

Minutes of Coldridge Parish Council Meeting 7.30 on Thursday May 14th 2020 via Zoom.

Present: Councillors Andrew Green, Marion Born, Chris Burrows, John Smith

Apologies, Jim Sampson, Jeff Burrows

Clerk Keyth Richardson

Open Forum. There was no Open Forum due to COVID-19 constraints. Parishioners had been asked to raise any issues with a Councillor or the Clerk, but none had been raised.

The meeting was suspended at 20:00 to allow the Clerk and Councillors to take part in the applause for NHS workers.

	item	
2020/21-1	Recording of meetings	The meeting was not being recorded
2020/21-2	Apologies	Jim Sampson and Jeff Burrows
2020/21-3	Declarations of interest	None reported
2020/21-4	Minutes	The minutes of the meeting on March 19 th 2020 were approved.
2020/21-5	Casual vacancy	The clerk had produced a comprehensive draft policy and procedures for this. It was agreed that it needed some changes, which the Chairman and Clerk would do, and then bring the revised document back to the next meeting of the Council. It was agreed that until a face to face meeting with any candidates could be arranged no action would be taken to fill the Casual Vacancy.
2020/21-6	Coldridge Bulletin Update.	The following report from John Smith, Vice-Chairman was circulated and was well received by the Council. They felt that the Coldridge Community had risen well to the challenges created by COVID-19 and hoped the community spirit would continue past lockdown. John Smith was thanked for all the effort he has put in and continues to do so. A discussion took place on the continued frequency of the Bulletin and this was left up to John to decide, depending on how the situation changed. He may be returning to work full time towards the end of June. COLDRIDGE PARISH COUNCIL 'SPOC' REPORT: COVID-19 CRISIS, 2020

A brief summary of actions taken and practised since 19th March 2020 in order to help and comfort the community, to facilitate a group of Parish Volunteers, to link requirements with resources and to act as a single, focal point of contact for any personal, family, group or personal confidential need.

We started with a basic, 3-Point, clear and simple brief, as follows:

- **Task 1:** To produce a form of Daily Update to promulgate official Public Notices, from HM Government, Devon County Council, Mid Devon District Council and the NHS/PHE (Public Health England). The Parish Council and its devolved publicity (The Bulletin) should not, and must not publish any 'home-made', unofficial advice, but simply to act as an accessible medium to offer clear access to officially-cleared public information for our parishioners and their connected relatives and friends.
- **Task 2:** To immediately source and set up a 'Dedicated' mobile telephone number/Single Point Of Contact (**SPOC**), to be publicised immediately around the whole parish. I was tasked with this. By employing my old, redundant Tesco phone, with a new, 'Pay As You Go' Sim Card, this was set up successfully on 20th March, at a cost to the Parish Council of just £9.00. The SPOC Number is **07731 894819**. The alternative parish email contact, for the public, would be via my personal address: biggles1047@gmail.com Any personal communication and any data storage, by either means, would be treated as Confidential, under the terms of GDPR.
- **Task 3:** It was agreed that the responsibility for the SPOC would fall, *pro-tem*, upon the shoulders of the PC 'Executive': viz: Chairman, Vice-Chairman and Clerk. As part of this decision I, as Vice Chairman, was directed and undertook to publish a Daily Bulletin for the duration of the Covid-19 Crisis, whilst on 'Furlough'.

PROGRESS TO DATE:

