

## **MINUTES OF THE SHERIFFHALES PARISH COUNCIL EXTRA ORDINARY VIRTUAL MEETING HELD ON THE 30<sup>TH</sup> JULY 2020**

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Present: Councillors: Dr Alan MacWhannell (Chairman); Mr Nicholas Edwards (Vice Chairman); Mr John Horne;; Mr Neil Pulker and Mr Alan Edwards.

In attendance Clerk to the Council – Mrs Jennifer Neal.

53/20. Apologies for Absence.

Apologies of absence were received and accepted from Councillor Barratt and Councillor Tonkinson who were unable to attend due to previous commitments. Councillor Turley sent his apologies also.

These apologies were noted and accepted.

54/20. Declaration of Councillors' Pecuniary Interests.

There were no declarations of interest.

55/20. To agree the previously circulated Minutes of the Parish Council meetings held on 25<sup>th</sup> June 2020.

It was proposed by Councillor MacWhannell, seconded by Councillor Horne, that these minutes were accepted as a true and accurate record of both proceedings with the following addition for Clarity to item 41/20 – To add Councillors Nick and Alan Edwards and on a vote this was carried.

56/20. To agree any further actions required after receipt of the Clerks Report (appendix 1)

The following items were noted:-

Formal complaint has been submitted to the Council's ombudsman, this was noted. If the complaint is not being dealt with correctly, then the Clerk to contact the Ombudsman and update them on the issue.

**Action:** Clerk to report back progress

A5 Traffic lights - Correspondence from Councillor N Edwards re the traffic lights has been put on the website and passed directly to the Highways officer dealing with the matter. We have requested a copy of the safety report when it has been completed.

**Action:** The Clerk to progress getting a copy of the report.

Police Commissioners Survey (circulated to all members), needs to be completed.

**Action:** Councillor Pulker to prepare a response.

Church Pathway has been laid, members of the public and Parish Council are not satisfied with the finish of the path. Shropshire Highways are going to tarmac the end of the path, in the next 5 days time. Additionally the contractor is going to complete the edges of the path, with an additional cost (as this was not in the specification) of £200. This was agreed.

**Action:** Chairman to progress

EMG Grant expenditure

Additional items agreed for using this budget line for are:-

Heath Hill keep maintained (Shropshire Council have not answered if this is their responsibility as an amenity area)

Clearing of signs on verges from vegetation.

Junction at the Rock and Marsh Lane need clearing.

**Action:** Clerk to sort contractor.

Noticeboard refurbishment - The Chairman has contacted a local tradesmen to have a look at the board with him next week along with the Bus shelter refurbishment.

**Action:** Chairman to progress

Flooding Church Lane – The Clerk has requested that the Drain tanker to come and clear the drains.

**Action:** Clerk to progress

Enforcement – The junction with the A41 and Hand Lane has been reported as a large wall has been erected which may cause flooding issues onto the A41.

**Action:** Clerk to progress.

Playing Field Boundary – cost to date with the solicitor are £300, there is an additional cost of £375 to the trustees that the Council have to pay for. The Clerk sent the letter to the bungalow owners with reference to their boundary wall being safe. This was noted.

57/20. To discuss and agree the use of devolved powers during Covid outbreak.

It is hopeful that meetings will return to normal in September with face to face meetings with a normal schedule.

The Chairman prepared the following draft scheme of delegation Sheriffhales Parish Council

## Introduction

This document sets out the manner in which the Parish Council has delegated powers and responsibilities. This document is one of the three major ways in which the council regulates its affairs, the others being its standing orders and financial regulations.

The power to delegate functions is set out in the Local Government Act 1972,s101 The intention of this delegation scheme is to allow the council to act with all reasonable speed. Therefore the clerk is given powers over the day-to-day administration of the council and its committees or work groups to decide matters within their terms of reference. Matters of major policy , planning developments or expenditure should be recommended to the full council.

The Clerk shall be the Proper Officer and carry out the functions of this role as provided by the Local Government Act 1972 and the Responsible Financial Officer in accordance with Accounts and Audit regulations in force at any given time.

## Delegated Powers and Responsibilities

### 1. General Delegation

in addition to the responsibilities set out in the clerks job description the clerk has the delegated authority to undertake the following matters on behalf of the Council:

1.1 day-to-day administration of services together with routine inspections and control.

1.2 authorisation to call any extra ordinary meeting of the council as necessary having consulted with the chair or vice chair of the council

1.3 authorisation to postpone or cancel any ordinary or extra ordinary meeting of the Parish Council.

1.4 authorisation to respond immediately to any correspondence requiring all the questing information all relating to previous decisions of the council but not to correspondence requiring an opinion to be taken by the council.

1.5 updating and managing the content of the councils website

1.6 taking appropriate actions arising from emergencies in consultation with the chairman or vice chairman of the council as appropriate to the circumstances.

## 2. Annual meetings

This scheme of Delegation permits the council to receive an act upon the government advice in relation to the holding of the annual meeting of the parish and the annual meeting of the Parish Council thereby giving delegated power to the clerk to make the necessary rearrangement of these meetings in consultation with the chairman or vice chairman.

## Financial Delegation

in addition to the Clerk/RFO legal responsibilities with regards to accounts and audit regulations the Parish Council recognises that there may be situations where it is appropriate for the Clerk/RFO to have further delegated powers in relation to financial matters. these may include for example urgent replacement of computing equipment critical payment decisions when the Council is unable to meet in the lawfully convened meeting and emergency works to Parish Council assets conditional on the existing law for power or authority that would permit the Parish Council to approve such expenditure and a normal circumstances. if in any doubt guidance from the Shropshire Council legal department and other bodies should be obtained as necessary.

This scheme of delegation notes as it is lawful for the Clerk/RFO to spend against specific items in the Parish Council budget which have been identified when setting the precept and that the Clerk has delegated authority to make routine expenditure on for example office stationery postage printer cartridges et cetera. All payments above £500 would ordinarily require the approval of the full council but in circumstances where this is not possible the Clerk/ RFO Will liaise with all councillors to gain their approval before making any spending decisions and ensure this is published and duly minuted.

## 4. Planning Delegation

The Council recognises that there are times when the timing of a planning application would not allow enough time for the Council to meet and agree on a response before the deadline for consultee comments or that the Council itself cannot meet for other reasons.

In this situation:

The Planning Authority is contacted to request an extension of the deadline and if an extension is not possible Councillors are emailed or posted detail of the application. All Councillors should have an opportunity to consider and respond to the application and share comments such that a quorum of Councillors review the submission as a Planning Committee. If there is then disagreement an extraordinary meeting should be called in accordance with Standing Orders.

The Clerk will have delegated power to draft the response and include detail on the decision at the next Council meeting.

It was noted that this is the current working practice of the Parish Council, and members agreed that this is a useful document to keep on file as the Parish Council's best practice.

With regard to formal delegated powers it was noted that there are no additional powers due to Covid.

Councillor MacWhannell proposed that the document is adopted with Councillor Edwards reviewing the document further this was seconded by Councillor Horne. On a vote this was carried unanimously.

**Action:** Councillor N Edwards to review

58/20. To agree next stage of playing field refresh

The Chairman has spoken to Mrs Edwards to discuss the benches for the playing field with, they have looked at the current supplier, which is re-cycled plastic and low maintenance. Lead time for the seating is approx. 4 weeks.

With regard to the Orchard the trees are due to be planted in the autumn, Mrs Edwards has liaised with Councillor Barratt to resolve the purchase of the trees. The water supply we believe is not needed, as with the number of trees we can use water cans etc to water the plants. Plans of the proposals to be passed to Councillor Horne.

The budget sum for the playing Field project at the November 2019 meeting was set at £5000 from the Council reserves and £13000 from Lightsource funds.

It was proposed by Councillor Turley and seconded by Councillor Pulker that the final total for the purchase of the benches and installation costs be circulated to members and subject to it being within budget, then permission is given to proceed with this part of the project. This was agreed unanimously.

**Action:** It was agreed that Councillor Horne will help with this project.

**Action:** Chairman to circulate the costings to all members.

59/20. To agree management of playing field play area

It was reported that following the risk assessment (as set out as appendix 1 to the minutes) prepared by the Clerk and the Chairman, it had been agreed to reopen the play area on the 24<sup>th</sup> July.

Volunteers from the Community have offered to help with any requirements to keep the play area opened.

It was proposed by Councillor and seconded by Councillor to agree the Risk Assessment prepared by the Chairman of the Council and the Clerk. On a vote this was carried unanimously.

It was proposed by Councillor Turley and seconded by Councillor Horne to purchase a sign for the Coronavirus guidelines. On a vote this was carried.

