

**Minutes of the Salhouse Extraordinary Parish Council meeting
held at 7.00pm on Monday 23rd March 2020
At Jubilee Hall, Lower Street, Salhouse**

Present: Martin Murrell (Chair), Lynn Yallop, Nick Ball and Julie Redburn (7.28pm)

In Attendance: Sarah Martin, Parish Clerk

Members of Public: 1

The meeting commenced at 7.30pm once quorate.

1. To receive any apologies for absence

Apologies were received and accepted from Martin Nudd, Colin McCormick, Steve Jarvis, Andrew Peachment and Bob Cooper.

2. Public Participation - adjournment of meeting for public to comment

One member of the public stated their willingness to help in the current situation and will forward contact details onto the Clerk.

Thanks' were given by the Chairman.

3. To receive Declarations of Interest in items on the agenda and applications for dispensations

Martin Murrell declared an interest as a trustee on Salhouse United Charities Trust, which is mentioned in the proposed resilience plan.

4. To approve the minutes of the Parish Council meeting of 2nd March 2020.

The minutes of the previous meeting had been circulated. One minor amendment was made on wording of planning application 20200202 from "the planning stated no guarantee of a medical centre being built" to "the response from the NHS consultee stated there is no guarantee of a medical centre being built".

The minutes were proposed to be approved by Lynn Yallop and seconded by Julie Redburn; agreed by Cllr. Ball and were duly signed by the Chairman.

5. Chairman's Report, to include consideration to any matters arising, not on this Agenda

Chairman read out an extract from Local Government Association Councillor Guidance "the Parish Council is the third tier of Government and category one responders under the Civil Contingencies Act 2004, and also have community leadership roles and it is crucial as the PC acts as a local hub to help and assist....", which is why this extraordinary meeting is taking place. The Chairman stated items 1 to 8 are necessary to get to item 9 on the agenda.

6. To discuss and agree Delegation of Powers to the Clerk

It was agreed that the powers encompassed in the Resilience Plan would be delegated to the Clerk, along with other necessary powers for the PC to operate its business to the best of its abilities throughout this crisis (as set out in the draft Coronavirus Contingency & Action Plan which had previously been circulated).

7. Finance and Administration:

To agree payment of budgeted/approved invoices received between meetings – this was agreed (to include, but not limited to: budgeted items, salary and pension, statutory payments (HMRC), insurance, contracts already in place and emergency spending (in line with Financial Regulations)).

8. To discuss postponement of:

i) Parish Council Meeting on Wednesday 8th April 2020

ii) Annual Parish Meeting on Wednesday 8th April 2020

Due to the closure of the Jubilee Hall and following Government advice the two meetings above (i and ii) were both agreed to be cancelled until further notice or until Government guidance is received.

Member of public left at 19.50

9. To discuss the Resilience Plan in relation to the COVID-19 pandemic and consider how to help the Community

There was discussion as to the relevance of the proposed general resilience plan in the current situation, and that specific actions on the current pandemic were all that should be agreed at this meeting.

The Clerk stated that the proposed resilience plan, which had been written by the Chairman and circulated prior to the meeting, was an important document for the PC to have going forward and was a good starting point, however, should have further discussion and input from full Council.

The Clerk raised concerns regarding the plan including the stated taking over of local business and buildings without first the consent of the owners and Management committee of Jubilee Hall; the emergency funding; and not enough detail within the plan.

The Clerk advised the Council she did not believe the resilience plan was detailed or complete enough for the Parish Council to approve and adopt.

The Chairman reiterated the agenda item is to agree this specific Resilience Plan in relation to the COVID-19 pandemic which had previously been circulated and that it needs to be agreed to move forward, and although some concerns may have been previously raised by Councillors, no specific amendments were put forward and all Councillors were invited to attend the meeting to comment. It was stated the draft plan had been sent to Broadland District Council who supported it.

The Chairman proposed to adopt the Resilience plan; this was seconded by Cllr. Ball; and agreed by Cllr. Redburn.

Cllr. Yallop abstained from the vote as she did not believe she had enough understanding of the plan to vote on it, and whilst felt it was a good first draft did not feel the plan as currently written is complete and needs additional context before being approved.

Chairman stated the plan required further work and updating, and that the document should be reviewed annually.

It was actioned to update the plan as it was not complete and not all information stated in it was accurate.

The Chairman proposed that due to the current situation, items 10-12 on the agenda were not priority items and should be carried forward to the next meeting. This was agreed by all.

10. MUGA: Decision Deferred

- i) To discuss and consider reversal of MUGA closure decision
- ii) To discuss and consider additional trod path quotes
- iii) To discuss progress with car park and playing field works

11. To discuss postponing of Community Fete/Grand Opening of MUGA/Renaming Ceremony - Decision Deferred

12. Planning: Decision Deferred

20200493 - Wykham Cottage, 76 Lower Street, Salhouse, NR13 6RB - Erection of double garage

The Chairman stated that following acceptance of the resilience plan (in item 9 above), to enact it, and put forward a plan to assist in the current emergency.

In acceptance of the Resilience Plan, the requirement for any formal meeting and notification will be waived and delegated authority will be granted to The Chairman, Vice Chairman and Clerk/Responsible officer and a 4th Member to enact the Resilience Plan.

Cllr. Julie Redburn was appointed the 4th member.

It was stated that virtual meetings of the Emergency Team (as above) will be held when necessary.

It was agreed that the stated emergency centre (Jubilee Hall) was not needed at this time, however, to take at the second emergency meeting.

It was stated PC Steve Clarke should be informed that the resilience plan has been enacted, and that all businesses/building owners written to, to be told they are now at the Parish Council's disposal as welfare centres.

Broadland District Council to also be informed that the resilience plan has been enacted, although still needing amendment.

It was agreed a leaflet to be produced and posted through every household in Salhouse pointing parishioners in the direction of Broadland District Councils 'Help Hub' in the first instance and giving contact information for more local support.

Prior to the meeting Cllr. Colin McCormick had offered to act as a 'Salhouse Coordinator' (with additional support - TBC) to support the work already done on a Community Facebook page set up by a Parishioner.

It was agreed to purchase a SIM card for a mobile phone (and credit up to £100) and this telephone number be publicised as a direct local support contact telephone number (which could be forwarded to others in the event of Cllr. McCormick not able to answer calls), along with the telephone number of the Chairman, PC website address and Facebook page, the Community Facebook page and The Norfolk Community Foundations details.

It was discussed also including the details of Salhouse United Charities, however the Chairman felt that in this current crisis it would be more appropriate to direct parishioners in need of financial support directly to BDC who have more structure in place to deal with this.

Cllr. Yallop and Clerk to work on information for the Parish Council website.

It was discussed that for future consideration Council email addresses be set up for all Parish Councillors, and possibly 'tablets' to enable easier online meetings to take place.

It was reiterated the action to update the resilience plan as it was agreed by all that it requires further work.

13. Any items for the next Parish Council meeting to be confirmed at the Jubilee Hall, Salhouse.

No meeting date agreed at this time.

Meeting closed 21.10