

CARLBY PARISH COUNCIL

DRAFT: Minutes of an Extra Ordinary Parish Council meeting held virtually on the online platform "Zoom" as exceptional circumstance during the Covid-19 pandemic held at 7.30 pm 24 March 2020. The Agenda for this meeting was posted and the public offered to comment via the Clerk on an items on the agenda via email.

Agenda

20/98 Chairman Welcome. John thanked Cllr. Ben Haines and Isobel Robson for setting up the virtual meeting during these difficult times. He had spoken to Cllr. Bob Adams today to confirm proceedings.

20/99 Open Forum. No emails received.

20/100 To Note those present. Signing into the Zoom video link were Cllrs. John Bavister, Steve Markham, Ian Dair, Benjamin Haines, Isobel Robson, Angela Cardew and Parish Clerk Sarah Gresty.

20/101 Apologies from Cllrs. Chris Benn and Bob Adams

20/102 Declaration of pecuniary interests. It was noted that Cllr. Angela Cardew would not take part in voting on item 20/111 due to a conflict of interest as she was the Treasurer of the Playing Field Committee.

20/103 Minutes of the meeting held 28 January 2020 -**RESOLVED** unanimously signing deferred to the next meeting.

20/104 Matters Arising from the minutes – There were none.

20/105 Delegation of authority to the Clerk. In response to the Covid-19 outbreak in the UK and in the event that it is not possible to convene a meeting of the council in a reasonable time, the Clerk shall have delegated authority to make decisions on behalf of the council where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline. The delegation does not extend to matters expressly reserved to the council in legislation or in its Standing Orders or Financial Regulations.

Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations. This delegated authority ceases upon the first meeting of the council after the council meeting at which the delegation was put in place.

Cllr. John Bavister proposed this should be adopted, seconded by Isobel Robson and unanimously agreed – **RESOLVED.**

It was noted that a leaflet drop had taken place of all Carlby residents arranged by Cllr. Isabel Robson with a group of approx. 20 volunteers on call to help any one in need during

An important aspect of complying with GDPR is being open and transparent with individuals about how their personal data will be used. Carlby Parish Council will ensure that personal data shall be processed lawfully, fairly and in a transparent manner and will be; Only collected for specified, explicit and legitimate purposes; Adequate, relevant and limited to what is necessary; Accurate and, where necessary, kept up to date; Kept in a form which permits identification of data subjects for no longer than is necessary; Processed in a manner that enables appropriate security of the personal data, including protection against unauthorised or unlawful processing; Processed in accordance with an individual's rights; Kept in a secure manner.

the Covid-19 crisis.

20/106 Report from District and County Councillors. Cllrs Bob Adams informed the chairman that SKDC had postponed all meetings may be given delegated authority to Planning Officers on planning decisions. The next planning meeting on 2 April has been suspended at which planning s19/1483 was to be decided upon. Cllrs Adams is very concerned that decisions will be made without public comment and was in communication with Paul Thomson, head of Planning on this issue.

20/107 Receipts and payments account and bank reconciliation to 28/2/2020 had been circulated to all Councillors prior to the meeting. – **RESOLVED signing deferred until the next meeting.**

20/108 Monies received since the last meeting there where none.

20/109 BT Shop Office 365 £55.69 – **RESOLVED** for payment.

20/110 LALC/NALC invoice 10225 membership £158.50 -**RESOLVED** for payment

20/111 Grant application or Carlby Playing Fields 2019/20. A late grant application had been received for £2093.06 from the Carlby Playing field Committee. Due to the lack of a committee in 2019 this application was not submitted and the request was for retrospective costs to be considered.

CPC had provisions in the 2019/20 budget for playing field was £2500.

RESOLVED - Cllrs John Bavister proposed that this grant should be awarded, seconded by Cllr. Steve Markham and agreed by Cllrs Ian Dair, Isobel Robson and Ben Haines.

Action: Clerk to arrange payment of the grant requested.

20/112 Lloyds bank additions signature. Proposed by Cllr John Bavister and unanimously **RESOLVED** that Cllrs Ben Haines should be added to the online signatures for banking purposes. **Action:** Clerk to download the mandate and when able Cllr Haines would get his documents verified with the bank to enable this to be processed.

20/113 LALC training fees it was noted that training fees would be £22.50 for a parish councillor to attended training. This would continue on a pay as we use basis.

20/114 Planning: pre application S20/0008. The applicants had given permission for the LCC Planning officer Phil Jordan to give sight of the pre application plans to the Parish Council. The layout is similar to initial discussed by Ben Whytes (the owner) and conforms generally to the Carlby Neighbourhood plan. The plan was viewed online and comments were made:

- The layout was acceptable
- Bungalows behind Manor Road properties were acceptable, noted that some semi detached houses would be placed at the end.
- Concerns that the gardens of the houses of plots 15-17 and 27-29 encroach on the open green paddock behind.
- To question on the area of land for parking for the allotments beside plot 14.

Action: Clerk would ask Philp Jordan, Planning Officer, for his views on the green field paddock

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Legal issues for future discussion:

1. That an future developer would adhere to the master plan of this layout and not change it. Additions of covenants would be needed for this protection
2. Allotment land to be passed to the village in perpetuity.

20/115Advertising May meeting. Deferred

20/116Playing field update. Discussion at placing warning notice not to use play equipment during the Covid-19 crisis. [Action: Cllr. Angela Cardew to organise this.](#)

20/117Correspondence – noted

20/118 future meetings – none until guidance received.

20/119Reserved meeting dated 2020: May 26 (APCM)-**PENDING COVID-19 ADVICE**, July 28, Sept 22, Nov 24
Annual Parish Meeting May 14 – **PENDING COVID-19 ADVICE**

Meeting closed at 20:23

Chair: _____

Date: _____

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