

DRAFT Minutes of the Extra-Ordinary Meeting of Exford Parish Council held on Tuesday 5 May 2020 at 7.00pm virtually via Lifesize

Attendance: Councillors Mike Ellicott (Chair), Joan Atkins, Simon Brown, Oliver Edwards, Jeremy Hickman, Kathryn Tucker and Parish Clerk Nic Kemp.

5.1 Apologies for Absence: None

5.2 Declarations of Acceptance of Office: SB accepted and welcomed to Council

5.3 Declarations of Interest: None

5.4 Election of Officers:

- i. Vice Chairman of Council – Oliver Edwards – JA prop, SB sec. Agreed by majority, 3 For, 0 Against, 3 Abstained
- ii. QEII Management Committee vacant seat and Chairman's office – Simon Brown – ME prop, OE sec. Unanimously agreed.

5.5 In light of the Coronavirus (Covid-19) pandemic and government advice, this Council resolves that:

- i. Should the council be unable to meet for whatever reason, the Clerk be given delegated authority to progress all ongoing matters and projects and authorise all regular payments and incur expenditure in line with the Council's agreed budget.
- ii. Any decisions taken under resolution (i) above will be taken, whenever possible, in consultation with the Chairman and Vice Chairman. A record of all decisions and expenditure incurred under delegated authority will be kept and reported to members when the Council next meets.
- iii. The authority to decide the Council's response to planning applications be delegated to the Clerk, in consultation with the Chairman and Vice Chairman. Whenever possible, members of the Council will be informed of applications out for consultation and will be invited to submit comments to the Clerk.
- iv. The provisions outlined in resolutions (i-iii) above will override any requirements to the contrary in the Council's standing orders, financial regulations or terms of reference.
- v. The Clerk, in consultation with the Chairman and Vice Chairman, may incur expenditure from the reserve where such expenditure will help the community's efforts to support those in need of assistance or prevent social isolation.

OE prop, SB sec, unanimously agreed.

5.6 To consider adoption of Virtual Meeting protocol: ME prop, SB sec adopting the Virtual Meeting Protocol circulated by the Clerk. Unanimously agreed

5.7 Retrospective Approval of Payments: JA prop, OE sec, retrospectively approving the following payments made in February and March:

- i. TH March for QEII Insurance - £660.09
- ii. EDF Energy for QEII Electricity 15/11/19-17/02/20 - £186.57
- iii. Somerset Web Design for Annual Hosting - £99 and for Mailbox upgrade - £16
- iv. Water2Business for Toilet Water Supply 11/09/19-13/03/20 - £271.56 and for QEII Water Supply 11/09/19-16/03/20 - £22.03
- v. Mrs N Kemp Clerk's Salary £359.49 and Expenses £126.29 - Total £485.78

Unanimously agreed.

5.8 Response to letter received from residents about Village Green: Various working parties to paint bus shelter, and repair/paint bins. JH to obtain wood treatment, ME and SB to paint bus shelter. JH indicated resident happy to help. JA to obtain plants and tidy planter. Clerk raised concerns over works being carried out during lockdown. ME to follow up quote for weather vane. OE to request quote for contractor to repair railings and posts. Clerk to obtain cost for recycled benches. Clerk to respond to residents.

5.9 Date of Next Meeting: Clerk confirmed Council still needed to meet min 4 times per year (May to May), but meetings can be virtual. Clerk to notify Councillors of next meeting – to be held by end of July 2020.

5.10 Comments submitted by Members of the Public: None received.

Meeting closed at 7.55pm

FURTHER COPIES OF THESE MINUTES ARE AVAILABLE TO VIEW ON THE PARISH NOTICEBOARD AND ONLINE AT www.exfordparishcouncil.org

Signed:
Chairman

Date: