

# **Simonstone Parish Council**

## **Minutes of a Virtual meeting Parish Council Meeting held on 12<sup>th</sup> May 2020 under conditions of the Coronavirus Emergency**

**Under Statutory Instrument 392 made on 2<sup>nd</sup> April 2020 which gives flexibility to Borough and Parish Councils how to continue operating during the Coronavirus outbreak of 2020**

- 1) Simonstone Parish Council will not be meeting until further notice.
- 2) Simonstone Parish Council will not hold an AGM during this emergency and so existing Parish Councillors will continue in post
- 3) Urgent business will be conducted remotely by email or virtual meetings by these Parish Councillors
- 4) Any matters for the attention of the Parish Council must be sent by either post to Mr I R Hirst, Clerk to Simonstone Parish Council, 24 Ennerdale Road, CLITHEROE BB7 2PB, or email to [iansimonstone@gmail.com](mailto:iansimonstone@gmail.com)

A copy of the Statutory Instrument and Explanatory Memorandum can be found at.....

<http://www.legislation.gov.uk/ukSI/2020/392/memorandum/contents>

**I R Hirst.....**

As requirement of the above Legislation there at Parish Council must record all actions taken on behalf of the council and make a record of all matters and these must be made available for the public to and enable interested parties as from time to time. Parish Council Meeting will not take place due to the restrictions during the emergency period. it has been decided that the meetings will take place during in lockdown period in a virtual meeting format (ZOOM type). the first of these meeting took place on the 12<sup>th</sup> May Agendas had been distributed Email prior to the meeting and was discussed as an experiment to test if the format was suitable and all Parish Councilors members except one who sent apologies. It was decided to hold a meeting on the 14<sup>th</sup> May @ 7pm. Notices were placed on the notice board inviting members of the pubic to attend the meeting via ZOOM.

## **Minutes**

**Present: Councilors** David Peat, Clifton Pollard, Rob McKelvey, Stephen Finn, John Barker and Elisa Hargreaves .

**In attendance** - Parish Clerk Roger Hirst.

**Apologies** – Graham Meloy, Cllr Greera Norse

**Declaration of interests-** Cllr. Pollard, Martholme Greenway, McKelvey, Coun. Finn, RSVH Trustees.

**20/51** Minutes of the meeting on the 12<sup>th</sup> March 2020 were approved

**20/52 Public Participation.** (open forum on any village matter to last no more than 15 mins. 3 mins. per speaker. – none

**Please read this extract (original can be forwarded if requested)**

**Extract section 7 applicable to Parish Councils - Local Authority = Parish Council**

Policy background

What is being done and why?

7.1 The Covid-19 pandemic is a severe public health emergency. Local authorities are being asked to undertake a number of essential and unusual functions in the face of the pandemic. This is alongside an expectation that they will contribute to local resilience planning for the pandemic through Local Resilience Forums and continue the effective delivery of local services, including planning and licensing. Local authorities need to be mindful of the health and safety of their members, officers, and the public. We are, therefore, making regulations which would relax some requirements in relation to local authority meetings for a specified period of time.

7.2 To allow local authorities to manage their resources, the Regulations allow local authorities to determine not to hold their annual meeting. Where meetings are held, the Regulations provide that local authorities have the flexibility to hold meetings at any time of day and on any day, to alter how frequently meetings can be held and to move or cancel meetings without requiring further notice. This will ensure that local authorities can divert resources to other efforts and have the flexibility to reallocate officers and members.

7.3 At annual meetings, the first order of business is appointments. As local authorities are not required to hold annual meetings under these Regulations, current appointments will continue until the next annual meeting of the authority or when the local authority determines. This provides, in the absence of an annual meeting, continuity of membership.

7.4 Being able to hold all meetings flexibly, including annual meetings, executive meetings, and committee meetings, allows local authority business to continue while adhering to official public health guidance. It also allows the public the same flexibility to attend whilst adhering to the guidance. The Regulations provide for meetings to be held remotely. For the purposes of any statutory requirement, members of the local authority will be considered as attending a meeting if they can hear, and where practicable see, and be heard and, where practicable, be seen by other members and the public. This allows for meetings to be held by remote means including via telephone conferencing, video conferencing, live webchat and live streaming.

7.5 The Regulations also provide for local authorities to make standing orders about remote attendance at meetings in relation to voting; members and public access to documents; and what facilities are to be employed to allow the meeting to be held remotely to suit their own circumstances. These arrangements can be made by the local authority without any restrictions contained in any standing order or any other rules of the local authority governing the meeting. This gives the local authority flexibility to arrange and hold such meetings regardless of such existing restrictions.

7.6 By virtue of these Regulations the “place” at which a local authority meeting is held is not confined to the council building. The “place” may be where the instigator or arranger of the meeting is, or electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers. By virtue of these Regulations, a person is attending a meeting in a specific place if they are attending at different types of location, including physical, electronic, digital or virtual locations.

