

OVER ALDERLEY PARISH COUNCIL

Minutes of the Parish Council meeting held

Monday 19th July, 2021 at 7:30p.m.

at Car Park at Over Alderley & Birtles Reading Room, Birtles Lane, Over Alderley

Present - Councillors D. Burns (Chairman), S. Pett, D. Caplin, F. Douglas.

Members of the public (1).

Dr. E. M. Maddock - Clerk & Responsible Financial Officer.

1. Apologies for absence

Councillor I. Beaumont - On holiday.

Councillor S. Clarke - On holiday.

Councillor J. Wilson - Work commitment.

026/21 RESOLVED (a) That the above apologies for absence be received and approved. All in favour

2. Declarations of interest - None.

3. Public forum for questions - A resident raised concern about speeding along Macclesfield Road and suggested a constructive approach to addressing this issue.

DECISION (a) That the Parish Council work with the resident to collate the suggested information for presentation to the relevant bodies.

4. Co-option of Parish Councillor - Members considered the expressions of interest which had been submitted by candidates and held a vote for the co-option. Members resolved to approve the outcome of the voting process.

027/21 RESOLVED (a) That Ms. Fiona Douglas be co-opted as a Member of Over Alderley Parish Council. All in favour

8:12p.m. - One resident excused themselves from the meeting and left.

5. Reports from external organisations

(a) **Alderley Edge & Prestbury Wards Policing Team** - No report had been received from the local Policing Team.

(b) **Cheshire East Ward Member Cllr. P. Findlow** - Borough Councillor P. Findlow was not present at the meeting to report.

6. Minutes

(a) Minutes of the meeting held 6th May, 2021 had been previously circulated to all Members.

028/21 RESOLVED (a) That the minutes of the meeting held 6th May, 2021 be approved as a correct record and signed by the Chairman. All in favour

7. Finance

(a) **Financial Statement 2021/22 as at 19th July, 2021** - Members considered the financial statement 2021/22 which was unanimously accepted. (Appendix A)

(b) **Receipts** - The Chairman outlined the receipts listed at Appendix B.

(c) **Payments** - The Chairman outlined the basis of the payments listed at Appendix C.

029/21 RESOLVED (a) That the Statement of Account as at 19th July, 2021 be received and the Chairman's observations duly noted. (Appendix A)
(b) That the report on receipts since the last meeting be received and duly noted. (Appendix B)
(c) That the payment listed in Appendix C be approved and

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duly authorised.

All in favour

8. Planning and Licensing -

(a) **Recent Planning Decisions** - Members noted the new planning decisions that had been issued by Cheshire East Council in respect of development within the Parish. (Appendix D)

(b) Planning applications for consideration

- i. **21/2960M** - Land west of Springhill, Chelford Road, Prestbury. SK10 4PT
Retrospective application for hardstanding, chicken coop and shed.

DECISION (a) That the following comment be submitted to Cheshire East Council in respect of planning application 21/2960M: Over Alderley Parish Council objects to the above application on the grounds that no very special circumstances have been demonstrated which outweigh the harm to the Green Belt caused by the development. The loss of agricultural land to hardstanding, in a green field location, is considered to be out of character with the local, rural area and, therefore, unacceptable. The siting of the hardstanding, adjacent to the highway, will also detrimentally impact upon the character of the rural, Green Belt setting for passers by, particularly pedestrians, cyclists and equestrian users. The Parish Council is also concerned regarding information received that the development may be associated with business activities including the importation and disposal of waste materials. These uses are also considered to be inappropriate in the Green Belt.

- ii. **21/2998M** - New Church House, Birtles Lane, Over Alderley. SK10 4SN
Change of use of land from agricultural to residential garden.

DECISION (a) That no comments be submitted to Cheshire East Council in respect of planning application 21/2998M.

- iii. **21/3188M** - Land off Hocker Lane, Over Alderley.
Certificate of lawful existing use existing buildings have been operating for stables, domestic vehicular storage, and an associated hobby workshop for more than 10 years.

DECISION (a) That no comments be submitted to Cheshire East Council in respect of planning application 21/3188M.

- iv. **Other applications received following issue of agenda** - None.

(c) **Development at The Old Vicarage, Birtles Lane** - It was reported that information had been received from Cheshire East Council that a planning application was expected to be submitted within the coming weeks.

