

GARGRAVE PARISH COUNCIL EMERGENCY MEETING

held on Wednesday 18 March 2020 at 1pm

Councillors: Peter Ward, Bryony Lebeter, Janet Turner, Janet Sugden, Martin Banks, Derrick Evans, Robert Marshall, Kath Ashby – Clerk.

PW advised the meeting that the Clerk will continue to be the central point of contact for all Parish Council business.

Plan of Action in light of Coronavirus:

It was agreed by those present that as from today, Wednesday 18 March 2020 the Office would be closed to the public. The Clerk will continue to work in the office at times convenient and also work from home.

We will also refrain from holding monthly meetings for the foreseeable future and decisions will be made by email to the Parish Councillors going forward.

A regular report will be prepared, based on the current Minutes format, which will be agreed and approved, to keep people aware of progress on the various agenda items.

Financial Matters:

MB and JS will continue to deal with payment of invoices and wages.

An email will be sent out for approval by Parish Councillors, prior to payment.

It was also agreed that any invoices will be picked up by the Responsible Financial Officers from the office and will be paid in a timely manner.

It was suggested that a short meeting could be arranged to discuss any Planning Applications received and comments agreed. The Clerk will email all comments through to the Planning Department at CDC as usual.

Gargrave Coronavirus Community Group:

We have had contact from a new group trying to put together plans to help the elderly and more vulnerable in our village. Asking if they could link up to our plan.

There seems to have been some confusion during the last few days whether the Community Emergency Plan could play any part in dealing with the current pandemic issue.

The meeting agreed to respond to the lead member of the group on this basis, explaining the plan is intended for use in the eventuality of a local flood, fire, explosion etc. All names of volunteers and their contact details included in the plan cannot therefore be published on the website.

A front sheet has been placed on the Notice Board and on the website, providing contact details of who to contact should an emergency situation arise.

It was agreed that a mobile phone should be purchased by the Parish Council for use by the Clerk, who is Lead Contact and this new mobile number can then replace her own personal home number on the sheet.

It was agreed that the Parish Council would offer to pay for printing of any leaflets/cards the group wished to get out in the community, which we understand will provide contact telephone numbers for people who need shopping, paper delivery, dog walking etc.

AOB:

The Clerk to contact CDC to enquire if the Litter Pick should go ahead before notices are placed around the village.

There being no further business the meeting closed at 1.30pm.