**Action:** Clerk to order a sign ASAP.

60/20. To update members on the casual vacancy

Following the resignation of Councillor Edmondson, the election notice has been placed on the noticeboard and on the website.

The last date to call for an election is today (30<sup>th</sup> July), if an election is not called (although this could not take place until May 2021) then the Council can Co-opt. This was noted.

61/20. To discuss any planning applications received (Appendix 2)

20/02838/TCA The Beeches , The Rock, Sheriffhales – To fell 1no Beech within Sheriffhales Conservation Area – It was proposed by Councillor Horne and seconded by Councillor MacWhannell that there are no objection to the application. This was carried on a vote.

**Action:** Clerk to send comments.

Update on 20/820, 821, 822

The Clerk has been trying to confirm when the applications will be discussed, and has been informed that additional documents have been requested of the applicant and are awaited.

62/20. Items for a future meeting

Accounts update; representatives on Outside bodies; Village Hall boundary; Community service; Noticeboards

Noted Clerks appraisal needs to be undertaken when conditions allow.

63/20. Date of Next Meeting

10<sup>th</sup> September 2020 at Sheriffhales Village Hall

64/20. Confidential matter relating to land under the Parish Council's jurisdiction.

The Press and Public were excluded on the grounds that the business to be transacted was relating to a contract to be let.

It has been brought to the Councils attention that the car park area is in the responsibility of the Parish Council. It is on a lease between the Church and the Council. Members agreed that first instance to get a copy of the lease and distribute it to all members and discuss further t our next meeting.

**Action :** Chairman to obtain lease and circulate to all members.

**RISK ASSESSMENT FORM      SHERIFFHALES PARISH COUNCIL**

Risk Assessment Reference Number: <b>SPC1-PLAYAREA</b>	Date of Assessment: <b>24<sup>th</sup> July 20</b>	Date of Review: <b>1<sup>st</sup> September 20</b> or if further guidelines are received
<p>Task/Work Activity/Work Area Assessed:    Reopening of Play Equipment – Sheriffhales Playing field, Church Lane, Sheriffhales.</p> <p>The Parish Council manage play area have been closed since 23.3.20 in accordance with Covid 19 measure. Sheriffhales Parish Council is committed to re-opening its play area as per guidance issued by the Government. The Council recognises the need to provide community facilities to help people enjoy outdoor activity but also recognises that it must provide as far as possible a safe environment for those using the facilities and for staff or volunteers that facilitate associated services. This risk assessment will be kept under regular review and is additional to the general risk assessment for the play areas which applies in all circumstances.</p> <p>Site Management</p> <p>A visual inspection is carried out daily and a monthly recorded inspection is carried out on the site. The annual Rospa inspection is also carried out. The litterbins on the Playing Field are emptied and managed by Shropshire Council.</p>		
People Involved in Making This Assessment:	<b>Parish Clerk, Chairman</b>	Signature (s):
<p>Risk Rating scoring system:    Level of Risk = Likelihood x Consequence/Severity</p> <p>18 or 25    <b>High.</b>    Unacceptable – Stop until immediate improvements can be made.</p> <p>10 to 17    <b>Medium.</b>    Tolerable - needs improvement within a reasonable timescale, e.g. 1 to 3 months depending on the situation.</p> <p>5 to 9    <b>Low.</b>    Adequate but look to improve by next review</p> <p>1 to 4    <b>Very Low.</b>    Residual risk is acceptable, and no further action will be needed if control measures are maintained.</p>		



