

**MINUTES OF THE YOXFORD PARISH COUNCIL MEETING,
AS SOLE TRUSTEE OF YOXFORD VILLAGE HALL,
HELD VIRTUALLY VIA ZOOM MEETINGS ON THURSDAY 1st OCTOBER 2020 AT 8:15 PM**

1. Attendance and Apologies

Attendees:

Cllr. Russell Pearce – Chair
Cllr. Paul Ashton – Vice Chair
Cllr. Ann Lambert
Cllr. David Tower
Cllr. Ian Shaw
Cllr. John Sutherell
Cllr. Stephen Siddall
Cllr. Sarah Barrett
Cllr. Kara Cowie
Cllr. David Childs

Apologies for absence:

None.

In Attendance:

Sharon Smith - Clerk/RFO

2. Minutes

It was proposed by Cllr. John Sutherell, seconded by Cllr. Stephen Siddall, and agreed that the minutes for the meetings held on 10th August 2020 and 3rd September 2020 be signed as true records. All in favour.

3. Village Hall Matters

a) The Council discussed how to re-open the Village Hall to users in a coronavirus secure way. It was agreed that Cllr. Ann Lambert and Cllr. Kara Cowie will carry out a risk assessment and purchase all necessary equipment to ensure adherence to the government's social distancing and hygiene measures. This may include automated hand sanitisers, small tables, posters, a track and trace register, cleaning materials and PPE for the cleaner. Cllr. Russell Pearce proposed a budget of £500. Cllr. Ian Shaw seconded. All in favour. Cllr. Ann Lambert agreed to speak to The Friends to ask for a steward to be present at each event to ensure the procedures are being followed correctly. Cllr. John Sutherell suggested that a QR Code Poster could be used as an additional track and trace measure. The Clerk agreed to be the point of contact.

ACTION: Cllr. Kara Cowie and Cllr. Ann Lambert to take forward. Cllr. John Sutherell to send the QR Code Poster details to the Clerk.

b) The Council agreed to renew the primary school's staff parking access and licence for 10 car parking spaces for £900 per annum, payable in three instalments of £300 each term for the academic year 2020-2021. This arrangement is to be reviewed next year. It was also agreed to waive the £300 fee for the summer term of the previous academic year. Due to the coronavirus pandemic, the spring term ended almost two weeks early and during the summer term the school remained open only for vulnerable children and those of key workers with only a few staff members in school. The current general access licence for pedestrian and vehicular access across the car park to the gate for delivery and collection of goods and children will also be updated to reflect the Parish Council as a party to the licence.

ACTION: Cllr. Stephen Siddall to progress.

c) The Council ratified the current employment arrangements of the cleaner. As the cleaner is self-employed, there is no requirement for a job description. A service level agreement will be drafted and its terms agreed with the cleaner. The Council agreed to remain flexible about the number of hours required for cleaning due to the extra hygiene measures necessary during the coronavirus pandemic. The need for an online booking system was discussed and Cllr. Ian Shaw

said that the previous Treasurer may have obtained a quote.

ACTION: Clerk to discuss the SLA with the cleaner and ask the previous Treasurer about the quote.

d) Cllr. Russell Pearce reported that the car park lights have been repaired. The Council authorised expenditure for one load of road planings to be used to tidy up the corner by the village hall. This area may then be offered to the primary school as its designated parking area freeing up space for village hall users.

ACTION: Cllr. Russell Pearce and Cllr. Stephen Siddall to meet on site to review the designated area. Cllr. Russell Pearce to order planings and arrange a work party.

4. Next Meeting

The Council confirmed the date and time of the next virtual meeting which is scheduled for Thursday 5th November 2020 at 8:30 pm.

The meeting closed at 9:00 pm.