

ST CLEER PARISH COUNCIL

NOTICE is hereby given that An Extraordinary Meeting of the Parish will be held on Wednesday 18th March 2020 at 7.15pm in the Council Sports Pavilion, Hockings House, St Cleer to which members are summoned to attend.




TO MITIGATE THE SPREAD OF COVID 19; PEOPLE WITH ANY FORM OF COLD OR COUGH ARE RESPECTFULLY REQUESTED TO ABSENT FROM THE MEETING. SHOULD IT BECOME CLEAR THAT SUCH A PERSON ATTENDS THE MEETING IT WILL BE ABANDONED

HAND SHAKING WILL BE AVOIDED

ALL ATTENDERS WILL SIT 2 METRES APART

PEOPLE IN VULNERABLE GROUPS ARE INVITED TO ABSENT

AGENDA

1	Apologies for absence	
2	Members declarations <ul style="list-style-type: none">a. Disclosable pecuniary interestsb. Non-registrable interestsc. Declarations of giftsd. Applications for dispensations	
3	St Cleer Pandemic Risk Management <ul style="list-style-type: none">• Risk Assessment endorsement• Standing order Pandemic amendments endorsement	
4	5 day Protocol Procedure <ul style="list-style-type: none">• Motion to adopt the procedure	
5	<p>Planning Applications since the last meeting (additional applications received prior to the meeting will be added to this list)</p> <p>Conversion and extension of traditional stone agricultural building to form 2 bedroom dwelling </p> <p>Newton Farm Rosecraddoc Liskeard Cornwall PL14 5JU Ref. No: PA20/00388 Validated: Thu 23 Jan 2020 Status: Awaiting decision</p> <p>Motion; Vote by Proportional representation on:</p> <ol style="list-style-type: none">1. Agree with the recommendation.2. Agree to disagree.3. Having made strong planning reasons maintain your support/objection for the proposal against the recommendation and request that the application is determined by the Planning Committee. <p>If 3 is voted; allocation of Councillor(s) viz:</p> <p>In this circumstance it will be important for a representative from your Council to attend and speak at the Planning Committee meeting to enable the Members to fully understand your Council's strong planning reasons for proposing a decision that is contrary to that of the case officer.</p> <p>Two storey extension to the existing dwelling.</p> <p>Planning Application Downhill Cottage Darite Liskeard Cornwall PL14 5LG Ref. No: PA20/01526 Received: Mon 10 Feb 2020 Validated: Mon 10 Feb 2020 Status: Pending Consideration</p>	Zip files will be available at the meeting

Extension to the rear of the property to create an open plan kitchen / living / dining room and an additional bedroom with en-suite.

Planning Application

Hartley Tremar Liskeard Cornwall PL14 5HT

Ref. No: PA20/01894 | Received: Mon 02 Mar 2020 | Validated: Wed 11 Mar 2020 | Status: Pending Consideration

Raised decking to the rear garden to provide an external amenity space with a level access from the internal floor level together with an entrance porch to the front elevation.

Planning Application

3 Church View St Cleer Liskeard Cornwall PL14 5HX

Ref. No: PA20/01878 | Received: Sat 29 Feb 2020 | Validated: Sat 29 Feb 2020 | Status: Pending Consideration

**St Cleer Parish Council
PANDEMIC MOTION**

Date of Document:	12.3.20
Committee / Sub Committee the motion is intended for:	Parish
Date of that Meeting:	18.3.20
Proposer:	
Seconder:	

<p>Situation: Covid 19 has been declared a Pandemic</p>
<p>Background: The pattern in other areas demonstrate that when a government imposed 'close' is implemented the duration is a minimum of 6 weeks. COBRA are monitoring on a daily basis the potential in the UK to close schools; and it is incumbent on Parish to future proof its activity to the best of its ability given the information currently available</p>
<p>Assessment: The main impact of a 'close' will essentially be the impact of the removal of decision making, save those already given Delegated Authority A second impact will be the mitigation of staff illness or isolation in conducting the routine activities of Parish</p>
<p>Proposed Motion:</p> <ol style="list-style-type: none"> 1. To adopt the Pandemic Risk Assessment and use the benchmark of School Closure to inform Parish 'close'; at this point the YC, FCs and Pavilion users will be asked to not attend the Sports Pavilion and to do so will be contrary to their hire agreements and may impact on future hire agreements. The public toilets will be locked. 2. At the point that widespread public self isolation appears imminent to 'close' the outdoor gym and Horizon play park by applying 'do not enter' tapes to the assets. It is noted that this may well be removed or subject to antisocial behavior but it is likely to assert Parishes view on isolation for the benefit of the community 3. To enable exigent decision making by endorsing the amendments made to the Standing Orders, essentially to enable virtual meetings and increasing Clerk exigent spend temporarily to £1,000 4. To pre endorse for a period of 3 months staff salaries, HMRC and NEST which will then be paid on time by the banking system; this will involve a large transfer from deposit account to current account. 5. To note the change in activities of the care taker in terms of 'delay' and recording of same 6. To note the action of Parish in relation to dissemination of information 7. To note the HR implications of self isolation may, in particular, force an earlier 'close' should the actions in (5) above not be possible. 8. To note that there are a significant number of Councillors (and the Clerk) that meet the criteria offered by the WHO as vulnerable implications thus self isolation may, in particular, force an earlier cancellation of meetings than indicated in (1) above.
<p>Date received:</p>

Risk	Outcome of risk	Risk	X	Prob	Total	RAG	Mitigation
Contain: detect early cases, follow up close contacts, and prevent the disease taking hold in this country for as long as is reasonably possible	Small number of cases that can be contact traced and isolated	5	x	5	25		This period has been passed 12.3.20
Delay: slow the spread in this country, if it does take hold, lowering the peak impact and pushing it away from the winter season	Growing number of cases and increased community spread. Contact tracing increasingly difficult. Growing burden on health services and reduction in routine, planned and screening medical care	5	x	5	25		Public Facing Action <ul style="list-style-type: none"> Focus caretaker activity on virus delay measures Spray down all parish council surfaces that may contribute to the delay of virus spread on a daily basis and record Deep clean used facilities post each use and record Disseminate information from credible sources on social media and on Parish assets e.g. Pavilion, toilets, bus shelters and record
							Staff Management <ul style="list-style-type: none"> Manage staff health by requiring self isolation at the sign of any cough or cold like symptom / or as indicated by NHS Close all assets if we cannot maintain cleaning and spraying regimes Abort Parish Council meetings if Clerk is self-isolating Enable home working if possible Manage off duty pay as per LGA guidance (to include self isolation)
							Public Meetings <ul style="list-style-type: none"> All potential attenders requested to self-isolate should they show any symptoms of any cough or cold like symptom / or as indicated by NHS Should an unwell Councillor or member of the public attend any meeting will be aborted and facility deep cleaned A protocol for skype meetings to be developed which will be outside of the standing orders to cover exigent matters Apologies will be accepted from any councillor who wishes to isolate from public meeting for any reason whatsoever
							At the point of School Closure <ul style="list-style-type: none"> Close Pavilion Close Public Toilets Advise public NOT to use outdoor equipment Blue Collar staff put on administrative leave Clerk to work from home

							<ul style="list-style-type: none"> • Council activity effectively stalled save matters of an exigent nature (it is likely that Planning matters will be subject to delay and therefore this will not be considered exigent) • Clerk in consultation with the Chair, Vice Chair or Chair FGPC or Estates will make decisions on exigent matters and Parish will be asked to ratify these in retrospect at the earliest Opportunity
Research: better understand the virus and the actions that will lessen its effect on the UK population; innovate responses including diagnostics, drugs and vaccines; use the evidence to inform the development of the most effective models of care	This activity is concurrent to all the other phases and will inform future planning decision and responses	5	x	5	25		
Mitigate: provide the best care possible for people who become ill, support hospitals to maintain essential services and ensure ongoing support for people ill in the community to minimise the overall impact of the disease on society, public services and on the economy	Widespread community spread. Possible significant disruption to social and business activity. Medical facilities are working at or above maximum capacity	5	x	5	25		<ul style="list-style-type: none"> • Remote working and communication • Use social media to keep electors informed • Ensure contingency plans are available and understood • Support national effort to maintain society, public services and the economy as able

**St Cleer Parish Council
LA 5-day Protocol Procedure**

OUTLINE

When the Planning Officer determines that their view is contrary to that of any Parish, they may simply refer the matter to a Planning Committee meeting but may ask, in a mediatory arrangement, to use their authority to process the application. 1 and 2 enables Parish to review the rationale applied by Planning and (1) concede or (2) continue to disagree without recourse to planning committee.

