



PORTREATH
PARISH COUNCIL

COVID-19: Portreath Parish Council Plan

Adopted on 23rd March 2020 at an Extraordinary meeting of Portreath Parish Council with Vice - Chairman Cllr. Stewart, Cllr. Ilett, Cllr. Hitchen, Cllr. Jose, Lucy Jose Clerk to the Council present.

Updated 4th May 2020

Amended 6th January 2021

Context

The ability for the Council to function as normal has been put at risk by the spread of COVID-19 (Coronavirus). This document sets out some contingency plans for continuing with essential parts of Council business.

Cessation of normal Council business

Closing the council for normal business may be considered under the following circumstances:

- Any pre-school, nursery school, or primary school closures in the Parish expected to last longer than 7 days.
- Closure of any secondary school or further education college which services people in the Parish lasting longer than 7 days;
- Advice to close from relevant National or Local bodies such as Public Health England, NALC, Cornwall Council, Central Government;
- A confirmed or suspected case of infection in a member of staff, Councillor or a member of a household of staff or Councillors.

Closing of normal council business may include, but not limited to suspension of physical meetings, closure of the Public Toilets and limitations of services provided.

The Clerk, in conjunction with the Chair of the Council and Vice Chair of the Council, shall have absolute discretion on the commencement of cessation of normal Council business, which will take into account, but not be bounded by, the trigger points outlined above. They shall keep under review the cessation period and normal service shall resume at their discretion.

Action required from Staff and Councillors

Any person exhibiting symptoms of COVID-19 must ring NHS 111 and follow their advice. The Clerk must be informed immediately and the person must not conduct Council business in person until either a clear negative result from testing has been received, or until a quarantine period has been reached (advice on this to be taken by the person concerned from the NHS).

Service Provision

In the event of reduced normal council business being required the following will apply:

Continuing with Activities	Process
Communication	Where practicable email shall be monitored by the Clerk. Where practicable the website and social media will be maintained by the Clerk.
Meetings	Meetings will be held virtually, online with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020
Planning	<p>In the case of the Planning consultations, where time allows applications will be considered either at full or extraordinary virtual meetings of the council.</p> <p>Once notified of the planning application, details will be shared with councillors and on the parish council website and social media pages. Details of the meeting where the application will be considered will also be published for public wishing to attend and comment. At the meeting members will debate the proposal, and resolve add their consultee comments on the Cornwall Council planning portal.</p> <p>Should it not be possible to consider planning applications at virtual meetings, unless otherwise advised the following process will be adopted: The clerk will advertise on the council’s website links to all planning applications received from the planning authority on the council’s website, offering the public the opportunity to let the council know of any views. The notice should give a deadline for public comments to be made via the planning portal within 5 working days. (Giving advice that members of the public should contact the Clerk if this is not possible) At the same time the clerk will circulate the list with links to all members of the council.</p> <p>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.</p> <p>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: <i>“Due to the restrictions placed on the council as a result of the pandemic Coronavirus, this response represents the opinion of members of Portreath Parish Council identified through a consultation process and will be ratified at the next appropriate meeting of the council. ”</i></p> <p>The Council’s response can then be posted on the council’s website.</p> <p>Any matters referred back to the council under the 5-day protocol, the Emergency Scheme of Delegation will allow the clerk to take any appropriate action to respond on behalf of the council. As the council’s opinion has not be gained through the normal public process, it may be prudent to simply reply that:</p>

	<i>'due to the restrictions placed on the council as a result of the pandemic Coronavirus, it has been unable to consult further and therefore has nothing further to add'.</i>
Payments	Where practicable the Clerk will collate invoices and make payments online and a fortnightly basis. Wages and salaries shall be paid on time and in full and the use of standing orders or direct debits as appropriate be considered for regular payments.
Business continuity	The Council should adopt a broad delegation which will allow it to continue to operate outside of meetings until such time as the advice changes. Rather than using physical meetings, the council should use virtual meetings, email and its website as far as possible to replicate debate and the gathering of public opinion. Scheme of Emergence Delegation to the Clerk in conjunction with the council was adopted on the 22 ³ rd March 2020, and has been reviewed at full council meeting since this date and reconfirmed on the 7 th December 2020.
All other administrative functions	To be dealt with wherever practicable by the Clerk or otherwise postponed until normal Council operations resume. The document 'Parish Clerks Objectives' adopted on the 27 th July 2019 (minute ref 8515) will advise of priorities for the Clerk.

Circumstances which may trigger cessation of business activities:

- Government Guidance
- Staff or contractors unable to work: *illness, shielding, lack of childcare*
- Review of the emergency plan indicates further actions need to be considered.
- Triggers highlighted on page 1 of this document

Ceasing of Activities	
Physical meetings including NDP SG and Climate Action Network.	All physical meetings to be cancelled until further notice, including annual parish meeting, meet the clerk events. Attendance to meetings and events on behalf of the council will be cancelled until further notice Physical meeting of any groups working on behalf of the council will be cancelled.
Communication	An out of office email alert will be set to explain details and signpost people to appropriate help.
Events	All Council events cancelled until advised otherwise. Attendance to outside bodies and events by any member of staff or Councillor to be cancelled until otherwise advised.
Public Toilets	When advised by the relevant body the Public Toilets shall be locked and closed, and cleaner contractors shall remain at home. If the advice allows

	for cleaners to remain working in Public Toilets, they shall remain open as normal.
Contractors (Grounds, Litter Picking)	Work in the wider parish should continue until further notice. Should the advice be to cease work in the wider parish only activities that are a matter of urgency (i.e. public safety) will be instructed.

Pay and rights

In the event of the above plan being initiated all members of staff and contractors will retain any employment rights and receive full pay as set out as per their contract.

Review

This document has been adopted on Monday 23rd March 2020, reviewed on the 4th May 2020 at subsequent virtual monthly full council meetings and amended on the 5th January 2021. Under delegated powers this document will be reviewed at two weekly intervals or when deemed necessary by the Chairman, Vice Chairman and the Clerk.

Next Review Due:

Date	Review	Actions	Sign
19 th January 2020			