

Temporary arrangements to manage council business

The parish council has received advice from CALC (Cornwall Association of Local Councils), SLCC (Society of Local Council Clerks) NALC (National Association of Local Councils) and Cornwall Council

Public Meetings

There will be no public meetings of the parish council or its working groups for three months. This decision will be reviewed in June 2020. The timetable for monthly meetings will be retained. Meetings will be held online in real time.

How can council decisions be made?

- The Clerk will coordinate a monthly agenda that will be prepared in the usual way, and will only contain items that are of immediate importance.
- Final agreement on the agenda content will be agreed between the Clerk and Chair.
- The agenda will be published and circulated as it is currently, that is with three clear working days' notice.
- Stakeholders and residents are still able to submit comments to the Clerk's Office via email.
- Councillors will be invited to return comments and votes (where needed) on the day of the meeting.
- NALC's guidance is that they believe the risk of a successful legal challenge to a council making urgent decisions remotely at this time is low.

Financial decisions

- The payments schedule will be made up in the usual way and included in the agenda.
- Payments will be made using the online banking facility.
- Bank reconciliation will continue to be published monthly.
- The normal ruling of exceptional payments being made outside of the meeting are retained, but the upper limit for the Clerk is increased to £1,000. Such payments made after consultation with the Chair.

Planning decisions

- The Clerk will advertise on the council's website links to all planning applications received from the planning authority, offering the public the opportunity to let the council know of any views.
- A printed notice will be posted on the parish noticeboard and village Facebook page.
- The notice should give a 5 day deadline for public comments to the Clerk in writing.
- At the same time the clerk will circulate the list with links to all members of the council.
- At the end of the public opportunity to comment, the Clerk will forward a summary of the public comments received to all members for member comments for a period of a further 5 working days. Under GDPR, the clerk should not circulate individual responses without the writer's express permission.
- Under the Emergency Scheme of Delegation, the Clerk and appropriate members will agree a council response which identifies relevant material considerations and may give local information or opinion. The draft response is then shared with

members for 2 days for any comments, before being sent to Cornwall Council with the following statement :

Due to the restrictions placed on the council as a result of the Coronavirus pandemic, this response represents the opinion of members of St Keyne Parish Council identified through a consultation process and will be ratified at the next appropriate meeting of the council.

Grants and donations

Maintain the current system of small grant applications with an increased upper limit. Councillors will consider each case on its merits, and may make decisions between monthly meetings where they feel the need is urgent.

Annual Parish Meeting and Annual Council Meeting

Originally due to be held on 12 May 2020 in the village hall. We are waiting for further guidance from CALC.

Internal & External Audit

The time limit for approving the Annual Governance and Accountability Return has been extended from 30 June to 30 September.

Playgrounds

Parks may remain open to allow people to carry out daily exercise but play areas are now closed. Warning notices have been posted by the entrance to Jubilee Park play area. News of the closures has been posted on our website, Facebook and on the parish noticeboard.

John Hesketh
Parish Clerk
26 March 2020