

# FISHTOFT PARISH COUNCIL

Mrs V Clark (Clerk)  
2 Frith Bank  
BOSTON  
PE22 7BA  
Telephone: 07770 927309  
Email: fishtoftpc1@outlook.com

## MINUTES TAKEN BY THE CLERK AT THE PHONE/EMAIL MEETING OF FISHTOFT PARISH COUNCIL WHICH WAS HELD ON MONDAY 23<sup>RD</sup> MARCH 2020

The meeting was in the absence of press and public. (Not for publication by virtue of Section 100(a) para. 4 of the Local Government Act 1972, the items being of a confidential nature) In accordance with the public bodies (admission to meetings) act 1960 due to the sensitive nature of the business discussed in relation to the matter of Business interruption – Contingency planning

**PRESENT:** Cllrs. E. Armstrong (Chairman), H. Staples (Vice Chairman), J. Williams, R. Lenton & the Clerk, Mrs V Clark.  
Cllr. H. Crawford was unavailable  
(This member group was agreed at the meeting dated 16<sup>th</sup> March 2020 item 1:b)

*Due to the uncertainty in respect of the spread of the Covid19/Corona Virus and in order to limit any risk to members of the public, elected Members or members of staff and notwithstanding any relative Government legislation or advice from relevant medical or any public body pertaining to best and safe practice, the following items were discussed as part of an ongoing contingency plan and to ensure the smooth running and operation (wherever possible) of the Parish Council over the interim period and a meeting room was not used to also protect those members of the Council & Clerk*

**30.1 Declarations of interest** (if any) To receive declarations of interest under the Localism Act 2011 – being any pecuniary interest in agenda items not previously recorded on Members’ Register of Interests  
➤ None received

**30.2 Safety statement – Meetings**  
➤ All resolved that the Parish Council recognises and agrees that no business, meeting, service provision or service delivery of the Authority is of any importance above that of public and personal safety. As such all scheduled public meetings will be cancelled for an initial 4-month period (or as circumstances dictate).

**30.3 Community resilience budget**  
➤ All resolved that the Parish Council establishes a ‘Community Resilience’ budget with the agreed sum to be used from within general reserves with the aims of assisting vulnerable people within the parish as necessary. It was noted that the Parish Clerk will take advice from the Emergency Fire and Rescue Hub and the Chairman of the Parish Council and if not available then another member attending this meeting in respect of such assistance.

**30.4 Suspension of standing orders / financial regulations**  
➤ All resolved that the Parish Council gives delegated authority to the Parish Clerk in consultation with the Chairman and if not available then another member attending this meeting, to suspend any relevant Standing Order or Financial Regulation as necessary to ensure the smooth running and operation (wherever possible) of the

Monday 20<sup>th</sup> July 2020

..... CHAIRMAN

# FISHTOFT PARISH COUNCIL

Mrs V Clark (Clerk)  
2 Frith Bank  
BOSTON  
PE22 7BA  
Telephone: 07770 927309  
Email: fishtoftpc1@outlook.com

Parish Council for a period of no longer than 4 months (or as circumstances dictate), with the Parish Clerk to compile and maintain a list of such suspensions and reasons which will be presented to a future meeting for scrutiny.

## 31.1 Additional delegated authority – Parish Clerk

- That the Parish Council gives additional delegated authority for a period of no longer than 4 months (notwithstanding relative Government legislation or medical/relevant body advice or best/safe practice) to the Parish Clerk in consultation with the Chairman and if not available then another member attending this meeting
  - i. undertake day to day duties (wherever possible and within legal constraints and with the best intentions of public safety and to promote infection control) in order to minimise disruption to service provision and ensure business continuity;
  - ii. undertake any additional duties necessary (wherever possible within legal constraints and with the best intentions of public safety and to promote infection control) in order to minimise disruption to service provision and ensure business continuity;
  - iii. undertake decisive actions (within legal constraints and with the best intentions of public safety and to promote infection control) in respect of cancelling any meetings of the Parish Council

## 31.2 Annual Council Meeting / Annual Parish Meeting

- All resolved that as the cancellation of meetings has a direct impact on the Annual Meeting of the Parish Council (scheduled for 18<sup>th</sup> May 2020), the roles of Chairman and Vice Chairman will remain the same until a suitable and safe public meeting is called and held.
- Where any cancellation of meetings has a direct impact on the holding of the Annual Parish Meeting, the Parish Council will hold such meeting at a future date.
- It is noted that whilst the above decisions are contrary to existing legislation (as of 23<sup>rd</sup> March 2020) the Parish Council has made these decisions in order to place public safety at the forefront

## 31.3 Orders for Payment

- All resolved that the Parish Clerk/RFO along with those persons with delegated responsibility for the authorising and signing of payments put measures in place with robust transparency processes to ensure effective business continuation and to minimise impact on local service delivery and local business with ratification by the Parish Council to be made at the earliest and safest opportunity.

## 31.4 Planning Matters

- All resolved that the Parish Council is authorised to deal with planning applications via email and gives delegated power to the Parish Clerk/RFO to collate responses and submit to Boston Borough Council (on a majority basis).

Monday 20<sup>th</sup> July 2020

..... CHAIRMAN

# FISHTOFT PARISH COUNCIL

Mrs V Clark (Clerk)  
2 Frith Bank  
BOSTON  
PE22 7BA  
Telephone: 07770 927309  
Email: fishtoftpc1@outlook.com

## 32.1 Budgetary Control and Authority to Spend

- All resolved to authorise an increase in the spending limit to the Parish Clerk in consultation with the Chairman and if not available then another member attending this meeting from any item below £500 to any amount below £5,000 in respect of any emergency or Health and Safety matter.

## 32.2 Policy Updates

- All resolved that delegation is afforded to the Parish Clerk to update policy documentation where revision dates are the only necessary updates and such updates to be ratified by the Parish Council at a future meeting. Where any legislative changes are necessary, the Parish Clerk will update relevant documentation and implement any necessary changes.

## 32.3 General information updates

- All resolved to keep elected Members (via email / telephone calls) and members of the public, via the Parish Council website and notice boards (where/when relevant and practicable) updated on advice from (and as relevant):
  - i. The World Health Organisation
  - ii. Central Government and the NHS
  - iii. Lincolnshire Resilience Forum (LRF) / Emergency Planning Team
  - iv. The National Association of Local Councils (NALC)
  - v. The Lincolnshire Association of Local Councils (LALC)
  - vi. The National Association of British Market Authorities (NABMA)
  - vii. The Institute of Crematorium and Cemeteries Management (ICCM)
  - viii. The National Allotments Association
  - ix. Any other recognised public or national body

**THE MEETING CLOSED**

Monday 20<sup>th</sup> July 2020

..... CHAIRMAN