9. **Neighbourhood Plan** - It was reported that the Neighbourhood Plan Steering Group had met a number of times to progress the initial stages of the process. The Neighbourhood Area had now been designated and that work was being carried out to finalise a budget for the project. Three consultants had been interviewed as potential sources of support to assist in the delivery of the Neighbourhood Plan and there was a preference for the use of services provided by Kirkwells.

030/21 RESOLVED

(a) That the designation of the Neighbourhood Area be received and duly noted.

(b) That the Parish Council approve the recommendation of

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the Neighbourhood Plan Steering Group to use consultancy services provided by Kirkwells. All in favour

10. Correspondence

(a) To consider specific correspondence received by the Parish Council since the date of the last ordinary meeting and determine such actions as Members consider appropriate thereto -

- i. Cheshire Community Action - Invitation to become Members of Cheshire Community Action (£20 membership fee).

DECISION (a) That the invitation be received and duly noted.
(b) That, should the Neighbourhood Plan Steering Group require any support from Cheshire Community Action at a future date, membership to Cheshire Community Action be considered.

- ii. Cheshire Wildlife Trust - Road verge mapping project.

DECISION (a) That the above information be received and duly noted.

11. Highway Maintenance and Enhancements

(a) Updates relating to the following highway matters - No updates were available from Cheshire East Council relating to the following matters:

- i. Removal of surplus signs (change of priority) at School Lane.
- ii. Deterioration of highway surface on Slade Lane. (Some potholes have been filled.)
- iii. Issues caused by vehicles using on bridleways within Parish.
- iv. Concern about pedestrian safety when walking along Macclesfield Road between access points to Over Alderley FP21 and Over Alderley BR22.
- v. Issues relating to satellite navigation systems directing traffic along Bradford Lane. (Signage has been installed to alert drivers.)
- vi. Pothole on Birtles Lane (near to junction with Chelford Road)
- vii. Pothole on Birtles Lane (between access points to Birtles Hall and The Wall House)
- viii. Holes on Birtles Lane (near to access point to Highlees Farm)
- ix. Pothole on Birtles Lane (near to Over Alderley Methodist Church)
- x. Pothole on Prestbury Road (on bends between Hare Hill and Dunge Cottages)

DECISION (a) That the Clerk continue to pursue updates relating to the above matters.

(b) Highway matters for attention from Members - None.

(c) Cheshire East Highways Top Up Scheme

- i. Cheshire East Highways Top Up Scheme Briefing Session (18/05/21) - The Clerk reported that she had attended the briefing session at which the scheme had been introduced. The scheme aims to provide an opportunity for Town and Parish Council to pay to receive additional highway services from Cheshire East Council.
- ii. Application to the Highways Top Up Scheme - Members considered whether to submit an application to the scheme for additional highway services.

DECISION (a) To receive and note the report of the Clerk.
(b) That no application be submitted to the Highways Top Up

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Scheme at this time.

12. Community Issues

- (a) **Alderley Park Liaison Committee** - It was reported that the committee was due to meeting in August, 2021.
- (b) **Over Alderley Primary School Charity** - It was reported that no progress had been made recently to resolve the outstanding issues.
- (c) **The Queen's Platinum Jubilee** -
 - i. Commemorative tree - Councillor S. Clarke was not present at the meeting to report.
 - ii. The Queen's Platinum Jubilee Beacons event on 2nd June, 2022 - It was reported that communities are invited to participate in the beacon event to mark the Platinum Jubilee.

13. Community Governance Review - It was reported that the consultation relating to the community governance review had not yet commenced.

DECISION (a) That this matter be deferred to the next meeting.

14. Assets

- (a) **Replacement notice board at St. Catherine's Church** - The Clerk reported that the notice board is continuing to deteriorate and requires replacement.

DECISION (a) That the Clerk contact St. Catherine's Church to ask whether they have any design preferences for a replacement notice board.
(b) That the Clerk explore options for a replacement notice board.

15. Business continuity amid Covid-19 -

- (a) **Risk Assessment** - Members considered the Risk Assessment for holding face-to-face meetings (Appendix E).
- (b) **Arrangements for business continuity** - The Clerk reported that it would be prudent for the Parish Council to make arrangements for the continuation of business should Covid-19 restrictions be re-introduced or that the risk of holding face-to-face meetings be considered high.

