



Minutes of the meeting of Roade Parish Council held on **Friday 20<sup>th</sup> March** at 7.00 p.m.

Present: Cllr L Murray (Chairman of the council)  
 Cllr T Armstrong  
 Cllr I Calder  
 Cllr M Davies  
 Cllr A Fox  
 Cllr S Ruse  
 Cllr M Reilly  
 Cllr S Shrubbs

Mrs A Reynolds (Clerk to the Council)

	<b>Action</b>
<p><b>RPC/235</b> – Acceptance of apologies for absence.</p> <p>Cllr D Bennett, Cllr S Connell, Cllr S Curtis, Cllr M Inglis &amp; Cllr J Marshall (Self Isolating due to Covid-19)</p> <p><b>RESOLVED:</b> That absences be approved.</p>	
<p><b>RPC/236</b> - Public Session</p> <ol style="list-style-type: none"> <li>1. Issues raised by the public – none</li> <li>2. Reports from outside bodies                             <ol style="list-style-type: none"> <li>a. Roade Village Hall – Cllr Murray advised that the Hall has closed, and all bookings have been cancelled until further notice.</li> <li>b. Roade Feoffee &amp; Chivalls Charity – No reports</li> </ol> </li> <li>3. Reports from District and County Cllrs – No reports received and no councillors present, Cllr Davies had sent apologies due to self-isolation.</li> </ol>	
<p><b>RPC/237</b></p> <ul style="list-style-type: none"> <li>• To receive declarations of interest – None received</li> <li>• To receive requests for dispensation – None received</li> </ul>	
<p><b>RPC/238</b> – Response to issues raised in the Public Session</p> <p>None raised, nothing to respond to.</p>	
<p><b>RPC/239</b> - Approval of Minutes of 9<sup>th</sup> March 2020</p> <p><b>RESOLVED:</b> That the minutes be signed by the chairman as a correct record of the meeting.</p>	



<p><b>RPC/240</b> - To work 'business as usual' and follow Government advice regarding Parish Councils.</p> <p>1. Work business as usual if possible. Council discussed to resolve adopting a delegation. The council reviewed two options for delegation, one written by Cllr Marshall – “A resolution to establish a temporary Emergency Committee for a period of 4 months, renewable by resolution of the council. The committee shall comprise the Chairman, Vice Chairman and Clerk as Proper officer (quorum two) and is empowered to take any action that is necessary to discharge either routine council business (including authorising payments) and/or deal with matters that are of such urgency as to require action within the 3 days that would be necessary to convene a lawful meeting of the council, so long as the action is lawful and is reported to the full council at the earliest opportunity”. Another produced by NCALC.</p> <p><b>RESOLVED:</b> To adopt the NCALC Resolution: “In response to the Covid-19 outbreak in the UK and in the event that it is not possible to convene a meeting of the council in a reasonable time, the Clerk, Chairman and Vice Chairman shall have delegated authority to make decisions on behalf of the council where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline. The delegation does not extend to matters expressly reserved to the council in legislation or in its Standing Orders or Financial Regulations. Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations. This delegated authority ceases upon the first meeting of the council after the council meeting at which the delegation was put in place.”</p> <p><b>RESOLVED:</b> Cllr Calder will act as internal controller for all invoices, clerk to send scanned copies of invoices via email to Cllr Calder to be checked ready for payment authorisation.</p> <p><b>RESOLVED:</b> Investigate virtual meetings package such as Zoom or Google.</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>
<p><b>RPC/241</b> - To Produce a local leadership plan in the wake of the Coronavirus to support the village in line with Government advice.</p> <p>Copy of sample letter had previously been circulated, offering help to the vulnerable and asking for help from volunteers. Concerns raised regarding extra workload for the Clerk, Concerns regarding germs and protecting volunteers delivering letters, volunteers assisting and vulnerable people in the village.</p> <p><b>RESOLVED:</b> To add the Office contact telephone number onto letter and create a dedicated email address for residents to respond to. The letter to be posted through every house in the village. Cllr Calder requested that the vote be recorded, Cllrs Murray, Armstrong, Davies, Ruse, Reilly and Shrubbs voted in favour of letters being delivered to every house in the village, Cllr Calder voted against and Cllr Fox abstained to vote. Clerk to contact Quinton and Road Old Folks fund for a list of vulnerable people living in the village. Clerk to contact Mr Inglis for list of volunteers who can possibly help to deliver letters. The letter needs to be published on social media this weekend and clerk to arrange for the letter to be printed and</p>	<p><b>Cllr Reilly</b></p> <p><b>Clerk</b></p>