Score	Likelihood	Description	Score	Consequence/Severity	Description		
5	Very likely / Almost certain	Event is expected to occur in most circumstances	5	Catastrophic / Severe / Fatality	Death/permanent disability to one or more people		
4	Likely	Event will probably occur in most circumstances	4	Serious injury / ill health	Hospital admission needed, e.g. fracture		
3	Fairly likely / Possible	Event could occur at some time	3	Moderate (over 7-day injury)	Medical treatment needed, over 7-day incapacity		
2	Unlikely	Event is not likely to occur in normal circumstances	2	Minor injury / ill health	First aid is needed		
1	Very unlikely	Event may occur only in exceptional circumstances	1	Insignificant / no injury	Injury does not need first aid treatment		
Persons Affected by the Activity	What Hazards Have Been Identified?	Control Measures Already in Place	Risk Level Low, Med, High	Further Control Measures Needed	Action Who	Action When	Action Closed
General public using play equipment	There is a direct threat to all person's health and wellbeing from transmission of Covid-19 in the play areas and on the outdoor gym equipment. Persons can catch the virus from others who are infected in the following ways: Virus moves from person to person in droplets from the nose or mouth and is spread when a person with the virus coughs or exhales The virus can survive for up to 72 hours out of the body on surfaces that persons have coughed on People can pick up the virus by breathing in the droplets or by touching contaminated	<b>Pre opening</b> All existing non-coronavirus related maintenance inspections continue to apply. Full inspection carried out by Clerk of all equipment.  Chairman inspected equipment on the 24 <sup>th</sup> July  <b>Signs</b> Signs will be in place in the play area and on the entrance gate outlining the: <ul style="list-style-type: none"> <li>• Need to wash hands.</li> <li>• Need to maintain social distancing.</li> <li>• No eating in play areas.</li> <li>• Need to use litter bins.</li> <li>• Need to limit numbers.</li> </ul> <b>Signs will also state that only 1 adult per family is to be in the play equipment area to ensure the maximum number of children can enjoy the equipment</b>  <b>Cleaning and Hygiene</b> - Signage at the site promotes hand washing as a preventative	(3x5) 15 medium	Risk assessments will be kept under review to ensure that a safe place of play and exercise is maintained  Regular inspections and replacement of signs	Chairman an / Clerk	ongoing	

	surfaces and then touching their eyes or mouth	<p>measure. Users are also encouraged to use hand sanitizer. This message will be repeated on the website and social media. It is not practicable to provide hand sanitiser or washing facilities on site for users.</p> <p>There are no toilet facilities on site.</p> <p><b>Removing of Equipment</b> – it is not considered practical to physically remove equipment</p>					
	Inability for users to maintain social distancing refers to people being required to maintain a distance from each other of 2 metres wherever possible. Social distancing effectively puts people at a safe range from anyone coughing. The main route of virus transmission is through droplets exhaled or coughed by an infected person	<p>All persons will be required to:</p> <ul style="list-style-type: none"> <li>• Avoid non-essential contact with others</li> <li>• Keep a safe distance of at least 2 metres from others wherever possible</li> <li>• Avoid physical contact</li> </ul> <p>The play areas will be adapted where required to enable social distancing to be implemented and maintained.</p> <p>Use of individual pieces of equipment within the play areas is limited to one household at one time.</p> <p>Signs will be placed at the entrance to the areas reminding people of the need to socially distance and of the limits on the number of households per piece of equipment</p>	(3x3) 9	Consider closure if poor compliance	Clerk / Chairm an	On-going	

All users	People becoming unwell while on-site or an asymptomatic person using the site	<p>If a person becomes unwell whilst in the play area with coronavirus symptoms (a new continuous cough or a high temperature) they must go home and then inform the relevant Authority.</p> <p>If the Council becomes aware that a potentially infected person has used the play area the following actions will be taken:</p> <p>The specific Play area will be closed for at least 72 hours.</p>	(3x5) 15	Seek further advice from Public Health immediately	Clerk / Chairman	Ongoing	
Parish Council Staff or volunteers	Infection from Covid 19 through touch and proximity of play equipment	<p>Staff to wear appropriate PPE when inspecting play equipment where practicable – where not practicable staff to use hand sanitiser provided on return to vehicle and wash hands on return to office.</p> <p>Staff and volunteers who are symptomatic or are contacts must inform Council immediately and must follow current Government Guidance re self isolation, personal testing and contact tracing.</p> <p>In the case of staff sickness reducing the workforce to a level that the play area equipment cannot be maintained. The Council will endeavour to engage contractors or will close the facilities.</p>	(3x5) 15	Review once opened and follow National and Local guidance	Clerk	Ongoing	
All users	People not following guidelines	<p><b>Monitoring</b> – user feedback and observation of area required to evaluate if guidelines are not been followed.</p> <p>Staff will not intervene if guidelines are not being followed and will have authority to close the play equipment.</p>	(3 x5) 15	Further measures will be put in place if it becomes apparent that the guidelines are not being followed. If this does not solve the issue the area will be closed.	Clerk / Chair /	On-going	

Risk Assessment Review undertaken by Parish Clerk approved on the 30<sup>th</sup> July 20 by Sheriffhales Parish Council

Next Date for Review : 1<sup>st</sup> September 2020 or if further guidelines are issued  
Comments:

Signature

Name

Date

DRAFT