- 031/21 RESOLVED**
- (a) That the Clerk & Responsible Financial Officer shall have delegated authority to exercise any function that would normally be exercised by the Parish Council excepting any function which statute prescribes may only be exercised by Full Council.**
 - (b) That authority under (a) may only be exercised having received counsel from Members.**
 - (c) That an All Member Working Group be established comprising all members with a remit to advise the Clerk on issues requiring attention.**
 - (d) That except when discussing matters where publicity would be prejudicial to the public interest (as defined in the Public Bodies (Admission to Meetings) Act 1960) working group meetings shall be open to the public to view and, at an appropriate time, participate.**
 - (e) The authority granted under (a) shall have effect until the next Annual Meeting.**
 - (f) All decisions taken under (a) shall be submitted to and**

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ratified by Full Council at the first meeting following exercise of the delegated authority.

(g) The authority under (a) shall not affect any authority which is already delegated through Standing Orders, Financial Regulations, existing policy or previous resolution and any conditions attached thereto shall continue to have effect.

(All in favour)

16. Matters for inclusion on next/future meeting agenda -

(a) Speeding on Macclesfield Road.

17. Dates of next meetings

(a) Members confirmed, due to changes in venue availability, the dates of the next meetings as follows:

Tuesday 7th September, 2021 at 7:30p.m.

Tuesday 2nd November, 2021 at 7:30p.m.

Tuesday 4th January, 2022 at 7:30p.m.

Tuesday 1st March, 2022 at 7:30p.m.

Tuesday 3rd May, 2022 at 7:30p.m.

To consider passing a resolution under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 (Section 100(a) of the Local Government Act 1972) to exclude the public and press from the meeting for the following item of business on the grounds that it could involve the likely disclosure of exempt information.

DECISION

(a) That a resolution to exclude the Public and Press from the remainder of the Meeting was not necessary as no items were to be considered at Item 18.

18. Matters for consideration including those transferred from above items - None.

The meeting was declared closed by the Chairman at 8:50p.m.

Signed:..... Approval date:

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APPENDIX A

Financial Statement - 2021/22					
as at 19th July, 2021					
Actual 2020/21 £.	Details	2021/22 Budget £.	Actual to May 21 £.	Agenda Jul. 21 £.	Budget Balance £.
Receipts					
4,015.00	Precept	4,445.00	2,222.50		2,222.50
0.00	Balances	0.00	0.00		0.00
1.01	Investment Interest	0.00	0.00	0.06	0.00
850.00	Sale of Assets	0.00	0.00		0.00
0.00	Grants, Donations & Refunds	9,000.00	0.00		9,000.00
166.46	Allotment Fees	0.00	16.12		0.00
128.24	V.A.T. Refund	0.00	0.00	51.31	83.66
5,160.71	Total Receipts	13,445.00	2,238.62	51.37	11,306.16
Payments					
954.72	Salary (Clerk)	1,335.00	0.00		1,335.00
0.00	National Insurance (Employer)	0.00	0.00		0.00
125.00	Allowances (Clerk)	135.00	0.00		135.00
0.00	Chairman/Member Allowances	0.00	0.00		0.00
51.59	Administration	75.00	0.00		75.00
119.00	Audit Fees (internal & external)	130.00	132.30		-2.30
257.60	Insurance	300.00	0.00		300.00
0.00	Grants	1,600.00	0.00		1,600.00
0.00	s.137 Donations	200.00	0.00		200.00
137.53	Allotments - Water Charges	145.00	0.00	286.01	-141.01
130.40	Subscriptions/Affiliation Fees	165.00	95.40		69.60
0.00	Room Hire	160.00	0.00		160.00
0.00	Notice Board Maintenance	100.00	0.00		100.00
0.00	Neighbourhood Plan	9,000.00	0.00		9,000.00
0.00	Contingency	100.00	25.00		75.00
51.31	V.A.T.		26.46	57.20	
1,827.15	Total Payments	13,445.00	279.16	343.21	12,906.29

Cash/Bank Reconciliation	01/04/21	06/05/21	19/07/21	31/03/22
Balance B/Fwd.	7,428.75	7,428.75	9,388.21	9,096.37
Add Total Receipts	13,445.00	2,238.62	51.37	11,306.16
Less Total Payments	-13,445.00	-279.16	-343.21	-12,906.29
Balance C/Fwd.	7,428.75	9,388.21	9,096.37	7,496.24
Cumulative Balances				
	Balance	Balance	Balance	Balance
	01/04/21	06/05/21	19/07/21	31/03/22
General Funds	5,928.75	7,888.21	7,596.37	5,996.24
Earmarked Reserves	1,500.00	1,500.00	1,500.00	1,500.00
	7,428.75	9,388.21	9,096.37	7,496.24