- An initial '**Announcement Publication**' was emailed and manually-distributed to the parish on Saturday, 21st March, together with a **Flyer/Poster** giving details of the SPOC contact number and the Parish Website address. The circulation at that time was 125 electronic plus approximately 25 paper copies throughout the whole parish and beyond. We have since encouraged others to sign up for the electronic issues. However, there are still many who are 'outside' the circle of information and this needs to be addressed for the future. Nevertheless, we are now successfully emailing 131 electronic copies daily and we have maintained the 25 paper copies, kindly delivered by Keyth and Sara in the village and by Marion Born in East and West Leighs, etc..
- The bulletin started, initially, as a rather lengthy email, in which I attempted to include 'Cut & Paste' copies of official documents together with a few local items, for example, notices of parishioners offering Shopping Opportunities or Prescription collections, together with requests for this type of help. After just a few days, I realised that this was rather 'untidy' and difficult to read, to edit and to control. Therefore, I decided to change to a WORD 'Newsletter' format, closely

resembling *The Coldridge Calendar*. Any lengthy Official Notices could be sent as Attachments as they came in, and shorter ones could be edited and included in the bulletin. This now seems to work reasonably well. (*Discuss!*)

- The resulting document has evolved to become *The Daily Bulletin* which is, I believe, fairly well-accepted by now as a parochial source of official Public Information, local news, 'Sales/Wants/Swaps', Food and Medical requirements, Shopping Opportunities, Recipes, Cartoons, Quizzes and general 'Fun' to help raise the spirits.
- **CONFIDENTIAL REQUESTS:** To date, I have received only one, very serious confidential request from a highly vulnerable parishioner (via the dedicated SPOC number). I was able to deal with this via two or three local charities who were able to help the client. Some practical help in this case was also given by 2 fellow parishioners, whose names can be supplied to Council '*in camera*' if absolutely necessary. With some 'inside knowledge', I was also able to help myself and, confidentially, 2 fellow 'shielded' parishioners to gain 'priority' status on the Tesco Home-Delivery system, guaranteeing a delivery slot upon demand. I offered this around, via the Bulletin, but only 2 people took up the offer. Details of these neighbours remain strictly confidential.

Continued.....

RESOURCES:

- **SUPPORT FUNDING:** Keyth, our Clerk, has managed to successfully apply for some support funding to help during the crisis. This money is already in our account. This should cover direct expenses, including costs incurred by our bank of volunteers, but only if they are willing to submit details of their expenses. To date, I have only received details from 2 of our volunteers. We need to somehow encourage the others. FYI; I have to submit a return, from time to time, of what our volunteers are doing. If they don't tell me, I cannot provide accurate information to the public body which requires the information ('Involve' ..part of MDDC's 'Volunteer Hub'). How can we encourage our people to give me the information? *Discuss.*
- **MATERIEL:** I have recently provided the Parish Council with a further ream of Copier Paper (a cost which I am very happy to bear without recompense, thanks to a donation from a grateful parishioner), but there is a daily draw-down of ink on the Council's printer for the paper copies of *The Daily Bulletin*.
- **RECORDS:** For safety, security and for possible post-crisis data-surveying, I have to keep a paper record of every item received and sent out and this now, after 2 months, amounts to 4 lever-arch files full of documents: **1. The Daily Bulletin, 2. Confidential Correspondence, 3. General In-Out Correspondence and 4. Parish Council 'Covid' Items, including Remote Meeting Documents.** Inevitably, this involves a considerable use of paper and printer-ink (and 4 lever arch files) at my own expense. I am quite happy to provide this but, if the Council wishes to contribute to my costs in any way, that is up to you. I must stay neutral!
- **DISTRIBUTION:** Apart from Keyth and Sara and Marion, who are doing the daily distribution of *The Daily Bulletin*, I have 2 other couples (Phil and Lorraine Arnold and Teresa and Andy Kendall) who are happy to distribute the Bulletin if Keyth and Sara ever want a day or two off. Thank You to all these splendid volunteers who get their official daily exercise by

