

## **MINUTES (DRAFT)**

Minutes of Extra-ordinary Meeting of Woodham Walter Parish Council.  
Held at 12pm in Woodham Walter Women's Club, Top Road, Woodham Walter.

**Friday 20<sup>th</sup> March 2020**

### **Present:**

Cllr. John Tompkins (Chairman)  
Cllr. John Brown  
Cllr. James Bunn  
Cllr. Jenny Hughes  
Cllr. James Rushton  
Cllr. Joanna Symons

Others: Jacky Bannerman (Parish Clerk)  
Public: 0

**2268. Welcome** Cllr. John Tompkins welcomed those present to the meeting.

**2269. Apologies For Absence** were received and accepted from Councillor Peter Warren.

**2270. Disclosure of Interests/Consideration of Dispensations** To disclose the existence and nature of any Disclosable Pecuniary Interests, other Pecuniary Interests or Non-Pecuniary Interests relating to items of business on the agenda having regard to paragraphs 6-10 inclusive of the Code of Conduct for Members. (Members are reminded they are also required to disclose any such interests as soon as they become aware should the need arise throughout the meeting). There were no interests declared and the register was duly updated.

### **2271. Public Forum**

There were no members of the public present.

**2272. To consider extending the delegation of Council decisions to the Clerk 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.**

### **For example:**

- Planning – APPLICATIONS – as per delegated powers in standing orders. Clerk will liaise with Councillors prior to responding. Applications are available for public to view on MDC website via links on WWPC website. Abandon neighbourhood consultations. If any major or controversial applications come in during this period Clerk will liaise with Councillors as to how a decision can be made. Follow any new government guidance.
- Planning – DECISIONS - these will be uploaded into the shared dropbox and noted on the website.
- Reports Of the District/County Councillor - Information to be forwarded to Councillors via email and the shared dropbox
- Payments – Clerk will supply a monthly schedule of payments via email and request confirmation from at least 4 councillors (i.e. a majority). Clerk to give consideration that payments be in line with the budget set unless there is any emergency expenditure required. The cheque book will then be circulated to signatories (paying attention to social distancing guidelines).  
**April Estimates:** E-on – DD, A&J Lighting Solutions- DD; Mrs J Bannerman (Salary, allowance), Mrs J Bannerman (Expenses – including Ringcentral, TSO Host, Computer, postage); LJ Print – Annual. Report/Covid19 Leaflet; Skippers Ground Maintenance.  
**May Estimates:** E-on – DD, A&J Lighting Solutions- DD; Mrs J Bannerman (Salary, allowance), Mrs J Bannerman (Expenses - Dropbox) Skippers Ground Maintenance; EALC/NALC Affiliation Fees; CPRE Membership Renewal; Insurance;
- Accounts – Clerk will follow guidelines as they are issued with regards to the end of year accounts. Clerk will also upload account information and bank statements to the shared dropbox.
- Annual Parish Meeting – to be rescheduled following guidelines as they are issued
- Annual Parish Report – it was agreed that this should continue to be completed and distributed allowing for following any guidelines as they are issued.

- Consultations/Questionnaires – to liaise with Councillors via email/dropbox and respond accordingly
- Annual General Meeting – await guidance as it is issued
- Highways & Infrastructure – Clerk to continue to report
- Local Issues – Councillors to continue with Bell Meadow inspections if possible. If Councillors are unable to they should notify the Clerk as soon as possible.
- Other council Matters will be dealt with on a case by case basis liaising with councillors where necessary.
- The Clerk will await at least 4 responses (i.e. a majority) prior to responding. Councillors are asked to keep in regular contact via email and responding to dropbox documents.
- Clerk to monitor District, County and National guidelines

Councillor Joanna Symons proposed and Councillor John Brown seconded that the recommendations above be approved. All councillors present in agreement.

**2273. To consider how the Parish Council can facilitate measures to assist residents during any period of restricted activity declared by the Government in respect of the Covid-19 virus**

- Leaflet had been drafted and it was agreed that this should be distributed as soon as possible.
- Neighbourhood Watch Groups are already in touch with those who have signed up and can offer an informal way of reaching out to neighbours.
- Churches and Salvation Army are also working towards helping residents.
- New Parish Council telephone number for people to call and request help. Clerk to then liaise with Councillors and Neighbourhood Watch volunteers to see if anyone can help.
- Website updated with information
- Village Email to be sent with information
- Pubs – it is understood that The Bell is looking into being able to offer a Grocery Supplies Service. The Queen Victoria is considering offering a Take-away Service. Councillors were very pleased to hear about these initiatives.
- Vulnerable Residents – list to be updated in dropbox.
- Clerk to monitor District/County/National Response and Guidelines

**7. Points of Information**

**8. Date of Next Parish Council Meetings:** Tuesday 14<sup>th</sup> April at 8pm in Woodham Walter Women's Club. (Subject to cancellation and changes)