she will be retiring from the Post Office this year. Unfortunately, it has now had to shut and may not re-open with Ena. She is looking for a person to take over the running of the Post Office, and we must encourage people to consider this. It is very important we keep this service going. The Parish Council would like to thank Ena for her many years of dedicated and important public service.</p>	
76/20	<p>Matters Relating to Parish Council and Village Centre Works</p>	

	76.1 Cllr Robbins will put the quotes together for the revised plans on the changing rooms and will liaise with Charlie Payne as to grant aid with the revised schedule. The presence of the lockdown and the postponement of the swimming pool opening means it is very likely the village centre refurbishment now limited to toilet improvements will be postponed until after September 2020.	
77/20	<p>Scheme of Delegation</p> <p>77.1 This has been drafted by the Clerk on urgent advice from OALC, it is based on the model from NALC and tailored to Filkins & Broughton Poggs. It is a scheme designed for Parish Councils not to meet during the present emergency and to delegate important business to a small number of Councillors. OALC have instructed all Councils to meet soonest in a scheduled or extraordinary meeting to set the scheme in place. Under existing legislation decisions of Parish Council items are NOT allowed to be made outside of a meeting – the persons making the decisions must be in the same room. In the near future this may not be possible, but the Parish Council cannot stop making decisions and paying for services. It is not legal for the Council to meet virtually although legislation may be produced on this in the future. Therefore, this scheme needs to be adopted for continuation of Council work. The scheme was read through by those present. The Council took the decision that to still issue cheques the Chairman would sign 10 cheques, the cheques can be countersigned by the Clerk and a scanned copy will be sent to the Chair, Vice Chair and Cllr Ford for approval before posting. All decisions will now temporarily be taken by Chair, Vice Chair, Cllr Ford and the Clerk during the time we are unable to meet and will be reported at the next available Council meeting. The Scheme of delegation was adopted by the Councillors present. Final copy is attached in Appendix 1. A decision of the APM and APCM will be taken in April/May. If there could not be an APM in May, it was agreed that the Chair would record and annual report which would be placed on the website.</p>	
78/20	Next Meetings will be held on 21 st May 2020 – APM followed by Annual Parish Council meeting. It was decided these meetings would not take place unless there was a change in Government guidelines.	

Filkins & Broughton Poggs Parish Council

Scheme of Delegation

The Councils Scheme of Delegation authorises the Clerk to the Council/Responsible Finance Officer and Standing Committees to act with delegated authority in these specific circumstances when the Council is unable to meet. Decisions are legally taken by Councillors in person at a meeting – these powers will be put into effect if the Council is unable to meet as advised by OALC/NALC.

Proper Officer/ Responsible Finance Officer

- To take action on any issue of such urgency, that it cannot wait until the next normal Council meeting. If circumstances permit, the Clerk would be expected to consult the Chairman, Vice Chairman if the Chairman and Cllr Ford and take their views into account.
- To incur expenditure on behalf of the Council, which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £300.00
- To take any action regarding routine expenditure (up to a cost of £ 500.00) and to report minor matters to the relevant authority. Delegated actions shall be in accordance with Standing Orders and Financial Regulations and in line with directions given by Council from time to time and shall be reported to the next available Council meeting. The exception to this is a cheque will be raised to cover the Councils Insurance Policy which is due on 1st June 2020.
- Chair will pre sign a specified number of cheques for use by the Clerk/Responsible Officer. Before any cheques are issued the Clerk will countersign and scan a copy to be sent to Chair, Vice Chair and Cllr Ford for authorization.

Delegated Powers re Planning Delegation

Planning applications shall be received by the Clerk who will provide details to Planning sub-Committee and where no queries arise by their decision, the Clerk shall be delegated to inform the Planning Department within the time allocated of the decision of the Council sub-Committee. All Councillors will report directly back to the Clerk. Where queries arise the Chairman will be contacted. If there is a strong difference of opinion this may require an Extraordinary Meeting to decide upon the application. Adhering strictly to legal procedures set by NALC.

Management & Finance Committee

- To take decisions on hours in excess of core hours needed to enable projects to be completed or to deal with exceptional circumstances.
- To enable RFO to make routine payments as per our Standing Orders and report expenditure at the next available Council meeting. Cheques paid will be communicated to the Parish Council Chairman.

Staffing

The Chairman and Vice Chair will deal with HR issues and other contractual matter (except the resignation of Staff members) and will have delegated authority to make all decisions relating to staff and their employment, except recruiting, termination and decisions on hours in excess of core hours.

Delegation – Limitations

All decisions taken under delegated authority will be in accordance with the Councils Standing Orders and Financial regulations and this Scheme of Delegation, and where applicable any other rules/regulations and legislation. All

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decisions will be reported to the first appropriate Council meeting. The Council may delegate the power to make individual decisions on individual items to the Proper Office/Responsible Finance Officer and its Committees as and when appropriate.

Appendix 1

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