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CASH/BANK RECONCILIATION AS AT - 19th July, 2021

CASH

Balance Brought Forward 01/04/21	
Current Account	4,937.58
Business Reserve Account	2,491.17
Plus Receipts	2,289.99
	<u>9,718.74</u>
Less Payments	622.37
Balance Carried Forward 19/07/21	<u><u>9,096.37</u></u>

BANK (Natwest)

Business Reserve Account -	2,491.23	05/07/21
Add income/transfer received since above Statement		
	<u>0.00</u>	
Less unrepresented cheques		
	<u>0.00</u>	
		2,491.23 19/07/21
Current Account -	6,605.14	05/07/21
Add income received since above Statement		
	<u>0.00</u>	
	0.00	
Less unrepresented cheques/ Transfer		
For approval	-343.21	
Less payments already issued	<u>343.21</u>	
	0.00	
		6,605.14 19/07/21
Total Bank Balances 19/07/21	<u><u>9,096.37</u></u>	

APPENDIX B

Receipts

a. H.M. Revenue & Customs	£51.31	VAT reclaim 2020/21
b. NatWest Bank plc.	£0.02	Gross interest - April, 2021
c. NatWest Bank plc.	£0.02	Gross interest - May, 2021
d. NatWest Bank plc.	£0.02	Gross interest - June, 2021

APPENDIX C

Payment for approval

a. Direct Debit	United Utilities	£343.21	Allotment water charges: Jan - April 2021
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APPENDIX D

Outstanding planning applications & recent planning decisions

- 16/1420M - Garage site at eastern end of Ashbrook Road, Over Alderley
Demolition of existing garages and construction of 5 no. 2 bed 4 person houses within curtilage parking and additional parking for use by visitors.
DECISION STATUS - 06/10/17 Recommended for approval subject to legal agreement and conditions
- 18/2585M - Land south of Dunge Farm, Macclesfield Road, Over Alderley. SK10 4SN
Proposed erection of agricultural building and track, alteration of site levels (part retrospective) and associated landscaping works.
DECISION STATUS - Currently scheduled for Strategic Planning Board
- 20/4241M - Beech Cottage, Birtles Hall, Birtles Lane, Over Alderley. SK10 4RU
Orangery and patio.
[Also application 20/4242M - Listed Building Consent]
DECISION STATUS - Appeal decision awaited.
- 20/3112M - Yew Tree, Hocker Lane, Over Alderley. SK10 4SB
Two storey rear extension and internal remodelling.
DECISION STATUS - Undecided
- 21/0111M - Higher Park Farm, Birtles Lane, Over Alderley. SK10 4ZB
Conversion of existing barn to form new dwelling further to approval 19/2428M.
DECISION STATUS - Undecided
- 21/0624M - Oak Barn, Hocker Lane, Over Alderley. SK10 4SD
Erection of oak framed pergola.
DECISION STATUS - Approved with conditions (12/05/21)
- 21/0630M - Land north-west of Mereside, Alderley Park, Congleton Road, Nether Alderley. SK10 4TF
Full planning application for the formation of a senior football pitch, associated ancillary building, access road, landscaping and other associated infrastructure.
DECISION STATUS - Undecided
- 21/1815M - Birtles Farm, Hocker Lane, Over Alderley. SK10 4SB
Construction of garage.
DECISION STATUS - Undecided
- 21/1848M - Broadheath Farm, Macclesfield Road, Over Alderley. SK10 4SN
Extensions to existing farmhouse, conversion of existing brick built barn to a dwelling and erection of a new dwelling, repositioning of the existing northern access and demolition of all other existing buildings and structures (c.1,000m²).
DECISION STATUS - Undecided
- 21/1852M - Finlow Hill, Finlow Hill Lane, Over Alderley. SK10 4UG
First floor annex over existing triple garage
DECISION STATUS - Undecided
- 21/1900M - Higher Park Farm, Birtles Lane, Over Alderley. SK10 4ZB
Erection of new garage.
DECISION STATUS - Undecided

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21/1945M - Birtles Farm, Hocker Lane, Over Alderley. SK10 4SB

Retrospective application for conservatory and boundary wall.

