

MINUTES OF STANWICK PARISH COUNCIL MEETING HELD ON

Date: 23rd April 2020

Venue: Zoom Meeting

Time: 7.15 p.m.

Present: Councillors:- N Peck (in the chair)
S Glanville-Hughes
S Kitchener
G Konstantinidis
D Munday
M Partrick
J Paterson
Clerk to the Council J Hodgson
Members of the Public 0

This meeting was held 'remotely' via an internet platform as permitted by The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

19.183 POLICY FOR VIRTUAL MEETINGS

It was proposed and

RESOLVED

That the Virtual Meeting Policy as shown Appendix A to this Minute be approved and adopted with immediate effect.

19.184 APOLOGIES FOR ABSENCE

None.

19.185 APPROVAL OF MINUTES

It was proposed and

RESOLVED

That the Minutes of the Council Meeting held 19th March 2020 be approved as a correct record and signed by the Chairman. The Minutes will be signed at the first meeting opportunity after the lockdown has been lifted.

19.186 DECLARATION OF INTEREST

No interests were declared.

19.187 PUBLIC SPEAKING TIME

None.

19.188 PLANNING CONSULTATIONS

20/00399/FUL Erection of a covered manure store at Holywell Farm Chelveston Road

After consideration of the planning documents it was proposed and

RESOLVED

That the following response be sent to East Northamptonshire Council. The Parish Council does not object to the application

20/00411/FUL Single storey rear extension (Retrospective) at 34 East Street

After consideration of the planning documents it was proposed and

RESOLVED

That the following response be sent to East Northamptonshire Council. The Parish Council does not object to the application

19.189 SCHEDULE OF PAYMENTS

It was proposed and

RESOLVED

That the schedule of payments that forms Appendix B to this Minute be approved for payment

19.190 OFFICER DECISIONS UNDER COVID 19 DELEGATION OF POWERS

Further to Minute 19.170 (a) the report that forms Minute C was received and noted.

The clerk gave a verbal report regarding the Ash tree at the cemetery. A full report will be given at the May meeting.

19.191 COVID 19 DELEGATION OF POWERS

In view of the continued lockdown situation due to the coronavirus pandemic it was proposed to renew the delegation of powers and it was

RESOLVED

That in response to the Covid-19 outbreak in the UK and in the event that it is not possible to convene a meeting of the council in a reasonable time, the Clerk shall have delegated authority to make decisions on behalf of the council where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline. The delegation does not extend to matters expressly reserved to the council in legislation or in its Standing Orders or Financial Regulations. Any

decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations. This delegated authority ceases upon the first meeting of the council after the council meeting at which the delegation was put in place.

19.192 NEXT SCHEDULED MEETING

The next scheduled meeting will be on 21st May 2020. It was agreed that this would be an 'annual' meeting. The agenda will be reduced with 'review' of policy items of business deferred to a later meeting where possible.

Meeting closed at 7.39 pm.

Chairman

Stanwick Parish Council

Virtual Meeting Policy

1. Introduction

Stanwick Parish Council recognises the opportunities offered by meeting virtually in times that a physical meeting is not appropriate and has developed this policy to assist Chairmen, councillors and members of the public and press to understand how these meetings differ from a physical meeting and to assist people to engage in debate and decision making. The policy is to be delivered within 'The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 and that are currently enacted for meetings on and up to 7 May 2021.

2. Publishing the agenda and providing documents

Councillors are to be summonsed as per regulation with the agenda emailed to them and documents being placed on the Council's website. No agendas will be published on physical noticeboards. Any person unable to access the Council's website must contact the Council and request an electronic copy of the agenda and documents to be forwarded as appropriate. In cases that documents originate from a third party electronic links will be provided where available.

3. Virtual Meeting 'platform'

Stanwick Parish Council will utilise Zoom to provide video communications. Zoom enables video and audio conferencing for persons using mobile devices, desktops, and fixed room systems.

In preparation for the meeting the Clerk to the Council will publish via email:

- The zoom meeting link
- Meeting ID
- Meeting passcode

Members of the public or press who would like to attend this meeting, should contact the parish clerk via email before 6pm on the day of the meeting to be issued with the joining instructions of the meeting. All documents and written reports referred to at the meeting will be available to view on the Stanwick Parish Council website by 6pm on the day of the meeting.

4. Standing Orders

Standing Orders will be used to guide the meeting in a similar way as if persons were present in a place.

5. Specific Virtual Meeting Arrangements

a. Discussions

This section applies if members are experiencing good connectivity. In the case of poor connectivity see 5c.

At the start of the meeting there will be a roll call to determine those councillors present for those who do not have a video link.

During the meeting all persons other than members will be muted. During the public participation period members of the public will be required to 'enable video' in order for them to be visible to the Chairman and will raise their hand to indicate that they wish to speak. Their microphone will then be unmuted and they can address the meeting. Following the conclusion of their address the microphone will be muted.

During the meeting members and officers will raise their hand to indicate to the Chairman that they wish to speak on an agenda item. Members will state their name when they are speaking for those who do not have video link.

During the meeting, the Chairman will invite members to speak either in rotation or where the member has raised their hand indicating a desire to speak to ensure every member has the opportunity to speak and avoid members speaking over each other.

