

**MINUTES OF BARNTON PARISH COUNCIL'S FULL COUNCIL MEETING HELD IN THE COUNCIL CHAMBER (THE BUNGALOW, ROSEBANK SCHOOL, TOWNFIELD LANE, BARNTON) ON**

**MONDAY 16<sup>th</sup> March 2020**

**7.00PM**

**Present:** Councillors Phoenix, Webb, Mayers, Chambers

The surfaces of the meeting room were disinfected by the clerk. Alcohol wipes, gloves and tissues were provided on the meeting

**1. MIN FC 1613/03/2020 Apologies/Absence**

Apologies due to Covid-19 Councillors Hooper, Clifford, Hughes, Gibbon, Wright, Marshall. Cllr Gleave gave apologies due to work, PCSO Wiggins was off duty.

**2. MIN FC 1614/03/2020 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

No declarations of interest were received.

**3. MIN FC 1615/03/2020 TO SUSPEND Barnton Parish Council STANDING ORDERS to allow public participation.**

**4. Public Open Forum;- Barnton Parish Council standing orders were suspended to allow public participation. Members of the public are invited to address the Parish Council on any matter relevant to its work. In order for the Clerk to undertake any background research, please submit any questions to the Clerk at least three working days before the Meeting. Members of the public will be allowed to speak for a maximum of 3 minutes *after which they cannot take any further active part in the rest of the Council meeting.* No members of the public were present**

**5. MIN FC 1616/03/2020 CHESHIRE WEST AND CHESTER WARD CLLR REPORT**

Ward councillors Councillor Gibbon, Wright and Marshall have notified Barnton Parish Council that they will not be attending meetings for the foreseeable future due to Covid-19.

**6. MIN FC 1617/03/2020 PCSO REPORT – sent via email (annex 1)**

**7. MIN FC 1618/03/2020 To REINSTATE Barnton Parish Council STANDING ORDERS which prohibits further public participation.**

**8. MIN FC 1619/03/2020 To APPROVE MINUTES of the previous meetings FCM 17<sup>th</sup> February 2020 as amended 27/02 part B.** Cllr Phoenix proposed Barnton Parish Council accept the minutes as a correct record of the meeting. Seconded by Cllr Mayers. All agreed. Resolved.

**9. MIN FC 1620/03/2020 CLERK'S REPORT/ACTION LOG (annex 2)**

**10. MIN FC 1621/03/2020 CORRESPONDENCE AND CONSULTATIONS –**

1. Covid-19 UK government guidance was discussed.

The latest government advice received at 6.00pm 16/03/20 is;

- All UK residents to avoid non-essential contact with others
- Workers requested to work from home wherever possible
- People with symptoms or living with other people with symptoms advised to self isolate for 14 days
- People in at-risk groups will be asked to shield from social contact for 12 weeks
- UK to scale up corona virus testing
- Mass gatherings will no longer be provided with emergency workers.

Barnton Parish Council Risk Assessment document and business continuity plan in response to COVID-19 situation was discussed. Parish clerk noted that the situation was subject to change on a daily basis and was asked to add the above as an annex.

- I. Councillor Mayers proposed the document be approved, seconded by Councillor Webb. All agreed. Resolved.
- II. Councillor Mayers proposed Barnton Parish Council approve full sick payments to staff in line with staff contracts and Green Book terms and conditions from day 1. Seconded by Councillor Webb. All agreed. Resolved.
- III. Councillor Mayers proposed Barnton Parish Council approve the implementation of working from home to reflect the risk to staff/community spread as necessary. Seconded by Councillor Webb. All agreed. Resolved.
  - a) Councillor Mayers proposed Barnton Parish Council Temporarily suspend Barnton Parish Council Financial regulations where necessary to allow Clerk to manage accounts and pay bills where necessary and obtain retrospective approvals where necessary. Clerk to create guide on paying accounts via internet banking and also to teach Admin. Assistant. Seconded by Councillor Webb. All agreed. Resolved.