DECISION STATUS - Undecided

21/2052M - Finlows Villa, Mottram Road, Alderley Edge. SK9 7JF

Demolition of existing dwelling and construction of a replacement dwelling with basement and associated landscaping works.

DECISION STATUS - Undecided

21/2158M - Birtles Old Hall, Chelford Road, Henbury. SK10 4RS

Enlargement of existing garage with housekeepers accommodation above.

Demolishing existing utility and stores and covering existing courtyard with roof and lantern light above. Outbuildings converted to store, boot room, pantry and laundry.

DECISION STATUS - Undecided

APPENDIX E

Over Alderley Parish Council

Covid-19 Risk Assessment for face-to-face meetings

Date of risk assessment: 13th July, 2021

General points:

- As at the date of the risk assessment England is subject to step 3 of the Covid-19 lockdown roadmap which restricts social mixing in accordance with a wide range of guidance available online at www.gov.uk. On 19th July, 2021 England will move to step 4 of the Covid-19 lockdown roadmap. The following Assessment of potential risks is based on guidance issued dated 12th July, 2021 relating to step 4 of the Covid-19 lockdown roadmap.
- Cheshire East has been identified as an 'Enhanced Response Area' due to a recent large increase in cases caused by a rapid spread of the new Delta Covid-19 variant. Additional guidance relating to this designation includes:
“...you should also take particular caution when meeting anyone outside your household or support bubble. Wherever possible, you should try to:
 - Meet outside rather than inside where possible
 - Keep 2 metres apart from people that you do not live with (unless you have formed a support bubble with them), this includes friends and family you don't live with
 - Minimise travel in and out of affected areas”
- Cheshire East Council issued a statement on 2nd July, 2021 stating that, “Cheshire East was designated as an Enhanced Response Area on 14 June, but since then cases of the highly transmissible Delta variant have continued to rise...we are now seeing worrying patterns of infection emerging”.
- Regulations allowing the holding of meeting through remote methods were withdrawn from 7th May, 2021.
- NALC guidance states: “As we have advised previously in our guidance on preparing for the possible return to face-to-face meetings, local councils should take steps to address this issue through measures such as delegation to clerks, deferring controversial decisions or holding meetings later in the year, after the 19 July 2021 step four roadmap. Any face-to-face meeting should be held in line with restrictions and public health advice in place at the time.”

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Assessment of potential risks:

Key principle	Government Guidance	Assessment of risk	Conclusion
Meeting of local authorities must be open to attendance from the public	There will also be no limits on the number of people you can meet.	Step 4 guidance does not prevent access to meetings by the public.	Low risk principle.
Social distancing and capacity	<p>In order to minimise risk at a time of high prevalence, you should limit the close contact you have with those you do not usually live with, and increase close contact gradually. This includes minimising the number, proximity and duration of social contacts.</p> <p>Meet outdoors where possible and let fresh air into homes or other enclosed spaces.</p>	<p>There are limited ventilation options when using indoor spaces at Over Alderley & Birtles Reading Room.</p> <p>The meeting room is a low capacity venue.</p> <p>Parish Council meetings bring together a group of individuals which do not normally meet together, thereby increasing the number of potential transmission risks to all attendees.</p>	<p>Where possible, outdoor meeting should be held to reduce transmission risk and allow greater opportunities for social distancing.</p> <p>Outdoor meeting will not disadvantage individuals who wish to exercise caution at this time.</p> <p>Attendees are able to make personal choices regarding the wearing of face coverings.</p>
Safe access to meeting venue	<p>Working Safely guidance sets out a range of mitigations employers should consider including:</p> <ul style="list-style-type: none"> cleaning surfaces that people touch regularly; identifying poorly-ventilated areas in the venue and taking steps to improve air flow; ensuring that staff and customers who are unwell do not attend the workplace or venue; communicating to staff and customers the measures you have put in place. 	<p>Shared furniture poses a potential risk of Covid-19 transmission.</p> <p>Indoor venue increases transmission risk, particularly if good ventilation cannot be achieved.</p> <p>Individuals need to take responsibility for keeping themselves and others safe from Covid-19 and other respiratory illness.</p> <p>Risk assessment included within agenda for meeting so that all attending have access to information.</p>	<p>Meeting does not require specialist furniture. All attendees are welcome to provide their own chairs in preferred. Meeting does not require other furniture (e.g. tables etc).</p> <p>Any individual who is feeling unwell, displaying symptoms of Covid-19 or any other respiratory illness should not attend the meeting to protect themselves and other attendees of the meeting.</p>
Hygiene and face coverings	<p>Wash your hands with soap and water or use hand sanitiser regularly throughout the day. Regular hand washing is an effective way to reduce your risk of catching illnesses, including COVID-19.</p> <p>COVID-19 spreads through the air by droplets and aerosols that are</p>	<p>There is limited necessity for the sharing of equipment which should reduce transmission risk.</p> <p>All attendees should wash their hands prior to attending the meeting.</p> <p>Use of face coverings will be subject to personal preference and number of individuals present at the</p>	<p>Outdoor meetings would significantly reduce risk of transmission from shared surfaces / furniture / equipment.</p> <p>Outdoor meetings would allow all individuals to attend without significant increased transmission risk between individuals.</p> <p>Attendees should wash</p>

