

Minutes of the Clipstone Parish Council Meeting held on 17 March 2020 in the Meeting Room, Clipstone Village Hall, Church Road, Clipstone, Nottinghamshire.

Members Present	Members Present	Members Absent
Cllr R Clarey	Cllr JC Wigman	
Cllr K Croshaw		
Cllr P Greenwood		
Cllr J Sims		
Cllr C Wigman (chairman)		

In attendance: The Clerk

Also present: Cllrs J Peck and S Carlton and members of the public

Frequently used abbreviations:

Cllr	Councillor
CPC	Clipstone Parish Council
LPA	Local Planning Authority
NCC	Nottinghamshire County Council
NSDC	Newark and Sherwood District Council

CPC20-074	Declarations of intent to record, film or photograph the meeting by members, members of the public or the press. There were none.
CPC20-075	To receive and resolve to approve apologies for absence. There were none.
CPC20-076	To receive questions and petitions from the public – for information only. There were none.
CPC20-077	To receive disclosures of pecuniary and non-pecuniary interests pursuant to section 31 Localism Act 2011 from councillors on matters considered at this meeting. There were none.
CPC20-078	To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items. There were none.
CPC20-079	To receive up to date information on the Covid 19 pandemic and consider the following resolution for approval: a) To extend the delegation of Council decisions to the Clerk 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 its residents. The Council resolved to extend the delegation of Council decisions to the Clerk 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 its residents.

	<p>b) To extend the delegation of Council decisions to the Clerk during periods where the Council may be unable to convene meetings due to Covid 19 related restrictions on individual council members and staff.</p> <p>The Council resolved to extend the delegation of Council decisions to the Clerk during periods where the Council may be unable to convene meetings due to Covid 19 related restrictions on individual council members and staff.</p>
CPC20-080	<p>To adopt a Pandemic Contingency Plan Policy based on the SLCC model.</p> <p>The Council resolved, subject to replacing "committee" by "working party", to adopt the policy as presented. This would be reviewed. Once remote meetings were properly legislated for this would be reverted too committee if full council meetings are not available.</p>
CPC20-081	<p>To authorise the commissioning of a new website that will meet the requirements of the The Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.</p> <p>The Council resolved to commission a new website to meet accessibility requirements.</p>
CPC20-082	<p>To authorise the purchase of additional office equipment in preparation for an additional member of staff.</p> <p>a) To consider upgrading the Council's laptop's and purchase one Windows Professional laptop with suitable robust specification.</p> <p>Proposed by Cllr Sims seconded by Cllr Clarey the Council resolved to purchase two new laptops with Windows Professional installed one each for the clerk and the admin assistant. Existing equipment</p> <p>b) To consider purchasing two new workstations (screen, mouse, keyboard) to replace existing – out of date - equipment could be utilised for other staff or be loaned to councillors for online meetings.</p> <p>Proposed by Cllr Sims seconded by Cllr Clarey the Council resolved to purchase two new workstations for the clerk and the admin assistant replacing existing equipment.</p>
CPC20-083	<p>To receive an update on the recruitment process for the Admin Officer vacancy and appoint a shortlisting and interview panel and set a time scale for shortlisting and interviews.</p> <p>The clerk reported that the application had now closed and that a good number of applications had been received. Shortlisting packs would be assembled in the next few days. Cllrs C Wigman and Sims would form the shortlisting and interview panel together with Clerk.</p>
CPC20-084	<p>To receive an update on other personnel issues and consider recruiting to vacant posts.</p> <p>The Council resolved that the position of litter picker would be advertised on a seasonal 6 months contract until the end of the summer.</p> <p>The position of Parish Worker would be advertised for a 12 months temporary contract for 16 hours per week.</p>
CPC20-085	<p>To consider extending the temporary increase of the Clerk's working hours.</p> <p>The Council resolved to continue the extended hours for a further six months.</p>

CPC20-086	To consider replacing the Parish Worker's mobile phones with newer models. The Council resolved to replace the parish worker's phones and purchase tough covers.
CPC20-087	To authorise the removal of chippings at the front of the Village Hall and introduce bee friendly planting. The Council unanimously authorised the removal.
CPC20-088	To receive an update on the potential move to the Clipstone Miners Welfare Trust Building. To receive and consider a reviewed quotation for an environmental improvements study for the Parish Council part of the building only. . The Council unanimously resolved to authorise the £6,025 + VAT as opposed to 50% of £11,600+VAT = £5,800 agreed at last month's meeting.
CPC20-089	To receive a progress report on the LIS project and authorise the payment of the invoice. The Council concluded that the completed work needed snagging. Cllrs Clarey and Croshaw would meet in the cemetery to compile a snagging list together with the senior parish worker. Once the necessary work had been undertaken the invoice could be paid in full.
CPC20-090	To receive a progress report on the car parking project. The council received and noted the verbal update.
CPC20-091	To receive Items for Notification to be included on next meeting's agenda. (for information only). <ul style="list-style-type: none"> • Speeding on King Johns Road • Wheelchair access to Vicar Water Country Park
CPC20-092	To confirm date of next scheduled meeting for Wednesday 25 March 2020 No date for a future meeting was set. The Council would review the current public health situation and call a meeting once relevant legislation was in place.

Signed as a true record of that meeting.

Signature: _____ **Date:** _____