

**NOCTON PARISH COUNCIL – CONTINGENCY PLAN (CP) REPORT OF ACTIONS TAKEN**

Minute refs will be ratified at the next available meeting and recorded as Minutes for PC business during this time

MINUTE	DATE	ITEM	
488	18/03/20	CP authorised by VC (Elisabeth Murray) and issued to all	
489	19/03/20	<u>Contingency Plan for Business Interruption:</u> The PC agreed by majority vote, to accept the Contingency Plan in order to carry out PC business for a period of no longer than 4 months. This arrangement will be reviewed at that time (or before if necessary) and all PC business will be recorded and ratified at the first available meeting. CP agreed on majority basis (m.k./p.j-d/n.f./m.k./g.j./) I.G. agreed on 31/03/20 on return to UK.	
490	19/03/20	<u>COVID-19 Updates:</u> Updates received from LALC, NACL, LCC, NKDC and other bodies are noted by the clerk, passed to Members where relevant and posted online where relevant. This is on an ongoing basis.	clerk
491	19/03/20	<u>The Hub:</u> Fire extinguishers and FRA. Firestop quote accepted by unanimous agreement (email). VC approval to place order. (delayed at this time re opening arrangements).	
492	19/03/20	<u>Vacancy/Co-option:</u> NKDC confirmed that following the notice period, re the resignation of Jane Kania, no calls for election had been received. The vacancy may now be filled by Co-option. Two members of the Parish who had previously expressed an interest were contacted and issued with the relevant application advice. Awaiting any response.	
493	19/03/20	<u>Planning applications:</u> The Planning Portfolio Holder (PPH) and Clerk agreed that no comments would be submitted for any Tree applications, unless the application is for the removal of a tree (i.e. trimming and similar works will not require any comment). The PPH and the clerk agreed that no applications relating to Potterhanworth would be circulated and no comments made.	
	19/03/20	Planning application. <a href="#">20/0373/TCA</a> - Pine Lodge, the Avenue, Nocton. Comments by 9 April. No comments.	
	30/03/20	Planning Application <a href="#">20/0029/FUL</a> – Cllr M Kaye circulated a report for information.	
	07/04/20	Planning application <a href="#">20/0392/FUL</a> Beeswax Dyson Farming Ltd Estates Office Cyclone Way Nocton. Retrospective. Comments by 01/05/2020	
	08/04/20	Planning application <a href="#">20/0160/HOUS</a> 1 Moor Lane Potterhanworth – approved.	
	09/04/20	Planning application: <a href="#">20/0261/FUL</a> Holly Tree Farm Plough Hill Potterhanworth Booths - approved	

494	23/03/20	PC statement regarding the Hub (Village Hall) and suspension of meetings circulated on the website, FB page and to Reps of the Social Club	
495	24/03/20	<u>Village Keeper:</u> Following Government advice (23/03/20) regarding non-essential workers, It was agreed that the village Keeper be a Furloughed Worker. The PC will be eligible to reclaim 80% of the salary and will contribute the 20%. Update submitted to Payroll provider.	
496	25/3/20	<u>Hub new posts:</u> It was agreed that any new posts for staff at the Village Hall Hub, be postponed until the building is finished and nearing opening. This will be reviewed in due course.	
497	26/03/20	<u>WREN Grant</u> – Following a request from WREN/FCC new claim information input into system, revised date invoice submitted, images submitted.	
498	30/03/20	<u>Chair/Clerk telephone conference call:</u> The Chair/Clerk held a call to check/note any updates and issues.	Clerk
499	31/3/20	<u>Nocton Hub:</u> The Chair circulated a statement regarding the current position and the delay in completion/opening. This was also issued to the associated group(s).	
500	06/04/20	<u>Clerk additional works:</u> It was agreed that a payment be made to the Clerk for additional works carried out during Jan-March 2020	
501	06/04/20	<u>Clerk/RFO Emergency Arrangements:</u> The Clerk circulated details of how to access the PC business online storage cloud and email account, in the event of an emergency. All Members acknowledged confidentiality of same.	
502	04/04/20	<u>Meetings Update:</u> <b><u>SI 2020/392 The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020</u></b> This SI will give most local authorities greater flexibility in the conduct of meetings, including allowing members to attend remotely, and for public and press access to those meetings. This SI was issued on 2 April and is effective from 4 April 2020. <u>Annual Meeting of the Parish Council – formal annual meeting:</u> The legislation has removed the requirement to hold an Annual Parish Council Meeting for 2020 and covers the current Chairperson remaining in position until the Annual Parish Council Meeting in May 2021. However, now that the legislation has granted Parish Councils to hold remote meetings, if Councils <b>choose</b> to, they may hold the Annual Parish Council Meeting remotely, allowing for the election of the Chairperson. <u>Annual Parish Meeting – public event:</u>	

