

OTTERHAMPTON PARISH COUNCIL
EXTRAORDINARY PARISH COUNCIL MEETING ON 21.3.20
HELD IN OTTERHAMPTON VILLAGE HALL

This meeting was held to consider the draft Business Continuity Motion to enable the parish council to legally operate in light of the Coronavirus (Covid-19) pandemic and to consider coordination of volunteer effort throughout the parish.

Present:

Parish Council: Julie Evans (Chair), Tina Gardener, Rachel Perrett, Aly Prowse (Clerk). nb all other parish council members are self-isolating. The parish council was quorate (as at least one third of its members were present) as per Standing Orders.

Other Attendees: Revd Alison Waters, Village Hall Representatives (3), Post Office (1) Members of the Public (3).

1. Draft Continuity Motion

Subject to the draft being amended to reflect the decision to cancel all further parish council meetings until further notice, the document was APPROVED and will be adopted with immediate effect. **Action: Clerk**

2. Coronavirus

- a. To consider potential items of expenditure and agree a budget
 - Possible expenditure items could include printing costs for information leaflets; 80% of the gardener's payment if we advise he must stand down from his duties.
 - It was AGREED to offer 0.45p per mile for volunteer drivers to help out with expenses if required.
- b. Budget
 - A budget of £2k was AGREED. This will be reviewed as and when necessary.
 - It was AGREED for one cheque signatory (T.Gardener) to sign the 9 remaining cheques in the cheque book. The second signatory (A.Darch) will then sign when cheques issued (re Clerk and Andy living in Steart so reducing the need to travel).

3. Play area and Village Gardener

- a. The Clerk had spoken with the village gardener. He wants to continue working if possible, even though he is considered to be in the 'vulnerable' category. He fully understands the risks to himself and is aware of his obligations towards safe distancing from members of the public. The parish council AGREED he could continue working (including weekly inspections of the play area) unless otherwise advised by the Government. **Action: Clerk**
Nb post meeting – the Clerk advised the gardener of this decision in writing on 23.3.20. Following the Prime Minister's statement later that evening, this decision was revoked immediately as confirmed by a phone call and letter to the gardener on 24.3.20. He was advised that we would pay him 80% of his salary based on previous year's workload as per Government advice.
- b. The Play Area will remain open until advised otherwise. A notice will be placed to this effect at the play area, notice boards and website asking for safe distancing to be observed and advising people to wash their hands before and after attending the play area. **Action: Clerk**
Nb – see 3a post meeting note above; sign erected as above on 23.3.20, but signs closing the play area were erected on 24.3.20 together with padlocking the gates

4. Community Volunteering and assistance during the Coronavirus pandemic

- a. The Revd Alison Waters outlined the process coordinated by St Mary Church, Cannington (which included Combwich) under the umbrella of 'Cannington Volunteers'. Because this

process is under the auspices of the Benefice, the same stringent safeguarding checks need to be in place, including DBS checks where appropriate (if for example a 'relationship' occurs when someone has to enter a person's house, handling money etc).

- b. It was AGREED we would work in conjunction with Cannington Volunteers across the whole of our parish. The leaflet OPC had drafted for Otterhampton Parish (OP) will be amended to state that if anyone is in need of help, they should contact Barry Leathwood. Anyone wishing to volunteer help should contact Revd Alison Waters. Suppliers that had agreed to supply/deliver goods and services to Cannington residents will be asked if they are able to offer the same services for OP residents. The OPC leaflet will be amended accordingly, circulated for approval and then printed (OPRA offered to print the majority). **Action: Clerk.** The distribution of the leaflets to every household will be on 23/24 March (mainly by Otter Tales distributors).
 - c. The Post Office wished to be relieved of the Cannington Health Centre's prescription arrangement as they are too busy to cope with it at this time. This will be absorbed into the volunteers' schedule. The Health Centre to be advised. **Action: Clerk.**
 - d. It was AGREED that the volunteering effort will be restricted to residents' needs as a consequence of the Coronavirus pandemic. Existing health and social care issues should continue with support packages already in place and/or with dedicated professional departments.
5. All of the above will be subject to ongoing review/change as per Government advice.