



ILLOGAN PARISH COUNCIL

COVID 19 action plan

This document sets out some contingency plans for continuing with essential parts of Council business during the coronavirus pandemic. It aims to protect councillors, staff as well as members of the public.

Action required by staff and Councillor

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).

Office

The office will be closed to the public with effect from Thursday 19th March. Home working will be implemented for council staff with effect from 24th March for the 3 week period referred to in the government rules. It may be necessary for the Clerk to attend the office on an occasional basis as and when required. Payments of invoices and other monies due should be made by online banking whenever possible and payments of salaries will be made by online banking during the "lockdown". Payments will be authorised retrospectively by the Council where necessary.

Meetings

Meetings will be cancelled until further notice. It appears that meetings are not allowed under government rules and therefore cannot take place during the 3 week period from 24th March. Currently it remains a requirement to hold the annual meeting in May and the annual meeting of electors between March 1st and June 1st. It is understood that government is considering legislation to change these requirements.

Year end and audit

The Annual Statement of Accounts and associated papers would normally be required to be approved by the Council and submitted to the external auditors by 30th June. The government has extended this deadline to 30th September. The internal auditor was expected in April on a date to be fixed but this will need to be reviewed. The Clerk is in touch with the internal auditor.

Council contractors

Work under the litter picking and general maintenance contract will cease on 24th March for the 3 week "lockdown" period and will be reviewed thereafter. Cutting and trimming should continue subject to confirmation that it does not contravene government regulations.

Illogan Park

Government restrictions have closed the playground and park. Rugby and football matches had already ceased at time of the restrictions. Legionella implications will need to be considered when these facilities return to use.

Planning

(Note that this is subject to comment from Cornwall Council)

i) The clerk will advertise on the council's website all planning applications received from the planning authority, offering the public the opportunity to let the parish council know of any views. The notice should give a deadline for public comments to the Clerk in writing (suggested 5 working days)

At the same time the clerk will circulate the list with links to all members of the council.

Note : this will generally be done as and when applications are received.

ii) At the end of the public opportunity to comment, the clerk will forward a summary of the public comments received to all members (or members of the relevant committee) 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.

iii) 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 pandemic Coronavirus, this response represents the opinion of members of Illogan Parish Council identified through a consultation process and will be ratified at the next appropriate meeting of the council. "

iv) The Council's response can then be posted on the council's website.

v) If the matter is 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 been gained through the normal public process, it may be prudent to simply reply that

'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'.