

MINUTES: CORBY GLEN PARISH COUNCIL

Minutes of the meeting held on Wednesday April 8th 2020 at 7.33pm using video conferencing.

Present: Cllrs Lamming (Chair), Collins, Cook, Fox, Hargreaves, Muir, Parker & Walsingham

In attendance: Cllr N Robins, Mrs. S. Woodman (Parish Clerk).

1. **Resolution:** That the public be excluded from this meeting in accordance with Standing Orders 3(d), 'special reason' being that the meeting is being held as a video conference because of the coronavirus emergency directive. The resolution was agreed unanimously. (Residents will be invited to future meetings)
2. **Apologies for absence:** Cllr Fowler. No reason given.
3. **District Councillor / Police Report:** .
Cllr Robins reported that the District Council had held its first 'virtual' meeting successfully. 2 members of the public joined. The government grant of £32 million has been received. It is ringfenced for use in relation to the coronavirus pandemic and will be allocated in accordance with national guidelines and local need. InvestSK was praised for the quality of its organisation. The community hub is working well, including the Befriending Service. The district council's response has been commended. Although the waste collection service continues, the public are being requested to assist by keeping their waste to a minimum.
4. **The minutes of the meeting of the Council held on 18th March 2020** were approved & signed by the chairman as an accurate record.
5. **Councillors' Declarations of Interest:** None.
6. **Review of Action Log:** See updated log below.

(70/19 Responsibility for hedge between Adcocks Close & Pridmore Road

(71/19 Adcocks Close (Road Surface) – Road not adopted. It was agreed unanimously that the Clerk should contact residents, explain the situation, and add that Cllr Robins will contact them personally to discuss options, including the possibility of adoption by LCC Highways in conjunction with Cllr Hill. Cllr Robins will report back on progress in 2-3 months' time.

7. **Clerk's & Chairman's reports on matters outstanding:**

77/19 Lighting for Art Gallery (reduce wattage of bulbs): Cllr Fox is expecting quotes.

09/16 Neighbourhood Planning: No meeting. Possibility of virtual meetings being considered.

8. **Matters to be resolved:** None

9. **Reports from:**

Planning: to consider planning applications received prior to and after the publication of the agenda –
None

Greens Working Group: Cllr Hargreaves to pass inspection paperwork over by Cllr Muir in due course.

10. **Payments and Accounts**

(i) Bank balances - monthly update approved as set out below.

(ii) Invoices for payment – Councillors resolved to approve payments as set out in schedule below.

Opening Bank balance from 1st March 2020	£12,180.31
Income received on bank statement	
Invoices cleared on bank statement	
HMRC – clerk's PAYE	£59.20
S.Woodman – clerk's wages	£237.16
S.Woodman – clerk's expenses	£4.20
CDPC – Community cleaner	£142.92
LALC Annual Membership	£273.54
Closing Bank Balance 31st March 2020	£11,463.29

Cheques to be authorised/cleared:	
Data Protection Renewal	£40.00
HMRC – clerk’s PAYE	£59.40
S.Woodman – clerk’s wages	£236.96
S.Woodman – clerk’s expenses	£5.30
S.Woodman – clerk’s expenses – A Silcock	£50.00
CDPC – Community cleaner	£142.92
MCS grass cutting March	£144.00
Estimated remaining NatWest bank balance	£10,784.71
(excluding Defibrillator, Play Equipment & War Memorial funds)	£7,868.10

Defibrillator Fund	
Total banked to date (inc. VAT refunds):	£2,383.80
Purchases to date (inc. VAT):	<u>£1,885.00</u>
Fund remaining:	£528.80

Play Equipment Fund	
Total banked to date (inc. VAT refunds):	£41,425.44
Purchases to date (inc. VAT):	<u>£40,599.63</u>
Fund remaining:	£825.81

War Memorial Fund	
Total banked to date (inc. VAT refunds):	£1,850.00
Purchases to date (inc. VAT):	<u>£0.00</u>
Fund remaining:	£1,850.00