These Regulations also provide for requirements for a meeting being “open to the public” to be satisfied by a local authority holding the meeting remotely. This provides the local authority with the flexibility to facilitate remote meetings outside of the council

offices and to hold meetings entirely by remote means. It also provides for members of the public to attend remotely rather than in person which may breach the Government's public health advice.

7.7 Where it is stipulated that documents are "open to inspection", the Regulations provide that this requirement is satisfied by the documents being published on the council's website. Documents include notices, agendas, reports, background papers, minutes etc. The publication, posting or making available of documents at council offices includes publication on the website of the council, or in the case of a parish council, on their principal council's website. **This provides for local authority members and officers, and the public, to have access to documents without attending council buildings and therefore without breaching the government's public health advice.**

7.8 These Regulations also amend the Police and Crime Panels (Application of Local Authority Enactments) Regulations 2012 (S.I. 2012/2734) to provide for meetings of Police and Crime Panels in England and Wales to be held remotely, allowing Police and Crime Panels to continue undertaking their statutory duties. In England these panels are usually committees or joint committees of local authorities and therefore most of the provisions made in Parts 2 and 3 of these Regulations apply directly to those panels. In Wales (and in relation to some English panels) they are separate bodies constituted by the Secretary of State and Part 4 therefore amends the 2012 Regulations to apply the relevant provisions of these Regulations to the panels as if they were local authorities.

Roger Hirst Parish Council Clerk. 4/4/20

1	Delegation	Delegation of Powers to Committees & Working Groups for the duration of the Covid - 19 Emergency 2020, of Powers to Committees & Working Groups for the duration of the Covid - 19 Emergency 2020	Considered via email and Agreed
2	Public Notice	<b>See below</b>	Approved
3	Investigations	IN order for the Parish Council to function during the current emergency there is a need to adopt different ways of communicating in order to comply with options contained in the Coronavirus Act 2020 that came into force today (4/4/20). There are the following options. 1 telephone conferencing 2 virtual meetings /video conferencing 3 live webchat 4 live streaming These arrangements can be made by the Parish Council without any restrictions contained in any standing order or any other rules of the Parish Council governing the meeting.	Agreed
4	Banking	It will ease matters if the Parish Council adopted electronic banking. In order to enlist the method of banking it needs to be made secure . Should the Parish Council enter into an agreement with our Current bankers, without credit card?	Agreed
5	Accounts	The annual accounts are due to be presented to members and will be available unaudited shortly.	Agreed
6	Matters from last meeting	Dog bins. Relocation sites to be inspected and permission to be sought before instructions be given for relocation	noted
7	Planning Application	Application 3/2020/021111/03/2020 Officer John Macholc : 01200 414502, Grid Reference 377838 433492, Land adjacent to Time Technology Park Blackburn Road (A678) Simonstone BB12 7TY Blackburn Road (A678) Simonstone BB12 7TY Discharge of conditions 3 (Noise), 4 (Lighting), 12 (Highways), 13	Approved

		(Cycling), 16 (Landscaping), 20(Conservation) and 22 (Drainage) from planning permission	
8	Dj day	Postponed to a later date or abandoned ?	To be considered at later date
9	Christmas 2020	Arrangements to be confirmed.	To be considered later
10	Civic Sunday	To be considered at a later date.	To be postponed
11	Finance	Draft Account s 2019-2020 see below Bank reconciliation See below	Approved
	Disposal of assets	No bids received to date.	To be considered
12		Payment of accounts LALC Subscription £267.21 EON Electricity £23.48 Rvbc Litter bin £416.21 Read Parish Council Playground cont. £325.00 St Peters Governors Hall Contribution £200.00 ICO Subscription £40.00 Huntroyde Estate Rent £50.00 Sabden Parish Council £735.00 (£613.65)2020	Agreed for Payment
13	Readstone Covid -19	Readstone Help and Assistance Group ; 40 volunteers ; leafleting both villages now ; collect shopping, phone contact , post mail, urgent supplies, dog walking, other help, possibly emergency packs. Launched Wednesday 18th March, Community Volunteers - Coun Norse, Finn, or McKinley will up date members on the progress of the project.	Report noted
		NEXT MEETING ON THE 14 <sup>TH</sup> MAY, 2020. METHOD YET TO BE DECIDED DEPENDENT ON RESULTS OF THE ABOVE CONSULTATION.o8	Zoom meeting arranged
14	Planning application	3/2020/0280 26/03/2020 Certificate of Lawfulness - Proposed DATE VALID: Development Description: Single storey rear extension across full width of house. Development Address:10 Waverley Close Simonstone BB12 7QB Grid Reference376817 434428 Laura Eastwood Officer:01200 414493	No objection

**Chairman Signature .....**