



MINUTES OF THE EXTRAORDINARY PARISH COUNCIL MEETING HELD AT 10.00AM
ON TUESDAY 17 MARCH 2020
IN THE PARISH COUNCIL OFFICE, VILLAGE WAY, CRANLEIGH

Councillors

Cllr E Townsend* (Chairman of the Council)
Cllr J Betts*
Cllr R Burbridge
Cllr R Cole
Cllr S Jeacock*
Cllr D Nicholas
Cllr H Nicholson
Cllr N Sanctuary*
Cllr M Scully
Cllr R Tyler
Cllr G Worthington

PRESENT*

ALSO PRESENT: Parish Clerk B Bell FSLCC.

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. DECLARATIONS OF INTEREST

There were no declarations of interest or changes notified to members' registers of interests.

3. CORONAVIRUS COVID 19 EMERGENCY PROCEDURES

The Council AGREED to extend the delegation of Council decisions to the Clerk during any period of restricted activity declared by the Government in respect of the Covid-19 virus. Such delegation to enable the Council to fulfil its responsibilities to its residents and includes the following DELEGATED POWERS for 12 weeks or until the period of restricted activity is rescinded by the government and/or a quorum of Councillors:

- Pay contractors
- Pay staff
- Place Council investments
- Appoint grounds maintenance contractors in the absence of staff

The Clerk provided an update from SLCC and Local Government Secretary Rt Hon Robert Jenrick MP and outlined the Council's revised day to day operations as follows:

Council Office

- Closed to members of the public
- Meetings cancelled for 12 weeks for social distancing. Cllr N Sanctuary to investigate GOTO MEETING facility. Legislation is expected to allow meetings to be held virtually and to remove the requirement for annual Council meetings to take place in person.
- Admin Clerk to open post and retrieve answermachine messages. Parish Clerk working from home and able to swap over with Admin Clerk in the event of illness or self isolation
- Admin Clerk to test fire alarm weekly to protect burial records

- Admin Clerk to administer funeral arrangements and burial records
- Parish Clerk to maintain contact with Councillors, outside organisations, contractors, principle authorities, government advisors
- Parish Clerk to keep website, social media up to date

Buildings

- Grounds Manager to do fire alarm checks for the Village Hall, Snoxhall Pavilion and Youth Centre
- Village Hall is closed to all hirers for 12 weeks and lock will be changed
- Youth Centre is closed for 12 weeks to all hirers apart from Surrey Hills Rehab Office
- Snoxhall Pavilion closed for 12 weeks to all hirers apart from the nursery whilst schools remain open, cleaning to continue as normal.
- Hire charges will be refunded from 17 March for 12 weeks for closed buildings
- Cleaners will be cancelled for Council Office, Village Hall and Youth Centre
- Only essential contractors work in buildings for gas and legionella safety for the next 12 weeks. Ball net to remain down after gas safety inspection until the Youth Centre re-opens.

Cemetery

- Admin – Admin Clerk
- Burials advice for victims of COVID 19 – Admin Clerk/ICCM
- Grounds maintenance – Sexton and Grounds Person to work from cemetery machine shed. Work experience person not to attend, unless staff are absent through illness or self-isolation
- Backup grave digger organised in the event of illness or self-isolation
- Memorial safety inspections – Admin Clerk

Snoxhall Fields

- Grounds Manager to manage and use grounds maintenance contractor Grasstex where necessary
- All football fixtures and training cancelled.

Accounts

- Purchase ledger, bank reconciliation and year end – Parish Clerk. Year end audit now deadline now extended from 30 June 2020 to 30 September 2020.
- Sales ledger – Admin Clerk
- Cheques monthly – Parish Clerk/Admin Clerk/two councillor cheque signatories
- Cheque signatories – AGREED to add Admin Clerk to bank mandate as third cheque signatory
- Investments – Parish Clerk

Planning

- Three weekly cycle to continue, Councillors to submit responses electronically to the Admin Clerk. Website to be kept up to date

Youth Council

- Community Safety Award postponed

Community Support

- Admin Clerk to Finance to provide admin support for Street Champions remotely working from home. Admin Clerk for Finance to be DBS checked and update details of Street Champions on Council website giving Council contact details for the community hub and liaise with principal authority.

- 4. DATE OF NEXT MEETING
To be arranged

The meeting closed at 11.00am

Signature.....

Date.....