

SOUTHBOURNE PARISH COUNCIL

Robin Davison
Clerk to the Council
e-mail: clerk@southbourne-pc.gov.uk

The Village Hall
First Avenue
Southbourne
Emsworth
PO10 8HN
Telephone (01243) 373667

8 April 2020

Dear Sir / Madam,

You are hereby summoned to an Extraordinary Meeting of the Southbourne Parish Council on **Thursday 16 April 2020 at 7.30 p.m.** This meeting is being held remotely in accordance with the Coronavirus Act 2020*.

C R Bulbeck
Chairman

AGENDA

1. **Apologies for Absence**
2. **Declarations of Disclosable Pecuniary Interests**
3. **[Coronavirus Act 2020 – Parish Council Meetings](#)**

To consider a report by the Clerk regarding amendments to Standing Orders to enable Southbourne Parish Council meetings to be held remotely in accordance with the Coronavirus Act 2020 and to agree the recommendations contained therein.

4. **[Community Connections](#)**

To consider a report by the Clerk regarding the assistance being provided to the residents in the Parish who are self-isolating due to the Covid-19 restrictions and in need of assistance. The Council is asked to agree the recommendations contained therein.

5. **[Delegation to the Clerk](#)**

To consider a report and recommendations to enable the Clerk in consultation with the Chairman to act on behalf of the Parish Council to support its work during the Covid-19 outbreak.

6. **Date of Next Meeting**

21 April 2020

TO: All Members of Southbourne Parish Council

***Coronavirus Act 2020**

The Coronavirus Act 2020 enables parish councils to meet 'remotely' (i.e. by video or teleconference or by live streaming amongst other means) and provides for the press and public to also attend the meeting 'remotely'. If you wish to do so, please e mail the Clerk at least 20 minutes before the meeting starts so that you can be sent a link to join the meeting. Members of the press and public are advised to email the Clerk as far in advance as possible as if technical issues prevent them from joining the meeting it will not be possible to provide technical support once the meeting has started. As with normal meetings, you will only be permitted to speak at the Chairman's discretion and you are therefore requested to ensure your device is muted at all times unless invited to speak.

The Clerk's e mail address is clerk@southbourne-pc.gov.uk or scan this code:



Filming and use of social media

During this meeting the public are permitted to film the Council or use social media, providing it does not disrupt the meeting. You are encouraged to let the Clerk know in advance if you wish to film. Mobile devices should be switched to silent for the duration of the meeting.

For a copy of Council agendas and publicly available papers please scan this code:



6 April 2020

Coronavirus Act 2020 – Parish Council Meetings

Background

1. The COVID-19 pandemic and the unprecedented in peacetime Government measures in response to the crisis (e.g. prohibitions on gatherings, social distancing, self-isolation amongst others) have meant that the requirement for local authorities to hold public meetings in person with all members present in one place cannot be met. The statutory requirements for meetings are mainly contained in the Local Government Act 1972 (“the 1972 Act”) and the Public Bodies (Admission to Meetings) Act 1960 (“the 1960 Act”).
2. Following lobbying from the National Association of Local Councils (NALC), Society of Local Council Clerks (SLCC) and others, the Government has included s78 in the Coronavirus Act (‘the 2020 Act’) to enable the Secretary of State the power to make Regulations as to the provision of meetings. These are now set out in The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (‘the 2020 Regulations’).
3. The 2020 Regulations enable a parish council to:
 - Hold remote meetings, with certain conditions
 - Decide the method by which it will hold a remote meeting – teleconferencing, video conferencing, live streaming or live webchat are all permissible.
 - Give notice of the meeting by publishing it on the relevant principal authority’s website. NALC holds the view that publication on a parish council’s website would suffice. It further suggests that councils should take account of social distancing requirements before deciding to put notices in physical spaces and that a council’s decision making is unlikely to be challenged if it only places the notice on its own website
4. In addition, Regulation 6 disapplies the requirement in paragraph 7 of Schedule 12 of the 1972 Act to hold an annual meeting but the requirement in paragraph 8 to hold at least three other meetings remains.
5. The 2020 Regulations do not include parish meetings in the definition of a ‘local authority’ so NALC advises current Government guidance means that the annual parish meeting of electors should not take place.

Parish Council Meetings

6. The 2020 Regulations apply to local authority meetings that are required to be held, or held, before 7 May 2021 but the date could be brought forward if Government rules are relaxed.
7. Regulation 5 permits the holding of remote meetings and the effect is that people attending a meeting do not need to be in the same physical place. The

meeting will instead be 'held' in a remote 'place' or 'location' by electronic / digital means which could include a website, online media or conference call application. To attend a meeting remotely a Member in remote attendance must meet specified conditions:

a) to hear, and where practicable see, and be so heard and, where practicable, be seen by, the other members in attendance,

b) to hear, and where practicable see, and be so heard and, where practicable, be seen by, any members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting, and

c) to be so heard and, where practicable, be seen by any other members of the public attending the meeting.

8. All the above conditions must be satisfied.

9. All Members, the Clerk and any members of the public are 'in attendance' if they attend by remote means.

10. Regulation 5(6) permits a council to make Standing Orders to specify how voting will be carried out, how Members and the public can access documents and the means by which remote access by the press and public will take place. Draft Standing Orders to cover these points are set out at Appendix A.

11. Making a written record of a meeting together with any background papers available on a council's website will satisfy Regulation 8 of the Openness of Local Government Bodies Regulations 2014 (decisions and background papers to be made available to the public).