		<p>Normally held between 1<sup>st</sup> March and 1<sup>st</sup> June.</p> <p>The legislation governing how councils will hold meetings during the period of isolation has not been extended to allow Parish Meetings to be held remotely, therefore Annual Parish Meetings cannot take place until the restrictions on social gatherings have been lifted. If it is deemed that the <b>electorate</b> would like a Parish Meeting once social gatherings can take place, then one can be arranged.</p> <p><u>PC Members:</u></p> <p>It was noted that membership of the Parish Council will remain as it is for the time being and until such time as the position regarding the resumption of normal business/meeting arrangements becomes clearer.</p>	
503	07/04/20	<p><u>Audit Update:</u></p> <p><b><u>SI 2020/404 The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020</u></b> This SI amends the deadline by which the Annual Governance Statement and Statement of Accounts of the Annual Governance and Accountability Return (AGAR) together with any certificate or opinion issued by the local auditor must be published from 30 September 2020 to 30 November 2020. Previously there was a requirement for all smaller authorities to have a common period for the exercise of public rights, being the first 10 <u>working</u> days of July. <b>Under the new regulations there is no requirement for a common period for the exercise of public rights.</b> Smaller authorities are still required to set a period for this purpose, but the only requirement is that <b>the 30-working day period for the exercise of public rights should start on or before the first working day of September, i.e. on or before 1 September 2020.</b> This SI was issued on 7 April and is effective from 30 April 2020.</p> <p><u>Authorisation:</u></p> <p>There are no changes in the requirement for wet signatures on the AGAR. Our understanding is that wet signatures need to be added to the AGAR in the same order as previous years and that the AGAR will need to be passed between the relevant individuals for signature. Where individuals are self-isolating it is hoped that local assistance will be available to facilitate this.</p> <p><u>Submission dates:</u></p> <p>Submission deadline for the receipt of the approved AGAR and supporting documentation or the Certificate of Exemption (as appropriate) is <b>Friday 31 July 2020.</b></p> <p>If the PC is not able to meet this deadline, the auditor should be contacted to request an extension to avoid incurring the administrative charges. Non-submission will lead to chargeable chaser letters being issued (£40 plus VAT for all financially active smaller authorities).</p>	
504	10/04/20	<p><u>Virtual Meetings:</u></p>	

		LALC has issued guidance for the holding of Virtual Meetings, which PCs may wish to adopt.	
505	15/4/20	<u>WREN Grant:</u> Confirmation that WREN/FCC has paid this to direct Maher Millard on behalf of the PC. (ref MM inv 1159/1) VAT will be paid to MM by the PC and re-claimed.	
506	24/4/20	<u>Nocton Hub</u> – Hallmaster subscription paid for 1 year. £187. +VAT. It was noted that an extended period of foc cover should be requested.	Cllr P Johnston- Davis
507	27/04/20	<u>Chair/Clerk telephone conference call:</u> The Chair/Clerk held a call to check/note any updates and issues. It was agreed that the Clerk action any outstanding Hub issues where possible. The key Issues Chart will be circulated. It was agreed that any updates on lockdown will be monitored for furloughed staff, as appropriate.	Clerk

Please note that these notes will be formally ratified at the first available meeting.