Neighbourhood Plan Costs (to be repaid on receipt of grant funding)	
Costs to date	£494.79
Total:	£494.79

11. Matters to be further discussed at this meeting:

27/20 Corona Virus – Changes to minimise risk: The community support scheme being run by Ian Astley on behalf of the village is working well & the council is most grateful for all hard work of Mr Astley and his team. 2 leaflet drops have been made, the second including the chairman’s contact details for additional reassurance. The chairman shared Mr Astley’s report with the council (see appendix below). The database set up by Cllr Fox on the village web site and the Facebook page are also both working well. As an older resident, Cllr Collins expressed her thanks for everybody’s efforts.

It was agreed unanimously that St John’s Church should be reimbursed for the cost of producing the first leaflet. Clerk to contact Mrs Glover and arrange.

There is concern that residents, especially older members of the village, may run out of cash during the crisis. Assuming there is no contra-indication in the Financial Regulations, it was agreed unanimously that an initial float of £200 be allocated to Ian Astley to be used to alleviate this problem where there is real hardship and no alternative. Clerk to check Financial Regulations and arrange as appropriate.

Clerk to add review of this to the agenda for the next meeting.

It was agreed unanimously to continue using video conferencing for future meetings until the emergency restrictions are lifted. It was further agreed unanimously to ask Cllr Fox to subscribe to Zoom software on behalf of the council at a cost of £12.99 per month to enable meetings to continue longer than the 40 minutes free time.

83/19 Flag usage: Cllr Cook is preparing a report with pictures of the flags owned and the dates they should be flown, for discussion at the next meeting.

11/20 Planters: It was agreed unanimously to defer further consideration of planters until the September meeting in the light of the current situation. Clerk to add to agenda for September meeting.

29/20 Clerk’s Appraisal: To take place during April by video conference with the chairman & vice chairman. Date / time to be arranged. Clerk to download & distribute relevant paperwork.

32/20 Engine Idling – Station Road: Has been reported previously as an issue. To be discussed early in 2021 when schools have (hopefully) returned for a term.

31/20 Risk Assessment Review – Confirmation: All councillors had reviewed the Risk Assessment independently and agreed by email. It was resolved unanimously to formally approve the Risk Assessment document as distributed.

32/20 Annual Audit: The timetable for completing, approving and publishing the Annual Audit is understood to have been relaxed by government, although no official notification from the external auditor has yet been received. However, the clerk will complete the audit as far as possible under the circumstances and seek approval when possible within the revised timescale.

12. Next meeting:

The next meeting will take place at **7.30pm on Wednesday 13th May 2020** by video conference. A link to the conference will be provided to residents via the village web site.

Meeting closed at 8.29 pm.

Mrs. Sue Woodman – Parish Clerk

Action Log 8th April 2020

Ref	Action	Responsibility	Date by
88/19	Add link to LCC's 'Fix my street' to the web site	Cllr Fox	18/03/20
07/20	Communicate new email addresses for councillors to themselves plus clerk	Cllr Fox	18/03/20
07/20	Communicate councillors' new email addresses to SKDC	Clerk	
08/20	Investigate incidence of road accidents on A151	Cllr Hill	18/03/20
18/20	Remedy problem with lights between Barleycroft / Pridmore	Cllr Fox	18/03/20
20/20	Reply to the complaint re injury on Land adjacent Musson's Close	Cllr Robins	18/03/20
70/19	Communicate situation re Adcock's Close to residents	Clerk	15/04/20
70/19	Contact residents of Adcock's Close, advise options & assist in adoption if appropriate	Cllr Robins	14/05/20
77/19	Consider quotes for reducing wattage of bulbs in Gallery Lighting	Cllr Fox	14/05/20
27/20	Contact Mrs Glover & arrange reimbursement of leaflet costs	Clerk	15/04/20
27/20	Check Financial Regulations regarding allocation of a float to Mr Astley for use in alleviating a severe problem regarding access to cash, and make appropriate arrangements.	Clerk	14/05/20
27/20	Add review of the arrangement to the agenda for the next meeting.	Clerk	05/05/20
83/19	Demonstrate flags at next meeting	Cllr Cook	14/05/20
11/20	Planters – Add to agenda for September meeting	Clerk	Sept 2020
29/20	Download & distribute relevant paperwork for appraisal.	Clerk	15/04/20
32/20	Engine Idling – Station Road – add to agenda for January 2021	Clerk	Jan 2021

