



**MINUTES OF THE MEETING OF THE IVERS PARISH COUNCIL HELD
ON WEDNESDAY 8th APRIL 2020, as an electronically convened session,
COMMENCING AT 6.00PM**

Present: Councillor W. Matthews, Chairman (Presiding)
Councillor A. Mayling, Vice- Chairman
Councillor K. Bembey
Councillor C. Gibson
Councillor C. Jordan
Councillor C. Woolley

In Attendance: M Kennedy (Interim Clerk) and
M. Haley (Administration Officer) – Minutes taken by M Haley.

113. CHAIRMAN'S ANNOUNCEMENT

The Chairman explained the arrangements and format for the meeting in accordance with the provisions of the Coronavirus Act 2020 & Regulations.

114. PUBLIC PARTICIPATION

The Chairman explained the need for the meeting and public participation would be confined to the Agenda items shown below. Public participation would be by Zoom, and residents signed in would be welcome to ask questions or make comments at this time.

10 members of the public logged on to the meeting but no items were raised at this point

115. APOLOGIES FOR ABSENCE

Apologies were received from Councillors G. Bennett and R. Gould.

116. DECLARATIONS OF INTEREST

None declared.

117. MINUTES

It was **RESOLVED** that the minutes of the meeting of Council held on the 23rd March 2020, be received, approved and adopted and signed by the Chairman as a true record save to the following extent in Minute No. 124 Home Working, delete the word "laptops" and insert the word "tablets".

118. CHAIRMAN'S REPORT

The Chairman advised the meeting of the role that the Parish Council had taken as part of the Covid C 19 response and were collecting donations of non-perishable foods for distribution as kindness care kits to local vulnerable people . The Council has also set up a dedicated hotline to offer support and to co-ordinate volunteers to carry our shopping and other services to those self isolating in the community. Thanks and appreciation were recorded to:

- Graham Young for organising the Co-ordinators, volunteer roster, case workers and special needs register, along with setting up the dedicated Hotline; and
- The IPC Office Staff [Lorraine Morton and Margaret Wilson in particular] for the collection and putting together the care kits, and organising distribution amongst the community.
- The amazing number of volunteers who have come forward to help others in the community in these difficult times

The Chairman reported that the Office is closed to the public, with staff working from home – with limited opening for collection of donations on Monday and Fridays 12.00 to 15.00. Phone calls are diverted and answered from home by the Administration Officer.

The Chairman then confirmed other arrangements undertaken by the new unitary Buckinghamshire Council which was incorporated on April 1st.

- Waste Collections – in the former SBDC area these will continue as before. Only the Green/ garden waste service had been suspended.
- The Household Recycling Centre at Langley was now closed. Facilities are available at three centres for Council Staff to dispose of collected waste.
- Noted that the lack of green collection and closure of the Recycling Centre had given rise to residents lighting bonfires and people were requested to be considerate towards their neighbours An increase in fly-tipping had been observed and reported to Buckinghamshire Council
- Update from doctor surgeries and local pharmacies – which the Government have requested make arrangements – to remain open over the Holiday period on Good Friday and Easter Bank Holiday Monday.

119. COVID-19 UPDATE

The Interim Clerk confirmed that Graham Young had given an update on the C19 co-ordination Local Response group:

- Update Wednesday April 8, 2020
 - ✓ Number of Volunteers Registered 122
 - ✓ Number of Call Handlers 5
 - ✓ Number of Caseworkers 6
 - ✓ Iver Heath Residents receiving/received help 25
 - ✓ Richings Park and Iver Residents receiving help 29

He then confirmed and

- Paid tribute to volunteers – two waves of Community Care Kits had been distributed to local residents.
- Sending out forms to volunteers to cover GDPR and safeguarding issues.
- IPC still taking in food and other items for distribution in the Community care kits.
- Hours for donations now restricted to Monday and Friday afternoons.
New hours to be posted on line. *[Office will be manned on Good Friday and Easter Monday]*
- Ground Team – now working 3 days per week to litter pick, inspect grounds and general maintenance work.

120. RATIFICATION OF DECISIONS MADE

The Interim Clerk presented to the meeting details of decisions and expenditure incurred as part of the Urgency Committee's deliberations on 31st March.

- To approve expenditure of £175.00 for the printing of 4,000 leaflets Covid C19 response leaflets to local residents.
- **Agreed and resolved** to approve expenditure of £175.00.
The Clerk advised the meeting that he had submitted a bid for a grant of £300.00 under the Police and Property Appropriation fund to cover print and telephony costs – incurred as part of C19 programme.
- Staff salaries – Precepting Councils are not eligible for the Government's Furlough Scheme and salaries will need to be covered by the Council in full.

