



Dear Councillors,

On the 4 April 2020, the government brought The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 into force to allow local authorities to conduct meetings remotely.

You are therefore respectfully summoned to a remote Parish Council meeting at **7.30pm on Tuesday 5<sup>th</sup> May 2020**. The agenda will be incorporate both planning and financial matters, along with any other matters requiring urgent decisions.

The Parish Council will use “Zoom” to hold virtual meetings. This will enable participants to be seen and heard. If there are problems with internet connections there will be a facility to join the meeting by phone. For any confidential agenda items of any meeting there will be a separate link with a password required. We will need to end the public meeting and log back into the confidential meeting using this Zoom Link and password provided.

If members of the public would like to make an input or representation to a business meeting or send a message to councillors please do so by contacting the Parish Clerk or the local ward Parish Councillor/s. All inputs and representations received will be made known to councillors.

Members of the public may also join Parish Council meetings via Zoom. You do not need to have Zoom on your PC, Tablet or Smart Phone; with the link provided by the host (the Clerk) and you will be able to join the meeting. Your ‘attendance’ must however be notified to the Clerk to give sufficient time for you to be sent a link **before** the meeting starts.

*Brigid Carey*

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## CONDOVER PARISH COUNCIL AGENDA – 5<sup>TH</sup> MAY 2020

018.20 PUBLIC SESSION – Matters raised by or representations received from members of the public

019.20 COUNCILLORS DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS & REQUESTS FOR DISPENSATIONS

020.20 CONFIRMATION & ACCEPTANCE OF PREVIOUS MEETING MINUTES: To consider circulated draft minutes of the Parish Council meeting held on 15<sup>th</sup> April 2020.

### ***Strategic Planning***

0021.20 PARISH COUNCIL RESPONSE TO COVID-19 AND COMMUNITY SUPPORT

022.20 SHROPSHIRE COUNCILLOR REPORT: Consideration of a written report from Dan Morris

023.20 APPROVAL OF PAYMENTS TO SUPPLIERS

## 024.20 PLANNING MATTERS

- a) To consider any planning applications notified to the Parish Council since the last council meeting

Reference: 20/01573/TPO (validated: 21/04/2020)  
Address: Bridge House, Condoover, Shrewsbury, Shropshire, SY5 7BX  
Proposal: T1 Sycamore Tree (T50) Prune back 20% away from Garden area for safety and to obtain more light onto garden area. Crown lift over drive and by road to 5.5m. T2 Sycamore Tree (T47) Prune Back 20% away from House area and outdoor building for safety reasons and reduce the drip line away from property. T3 Ash Tree (T48) Prune back 20% lower drooping crown away from by outdoor building for safety and additional light onto garden.

Reference: 20/01395/TCA (Validated: 02/04/2020)  
Address: Church House Church Road Condoover Shrewsbury Shropshire SY5 7AA  
Proposal: Fell 1no Poplar within Condoover Conservation Area (amended 24/4/2020)

- b) To note any Shropshire Council Planning Decisions as notified to the Council since the last Council meeting:

Reference: 20/01229/AMP (validated: 20/03/2020)  
Address: Plot 2 Residential Development Land North Of Limes Paddock Dorrington  
Proposal: Non- material amendment to revise glazing treatment to front gable projection together with improved porch roof which will include small bay window to study - associated with planning application number 16/02220/FUL  
Status: Grant Permission

### ***Items for Decision***

025.20 CLERK'S HOURS, UPDATE REPORT & COMMUNICATION

026.20 CONDOVER PARISH NEIGHBOURHOOD PLAN UPDATE

### ***Items for Urgent Consideration by Ward***

027.20 CONDOVER

028.20 DORRINGTON

029.20 RYTON

- a) Styche Lane – footpath across private land

030.20 STAPLETON

## Condover Parish Council Proposal For Holding Virtual Meetings

### **Introduction:**

On the 4 April 2020, the government brought The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 into force to allow local authorities to conduct meetings remotely.

### **Platform –**

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You do not need to have Zoom on your PC, Tablet or Smart Phone; with the link provided by the host (the Clerk) you can join the meeting.

For any confidential agenda items of any meeting there will be a separate link with a password required. We will need to end the public meeting and log back into the confidential meeting using this Zoom Link and password provided.

### **Meeting Management:**

- Upon joining a meeting, you should mute your microphone and ensure your video is enabled.
- The Chair will confirm if there are any members of the public present and ask them if they want to speak during the public session.
- The Chair will remind everyone on the meeting to ensure that their microphone is on mute and that their video is enabled (this includes members of the public).
- The Chair will inform all present that the meeting will be recorded by the Council. The public session need not be recorded if anybody wishes to object.
- The Chair will then work through the Agenda supported by the Clerk as required. **The Agenda will be as concise as possible and focus on what is important, where practicable it will avoid items that may require lengthy debate. These items will be postponed until the current lockdown has been lifted. The scheme of delegation approved at the meeting on 15<sup>th</sup> April 2020 will remain in place until face to face meetings are permitted again.**
- Papers for the meeting will be posted on the Parish Council Website and emailed out to all Councillors with an email address. **Every effort will be made to avoid additional papers being required.**
- If a Councillor has declared an interest in an item to be discussed they will be asked to leave the meeting at that point. When that item has been concluded the Chair will ring the Councillor concerned and invite them to re-join the meeting using the original link provided.
- In order for a Councillor to make a point regarding an item under discussion they should raise their hand and wait for the Chair to invite them to speak, at which time they should

un-mute the microphone and mute it again after they have made their point. If any member has joined by telephone only the Chair will invite them to speak before moving to a proposal.

- When a proposal is required the Chair will ask the meeting and look for a councillor who has raised their arm, the Chair will invite that Councillor to state their name and the proposal.
- The Chair will then ask for a Councillor to second the proposal and look for a Councillor who has raised their arm. The Chair will state the name of the Councillor who has seconded the proposal.
- The Chair will then ask all Councillors in favour to raise their hand and to keep it raised until he asks them to place it back down. The Chair will ask telephone participants to give their vote audibly. The Chair will confirm the number of Councillors voting in favour.
- The Chair will then repeat for any Councillor not in favour or who wants to abstain
- “Standing Orders” will continue to be used to assist with the good management of a meeting.