

# **RUSTINGTON PARISH COUNCIL**

## **EMERGENCY PLANNING COMMITTEE**

**MINUTES:** of the (remote) Meeting held on 17 August 2020

**PRESENT:** Councillors Mrs C Broomfield, M Broomfield, J Ceiriog-Hughes, Mrs A Cooper, R Grevett and J Street

**In attendance:** Mrs C Ward (Clerk of the Council), Ms R Costan (Assistant Clerk) and Mrs E Lamb (PA to the Clerk of the Council)

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Prior to the commencement of the formal business of the Meeting, the Clerk advised that the Meeting would be being recorded (audio) via Microsoft Teams, for the purpose of ensuring clarity for the Minutes, as well as to enable Members of the Public to have access to discussions on specific items if requested. She said that the recording would be dispensed with as soon as the Minutes had been approved by the Council at its next Monthly Meeting.

The Clerk also reminded the Committee that due to the current Coronavirus (Covid-19) Pandemic, this Meeting was being held remotely (via Microsoft Teams) and would be delivered within 'The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) (Amendment) Regulations 2020' that are currently enacted for Meetings on and up to 7 May 2021.

She then advised the Committee that the Chairman would manage the Meeting with clear instructions and requests to Members. She said that Members should indicate their desire to speak on any item, by clicking on the 'raised hand' icon in Teams. This would ensure that anyone wishing to speak on an Agenda Item was given the opportunity to do so.

### **1/20 ELECTION OF CHAIRMAN**

It was proposed that Councillor Ceiriog-Hughes be elected Chairman of the Committee for the ensuing year.

The Committee RESOLVED that Councillor Ceiriog-Hughes be elected Chairman for the ensuing year.

### **2/20 ELECTION OF VICE-CHAIRMAN**

It was proposed that Councillor Street be elected Vice-Chairman of the Committee for the ensuing year.

The Committee RESOLVED that Councillor Street be elected Vice-Chairman for the ensuing year.

### **3/20 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Bennett (Other Associated Business), Mrs Callaghan (Unable to access Microsoft Teams - Faulty iPad) and Mrs Gregory (Other Associated Business). These apologies were accepted by the Committee.

### **4/20 DECLARATIONS OF INTEREST**

There were no declarations of interest recorded by Members.

### **5/20 MINUTES**

The Minutes of the Meeting held on 19 August 2019 were signed by the Chairman as a correct record.

6/20

## **REVIEW OF EMERGENCY PLAN**

The Clerk referred to Minute 6/19 and said that she had previously circulated the Plan that had been updated to include certain minor amendments.

The Clerk also referred to Page 5 (Plan Maintenance) and said that in accordance with this, and also taking account of the current unprecedented situation, which had not occurred previously, it would be beneficial in future for the Committee to meet on at least a six-monthly basis to discuss the community's resilience.

Following a further detailed discussion, during which Councillor Mrs Cooper referred to Annex C - Risk Assessments (Page 11) and asked if the Council might wish to consider whether any additional risks to the community should be added to those listed, the Committee AGREED that, subject to the aforementioned amendments, no further revisions should be made to the Emergency Plan at the present time. A copy of the amended Plan is attached and forms a part of these Minutes.

Councillor Street referred to the Angmering Parish Council Emergency Plan, which was most comprehensive, and the Clerk said that she would ask to have sight of this, together with Plans from other Neighbouring Town and Parish Councils, for the Committee to consider at its next Meeting, with a view to revising the content of the Council's Emergency Plan overall.

Taking account of the above, coupled with the fact that the Arun District Council had yet to review its Winter Management Plan, it was AGREED that the next Meeting of the Committee should take place in November 2020. It was hoped that more information would have been issued by both the Arun District Council and West Sussex County Council at that time, which could be considered by the Committee for possible inclusion in the Council's Emergency Plan.

7/20

## **COVID 19 PANDEMIC - THE WAY FORWARD**

The Clerk reported that the West Sussex County Council had produced a Covid-19 Local Outbreak Control Plan, in accordance with Government requirements. She said that a Summary of this document had been prepared by the Assistant Clerk and she would now circulate this to all Members of the Committee.

She then referred to the initial stages of the 'Covid-19 Lockdown' when some of the other neighbouring Parish Councils had set up their own volunteering groups to do essential tasks for members of their Parishes who were confined to their homes in accordance with Government Guidance, but the Council had not done this. Instead, it had directed any potential volunteers to the West Sussex County Council Hub, which had, after a few weeks, been established to provide the necessary assistance to the aforementioned members of all of the communities in West Sussex.

She reminded the Committee that comprehensive 'signposting' information had been provided by the Council throughout the 'Lockdown' via Facebook and the Website, which had also been relayed to any members of the public who had contacted the Council via the Emergency Mobile Phone. She said that this information had also been utilised by a number of neighbouring Town and Parish Councils, and the County Council and District Council Personnel manning the 'Hub'.

The Assistant Clerk said that she was going to attend a 'virtual' Meeting on 25 August 2020, of VAAC, (Voluntary Action Arun & Chichester), when the focus would be on how Town and Parish, together with other Covid-19 Voluntary Groups had responded to their communities' needs and to consider the way forward.

She said she would report back to the next Meeting, if not to the full Council beforehand, with a summary of the Meeting.

The Committee NOTED this information and AGREED that the way forward in connection with the Covid-19 and any future Pandemics, should be further considered at the next Meeting.

8/20

**DATE OF NEXT MEETING**

It was AGREED that the next Meeting should be held on Monday 16 November 2020 at 6.30 pm.

**Chairman:** ..... **Date:** .....