All members attending the meeting will monitor their own background noise and mute their own microphones, except when speaking, if necessary to negate interference with the meeting. All members may be requested to 'mute' their own microphones whenever they are not speaking.

b. Voting

All voting will be undertaken by a show of hands. The votes to be read back before moving on to the next agenda item to ensure that everyone's vote is recorded accurately.

c. Poor connectivity

In the case of poor connectivity the Chairman will decide whether to continue with the meeting or to reconvene.

In the case of video not being available for some or all of members attending the Chairman can choose to continue but to operate on a roll call for councillor views on individual agenda items.

d. Attendance

If a member is believed to have 'dropped out' this will be minuted. If 'drop outs' result in the meeting becoming inquorate members will endeavour to re-join for a period of 15 minutes. After 15 minutes if the meeting is still inquorate the Chairman will suspend the meeting and reconvene at a later time and date subject to the statutory days of notice. Members will be telephoned to be advised of the suspension.

e. Telephone attendance

Persons wishing to attend by telephone are advised to contact the Clerk in advance in order that processes can be put in place to enable appropriate engagement.

6. Virtual Meeting Etiquette

Normal Standing Orders apply with regard to Conduct at Meetings and all attendees are expected to be mindful of the difficulties people experience with regard to the operation of technology.

Behaviour that is contrary to the intended outcomes of the meeting will be dealt with at the discretion of the Chairman. For a member of the public or press this may result in them being dismissed from the Zoom meeting.

7. Declaration of Interests

A councillor that has declared an interest that does not have a dispensation that requires them to leave the meeting will be placed in the waiting room. On conclusion of the item for which the declaration is made the councillor will be returned to the meeting.

8. Public Participation

The Clerk will read any pre-submitted addresses from the press and public.

9. Confidential Matters

Confidential matters will be dealt with through a separate Zoom meeting that is available to members only. On conclusion of the non-confidential matters on an agenda the meeting will be suspended for members to re-join using the confidential zoom meeting link that will have been provided to members only.

10. Recording

Zoom meetings will be recorded at the discretion of the Chairman and made available to members, the press and members of the public.

11. Information

The chat view box on the Zoom meeting will be disabled however it may provide additional information to attendees depending of the specific meeting.

Policy adopted on 2020

For further information see [The Local Authorities \(Coronavirus\) \(Flexibility of Local Authority Meetings\) \(England\) Regulations 2020](#)

Version	Date adopted	Minute ref
1		

Appendix B

Schedule of Payments presented for authorisation at the meeting.

Table 1: Schedule of payments made outside of the meeting (Financial Regulation 6.8)

Cheque no	Payee and reason	Amount
None	None	£0

Table 2: Schedule of cheques presented for authorisation at the meeting

Cheque no	Payee and reason	Amount
000942	East Northamptonshire Council grounds maintenance Feb 2020	£840.28
000943	East Northamptonshire Council cleansing services Feb 2020	£15.41
000944	East Northamptonshire Council cleansing services March 2020	£13.99
000945	J Hodgson – chains & padlocks for recreation ground; speakers for laptop	£42.96
000946	Tapiochre Ltd – website creation, training and 12 months support	£612.00
000947	East Northamptonshire Council grounds maintenance March 2020	£1718.11

The above payments were approved (signature line) _____ COVID19 _____ Chairman

Date signed 23rd April 2020

Table 3: For information (Financial Regulation 6.5 & 6.6) automated payments

Date	Method	Payee and reason	Amount
31.03.20	DDM	BT Business	£42.84
03.04.20	STD	Stanwick Village Hall Trust – office rent	£218.00
09.04.20	STD	Local Government Pension Scheme	£516.67
12.04.20	DDM	E-on – street lighting	£17.42
14.04.20	DDM	Wave (Anglian Water) water rates	£5.00

Table 4: Money received since the last meeting:

Date	Where the money was received from	Amount
08.04.20	HMRC (VAT refund)	£426.19
Various	Allotment rents from 19 tenants	£485.00

Note: *The General Power of Competence adopted 19th November 2015*

Officer decisions during COVID 19 delegation of authority

25th March 2020

19/01996/VAR land adj to 51 West Street

I understand that there has been an objection to this application from a neighbouring property.

Having considered the following facts:

- The lounge area is a single storey structure
- There are no windows in the proposed lounge area that would face the neighbouring dwelling
- There is an approximate distance of 7m between the proposed lounge area and the wall of the existing adjacent dwelling
- That if the dwelling had already been constructed, this alteration could be undertaken with permitted development rights
- The principle of the dwelling being constructed did not receive an objection from the adjacent property at the time of application
- And that the objection is based on loss of light and amenity

The parish council opinion of ‘no objection’ remains unchanged.

1st April 2020

In response to this consultation I have had 3 councillors not objecting, 2 councillors objecting and no response from 2.

If this was a ‘live’ situation with voting it would a majority for no objection. Chairman advised.

20/00361/TPO Proposed works to T1 Lime tree - Remove epicormic growth from trunk and main structural branches. Lift to between 5 and 6 metres above ground level. Reduce branches overhanging the house, the drive and footpath that leads under the tree by 2 to 3 metres. To allow more light under the tree and to reduce the amount of falling debris and bird mess over the path, drive and house at 16 Hill House Gardens

The Parish Council does not object to this application and relies on the guidance of the East Northamptonshire Council Tree Officer.