

# *Glynde & Beddingham Parish Council*

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MINUTES OF THE ORDINARY MEETING OF GLYNDE & BEDDINGHAM PARISH COUNCIL  
HELD ON WEDNESDAY 18<sup>th</sup> MARCH 2020  
AT THE READING ROOM, STATION ROAD, BEDDINGHAM AT 7.30PM.

Present: Councillors: L Gribble, K King and J Pratley  
In Attendance: S Mills (Interim Parish Clerk)

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- GBPC 1920-054 1. **Public Question and Statements**  
There were 4 members of the public present. A resident spoke regarding the issue of road safety; the Clerk confirmed that this has been added to the Parish Council's action log and will be considered as an agenda item at the next meeting.
- GBPC 1920-055 2. **Apologies**  
Apologies were received, and noted, from Cllrs Denis, Jolly and Sadler.
- GBPC 1920-056 3. **Declarations of Interest**  
There were no declarations of interest.
- GBPC 1920-057 4. **Chairman's Welcome**  
In the absence of the Chairman, Cllr J Pratley was proposed and seconded to take on the role of Chairman for the meeting. Cllr Pratley welcomed everybody to the meeting and proposed that, in the light of the current covid-19 pandemic and government advice, all items on the agenda are deferred to the next meeting except for items 5.1, 8, 10.1-10.4 and 16.1-16.5. It was **RESOLVED** to defer the items as proposed.
- GBPC 1920-058 5. **Minutes**  
5.1. The minutes of the meeting held on 29<sup>th</sup> January 2020 were **AGREED** and signed as a true record.
- GBPC 1920-059 6. **Co-option of new Councillor** – item deferred.
- GBPC 1920-060 7. **District/County Councillor/MP Reports** – will be distributed to Councillors via email.
- GBPC 1920-061 8. **Vice Chairman**  
Cllr Gribble was duly appointed as Vice Chairman of the Parish Council for the remainder of the 2019-2020 municipal year.
- GBPC 1920-062 9. **Planning** – item deferred.
- GBPC 1920-063 10. **Business Continuity**  
10.1. **Latest Advice**  
The Clerk updated Members regarding the latest advice to local authorities regarding the covid-19 pandemic. The Internal Auditors have cancelled the face-to-face audit scheduled for 4<sup>th</sup> May 2020 but are planning to undertake remote audits where possible. All local/PCC elections planned for May have been postponed for 1 year and the National Association of Local Councils is communicating with central government regarding a potential extension to the external audit deadlines and annual meetings.  
Members **NOTED** the update.

## 10.2. Business Continuity Plan

- a) It was **RESOLVED** to approve the Business Continuity Plan as presented.
- b) It was **RESOLVED** to invoke the Business Continuity Plan to ensure the continued running of the Council during the pandemic.

## 10.3. Delegated Authority

It was **RESOLVED** to approve the delegation of authority to the Clerk, in conjunction with the Chairman and Vice Chairman, to make essential payments and organisational decisions during the invocation of the Business Continuity Plan.

## 10.4. Community Support

The Chairman suspended standing orders to allow the members of the public present to address the council. Members heard from a representative from the village shop who confirmed that, although the tea-room is closed, they will be setting up a trestle table outside the tearoom to provide soups and hot drinks and will deliver groceries within the village to isolating residents. They will continue to attempt to keep the shop well-stocked, despite very empty shelves at the wholesalers. A resident advised that a group of volunteers would like to offer practical support to vulnerable, elderly or isolating residents within the village and have prepared a draft flyer to be posted through the door of every household in the village offering daytime support with errands such as collecting groceries and walking dogs or just to provide conversation to anybody isolating on their own. Members discussed with residents ways in which the Parish Council could provide support; residents agreed that the provision of a dedicated phone number for residents to contact was a key requirement that they would like some assistance with. The Chairman thanked the residents for their time and the wonderful show of community spirit and resumed standing orders.

It was **RESOLVED** to approve the funding of a virtual landline phone number, to be run by the volunteer group, for a period of 6 months from March – August 2020 at a cost of £7.95 per month, £39.75 in total.

GBPC 11. Play Area – item deferred.  
1920-064

GBPC 12. Glynde Station – item deferred.  
1920-065

GBPC 13. Update on Actions – item deferred.  
1920-066

GBPC 14. Climate Emergency – item deferred.  
1920-067

GBPC 15. Annual Parish Meeting – item deferred.  
1920-068

## GBPC 16. Council Documentation

1920-069 It was **RESOLVED** to adopt the following council documentation as presented:

16.1. Standing Orders

16.2. Financial Regulations

16.3. Members Code of Conduct

16.4. Risk Response Plan and Register

16.5. Asset Register

GBPC 17. Business Plan 2020-2023 – item deferred.  
1920-070

GBPC 18. Roles and Responsibilities – item deferred.  
1920-071

## GBPC 19. Finance

1920-072 19.1. VAT Return – item deferred.

19.2. Payments and Receipts

Members reviewed the list of payments to be paid this month as detailed below:

Payee	Product/Service	Amount
EDF	Energy bill for January 2020 (ratification of payment made via direct debit)	£78.45
Mrs S Mills	Interim Clerk payment for February 2020 (ratification of payment made during non-meeting month)	£336.72
EDF	Energy bill for February 2020 (ratification of payment made via direct debit)	£75.07
Mrs S Mills	Interim Clerk payment for March (plus ot, mobile phone and mileage)	£618.78
<b>Total:</b>		<b>£1,109.02</b>

It was **RESOLVED** that payments totalling £1,109.02 be made. The cheques were signed by Cllrs Gribble and King.

It was **RESOLVED** to sign post-dated cheques for the Clerk's salary for £420.19 for April and £336.72 for May, in the event that a meeting is unable to take place due to the covid-19 pandemic.

Members **NOTED** the following receipts since the last meeting:

Payee	Product/Service	Amount
Lloyds Bank	Interest from business account	£0.17
Lloyds Bank	Interest from business account	£0.18
<b>Total:</b>		<b>£0.35</b>

GBPC 1920-073 **20. Consultations and Meetings** – item deferred.

GBPC 1920-074 **21. Councillor Reports and Items for Future Agendas** – item deferred.

GBPC 1920-075 **22. Exclusion of press and public** – item deferred.

GBPC 1920-076 **23. Recruitment of permanent Clerk** – item deferred.

GBPC 1920-077 **24. Date and location of next Council Meeting**

It was noted that the next scheduled meeting will be the Annual Council and Parish Meetings on 6<sup>th</sup> May 2020. The Council will follow government advice regarding the impact of the covid-19 pandemic and will advise via it's website and social media if these meetings will take place.

GBPC 1920-078 The meeting ended at 20:45

**Signed:**

**Date:**

**Print Name:**