

**Minutes of the Extraordinary Meeting of Milton Parish Council held on  
Thursday 19 March 2020 at 7.30pm in the Milton Community Centre Hall**

**Present:** D Wildman (Chair) J E Coston (JEC), A Bradnam (AB) D Owen (DO), A Horne (AH), P Ellwood (PE)

**In Attendance:** S Corder (SC) (Clerk)

**1 Apologies for absence**

R Farrington (Personal), H Smith (Personal), A Markham (Personal), S Bhayani (Personal)

**2 Declarations of interest and dispensation**

a) To receive declarations of interest from councillors for items on agenda; None

b) To receive written requests for dispensations for disclosable pecuniary interests (if any);  
None

c) To grant any requests for dispensation as appropriate; None

**3 To CONSIDER** advice from NALC regarding contingency planning for the possible impact of the Coronavirus in relation to meetings that need to be held, staff cover and parish services.

**DW: The information is circulated from NALC regularly and DW will send out any updates by email. Below is the update given by DW on how MPC is functioning.**

**Meetings: At present meetings can still be called if they can be quorate and face to face. DO Proposed that we move to on-line meetings as soon as practical – JEC Seconded. The Clerk raised the concern that currently no decisions can be made by on-line meetings (as per current NALC and CAPALC guidance) and would not be happy to call a meeting in this way. It was suggested that Council meetings should be held by web conference should the Government rule that on-line meetings can be held and that AH will investigate options for hosting web meetings in preparation.**

**AGREED.**

**It was AGREED that papers would continue to be issued in good time before any meetings.**

**Accounts: DW and the Clerk will prepare finance documents and they will be checked by the Responsible Financial Officer before circulating. In regard to the Year End accounts DW and Clerk will do what they can to assist the Responsible Financial Officer but are awaiting confirmation from the External Auditor if the date has been extended for completion.**

**Clerk will investigate the possibility of delegation of powers for payments of invoices and any planning comments required as other Councils are doing.**

**Office: Clerk will continue to work from the office for as long as possible.**

**TeamViewer is being set up on both machines so the Clerk and Assistant Clerk can remote login if working from home is required. The new and old laptop have been set up for this. DW will be assisting with payroll payments while the RFO is self-isolating.**

**Community Care Warden: The Community Care Warden is following guidance given by the Local Authority on how to proceed looking after the elderly/vulnerable. Risk**

**assessments have been carried out and appropriate steps taken. Families have been contacted to help support their family members. TE is carrying out the daily phone call contact. Clients who do not wish to be visited to minimise the contact will also receive a phone call. Shopping as and when will still be carried out. There is agency cover in place and the Clerk can also help where needed. AB offered help should it be required.**

- 4 To **CONSIDER** ways the Parish Council may be able to support residents.  
The Church has been setting up a volunteer group – Covid 19 Group, which can help support the vulnerable and elderly residents within the village. AB, HMS and JEC are members of the support group and JEC will keep the Parish Council updated. **JEC suggested that: AB and JEC be the representatives for the Parish Council  
The Parish Council supports the scheme  
The Parish Council logo can be used in any advertising – DO  
Proposed – JEC Seconded AGREED.**

JEC Proposed that the Clerk use existing delegated powers of spending on urgent matters of up to £1,000 should the Covid-19 Group require financial support for the vulnerable and elderly – PE Seconded **AGREED.**

Meeting closed: 8:15pm

Signed: ..... Date: .....