**The following was also resolved from the discussions;-**

**Proposed by Councillor Mayers, seconded by Councillor Webb. All agreed. Resolved.**

- In order to reduce non-essential contact, The Parish Clerk is to work from home Tuesdays and Wednesdays when Ruth, Administration Assistant is in the office. The clerk to be office based Monday and Thursday only as at 16/03/20 guidelines.
  - All records and documents may be signed out of the office using a register as necessary to enable home working.
  - Lock down of public buildings – if the school is closed, a deep clean will be performed before any personnel are allowed back in the building. Parish clerk/administration assistant to make provision to work from home ie take laptops home each day just in case.
  - Chair to issue regular briefing to Barnton Parish Council during this time
  - Barnton Parish Council next meeting in April 2020 be cancelled and await further government advice regarding May annual meeting.
2. Community Transport Consultation was received and noted
  3. Change of governance notification from Pubic Works Loan Board was received and noted.

## **11. MIN FC 1622/03/2020 FINANCE**

- (a) Receipts and payments summary and bank reconciliation were received – Councillor Mayers proposed Barnton Parish Council accept the summaries. Seconded by Councillor Webb. All agreed. Resolved.
- (b) Virement of £1000.00 from current account to salary account to pay March salaries was proposed by Councillor Webb, seconded by Councillor Mayers. All agreed. Resolved.
- (c) Virement of 2019/2020 cemetery income from current account into reserve heading 709 was proposed by Councillor Mayers, seconded by Councillor Webb. All agreed. Resolved.
- (d) Payment of £195.00 plus VAT for poster case at cemetery was proposed by Councillor Phoenix, seconded by Councillor Webb. All agreed. Resolved.
- (e) Cemetery and Allotment charges for the financial year 2020/21 remain unchanged. Proposed by Councillor Webb, seconded by Councillor Mayers. All agreed. Resolved.

**12. MIN FC 1623/03/2020 ENVIRONMENTAL/POLICY/PROCEDURE**

1. Cllr Mayers proposed any unnecessary policy reviews be postponed until the next meeting. seconded by Councillor Webb. All agreed. Resolved. Item 1 - Financial Regulations and item 2 - CPF Discretionary policy therefore were postponed to the next meeting.

**13. MIN FC 1624/03/2020 PLANNING**

1. 20/00478/LNC Winnington bridge repairs – received and noted
2. 20/00558/FUL 5 Whitley Avenue – rear single storey and two storey extension – received and noted
3. 20/00563/FUL 32 Grange Lane – two storey side extension – received and noted.

**14. MIN FC 1625/03/2020 PUBLICITY/PUBLIC INFORMATION**

1. To consider whether any publicity should be sought on any agenda item discussed at this meeting – cancellation of meeting, staff working from home policy
2. To publish approved minutes and financial statement and any other relevant news or information.

**Meeting closed at 7.48pm**

**SIGNED;-**

**DATE;-**

## **ANNEX 1. PCSO REPORT**

### PCSO REPORT FEB - MARCH 2020

Report of Missing person

3 reports relating to road traffic collisions.

1 report of criminal damage to fence panel .

Report of bike being found.

Report of drive off at local garage.

Speed monitoring carried out on Townfield Lane Barnton.

Meeting to discuss local issues in Barnton with Weavervale housing officer.

Local intel submitted.

Police surgeries held.

Local intel submitted.

Elderly and vulnerable visited in the community.

Local school attended re: School talks internet safety ,stay safe and stranger danger.

Date set for local impact day – Wednesday 1st April

Community engagement with local youth club.

Parking issues addressed.

General visible patrol.

Community engagement with local Luncheon bingo club.

Community day with Weavervale customer engagement officer. Visiting local residents in the community.

Local food bank visited.

## **ANNEX 2. CLERK REPORT/ACTION POINTS – see separate document**