



**Minutes of the Extra-ordinary meeting held 17 March 2020
in the Hankinson Room, Merrist Wood College, Worplesdon at 7.30pm**

115-2020 - Present

Councillors:

In Cllr P Cragg's absence, Cllr N Mitchell chaired the meeting.

Chairman Cllr N Mitchell, Cllr G Adam, Cllr A Creese and Cllr J Messinger.

Officers of the Council:

Mrs G White – Clerk to the Council

Members of the public:

None present.

116-2020 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch12, para 40.

Apologies and reason for absence were received from:

Cllr D Bird, Cllr P Cragg, Cllr M Fance, Cllr S Morgan MBE, Cllr B Nagle, Cllr T O'Toole, Cllr D Paul, Cllr C Riley, Cllr D Snipp (anticipated late arrival). Apologies and reason for absence accepted.

117-2020 - Declaration of Disclosable Pecuniary Interests (DPIs) - by councillors in accordance with The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. (SI 2012 No. 1464).

No declarations were made.

118-2020 - Amendments to the Register of Interests

No declarations were made.

119-2020 - To receive and consider written requests for new DPI dispensations

No requests were received.

120-2020 - Declaration of non-pecuniary interests in accordance with the Parish Council's Code of Conduct

No declarations were made.

121-2020 - Declaration of gifts or hospitality over £25

No declarations were made.

122-2020 - Grass cutting tender 2020-202

The grass cutting tender had been issued to four organisations and had been advertised on the Council's website. One organisation declined to tender. Three tenders were received; the values of which were:

- £13,138.81
- £22,871.42
- £23,930.54

Following discussion, during which it was agreed that the lowest quotation reflected an inaccurate understanding of the work involved for the proposed service, it was proposed Cllr G Adam, seconded Cllr J Messenger and unanimously **RESOLVED** that the tender submitted by Holly Landscape and Training be approved. Total cost £22,871.42 & VAT.

The grass cutting to commence as soon as practicable.

Power to spend: LG (Misc. Prov.) Act 1976, s19

123-2020 - To review/approve and adopt all policies and procedures of the Parish Council

The Clerk had reviewed all 55 policies and procedures of the Council which had been circulated to all members by email in advance of the meeting.

A schedule summarising the proposed changes was presented to the Council at the meeting.

It was agreed:

- That the list of appointed councillors be updated to include the lead Members for the following schemes: Community Speed Watch (CSW), Speed Data Recorder (SDR) and Vehicle Activated Sign (VAS)
- There are gaps in the employment policies which Cllr G Adam will start to address (TOIL, holiday, overtime)
- Whilst the version control front page is a good idea, it does generate additional work. Once the version controls have been updated, the appropriate policies and procedures are to be added to the Parish Council's website.

The Clerk's efforts in updating these documents were noted and appreciated.

It was then proposed Cllr G Adam, seconded Cllr A Creese that subject to the amendments to the appointment of councillors being made, all summary changes were approved. The following policies/procedures were duly approved and adopted:

- Admin of the play areas
- Advice on commenting on planning applications
- Appointment of Parish Representatives 2020
- Code of Conduct for members
- Complaints Procedure
- Complaints – Habitual or vexatious
- Consent to receive electronic summons
- Data Protection

- Dealings between staff and members of the public
- Deployment of SDR
- Dignity at Work
- Disciplinary procedure
- Duties of RFO
- Emergency Plan
- Equal Opportunities in Employment
- Exercise of pension discretions
- Flood Plan – Appendix A
- Filming, photographing Council/Committee meetings
- Financial Regs
- Financial Reserves
- FIO
- FIO – Model publication scheme
- Fixed Asset Register
- General Communications Policy
- General Information – 2019
- Grant Aid Policy
- Grievance procedure
- H&S policy
- Hiring of the village Greens
- Internal Audit
- Investment policy
- Land management – Worpleston Parish Council owned parcels of land
- Land management – Village Greens
- Maintaining the parish council tennis courts
- Member/officer relations protocol
- Press and media protocol
- Protocol for first contact – Traveller incursions
- Public Access Wi-fi
- Recording decisions made by officers
- Retention of documents
- Scheme of delegation
- Section 17 of the Crime and Disorder Act 1998
- Snow clearance
- Social media policy
- Standing Orders
- Statement of Intent – Community engagement
- Statement of Intent – Training
- Terms of reference – Planning/General Purposes and Finance Committee (needs to include planning and H&S)
- Terms of reference – Staffing Committee
- Traveller Encampment Policy
- Tree Policy
- Use of photographic images for children
- Work related stress policy
- Year-end Procedure

Appendix 1 – Summary of changes.

