

# Risinghurst and Sandhills Parish Council

Minutes of the extraordinary meeting of Risinghurst and Sandhills Parish Council held on Monday 23/03/2020 at 7.00pm outside the Community Centre, Kiln Lane, Risinghurst OX3 8HA.

**Councillors (Cllrs) present:** Cllrs D. Taylor (Chair), Adams, Drummond, Fuller, Merritt, Smith, L. Taylor and Amin.

**Absent:** Cllr Purbrick.

**Staff present:** Bev Field (Parish Clerk)

**Members of the public present:** None

## Agenda

**56/230320 Apologies:** Apologies were received and accepted from Cllrs Philpott, Naylor and Ham.

**57/230320 Declarations of interest:** None

**58/230320 Minutes:** The minutes of the meeting held on 03/03/2020 were approved and signed as an accurate record.

**59/230320 Matters arising:** Item 54/030320 Oxwood Tree Surgery should be requested to deal with the hanging branch as a matter of urgency due to safety.

**60/230320 Parish Clerk appointment:**

**Resolved:** It was unanimously agreed to confirm Bev Field as the new Parish Clerk in post from 01/01/2020 for 50 hours per month on SCP 20. A contract will be finalised by the Employment Committee.

**61/230320 Delegation of power:** On advice from the Oxfordshire Association for Local Councils (OALC) it was agreed to delegate power to the Parish Clerk/RFO in consultation with an Emergency Committee during the period of the Covid-19 pandemic. This is to ensure that the Parish Council continues to function, while meetings cannot be held.

Cllr Naylor (Chair of the Parish Council) indicated in writing that due to self-isolation she was unable to attend at the current time. Appreciation, care and thanks were extended to Cllr Naylor for her commitment and hard work in the Parish.

**Resolved:**

- a) The Parish Council empowers the Parish Clerk/RFO, in consultation with the Emergency Committee, to do anything expedient and necessary to ensure the continuous business of the Parish Council, and to deal with mandatory undertakings in order to prevent the authority from incurring liability during the period that the delegation is applicable due to the Covid-19 pandemic.
- b) Cllrs D. Taylor (Vice-Chair), Adams and Smith were elected to the Emergency Committee. Cllrs L. Taylor and Fuller were elected as substitute members should the need arise.
- c) The Clerk/RFO will be responsible for overall control of the assets, services and functions of the Parish Council, will continue to prepare payments, circulate a schedule of payments to Councillors, process and issue invoices as usual and has delegated authority to operate within the agreed budget for 2020/21.
- d) The Clerk/RFO will continue to keep members informed and consulted. The Clerk/RFO will present a full report to the next meeting of the full Council.
- e) All Councillors and employees of the Parish should follow and promote the guidance from Public Health England and government guidance to reduce the risk of infection from Covid-19 including periods of self-isolation.

**62/230320 Annual Parish meeting:**

**Resolved:**

- a) Due to advice from Public Health England and the government for the Covid-19 pandemic, the Annual Parish meeting is deferred until further advice is received (Local Government Act 1972 is subject to any government decree regarding public risk.)
- b) The annual report from the Chair of the Parish Council to the community will be published on notice boards and the website at [www.risinghurstandsandhills-pc.gov.uk/](http://www.risinghurstandsandhills-pc.gov.uk/)

**63/230320 Emergency Planning response:** Advice has not yet been received on the emergency Covid-19 pandemic response from Oxford City Council.

**Resolved:**

- a) **Staff:** To continue to maintain the public spaces as agreed, including the cricket square. The Emergency Committee will review the cleaning requirements at the Pavilion.
- b) **Richards Way ball court:** To lock the ball court during the pandemic to prevent close social contact.
- c) **Oxford Hub:** To support the work of the Oxford Hub street champions. The Parish Clerk will investigate how to support this work.
- d) **Roundway Pharmacy:** Other pharmacies in the area have applied for closure, due to the pressures they are under. It was agreed to support the pharmacy to remain open and serve the community. This includes volunteer deliveries to vulnerable patients. Cllrs volunteered to support this essential service. Cllr Amin was warmly thanked for all that she and her team are doing to support vulnerable people.
- e) **Food Bank:** The Parish Clerk will investigate how to support the work of the Food Bank appropriately.

**Date and time of Next Meeting:** All meetings have been postponed during the Covid-19 pandemic.

Signed: 

Date: 