

MINUTES OF THE MEETING  
OF WILLOUGHBY & DISTRICT PARISH COUNCIL  
HELD 19<sup>th</sup> MARCH 2020

Present: Cllrs Eyre (Chair); Pridgeon; Talbot-Jones; Aston; White; Havell, & Fairfield  
Mrs J. Cooper (Parish Clerk)  
5 members of the public

During the public session a member of the public felt that the Planning Department at ELDC were not doing enough with regard to enforcement. Clerk to chase current enforcement proceedings. Encouraging news was also given relating to the flooding issue on Church Lane, Anglian Water likely to attend to clean pipes.

The Annual Willoughby Village Fete has been cancelled for this year.

**118 APOLOGIES**

Apologies and valid reasons were received from Cllr Hale and these were accepted.

**119 DECLARATIONS OF INTEREST**

There were none

**120 MINUTES OF THE MEETING HELD 20<sup>th</sup> FEBRUARY 2020**

It was proposed, seconded and **resolved** that the Chairman sign these minutes as a correct record.

**121 CLERKS REPORT**

Flooding – been covered in public session.

Cllr Eyre reported the Salt bag had been moved and was now in Willoughby Farms yard.

The tree growing in the hedgerow opposite the Village Hall was, according to County Council, the property owners and not in the highway verge.

**122 REPORTS FROM OUTSIDE BODIES**

ELDC – Cllr Eyre advised that a lot of staff were now working from home.

**123 FURNITURE, VILLAGE GREEN**

Cllrs Eyre, Pridgeon and Aston looked, the wooden benches and tables need a power wash.

Cllrs Eyre, Pridgeon and Aston to look at planting the lime trees.

It was proposed, seconded and **resolved** that the Clerk purchase a recycled 3 bench seat from NBB Recycled Furniture for delivery to the Willoughby Arms.

**124 PLAYING FIELDS**

It was proposed, seconded and **resolved** that the required repair works as noted on the report from Wicksteed be authorised and the tiles underneath be replaced. Cllr Talbot-Jones to check how many tiles needed.

**125 ALLOTMENTS**

The Clerk confirmed having written to the tenant of Plots 1,2,3 & 4 regarding the poultry, but had received no reply, although his rent had been received.

Plots 11 & 12 taken off the sales particulars.

Plot 17 – adjacent tenant willing to continue to keep it tidy.

**126 FINANCE**

a) It was proposed, seconded and **resolved** that the following accounts be paid:

Clerks salary & PAYE (March)	£153.16
Clerks expenses July – March inc (covers use of home office/telephone Travel to notices/paper/inks/postage)	£165.39
Grounds maintenance (village Green & Playing Field cuts February)	£150.00

b) It was proposed, seconded and **resolved** that the current bank mandate be amended to allow the Clerk full access to online banking to ensure payments can be made

**127 EMERGENCY PLAN**

Cllr Talbot-Jones updated members on the position to date, trying to create a plan and taking advice on the current Coronavirus situation. County Council Emergency Planning trying to establish a data base of current volunteer groups in respect of the virus. Cllr Talbot-Jones trying to establish volunteers in each of the three areas of the parish to help in emergencies (other than virus), and has asked for assurance that such volunteers would be covered by insurance.

Local group set up to help isolated residents during the current Coronavirus situation, letter outlined their actions to date and request for donation from the Parish Council to help cover some costs. It was proposed, seconded and **resolved** that a donation of £50 be made. It was also proposed, seconded and **resolved** that the donation cheque be made out and signed at this meeting.

**128 ADVICE ON COUNCIL MEETINGS DURING CORONAVIRUS OUTBREAK.**

Advice has been issued that Parish Councils should consider postponing their public meetings until such time as the situation has eased. Advice was that the Annual Public Meeting and the Annual Council meeting be postponed, and members agreed this.

It was proposed, seconded and **resolved** that there would be no further meetings until the sector had been given the go ahead to recommence. During the time of no meetings, any urgent decisions would be done by e mail circulation; the Clerk to consult with the Chairman and Vice Chairman before making payments, and that the following resolutions be adopted by the Parish Council as per other parish councils:

That as the cancellation of meetings has a direct impact on the Annual Meeting of the Parish Council, the roles of Chairman and Vice Chairman will remain the same until a suitable and safe public meeting is called and held.

Where any cancellation of meetings has a direct impact on the holding of the Annual Parish Meeting, the Parish Council will hold such meeting at a future date.

That the Clerk emails information regarding all orders for payment to Councillors. Councillors are to confirm by email that they agree to the payments. The orders for payment by BACS will be authorised by e mail by those elected Members with delegated responsibility for the authorising and signing of payments.

These measures are put in place with robust transparency processes to ensure effective business continuation and to minimise impact on local service delivery and local business with ratification by the Parish Council to be made at the earliest and safest opportunity.

**129 CORRESPONDENCE**

Clerks and Councils Direct (circulated)

**130 PLANNING**

There were no applications or decisions.

**131 PUBLIC MEETING SPEAKER**

Resolved under Minute 128 to cancel.

**132 VACANCY**

It was agreed that this be put on hold until the Council reconvened .

**133 ANY OTHER MATTERS**

Cllr White advised that due to the lack of bookings the Village Hall may need to approach the Council at a future date to request some funding.

Clerk to chase OpenReach with regard to the trees obscuring telephone lines in Sloothby.

**134 DATE OF NEXT MEETING**

To be subject to ongoing Coronavirus situation.

There being no further business the meeting closed at 8.50pm