

BRIGHTWELL-CUM-SOTWELL PARISH COUNCIL

Minutes of the Parish Council meeting duly convened and held on 17th March 2020 at 7.30pm in the Church Room, Brightwell-cum-Sotwell

Present: Cllrs S, Robson (Chair), S. Jackson, J. Davys, J. Debney, J. Harding, C. Colett,

In attendance: K. Fanstone (Clerk)

1.	Apologies for Absence Apologies were received from Cllrs. G.Gilgrass, Bob Nelson, Helen Baines, Anne-Marie Simpson																
2.	Minutes of the meeting held on 17th February 2020 The minutes of the meeting held on 21 st February 2020 were approved and will be signed by Sue in the Parish Office.																
3.	Declarations of Disclosable Pecuniary Interest There were no declarations of pecuniary interest.																
4.	Public Participation There were no members of the public present																
5.	Reports & District Councillor Report a) Anne-Marie Simpson Due to the quickly changing situation with the Corona Virus crisis there is no report at the moment, what was correct yesterday is now out of date today, things are changing daily and Anne-Marie will try and update as much as possible b) Pete Sudbury There has been no update from Pete on the issues raised at the last meeting, specific questions had been asked that are quite important to the Parish, Katie to chase Pete. c) Planning Report – Due to the Covid 19 Action plan planning was not discussed d) Januarys Payments for approval <table border="1"><thead><tr><th>Payee and reason</th><th>£ detail</th><th>£ VAT</th><th>£ total</th></tr></thead><tbody><tr><td>K. Fanstone – Clerk’s Salary</td><td></td><td></td><td>£595.40</td></tr><tr><td>Higgs Printing – Covid Letters</td><td></td><td></td><td>£70.00</td></tr><tr><td>Amazon Printer ink</td><td></td><td></td><td>£39.99</td></tr></tbody></table>	Payee and reason	£ detail	£ VAT	£ total	K. Fanstone – Clerk’s Salary			£595.40	Higgs Printing – Covid Letters			£70.00	Amazon Printer ink			£39.99
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6.	Matters for Discussion/Decision																

	<p>a) The Council thanked Jason for all his work over the weekend to get the Covid 19 Action plan started, Anne-Marie had been in touch to say that other local Councils have adopted this plan to use. There was a long discussion on how to implement the plan as soon as possible. Letters to explain the offer of help had been printed and James agreed to take them and divide up to distribute to every house in the Parish. Offers of volunteer help have already started to come in from the Facebook post so these will be used to deliver the letters. A procedure and protocol for the plan will need to be drawn up this week, and it was decided a group of admins would be needed to run the operation. The village will be divided up into manageable areas and group leads will be identified. A group of volunteers from that area allocated to help the lead with request needs. Sue and Jason to identify the “magic 8” admin team. It was decided that we needed to buy a new phone for the office to be able to dial into the office remotely and some extra sets of keys need to be cut for access to the office, Sue to arrange for keys and Katie will sort the phone. The Council would like to thank Maddie low and Rachel Arbuckle for all their help with the plan</p> <p>b) With the next few weeks and possibly months being very uncertain, and the possibility that this may be the last meeting for a while, there needs to be a plan for decision making. It was decided to delegate the decision making to the Clerk, Katie. These decisions can be made providing that there are at least 2 written approvals from Councillors for the decision. It is hope that this will be a last case scenario and the option of remote or virtual meetings will be made available so group decisions can continue to be made.</p> <p>c) The Council would like to thank Janet for all her work on the budget for 20/21. Celia proposed that this was budget we moved forward with into the forthcoming financial year and Sue and Sarah seconded.</p> <p>d) The V.E days plans are still coming along, it is too early to know whether we will have to cancel this celebration day or not, Jason will keep the Council updated over the next few weeks.</p> <p>e) Due to the Corona Crisis Brightfest has been moved from June to September.</p> <p>f) It was also decided to move the Annual Parish meeting to 26th May, this may well be subject to change.</p>
7.	<p>CIL</p> <ul style="list-style-type: none"> - Due to the amount of time spent discussing and planning the Covid Action plan, CIL was not discussed at the meeting
8.	<p>Matters for report and inclusion on April Agenda</p> <ul style="list-style-type: none"> - There were no matters for report and inclusion for the next meeting

It was agreed that the next meeting of the Council would take place on Tuesday 21st at 2020 at 7.30pm. There being no further business the meeting was declared closed at 9.35pm.