		<p>pushing our Bulletin through letter-boxes around the parish. As mentioned above, it would be good to finally get everyone in the parish onto the electronic circulation list. Any ideas as to how we might achieve this?</p> <ul style="list-style-type: none"> • VOLUNTEERS: These wonderful fellow-parishioners originally and immediately signed up with us to help fetch shopping and prescriptions and to do anything else that might be safely required by our neighbours. At present, the official list stands at just 23. However, the crisis has brought many, many others into the process and the whole system seems to have evolved into a smooth, self-supporting web of mutual help, with neighbours looking after each other on an almost daily basis, right across the parish (and beyond). I now only have to deal with and publicise specific requests or offers in the Bulletin. This must be officially recognised as a fantastic, community success! • ARCHIVE: In view of the national and international scale of the Covid-19 crisis, similar in many of its social, political and economic effects to a World War, various official archives are being planned, country-wide, in order to provide a record of this momentous event for future generations. I have arranged, with the help of my brother, to offer a complete, professionally-published record of our <i>Coldridge Daily Bulletin</i> to the Beaford Archive. No cost to the Parish Council! <p>CONCLUSION: I hope that I have generally met the brief handed down to me at our last Parish Council Meeting on 19th March . I feel that we have, as a Parish Council, provided a useful service to our community by providing clear, unambiguous public information, a medium for exchange of individual need and resources and, perhaps, some means of providing amusement and a distraction from the rather grim aspects of Coronavirus and ‘Lockdown’.</p>
2020/21-7	AGAR Statement	<p>These documents had been given to Councillors before the meeting.</p> <p>The Certificate of Exemption was confirmed. Page 3</p> <p>The Annual Internal Audit Report was accepted. Page 4</p> <p>The Annual Governance Statement was approved. Page 5</p> <p>The Accounting Statements were approved. Page 6</p> <p>It was agreed The Notice of Public Rights and Publication would be published by June 14th, giving June 15th to July 24th as the period.</p> <p>The Explanation of Variances was approved</p> <p>The Bank Reconciliation Statement was approved</p> <p>The List of Assets was approved</p>
2020/21-8	Finance	<p>The following payments were agreed</p> <ol style="list-style-type: none"> clerk’s wages £489.67 clerk’s expenses £99.20, which include a year’s subscription to Zoom of £71.94

		<p>The Clerk reported that most of the £300 grant from MDDC for COVID-19 work has now been accounted for in the Zoom and extra Clerk's hours, and he was asked to apply for a top up of £200 to take the grant to £500.</p> <p>An email had been received from one of the church clock winders offering to do this for no charge, and that he would not be paying in cheque 709. The clerk will make the necessary adjustments to the accounts.</p> <p>He asked for some training from Luke Ridge and the Clerk was asked to contact Luke to see how this can best be facilitated. It will have to be when it is safe to do so, as 2 metres social distancing is not possible in the clock tower.</p>
2020/21-9	Defibrillator Training	Clerk to confirm with Richard Oaten this will be on 28 st October 2020 at 19:30
2020/21-10	Planning	Since the agenda had been published an application had come in from Mole End East Leigh for some alterations. Chris Burrows had paid a site visit and reported he had no objections to the work, which was in keeping with the property.
2020/21-11	MDDC dog control orders	The clerk had earlier sent out information on dog control orders by MDDC. It turns out these are to renew existing ones in specific parks and burial grounds owned or controlled by MDDC. The clerk was asked to contact MDDC to see if it would be possible to have these types of orders with the parish.
2020/21-12	Highways	<p>The clerk was asked to thank the relevant authorities for the speedy removal of the rubbish fly tipped in the layby on the B3220 and the work in identifying and filling potholes. He was asked to enquire when the "sump buster" road from Thorn Corner to West Leigh will be repaired.</p> <p>Andrew Green reported he had some garden rubbish dumped in one of his gateways but was confident it was not done by a parishioner.</p>
2020/21-13	Councillors reports	Punchbowl Re-Cycling Centre has now re-opened but only for 4 days a week and with significant restrictions on vehicles. People are advised to check before travelling.
2020/21-14	Dates of next meetings	These were noted as being planned for 16 July, 17 Sept, 19 Nov but this would depend on guidance and regulations from the government, but it was possible that remote access to meetings for the public would still be required for up to 12 months, as per the current legislation.

Post meeting the minutes for March 19th and the relevant AGAR documents were taken by the Clerk to the Chairman for signature.

The meeting closed at 20:50

Signed: