**20LHPC03b Little Horkesley Parish Council**

**meeting held in the Village Hall on Wednesday 18 March**

**Present:** Maria Oats (Chair)

Chris Exley

Chris Jacobs

Hannah Taylor

Susie Goldring

Jo Petersen (Clerk)

**Apologies**

There were apologies from Cllr Nigel Chapman (CBC Rural North)

Maria Oats declared a non-pecuniary interest in item 6D

Chris Jacobs declared a pecuniary interest in item 6D

**1. Minutes**

The Minutes of the meeting held on 19 February were agreed as an accurate record.

**2. Coronavirus Covid 19**

The council discussed their response to the current Covid 19 crisis.

It was agreed that the chair and the clerk would put together a leaflet asking for members of the parish who were able to offer assistance to those who may be vulnerable, to contact the clerk so they may be held on a list of people potentially able to help if required.

The leaflet will also detail contact information of all members of the Parish Council, so that any members of the community who feel vulnerable are able to request assistance.

The leaflet will be distributed on Saturday 21st March.

The clerk will collate a list of all those who offer to help if required.

The new website will go live to assist in providing information to the Parish

The clerk will liaise with Chris Jacobs to collate a list of local companies who are able to deliver food supplies if needed.

The chair explained the legal position of the Parish Council with regard to the possible suspension of meetings due to the Coronavirus pandemic. By April, the council will have met three times, which is the minimum annual statutory requirement (LGA 1972 Schedule 12, part 2, s8.1).

The Parish Council will still be required to hold an Annual Parish Council Meeting in May of this year, which it was agreed may not be possible. The Clerk has discussed this with Joy Darby, Chief Executive Officer of EALC and was informed that it may well be the case that emergency legislation is brought in enabling the date to be moved. A similar move was taken during the Foot & Mouth crisis in the early 2000s. The council should just play it by ear and see how the situation develops.

**3. Emergency Plan and Vulnerable Persons List**

The vulnerable persons list will be updated by the clerk and Chris Jacobs and circulated to councillors.

**4. Affordable Housing**

The Council agreed to defer this agenda item until September given the current circumstances.

**5. Data Protection**

It was agreed to defer this agenda item until September given the current circumstances.

**6. Clerk’s Report**

*a. HMRC Tax Implications*

It was confirmed that the Parish Council has now registered with HMRC.

*b. Little Horkesley Wesbite*

The Council agreed that information regarding Covid 19 must be added to the new website as soon as possible. The website would need to be made “live” despite not being completely finished.

Links to NHS and Government information about Coronavirus Covid 19 would also be added to the website.

It was agreed that historical planning applications were not required, but any new applications would be added. A link to the Colchester Borough Website would be made available on the Little Horkesley Parish Council website.

*c. Annual Timetable*

The annual timetable was discussed, and it was agreed that it would be emailed to all members of the Parish Council for their comments and information.

*d. Roads and Verges*

* The Chair and the clerk will draft an email to Anne Brown in response to her reply regarding the flooding at School Road. The clerk will report the flooding to Highways and note that residents have been pumping the water away in order to reduce damage to the village hall and adjoining property.
* Hannah Taylor and the clerk will report the pot holes on Water Lane.
* It was agreed to review the date for Footpath Inspections at the next meeting.
* It had been reported by a resident that the War Memorial requires weeding. The Parish Council agreed to arrange for this to be done.

*e. Grant for Picnic Bench*

The clerk reported that she has submitted an application with “Awards for All” for two picnic benches for the village Green Space, as well as a bench with a memorial plaque (to be dedicated to Roger Drury) to be positioned somewhere with views of the Stour Valley.

The clerk showed the council members a Glasdon brochure with details of the Pembroke Picnic Bench and Elwood Seat.

A decision on the application will take 18 weeks.

*f. Parish Council Meeting Dates*

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