Clerk: Mrs Joanne Depradines-Smith **Chairman: Mr Peter Dee**
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MINUTES OF DUXFORD PARISH COUNCIL EXTRAORDINARY MEETING
HELD VIA VIDEO-CONFERENCING (ZOOM) ON WEDNESDAY 25 MARCH 2020 AT 8PM

CORONAVIRUS OUTBREAK

		ACTION BY
	Present: Parish Councillors: Cllr Dickson, Cllr Harris, Cllr Heath, Cllr Hyde, Cllr Pell-Coggins, Cllr O'Grady, Cllr Tarrant and Cllr Young. Chairman Pete Dee and Parish Clerk Joanne Depradines-Smith. District and County Cllr Peter McDonald. **The Meeting commenced at 8pm:** The Chair welcomed all attendees, and thanked them for their online attendance, due to the Coronavirus epidemic, whereby the Government has stated no physical meetings of more than two people outside of a household.	
62	**Apologies**: Cllr Skeates-Hall	
63	**Declaration of Interests**: Chairman and Cllr Tarrant re item 66 as Trustees of the DCC charity.	
64	**Emergency delegation of decisions to the Parish Council Clerk: including planning and finance, with agreement from Chair / Vice-Chair:** It was agreed at this time not to amend the DPC Standing Orders to Clerk delegation powers (with quorum). Clerk absence contingency measures are to be documented. Cllr McDonald confirmed that he qualifies towards Parish meeting quorum.	**Clerk**
65	**Setting up Duxford Covid Working Party: including Parish Council support:** It was unanimously agreed to formally acknowledge the Duxford Covid Group as an independent group associated with DPC, as termed a working party. Monies raised from crowdfunding and will be credited to an existing DPC account whereby DPC must agree all payments before issue. All volunteers will be participating at their own risk. It was unanimously agreed to donate £5000.00 towards the Duxford Covid Groups' Coronavirus volunteer efforts, including managing the village prescription service / purchase of any essential supplies to share with those living in Duxford Parish. Cllr McDonald confirmed that SCDC emergency food parcels should be issued within days, with the local hub based in Sawston. Cllrs McDonald and Cllr O'Grady will chase BT regarding service work at the Community Centre, should SCDC require an admin base in future.	**Cllr McDonald / Cllr O'Grady**

		ACTION BY
66	**Community Centre: including handover delay, insurance, utility bills and usage:** The Chairman confirmed that DCC have postponed managing the centre whilst it cannot be used by the general public, as expenditure and no income. The Clerk and the Chairman will share revised insurance quotes for extended time and contents, where applicable.	**Chairman / Clerk**
67	It was unanimously agreed to let the Duxford Covid Group use the hall for storage / potential food / essentials bank, if required. **Meeting closure:** 8.28pm **End**	