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Key principle	Government Guidance	Assessment of risk	Conclusion
	exhaled from the nose and mouth of an infected person. The Government expects and recommends that people wear face coverings in crowded areas	meeting (which determines ability to socially distance from others).	their hands before attending the meeting. Attendees are able to make personal choices regarding the wearing of face coverings.
Clinically extremely vulnerable people	Clinically extremely vulnerable people are advised to follow the same guidance as everyone else. However, as someone who is at a higher risk of becoming seriously ill if you were to catch COVID-19, you should think particularly carefully about precautions you can continue to take.	Parish Council meetings must be open to all members of the public.	Outdoor meetings pose a reduced transmission risk to those who are clinically extremely vulnerable who may wish to attend.
Test and Trace (collecting data)	Businesses are encouraged to continue displaying QR codes for customers wishing to check in using the NHS COVID-19 app, or to continue collecting customer contact details to support NHS Test and Trace, however this will no longer be a legal requirement.	Step 4 guidance does not expose Parish Council or meeting venue to financial penalty for non-compliance.	Low risk principle.
Compliance with Covid-19 requirements	Employers will still have a legal duty to manage risks to those affected by their business. The way to do this is to carry out a health and safety risk assessment, including the risk of COVID-19, and to take reasonable steps to mitigate the risks you identify.	Actions should be taken to minimise health risks to Councillors, Clerk and members of the public in restarting face-to-face meetings. Consideration should also be given to ensuring the Parish Council is demonstrating a responsible approach to minimising, as far as possible, Covid-19 transmission.	Risk assessment completed to demonstrate decision making process.
Keeping Staff Safe	As an employer, you must by law protect workers and others from risk to their health and safety. This includes risks from COVID-19. COVID-19 is a workplace	The Parish Council employs one member of staff. The majority of the work is carried out from home, however, attendance at meetings is expected.	Outdoor meetings, where possible, allow the Parish Council to demonstrate a responsible approach to employment requirements and to reduce the transmission risk of Covid-19 to/from

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Key principle	Government Guidance	Assessment of risk	Conclusion
	hazard. You must manage it in the same way as other workplace hazards. This includes: completing a suitable and sufficient assessment of the risks of COVID-19 in the workplace and identifying control measures to manage that risk		employees without exposing them to additional risks.

[Government Guidance taken from www.gov.uk, accessed 13/07/21]

Conclusions from risk assessment:

- That any scheduled Parish Council meetings from 19th July, 2021 should be held outdoors, where possible, to reduce the risk of Covid-19 transmission between attendees. Where, due to inclement weather, dark evenings, or other unavoidable limiting factor, meetings need to take place indoors, steps should be taken to maximise ventilation and minimise close contact between all attendees.
- That any individuals (Members, Clerk or members of the public) who are unwell (including symptomatic or asymptomatic Covid-19 or other respiratory illness) should not attend the meeting to protect themselves and others.
- That consideration should be given to approving a scheme of delegation to avoid potential business continuity issues should Covid-19 restrictions be extended or re-introduced at a future date.

Possible option:

- Delegation of all permitted decision making to the Clerk to cover any periods where there are restrictions to hold meetings or the risk arising from face-to-face meetings is considered to be high. This can be supported by setting up working parties to allow remote meetings to be held to provide guidance to the Clerk on the exercise of the delegated authority or suggesting that the Clerk consult with the Chairman prior to making a decision.