Appendix To Parish Council Minutes 8th April 2020

Leafletting - this has been done 3 times now: the initial drop to call for volunteers; a drop by volunteers with their details telling neighbours they are there to help; second drop by the PC (Sun 29 Mar) to call for more volunteers and remind neighbours of the scheme, if they need help. We are planning on a second leaflet drop by volunteers with new leaflets that will include the contact details for all members of each area team, and some useful email links and phone numbers.

Volunteers - we have 56 registered volunteers (individuals and families), one of whom has had to step back and is now being helped as a neighbour by her team-mates. They are working in teams of at least 3 in the 18 areas that we have split the village into. The last 26 volunteers have been signed up online in order to observe distancing guidelines: they receive a comprehensive email from me, the volunteer letter with specific guidance on how we are operating, and area maps for the village.

Neighbours asking for help - we have 15 registered on the database, and at least 2 who have asked not to be registered. I know there are others being helped who have just not been registered, and I estimate we are helping at least 20, if not 30, neighbours in the village. We have some volunteers from Burton-le-Coggles registered on the database and as members of the Facebook Group to help them out, but they have organised themselves too provide for their own neighbours.

Information management - the databases are working very well: volunteers have had no problem registering themselves or their neighbours in need. I find it a useful tool to keep track of what is going on. Everyone is asked if they are content (from a GDPR point of view) to have their details on the database before they are entered onto it. Many thanks to Tom.

Passage of Information - Facebook seems to be working well as our main means of communication across the while group. Not everyone is on FB, but there is at least one volunteer in each area team who is, and who can pass key messages to their area team-mates. Area teams have been encouraged to form WhatsApp group, or similar, to communicate between themselves. Using FB, volunteers have been given guidance on how to deal with buying goods and dealing with money on behalf of the neighbours they are helping, and have been advised on the government's free food parcel scheme. Regular updates on Covid 19 related news and information useful to volunteers is being provided by Brian Young, one of our volunteers.

Contact with civil authorities - both South Kesteven District Council and Lincolnshire County Council have been in touch with me to ask about what we are doing and how we are doing it. They have our group registered as the volunteer group for our area. They have said that they will pass information to us, and potentially ask us to look out for particular neighbours, as and when they see it necessary to do so.

Local amenities - I have been to the Market Cross Surgery twice and asked to speak to the practice manager to tell them what we are doing, but they have not got back to me. I will do the same with Glenside County Practice before Wed 9 Apr. I have given the Coop one of our posters and SKDC has said they will tell the regional Coop manager that we are operating in their area, so they can link up with us if necessary.

My concerns - that we are not helping as many people as we need to. Our next volunteer leafletting should help with that. It might be that there is not much more demand, and I know that people who are not registered as volunteers are helping their close neighbours, which is a good thing. Second, that our volunteers will get bored and drop out when an increase in demand occurs. I don't think this is too likely, and now that we have at least 3 volunteers for each area we have plenty of cover. If one area becomes particularly busy I can move people from area to area to help out - this is one of the benefits of having a village-wide coordinated scheme. Finally, that we are not linked in well enough with other authorities and agencies whose help we can leverage. This is for me to think about and work on (but if members of the PC have any ideas, please let me know)

Requests for help from the PC - nil at the moment, other than any good ideas to help maintain our momentum and improve what we are doing. Sue Glover has kindly agreed to design and print our next round of volunteer leaflets - the PC may want to reimburse St John's church for that expense..?