

HARTLEBURY PARISH COUNCIL

Clerk to the Council -

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Minutes of the "Virtual" Extraordinary Parish Council Meeting held on Monday 6th April 2020.
This was an urgent meeting due to COVID -19 to ensure Council functionality.

Present:- Cllrs T Ingham (Chair), C Atkinson, S Bateman, A Buck, L Cleaver, S Howard, K Humphrey, C McKenzie-Rowan, L Meredith, S Tranter.

In Attendance: - None.

Minutes.

1. To reconfirm appointment of Chair – Cllr Ingham. **DECISION UNANIMOUS**
2. To appoint a "temporary" Acting Clerk. (Unpaid). **Cllr L Cleaver, Proposed Cllr T Ingham, seconded Cllr A Buck, Cllr L Cleaver accepted role, to address day to day business, but would need a qualified Clerk's help as on previous two public meetings. CALC would need to be contacted so see if we could action the help of the Clerk as before.**
3. Apologies.
To receive apologies and to approve reasons for absence. - **None**
4. Declarations of Interest. - **None**
Councillors are reminded:-
 - a) Of the need to update their register of Interests form.
 - b) To declare any Disclosable Pecuniary Interests (DPI) in agenda items and their nature.
 - c) To declare any Other Disclosable Interests (ODI) in items on the agenda and their nature.Councillors, who have declared a DPI or an ODI which falls within the terms of paragraphs 9 and 11 of the Code of Conduct, must leave the "virtual" meeting room for the relevant items unless granted a dispensation.
5. Dispensations.- **None**
To consider any written requests from Parish Councillors. Written requests for the Council to grant a dispensation (as required via Localism Act 2011 s33) are to be emailed and not handed to the Clerk at start of the meeting.
6. To acknowledge the resignation as Parish Councillor and Chair of HPC, Councillor Kirby. – **Noted, Clerk on behalf of the Council to write a letter of thank you for his service.**
7. To appoint Vice Chair. **Cllr A Buck, proposed by Cllr L Cleaver, seconded by Cllr L Meredith**
8. Finance Committee.
 - a) Terms of reference, so Council can still function during lock down. **Noted. Proposed by Cllr T Ingham, seconded by Cllr S Tranter.**
9. Staffing Committee.
 - a) Terms of reference, **Noted. Proposed Cllr T Ingham seconded Cllr S Howard.**
10. HPC COVID -19 Champion. .
 - a) To appointment a champion to co-ordinate a help team (example only document attached). **Cllr C Atkinson, Cllr K Humphrey as champions to form a team. Signage to be erected, Cllr A Buck to receive artwork and have signage made at no cost to the Council. Thank you Cllr Buck. Cllr S Batemen noted "Ward Emergency Fund" which is possible to access to groups and not individuals, COVID -19 Champions to look at.**
11. HPC IT Champion.
 - a) To appointment a champion to help all Cllrs with IT concerns, ways to move the Council forward. **Cllr S Tranter to be Champion.**

12. . HPC Website,
 a) Who should control what's posted on the website? HPC as a whole should.
 b) Website flat/not as helpful as perhaps it could , should current website designer be asked for advice. To move the functioning of the website forward agreed help from Cllr S Tranter with Cllrs C Atkinson, S Howard and L Meredith

13. Draft Minutes HPC Meeting 3rd March 2020, review to ensure all points addressed.
 Point4 , 1) Parish Hall sound, previous chair of HPC, also Chair of the Parish Hall Committee to look at this topic.
 Point 11, Any Advisory Group Membership with ex Cllr Kirby sited replaced by Cllr T Ingham.
 Point 11. Staffing Committee – amendment add Cllr L Meredith.
 Point 11, Manning Charity – should read Manninge Charity.
 Councillor membership list to be amended to reflect changes.
 Point 12. Appointment of Bank Signatories, as Cllr Kirby has resigned, replacement to be Cllr A Buck.
 Point 13 Correspondence, South Worcestershire Development Plan, still not circulated, new Clerk to address.
 Point 13. Correspondence, list of correspondence to be put future agendas and copies circulated with it.

14. Date of next meeting – Monday 20th April 2020 7.00pm “Virtual”
 Agenda items – Fly Tipping
 Play Ground (should be closed now with Padlock) Cllr T Ingham to address
 Dog Bins

Other agenda items mentioned have been redirected for review under new Committees setup, Finance and Staffing.

Not official but also noted :-

The barriers on footpath in Station Rd have been repaired
 Microphone , this is being raised at the Parish Hall Management Committee meeting who are responsible for what goes on in the Hall. The Parish Council are responsible for the outside.
 The Shed, issues we are led to believe have been addressed, probably not to everyone's satisfaction, future events are being monitored, Cllr S Bateman to give an update as the next PC meet.
 Resurfacing of Old Worcester Road, complaint regarding the standard of work, Cllr S Bateman to make further Comment.
 Parish items are also with ex Chair of the PC
 Chair to look at upgrade of Zoom.

7th April 2020, emailed to Chair Cllr T Ingham.
 7th April 2020, 20.50 pm Chair Cllr T Ingham, agreed for Clerk to distribute.
 9th April 2020, amendment .

Signed T Ingham Chair. Dated

Hartlebury Parish Council