

Minutes of the Emergency Planning Committee Meeting held on Thursday 11th February 2021 at 9.30am by VIDEOCONFERENCE of Thurston Parish Council.

Present (by video): Cllrs. Rainbow (Chair), Cllrs. Morris, Thurlbourn, Towers and West. Also in attendance (by video): Mrs A King, Deputy Parish Clerk.

1. OPENING – the Vice-Chair of the Parish Council took the role of Chair for the meeting and opened the meeting advising all that the Video Protocol adopted by the Parish Council, would be enacted for this meeting. A copy of the Protocol is available from the Clerk or can be downloaded from the website: <https://thurstonparishcouncil.uk/parish-council/policies-procedures-and-strategy/>
2. APOLOGIES FOR ABSENCE –
 - a) There were no applicable apologies for absence.
3. DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST FROM COUNCILLORS INCLUDING GIFTS OF HOSPITALITY EXCEEDING £25 –
 - a) To receive declarations of pecuniary, local non-pecuniary interest(s) and personal interests in items on the agenda and their nature including gifts of hospitality exceeding £25 – there were no declarations declared for the agenda under discussion.
 - b) To receive requests for dispensations – none had been received prior to the meeting.
4. MINUTES – to confirm acceptance of the minutes of the meetings of *(all as previously circulated)* and to agree that delegated authority be given to the Chair to sign the minutes outside of the:
 - a) 14th January 2021 – all agreed that the minutes as presented were a true and accurate record of the meeting that took place, aif.
5. TO CONSIDER MATTERS RELATING TO EMERGENCY PLANNING FOR THURSTON -
 - a) To consider additions to the areas to be added to the map of those prone to flooding over the course of 2020/2021 - All agreed with the 9 areas that had been highlighted as flood prone to be added to the plan.
 - b) To receive matters relating to Emergency Planning for future discussion – Cllr. Towers and the Deputy Clerk are to produce a COVID-19 appendix for the Emergency Plan.
6. TO REVIEW AND CONSIDER AMENDMENTS TO THE ADOPTED EMERGENCY PLAN FOR THURSTON:

The Deputy Clerk had previously circulated an amended Emergency Plan, further amendments that were agreed on:

 - A discussion was had regarding the areas that had been assigned to each councillor, it was agreed that the areas would be verified at the next parish meeting when all councillors would be available for comment.
 - Utility sub-stations – the reference numbers and contact details for the sub stations and transformer boxes were added to the plan.
 - Helen Wilson, Principal of Thurston College will be retiring in the near future, all agreed that as soon as the new Principal is announced, the plan will be updated.
 - With the exception of Emergency Water Supplies, it was confirmed that all volunteers had been contacted and were happy to for their details to be included. It was agreed the Deputy Clerk would call the Emergency Water contact to confirm his details should remain.
 - Cllr. Towers and the Deputy Clerk are to produce a COVID-19 appendix.
7. TO CONFIRM THE DATE OF THE NEXT EMERGENCY PLANNING MEETING – Thursday 12th May 2021 at 6.30pm.

8. CLOSE OF MEETING - There being no further business to transact, the Chairman closed the meeting at 09.50am.