



PEASEDOWN ST JOHN PARISH COUNCIL

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Minutes of the Full Council Extraordinary Meeting held on Monday 19th October 2020 at 7.00pm Held Remotely via MS Teams

Present:

Councillors:

Barbara Bailey; John Bailey; Mandy Clarke; Richard Clarke; Audrey Gillard-Sprake; Gavin Heathcote; Samantha Heathcote; Simon Kidd; Andrew Larcombe; Ray Love; Conor Ogilvie-Davidson; Jonathan Rich (Vice-Chair); Les Sprake; Kathy Thomas (Chair).

In attendance:

Tanya West – Parish Clerk

Important Note:

Due to Coronavirus Covid-19 pandemic and the measures the Government has implemented in response to this, the requirement for Parish Councils to hold public meetings in person with all members present in one place cannot be met.

As a consequence, the Coronavirus Act 2020 provided the powers to the Secretary of State to make the following regulation:

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

This Regulation came in to force on 4 April 2020 and enables local councils to hold remote meetings (including by video and telephone conferencing) until 7th May 2021 (or sooner if the Government rules are relaxed).

During this period, Peasedown St John Parish Council meetings will be conducted remotely via an online platform (in this instance via MS Teams).

Public Session

Two members of the public were present at the meeting; the candidates for co-option.

C440 – 19/10/2020

Attendance Roll Call and Declarations of Interest

The attendance roll call was undertaken (those present are detailed above).
No further interests to those already disclosed to the Monitoring Officer were declared.

C441 – 19/10/2020

Apologies for Absence

Apologies for absence had been received from Cllr Jo Davis due to personal commitments. This apology was duly noted.

C442 – 19/10/2020

Items for Urgent Report

There were no items for urgent report.

C443 – 19/10/2020

Protocol for Remote Parish Council Meetings

The current Standing Orders states that 'voting on appointments will be undertaken by paper ballot by those present at the meeting'. It was agreed that it is not logistically practical to undertake a paper ballot for remote meetings and so various options had been discussed and tested and MS Forms appeared to be the most appropriate way of capturing the information required whilst still being relatively easy to use.

Consequently, the following proposed change to Standing Orders and the Protocol for Remote Parish Council Meetings documents was considered prior to any voting taking place. It was noted that this process will apply for all remote voting on appointments and includes co-option, Committee Chairs etc.

- i. It was **resolved** that Standing Order 8.b be supplemented with the addition of:
For remote meetings, voting on appointments will be undertaken online via MS Forms [which can be made available through MS Teams]. With the one exception that if councillors have to share a device, and so cannot utilise their individual MS logins, alternative arrangements are made for them to submit their votes directly to the Clerk by the most appropriate method i.e. email/chat/telephone.

Voting will be carried out anonymously unless a recorded vote is requested in accordance with Standing Order 3.1 [including the supplement for remote meetings].

- ii. It was **resolved** that this amendment to Standing Orders is applied with immediate effect and note that it is required due to Coronavirus restrictions preventing group gatherings, and is in accordance with Statutory Instrument 2020 No. 392.
- iii. It was **resolved** that Peasedown St John Parish Council's Protocol for Remote Parish Council Meetings is updated to reflect the above listed changes.

C444 – 19/10/2020 Resolution Relating to Confidential Nature

There was some discussion regarding whether it was correct that the meeting should be called into private session and the NALC Legal Topic Note No. 8 was quoted in regard to keeping the meeting public when decisions are made for co-option. It was clarified that only the interviews would be held in closed session, and that the actual decisions would be made whilst the meeting is open to the public. Therefore, in accordance with Standing Order 3c and in view of the confidential nature of the business to be transacted, it was **resolved** that the press and public be temporarily excluded from the meeting.

C445 – 19/10/2020 Parish Councillor Vacancies

Councillors received an update regarding co-option voting. It was reported that the recently updated NALC Legal Topic Note No. 8 on Elections and Co-option states:

Where the number of candidates is less than or equal to the number of vacancies, the candidates shall be appointed to the council if they meet the s.79 eligibility criteria and they are not disqualified under s.80.

This was discussed and it was suggested whether it was worthwhile undertaking the interview process as originally planned due to both candidates already confirming they meet the relevant criteria etc. It was therefore proposed that a vote is held in public session to appoint the two candidates for the two casual vacancies currently available. This was seconded, but the motion was not carried as the general feeling was that it would feel like a waste of time not engaging with the candidates in some way and would also be worthwhile finding out what they intend to bring to the Council and their areas of expertise etc.

Consequently, the Council undertook dialogue sessions with the two candidates on an individual basis. They had both submitted applications for consideration and the Councillors had read their personal profiles as part of the pre-reading for the meeting.

C446 – 19/10/2020 Resolution to Revert to Public Session

It was **resolved** to put the meeting back into public session.

C447 – 19/10/2020 Parish Councillor Vacancies

- i. The Clerk clarified the process to be undertaken for the remote voting for co-option.
- ii. Co-option voting was undertaken, and Andrew Fraser was elected as a member of the Council under the first casual vacancy and Adi Davis was elected as a member of the Council under the second casual vacancy, both by majority vote.
Adi and Andrew were thanked for putting themselves forward to join the Parish Council, were congratulated on their appointment and advised the Clerk would arrange with them directly to sign their necessary papers so they could attend the Full Council meeting the following evening.

C448 – 19/10/2020 Date and Time of Next Meeting

The next meeting of the Full Council is scheduled to be held on Tuesday 20th October 2020 at 7pm remotely via MS Teams.

The meeting closed at 8.52pm

Signed..... Date.....