

ALPHETON PARISH COUNCIL

MINUTES OF ADDITIONAL PARISH COUNCIL MEETING

HELD ON 16th DECEMBER 2020 AT 7PM (REMOTELY BY WAY OF VIDEO CONFERENCING)

- 1 Apologies: Apologies were received from Elizabeth Malvesi who is on holiday until 4th January 2021
- 2 Declarations of Interest:

Noted: None
- 3 To consider and approve the draft Minutes of the meeting held on the 1st December 2020
To be discussed at the formal council meeting of 2nd February 2021
- 4 Matters Arising: (updates from previous meetings)

Noted: None
- 5 Public Forum: (*Not applicable for this meeting*)
- 6 District and County Cllrs Reports: to be discussed at the next formal Council Meeting on 2 February 2021.
- 7 Correspondence: (all correspondence has been forwarded to Cllrs ahead of the meeting)
- 8 Vacancy for Clerk to the Parish Council
 - (i) Cllrs agreed a job description in line with comparable job descriptions advertised on the SALC website from Parishes of a similar size.
 - (ii) Cllrs agreed that the hours worked by the Clerk should be raised from 4 to 6 hours per week
 - (iii) Cllrs agreed that the salary (*in line with NALC pay scales*) should be discussed at interview. The appropriate NALC pay scale will be applied dependent on the applicants' relevant skills and experience and knowledge of Local Government.
 - (iv) Cllr Moore requested a few changes to the wording of the Alpheton Contract of Employment document in particular pages, 13 and 15 to make the document more coherent and reader friendly.
 - (v) Training from SALC will be available
 - (vi) Due to the Christmas period, the closing date for applications and subsequent interviews will be scheduled several weeks into the New Year.
- 9 Clerks/RFP's report: to be discussed at the formal Council meeting on 2 February 2021.
- 10 Planning: No new planning applications to report.
- 11 Parish Councillors reports: to be discussed at the next formal Council Meeting on 2 February 2021
- 12 Date and time of next Parish Council:

The Chair reported that a deadline of 22 March 2021 had been given by the Locality Budgets and Members Allowances for the funds provided by Cllr Richard Kemp towards the purchase of a Speed Indicator Device for Alpheton Village.
Councillors agreed to hold an Extraordinary Parish Council Meeting on 13th January 2021 at 7pm via way of video conferencing (*zoom*)

The meeting closed at 8pm