

## Minutes of the Meeting of the Council held on 16th March 2020

**Present** Jim Gillett, Adrian Keward, Paul Mundy, Roanna Collis and Jane Hartley.

**Apologies for Absence** Neil Jackson, Pat Sutcliffe, Jo Akeju and Claire Andersen

### **Absent**

**7408/20 Open Forum** – No residents attended. It was resolved to suspend Standing Orders to discuss issues not on the agenda as a result of the emerging Pandemic restrictions, and how Council was intending to operate until further guidance was forthcoming. This was unanimously approved. It was further resolved to suspend face to face meetings indefinitely, but to allow Council business to continue, powers would be delegated to the clerk and respective chairs until such time as there are alternatives put in place. This was again unanimously approved. Cllr. Hartley announced that the fete would be cancelled this year, and there was some discussion about the Neighbourhood Plan. The clerk was asked to arrange a meeting with James McCabe to discuss the process.  
*Clerk's note: due to the situation evolving very rapidly, it was not possible to arrange a meeting, and priorities changed to deal with more pressing issues. The clerk will pursue when the time seems appropriate.*

**7409/20 Declarations of Interest** – There were no declarations of interest

**7410/20 Minutes of the Council Meeting of the 24th February 2020** – These minutes were approved by Council.

### **FINANCE**

**7411/20 Finance Reports** – These were approved unanimously

**7412/20 Authorisation of Payments** – It was resolved that the Council should approve all the following outstanding payments, which was done unanimously:

£158.50 to Grundon Waste Management Ltd  
£82.50 to A Star Signs  
£36.19 to British Gas Services Ltd  
£169.01 to A1 Locksmiths (Berkshire) Ltd  
£77.52 to Bowak Ltd  
£147.77 to the Assistant Clerk  
£70 to Dominic McKeown  
£77.09 to the Clerk  
£962.59 to Sunshine Commercial Services Ltd  
£739.20 to Heart Facilities  
£107.14 to Tivoli Group Ltd  
£298.35 to Dual Energy  
£29.03 to SSE  
£98 to Herald Graphics  
£50 to Involve Community Services  
£46.26 to Everflow  
£672 to Loddon Door Services  
£51.50 to Everycare Reading  
£45 to Open Spaces Society

£1500 to Twyford Youth and Community Centre  
£18.21 to Contract Natural Gas  
£2388.53 in payroll

- 7413/20 To review and approve the Bank Statement Reconciliations** – These were duly reviewed and approved by Cllr. Hartley
- 7414/20 To approve and sign the phone box contract and pay the £1 fee** – This was approved and signed.
- 7415/20 Planning, Environment and Highways Committee** – The minutes of the meeting on 2nd March were noted. The main topic at that meeting was the Local Plan, and the Council's response to the proposals. Out of this meeting was formed a working group to draw the Council's response together, and it was resolved to approve these responses which was agreed unanimously. The clerk was asked to put this response on the website, and to share with the local journalists who had shown an interest, but Council felt writing a letter as well was unnecessary.
- 7416/20 Amenities Committee** – The minutes of the meeting on 9th March were noted. It was resolved to approve the increase of 2% on advertising from the summer. It was noted that cancellations were going to be an issue, but that this was likely to be superseded by directions from central government, and that Council will have to abide by future instructions.
- 7417/20 Report from the Borough Councillor** – There was no report this month.

**Items for Consideration**

- 7418/20 In the light of the current COVID-19 virus to review all policies and procedures to ensure they are in line with Government Guidelines** – It was agreed to add a line to the Risk Management Policy that we will stay in line with Government policy in cases of national emergency.
- 7419/20 To consider any ways Council may be able to ensure vulnerable residents are given as much help as possible in the current COVID-19 outbreak** – it was agreed that the most effective role for the Parish Council was to act as a facilitator, to help residents get to the most appropriate agencies for help.
- 7420/20 To note any progress with the five-year plan and how to move the process forward** – There had been no progress this month
- 7421/20 To note the appointment of a new Litter Picker, subject to checks** – It was noted that James Hines has been appointed as the new litter picker and will start as soon as his DBS check is returned.
- 7422/20 To consider how to help Twyford Youth Centre get trustees** – It was not felt Council could help at this time.
- 7423/20 To consider supporting the Wokingham Book Festival** – The Village Society is willing to pay half of the Charvil contribution, but Cllr. Hartley will find out more and let Council know.

**There being no further business the meeting closed at 9pm**

**Chairman's Signature .....**