The advice for dealing with planning applications, the Strategic and Business Plans will be updated as soon as practicable.

124-2020 - To review/approve all risk assessments of the Parish Council

The Assistant Clerk had updated all of the risk assessments of the Parish Council. Copies of the Risk Assessments together with a schedule summarising the proposed changes had been circulated to Members via email prior to the meeting.

Following discussion, it was proposed Cllr N Mitchell, seconded Cllr G Adam and unanimously **RESOLVED** that the following updated Risk Assessments be approved and adopted:

- Adverse Weather/Tennis Courts
- Armistice Service – Harry's Meadow
- Armistice Service – War Memorial, Jacobs Well
- Brushcutter
- Chainsaw
- Common land – A323 – Aldershot Road
- Community Car Park, Wood Street Village
- CSW/VAS/SDR
- Council Chambers
- Display Screen Equipment – Gaynor White
- Display Screen Equipment – Victoria Fear
- Financial Risk Assessment
- Fire – Council Chambers et. al.
- Generic Land and Asset Management
- Governance/Management
- Harry's Meadow, Jacobs Well
- HSE Manual Handling Guide
- Leaf blower
- Lone Worker
- Maypole, Wood Street Village
- Nevins Copse, Wood Street Village
- Office
- Playgrounds – Weekly Inspections
- Recreation Ground, Jacobs Well
- Street Sign Cleaning
- Tennis Courts, Worplesdon Memorial Ground
- Work Related Stress

Appendix 2 – Summary of changes.

125-2020 - To prepare the annual Health and Safety report

Members discussed the health and safety requirements of the Council – the following report was agreed:

- The current arrangements for the weekly and monthly inspection regime were considered appropriate.
- The weekly/inspection reports are kept continuously updated.

- A record of activity undertaken by the Groundstaff is kept via Whatsapp. This has proved to be a highly successful way of keeping track of the considerable and varied work undertaken. It also provides dates, times and photos which is particularly beneficial.
- The garage storage space used by the Parish Council would no longer be available from the end of March. A new secure storage facility within the Parish has therefore been secured. Cost £15 per week & VAT. The new storage facility permits the storage of petrol, provided it is held within a COSHH/secured metal unit. Second-hand metal cabinets and metal shelving have been obtained free of charge. The shelving and cabinets have kitted out the new storage facility. Additional paperwork to be transferred ASAP to free up much needed storage space at the Parish office.
- Archived paperwork needs to be urgently relocated from the current storage facility at the Memorial Hall given concerns about the asbestos roof linings and the difficulties of carrying heavy boxes of paperwork up and down the concrete stairs.
- An amber light/or strip is to be obtained for the works pool vehicle – Cllr G Adam to write a policy for the use of the pool vehicle.
- Copies of risk assessments, health and safety policies, public liability certificates, method statements etc. are obtained from all contractors as and when appropriate.
- A new tree inspector will need to be sourced, as the current inspector has relocated to North Wales.
- All members are aware of the Health and Safety requirements of the Council.
- All risk assessment have been updated.

126-2020 - Virements

Following discussion, it was proposed Cllr G Adam, seconded Cllr A Creese and unanimously **RESOLVED** that the following virements be approved en-bloc.

Vire:

- £4,600 - from Election Fees to Establishment Charges
- £2,000 - from Contingency to Professional Advice
- £1,000 - grass Cutting to Maintenance for Bus Shelters/Seats etc.
- £ 500 - from Contingency to Ward Improvements
- £3,700 - from General Reserves to Staff Costs

Meeting closed 8.20pm

Signed:

Chairman:

Date: 14 May 2020