- **Noted and accepted** that the Council will continue to pay staff in accordance with these provisions and normal arrangements would apply to the periods when the groundsmen were off sick.
- o Neighbourhood Plan – The Council has appointed Neil Homer – as Consultant for the implementation of the Neighbourhood Plan
 - **Noted and accepted** to approve the appointment of Neil Homer.
- o Lease 63 Chequers Orchard – Application had been made by the tenant for a rent free holiday during the period of lockdown. The Council had offered to defer payment of the rent for April, with repayment to be deferred over the remaining period.
 - **Noted and agreed** that for the immediate future the Council is happy to defer payment and allow our Letting Agency to negotiate future arrangements. The Clerk confirmed that the tenant had now made payment of the rent for April – but would want to review the situation for May
- o Planning Meeting – Scheduled for 31st March. The listing of Planning Applications and items intended for discussion was circulated to the meeting for ratification. The items were discussed and circulated electronically to members for their comment and approval.
 - **Noted and accepted** to approve these arrangements.

The Chairman advised the meeting that the DCO for the Western Rail link to LHR was still proceeding as planned and that the Parish Council will need to supply comments and response to Buckinghamshire Council and make application direct to Network rail. The Chairman is to check who in the new Authority is handling submission and seek contact details at Network Rail for submission of documents.

121. **POLICY FINANCE AND GENERAL PURPOSES COMMITTEE – 25th MARCH 2020**

The meeting planned for the 25th March, was cancelled and deferred as a result of the lockdown regulations introduced on the 23rd March. Now that arrangements can be made to hold meetings electronically - **Agreed** for the Clerk to reschedule and re issue the Agenda for a new meeting on the 22nd April.

122. **MEETINGS OF COUNCIL AND ITS COMMITTEES FOR THE REMAINDER OF THE LOCAL GOVERNMENT YEAR**

The Annual Meeting of the Council is scheduled for the 18th May. It was noted that the Government regulations provide for a deferment of the Annual Audit while the existing period of Office for Councillors may be rolled over until 2021. The only scheduled meeting for the remainder of this local government year was confirmed as:

- o Planning Committee – 28th April

Meetings thereafter for the new local government year currently scheduled as hereunder were confirmed:

- Planning 26th May
- Amenities 27th May
- Policy & Finance 3rd June
- Highways and Infrastructure 10th June

It was **Noted and Agreed** that the Council may cancel the Annual Meeting but will retain the date and time for a full Council Meeting and other meetings will be convened as stated above.

123. COUNCIL VACANCIES.

The Clerk confirmed to the Meeting that a further resignation had been received from Cllr Bill Lidgate. This together with the resignations noted on the 23rd March and the disqualification of Cllr Nigel Harlow for failing to attend a meeting within 6 months has resulted in the Council having 4 vacancies. Discussion took place regarding the position of co-opting persons to fill these positions. It was noted that clarification on the process for advertising these vacancies is still awaited from both the LGA and NALC.

124. HOME WORKING.

Three new laptops had been secured and reconfigured by our IT Consultancy Inetex along with one existing laptop enabling Officers to have full access to the Council's server when working from home.

Agreed and approved to cover retrospective costs of £5,000 expenditure budgeted for the provision of Tablets to Councillors in the 2020/21 financial year.

Office Staff - will be homeworking with visits to the Office to be kept to a minimum [Mondays and Fridays for Food donations and twice weekly by Admin to collect and scan the mail]

Ground Staff - will work on a rota basis Monday, Wednesday and Friday as detailed earlier.

125 DOOR ENTRY SYSTEM – 45B HIGH STREET

Following an audit and review of security arrangements – and as a result of the vulnerability when only one member of staff is on site – our Fire and Security Contractor had been instructed to quote and fit a Video door Phone entry system for the front door and Key pad for the rear door. A quotation for a Single door and access system in the sum of £300.00 and 2 x internal system with video and phone for £950.00 + VAT had been provided. **Agreed and accepted** to approve retrospective expenditure of £1,250.00 for a new front door entry system from the Office equipment budget in 2020/21. Clerk to progress a new key pad entry for the rear door and advise the Police of the new arrangements once implemented.

Meeting closed at 6.35 pm

Signed by the Chairman.....

Date of next meeting, The Annual Meeting of the Council is scheduled Monday 18th May 2020 at 7.30 pm – Venue to be confirmed in due course.