

## LAKENHEATH PARISH COUNCIL

Minutes of the Lakenheath Parish Council Extra-Ordinary Meeting held on Wednesday 25<sup>th</sup> March 2020  
held by WhatsApp at 10:45am

### **Present**

Councillors E Morley (Chairman), G Kelly, P Gyte, A Gyte, Clare Shimmon (Clerk) and Maggie Flint (Clerk).

### **1 Apologies for Absence**

Cllr Frost.

### **2 Declaration of Interest**

There were none.

### **3 Coronavirus Contingency Planning**

#### **(a) Delegated authority to the Clerk to organise payment of regular and previously authorised invoices.**

It was proposed and seconded to delegate authority to the clerk to make payments of regular and previously authorised invoices. All agreed.

#### **(b) Delegated authority to the clerk, in consultation with the chairman to ensure delivery of Parish Council responsibilities.**

It was proposed and seconded to delegate authority to the clerk in consultation with the chairman to ensure delivery of Parish Council responsibilities. All agreed.

#### **(c) Delivery of Parish Office and Cemetery Services in the case of staff absences.**

All employees are currently well. If the situation changes it may be that a rota system is required.

#### **(d) Lakenheath Coronavirus Action - Expenditure & Additional Staffing Requirements.**

Maggie Flint has kindly agreed to extend her hours so that she may support the Lakenheath Coronavirus Action Group. It was proposed and seconded that although the additional cost may not be recoverable, to increase the salary payments as required. All agreed.

A leaflet promoting the Lakenheath Coronavirus Action Group has now been produced and will be delivered with the Lakenheath Times, hopefully later this week. It was proposed and seconded that although the cost may not be recoverable, to pay the £184 leaflet printing costs. All agreed.

### **4 VE Day**

Sadly but understandably VE day Celebrations in May have been cancelled. Plans were well underway and commemorative coins ordered for children at Lakenheath Primary School. Although payment hasn't been made they have arrived and an invoice presented. With Lakenheath engraved on the back they cannot be returned. It was proposed and seconded to pay the £297 + VAT cost with the hope that it can be recovered once the event is rearranged. All agreed.

### **5 S137 Application - Lakenheath Primary School.**

It was proposed and seconded to fund the £175 travel costs to take Lakenheath Primary School Year 6 students to their Crucial Crew experience. All agreed.

### **6 Such other business which, in the opinion of the Chairman, should be considered as a matter of urgency**

Cllr Gyte asked if a secondary account could be opened for the Parish Council to hold locality funding for the VE Day Celebrations. The clerk agreed to investigate.

Cllr Kelly expressed concern over a rota system should the clerks or keeper become unwell but there is no reason not to try. He asked if together an alternative, conference or video calling, could be found for any further meetings that are necessary but cannot be held in person.

There being no further business the meeting closed at 11:40am