

**MINUTES OF THE EXTRAORDINARY MEETING OF ODIHAM PARISH COUNCIL
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON
MONDAY 23rd MARCH 2020 COMMENCING AT 7.30PM**

Present: Cllrs A McFarlane (Chair), R Coleman, W MacPhee J Raw and P Verdon.

In attendance: Andrea Mann – Parish Clerk.

289/19 Apologies for Absence

Apologies were received from Cllrs K Ball, J Coffey, M Killick, C Seabrook and D Stewart.

290/19 Declarations of Interest

None.

291/19 Public session

There were no members of the public present.

Emergency Measures in response to the Coronavirus (Covid-19) Pandemic

292/19 OPC's Action Plan in Response to Covid-19

Members reviewed the draft action plan circulated to Members before the meeting which was intended as an internal working procedure setting out what actions OPC would take, covering:

- Business continuity
- Decision making
- Employers liability
- Public liability
- Threat to public service
- Community support

Further to discussion, where all Councillors had the opportunity to input, the following were RESOLVED:

- The Parish Office would close to the public
- Staff would work from home wherever possible
- King Street toilets would remain open unless government advised otherwise and as long a regular cleaning could be maintained
- Playgrounds would remain open and notices would be displayed asking users to take notice of the government's guidance on social distancing
- Open space areas would remain open
- Face-to-face meetings would not be convened until further notice but some essential meetings would take place virtually. The Clerk was following the progression of The Coronavirus Act which was expected to be passed the same week and included some flexibility on the requirement for a Councillor to attend a meeting in person (Local Government Act (Sch 12, para 3a).

293/19 OPC's Business Continuity Plan

The revised 2018 Business Continuity Plan was discussed as presented with the agenda. Members asked for section 4 to be numbered, the

RESOLVED

To ADOPT the revised Business Continuity Plan.

294/19 Delegation of Council Decisions

Due to the government advice on social gatherings and expectation that the government would soon declare a national lockdown, it was

RESOLVED

To delegate Council decisions to the Clerk, in consultation with the Chair or relevant Committee Chair, 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 residents.

All such decisions would be reported to the next available convened meeting of full Council.

The Clerk clarified that such decisions were those necessary to run the Council or where OPC risked breaking a contract or agreement. Such decisions did not include strategic decisions.

295/19 Delegation of Planning Decisions

Further to decision 294/19, it was

RESOLVED

To delegate Planning decisions to the Clerk and Chair of Planning where required to meet a Hart District Council deadline and in consultation with members of the Planning and Development Committee by email or virtual meeting. Comments would be made in line with policies including the Neighbourhood Plan.

296/19 Postponed Parish Council Events

NOTED

The Great British Spring Clean and Annual Parish Assembly were postponed and the VE Day event was cancelled. There was hope that it would be possible to arrange a VJ Day event.

297/19 Community Support to Residents throughout the Coronavirus Pandemic

The Chair reported how the community was coming together to support residents and several groups were offering support including two new groups set up online. Details had been published in the newsletter and online.

Confidential Matters

298/19 Exclusion of the Public and Press

ALL Members unanimously AGREED to pass a resolution to exclude the public and press to consider confidential staffing matters.
(Public Bodies (Admission to Meetings) Act 1960.

299/19 Exempt Staff Related Correspondence

The Council agreed a response to Staff related correspondence.

There being no further business the meeting closed at 8.40pm.

Signed..... **Date**.....