12. The 2020 Regulations shall cease to apply on 7 May 2021 or at such earlier time as the Government may specify.

Recommended

1. That the report be noted.

2. That Microsoft Teams be used for the purposes of remote access to meetings of Southbourne Parish Council.

3. That subject to confirmation of 1 above, the Standing Orders set out at Appendix A be approved.

Robin Davison
Clerk to the Council

**Southbourne Parish Council
Standing Orders - Coronavirus Act 2020**

The following Standing Orders shall apply to meetings of Southbourne Parish Council in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 for the period from 6 April 2020 to 6 May 2021 or until such other earlier time as the Government may specify.

27. Notice of meetings shall be given on the Parish Council's website.
28. The Microsoft Teams application shall be used for the purposes of remote access to meetings of Southbourne Parish Council by Members, the press and public. Unless there are technical problems with the broadband service (which could include bandwidth availability) preventing it, these meetings will be held by video conference. Alternate video conference applications or teleconference applications may be used if deemed necessary in which case Members, the press and public will be advised accordingly.
29. The Council may choose to record any or all its meetings and the Chairman will announce if recording is to take place at the start of each meeting.
30. All Members, the Clerk and any members of the press and public are 'in attendance' if they attend by remote means.
31. When not speaking all participants shall mute the application. A Member shall raise their hand to speak.
32. Voting on a motion when using video conferencing shall be by show of hands. In the event it is necessary to use teleconferencing, voting shall be by the Clerk calling the roll of Members who shall answer for, against or abstain in response to the motion.
33. To access a meeting, the press or public will need to email the Clerk, clerk@southbourne-pc.gov.uk at least 20 minutes before a meeting starts so that an email can be sent to them with the joining instructions. Members of the press and public are advised to email the Clerk as far in advance as possible as if technical issues prevent them from joining the meeting it will not be possible to provide technical support once the meeting has started.
34. Agendas, minutes and public reports shall be available on Southbourne Parish Council's website.

16 April 2020

Community Connections

Background

The Covid-19 pandemic has had a significant impact on everyone's life and normal business. Since the Government restrictions were introduced in mid-March 2020 to combat the spread of the virus, there are an unknown number of vulnerable people who are self-isolating who are in need of additional support from the community. Southbourne Parish Council Members therefore acted to enable those vulnerable residents in Southbourne to be 'matched' with local volunteer helpers who, once vetted, could shop for them or collect their prescriptions etc. This scheme, Community Connections now has over 60 helpers and a number of vulnerable residents have already been matched to helpers.

Grant

Members are aware that some vulnerable residents may not be able to pay the helper for the shopping or prescription because they do not have access to online or telephone banking and cannot get access to cash. Discussions have been held with Tuppenny Barn for the charity to provide a 'float' that can be used in local shops for residents in this position. It is therefore proposed to vary the normal grant application procedure to allow a grant to be paid to Tuppenny Barn. Further discussions with Tuppenny Barn are being held about this facility and if needed an initial grant of up to £250 might be necessary to test its effectiveness.

Where a vulnerable person is unable to pay immediately but wishes to reimburse the 'float' at a later date this money will be recycled to support others.

The Sussex Community Foundation (SCF) has invited local organisations to apply for a grant and the Parish Council may wish to consider applying for a grant to support the work of Community Connections by providing further float monies to Tuppenny Barn. Alternatively, or in addition, the Parish Council may consider providing a further grant directly.

Any funds left over when the Government lifts the restrictions or at such time as decided by the Parish Council may be offered to the SCF if it provided a grant in the first instance or otherwise be given to the Chichester District Foodbank.

Information for Residents

The County Councillor for the Bourne Division, Mr Magill is producing a business information leaflet for residents in the Division. The Parish Council is asked to consider supporting the distribution and contribute to the cost of production. Members may also want to consider what other information may be usefully produced and/or provided online.

Recommended

1. That the Parish Council confirms its support for the work of Community Connections.
2. That the Parish Council's Grant scheme be waived to allow grants to be made to Tuppy Barn to support the work of Community Connections
3. That if required an initial grant of up to £250 be awarded to Tuppy Barn to provide a trial float to test the scheme.
4. That consideration be given to applying to the Sussex Community Foundation for a £1000 grant to support the work of Community Connections by providing a float for shopping and prescriptions.
5. That consideration be given to providing a further Parish Council grant of up to £1000 to Tuppy Barn for the same purpose whether or not an application to the SCF is successful. If the application to the SCF is successful this grant could be allocated as necessary by delegating the action to the Clerk to provide specified instalments.
6. That any funds left over when the Government lifts the restrictions or at such time as decided by the Parish Council may be offered to the SCF if it provided a grant in the first instance or otherwise be given to the Chichester District Foodbank.
7. To consider supporting the distribution and cost of production of the business information leaflet and what other information may be produced and/or provided online.

Robin Davison
Clerk and RFO

16 April 2020

Delegation to the Clerk

The recently introduced Covid-19 restrictions initially prevented the Council from meeting and this impacted on Parish Council's ability to act quickly to support the Parish of Southbourne. While new Regulations now enable the Parish Council to meet remotely, if circumstances changed, action may still need to be taken promptly between meetings to support the community during the Covid-19 pandemic. In this situation the Parish Council may choose to delegate the Clerk, in consultation with the Chairman, to take action for a limited period ending say no later than 6 May 2021 in line with the new Standing Orders (agenda item 3). Any such action would of course be in accordance with Standing Orders, Financial Regulations and relevant statutes.

Recommended

- i. That the Clerk to the Council, in consultation with the Chairman, be authorised to act on behalf of the Parish Council as directed to support the Parish of Southbourne during the Covid-19 pandemic.
- ii. That this delegation cease no later than 6 May 2021 or at such time as the Parish Council determines.

Robin Davison

Clerk to the Council