

**PARISH COUNCIL MEETING
OF THE PARISH OF MANCETTER**

Minutes drafted from e-mail comments relating to the agenda of the Parish Council Meeting of the Parish of Mancetter scheduled to be held on Tuesday 24th March 2020 commencing at 7pm in the Schoolroom, St. Peter's Church, Mancetter. This meeting could not take place face to face due to a government directive issued on 23rd March 2020.

Feedback given by:

Chairman Mr T Hopkins.

Parish Councillors Mr J Arrowsmith, Mr H Blackburn, Mr P Kelly and Mr P Mann.

The Feedback is Quorate as the minimum of three councillors has been exceeded.

Item 1- Welcome and Apologies.

Mr T Hopkins welcomed all comments submitted by councillors taking part by e-mail. Apologies received from Mrs G Forknall due to work and Mrs S Healy due to self-isolating. Last minute apologies were also given by Mr R Taylor. These apologies were accepted. Police, Borough and County councillors did not participate as per government guidelines.

Item 2 – Recording of the meeting.

There was no recording of the meeting.

Item 3 – Minutes of the last meeting.

It was unanimously agreed by all five councillors that the draft minutes of the Parish Council meeting held on 28th January 2020 be accepted. These will be signed by the Chairman at the next available public face to face meeting.

Item 4 – Public Question Time.

Prior to the government directive of the 23rd March 2020, prohibiting public gatherings of more than two people not from the same household; members of the public were strongly advised on the Agenda to NOT ATTEND and instead telephone or e-mail the clerk with concerns. A matter that would have been raised by a parishioner is dealt with later in the agenda.

Item 5 – To formally approve the renewal of the registration of Mancetter Parish Council to the Local Council Awards Scheme.

All five councillors giving feedback approved the renewal of the Awards Scheme. Mr T Hopkins suggested that the council should give consideration whether to apply for the next level up, due to having elected councillors, two trained clerks and the general power of competence.

Signed

Date:

Item 6 – To issue meeting dates for the forthcoming financial year. These will be subject to government guidance.

It was agreed by all councillors that the proposed meeting dates for 2020 / 2021 be approved subject to legislation, and published on the website and notice boards.

Item 7 – Finance

- **Signing of payments in accordance with the Bank Mandate in preparation for the financial year end.**

It was agreed that Trevor, Harry, Peter and Paul would all be available to sign off on payments ready for audit. Precautions will be taken to minimise transfer risks and social contact. Audit dates have been extended by two months as a result of the pandemic.

- **Delegated Powers to the Clerk for budgeted and emergency expenditure in conjunction with the Chair and Vice Chair.**

The Council has financial regulations and standing orders to deal with financial expenditure. At present the Clerk is able to spend up to £500 in an emergency situation.

Councillors agreed to delegate authorisation to the Clerk providing there is prior consultation with all councillors not just the Chair and Vice Chair. It was suggested that a cap is put on expenditure and the powers are removed at the next official meeting of the council.

Item 8 – Planning

- **To delegate planning comments to the clerk to meet deadlines in consultation with councillors.**

This was approved with the recommendation that those with planning training and part of the planning sub group are consulted. Major Planning Applications should be shared with all councillors for feedback, and the powers removed at the next official meeting of the council.

Item 9 – Publicity

- **Approval of Mancetter Matters report.**

The report for Mancetter Matters should be amended to clarify the first line concerning parish council expenses. An explanation should also be given that the annual meeting and other meeting dates are subject to government guidelines.

Item 10– Cemetery and Maintenance around the Parish

- **To approve a new policy regarding benches in the cemetery**

The draft policy was agreed in principle and once all councillors have seen and approved the additional amendments by e-mail, then the policy can be formally signed off and implemented once restrictions have been lifted.

The Clerk will liaise with the family concerned.

- **To discuss keeping cemetery fees at current prices following a policy review.**

The majority of councillors were in favour of maintaining the current fees for this financial year, and especially throughout the period of the pandemic.

- **To decide emergency arrangements to maintain the running of the cemetery during the pandemic as a burial authority.**

The Clerk will continue to be the main point of contact for funerals throughout this period. Mrs K Meads will provide cover. In the event of both clerks having to isolate then councillor P Kelly has volunteered to step in subject to guidance. Personal safety graveside when checking coffin plates or urns is paramount and PPE is available. M G Evans provide a gravedigger, and Nigel Taylor and his team will also continue to dig burial plots for other funeral directors. Cover for the digging of cremation plots normally undertaken by Rob and Barry will be undertaken by Adam from Atherstone Landscapes.

Item 11– Allotments

- **To communicate to allotment holders, arrangements for access to the site and care of livestock.**

A notice has been placed at the allotment site highlighting government guidelines on exercise and social distancing. Livestock will need to be looked after and any changes to legislation monitored and implemented.

Item 12– – Date of next meeting: Tuesday 26th May 2020 at 7pm (Subject to review)

- Permission for the Chair and Vice Chair to remain in post has now been granted legally until May 2021. For this year only, it can be reviewed sooner if decided by the council once face to face meetings resume.
- It is now legal for councils to hold virtual meetings and make decisions using the latest technology.

It is advised to keep these meetings short and the public must be able to log in. A council is not obliged to hold virtual meetings if the standing orders and delegated powers are in place to function in the short term. However, if things continue longer term it may be worthy of consideration.