Option 3 enables Parish to opt out of mediation, but then must attend the planning committee and give evidence. Planning committees do not incur additional expense it is a simple matter of them looking at an application much as St Cleer PC does with a 3/4-minute presentation by Parish, much as Parish has a 3-minute presentation by an applicant.

	Protocol offered	Interpretation
1	Agree with my recommendation	Concede the Planning Officer's view
2	Agree to disagree	Disagree without a fight
3	Having made strong planning reasons maintain your support for the proposal against my recommendation and request that the application is determined by the Planning Committee	Disagree and fight In this circumstance it will be important for a representative from your Council to attend and speak at the Planning Committee meeting to enable the (Cornwall Council) Members to fully understand your Council's strong planning reasons for proposing a decision that is contrary to that of the case officer.

5 DAYS

This accommodates a statutory framework conceived post the Local Government Act 1974 where technology was not in force at the time.

It is not negotiable

To manage this matter consistently without the need to call ExOs on a frequent basis; this protocol will be managed by St Cleer as follows:

If any Parish meeting or Sub Committee meeting falls within the 5 days; the decision will be put to that meeting under Delegated Authority

Should there be no such meeting the Clerk will issue an e mail which ought to be returned on Reply not Reply all asking for an indication of choice

	Protocol offered	Choose one option	A simple majority will be enacted and reported at the next meeting
1	Agree with my recommendation		
2	Agree to disagree		
3	Having made strong planning reasons maintain your support for the proposal against my recommendation and request that the application is determined by the Planning Committee		

In keeping with the protocol, should the majority not respond, the default reply of no response will be offered to Cornwall and they will consider a default decision

Should the Clerk be in any confusion or should the matter appear contentious, Option 3 will be initiated and can be rescinded at the next meeting of the Parish (without motion)

PREVIOUS RESOLUTIONS

A previous resolution, for example a decision made on a planning matter which is now subject to protocol as outlined above may not be reversed. The following is from our Standing Orders

8 PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least (4) councillors to be given to the Proper Officer in accordance with standing order 9
- b When a motion moved pursuant to standing order 8(a) has been disposed of, no similar motion may be moved for a further six months.

Caution must be exercised by Council in ensuring that the debate pertaining to the Protocol, does not lapse into an unlawful re visitation of the initial decision made by Council on the planning application.

Should a Councillor wish to use the opportunity for this to be incorporated into the Protocol discussion they must submit to the Proper Officer a formal motion, signed by 4 councillors 4 working days before the meeting. This does not include the day it is sent or the day of the meeting. Essentially such a proposal is technically impossible for Protocol matters.

Should a Councillor wish to ask for a planning decision to be revised at a time after such a decision has been made (in absentia of the protocol but within 6 months) they ought to simply ask for a motion to be put to council, signed by 4 Councillors.

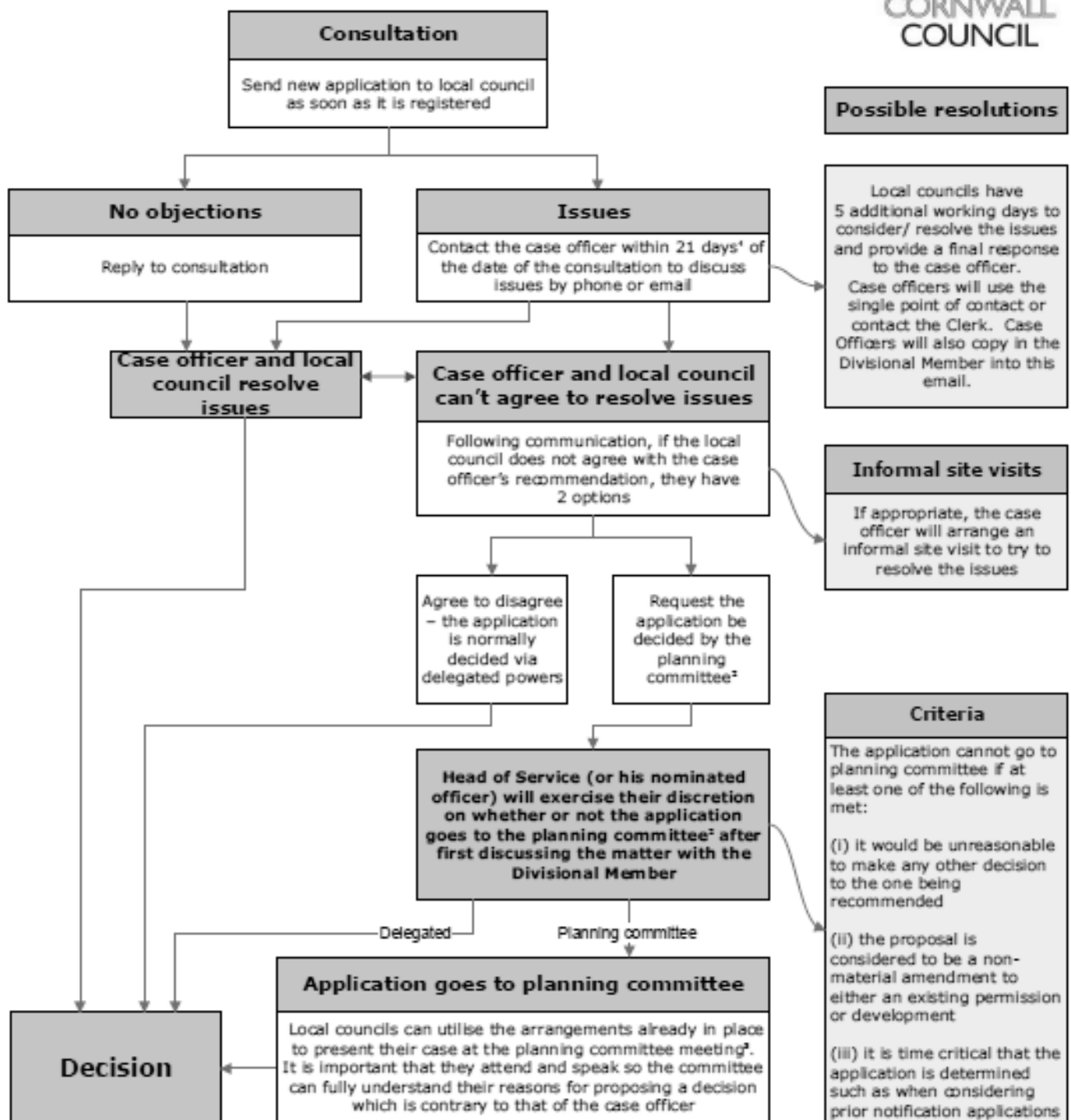
12.3.20

Taken to Parish on 18.3.20

Agreed by

Review in

PROTOCOL FOR LOCAL COUNCILS



Notes

*21 days is the statutory time period - if an extension of time is required, the request and response must be in writing (or email) and is likely to be acceptable unless a decision is imminent.

²See page 2 for further information.

³Any written supporting statements must be submitted at least 3 working days before the committee meeting.

If a case officer is on leave or sick, contact your area team Group Leader or Principal who will be able to find out who is dealing with the application in the case officer's absence.

Should a case officer decide to change their recommendation at any point in the determination process after having communicated a different view, the case officer must inform the local Divisional Member(s).

**St Cleer Parish Council
Motion Template**

Date of Document:	
Committee / Sub Committee the motion is intended for:	
Date of that Meeting:	
Proposer:	
Seconder:	
3rd and 4th Signatories if required under Standing Order (this applies specifically to EXO matters and Rescissions)	

Items noted in red are simply prompts and may be removed by the Proposer or Clerk prior to the agenda being issued

Situation: What is the current issue/concern/problem?
Background: What was the background leading up to the current situation? <ul style="list-style-type: none"> • What was/is involved? • What action has been taken to date (if any)? • Statute / Policy / Procedure / Standing Order related to the matter
Assessment: <ul style="list-style-type: none"> • What is your assessment? • What likely costs will this incur, now and in the future? • Have you any facts or figures to present? • Identify the current risks for the organisation.
Proposed Motion <i>A motion shall relate to the responsibilities of the meeting for which it is tabled and, in any event, shall relate to the performance of the Council's statutory functions. Powers and obligations or an issue which specifically affects the Council's area or its residents:</i> <ul style="list-style-type: none"> • State the motion you wish to put to the vote. Please word this in such a way as the Council may decide to support or oppose your motion
Date received:
Action taken or motion rejected (under SO9h):
Signature of Clerk / Officer receiving the motion:
Disposal: Parish Meeting / Subgroup Meeting (State) Date of Meeting: