

# Godstone Parish Council

(incorporating the Villages of Godstone, South Godstone and Blindley Heath)

## Clerk to the Parish Council

S Endersby

## Admin Assistant

L Case (Mat cover)

The Bount  
Godstone Green  
Godstone, Surrey  
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## MINUTES

for the virtual meeting of Godstone Parish Council held on  
**Monday 4 May 2020 at 7.30pm**

**Members:** Cllrs B Davis, J Farnaby, J Gardner, D Stone, S Farr, C White, C Farr, M McLoughlin  
**Apologies:**  
**Absent:** Cllrs R Johnson,  
**In attendance:** S Endersby (Clerk) and L Case (Admin Assistant)  
**Open Forum:** T/Detective Inspector K Hughes, Tandridge District Councillor C Swann, Rev P O'Connell

### 1. Questions from Members of the Public

- 1.1 The Chairman opened the meeting with a statement to confirm managing this section of the meeting of public questions, due to the need to hold the meeting as a virtual video conference call during the Covid 19 pandemic.
- 1.2 The Chairman introduced T/Detective Inspector K Hughes, Borough Commander, Tandridge Safer Neighbourhood Team (DI K Hughes) and DI K Hughes gave a brief introduction of her role and work in the district and the police investigation of the tragic murder of Mr Dennis Kellond.
- 1.3 It was noted that some questions had been received in advance to ensure questions were addressed during the video call format. It was further noted that questions would be answered within the appropriate protocol whilst investigations about the case(s) are ongoing.
- 1.4 DI Hughes responded to the questions that had been emailed in advance
  - 1.4.1 What is the progress of the investigation to the murder of Mr Dennis Kellond
    - It was confirmed that an arrest has been made;
    - It is stated that it was thought unlikely that the person arrested would be released on remand; and
    - The rare nature of a crime of this nature was spoken about
  - 1.4.2 Have all arrests now been made, or could there be other people still to be found
    - The investigation remains active
    - At this time there is only 1 suspect
    - The suspect has been arrested.
  - 1.4.3 Has the post-mortem on Dennis Kellond given any idea if his death was instantaneous and if not the likely time of death as there has been much concern that he may have lain injured for some time.
    - It was confirmed that the cause of death was a head injury; and
    - In relation to any further details the police priority is to liaise with the family and not all details will be released to the public.
  - 1.4.4 Any updates on recent shed and garage break ins
    - Prioritising and using police resources, noting Operation Spearhead, to tackle issues was spoken about and some ideas for the future using behavioural patterns to aim resources more effectively was spoken about;
    - Arrests can only be made if perpetrators are caught in the act, even though villagers have a strong idea who the perpetrator(s) are;
    - Concerns specifically about regular offenders, issues occurring in Church Lane and criminals getting braver were raised during the discussion;
    - CCTV footage is being circulated as part of the effort to catch criminals; and
    - Current data shows burglary is down 44% and positive outcomes have increased 5.4% in the county.

### 2. Apologies and reasons for absence

- 2.1 Due to holding a virtual meeting confirmation of councillors in attendance was carried out.
- 2.2 Councillor R Johnson had not joined the call and there had been no apologies sent to the clerk in relation to this meeting.

**RESOLVED** – Councillors unanimously agreed that the meeting was quorate.

### 3. Declarations of Interest – No declarations of interest in an agenda item were made

**4. County and District Councillors** – Brief report on matters affecting the Parish

4.1 County Councillor – County Councillor R Thorn had not joined the virtual meeting.

4.2 District Councillors – Councillor C Swann

4.2.1 Rubbish Collections - Residents had been in contact about the increase in rubbish. Cllr C Swann reported that Tandridge District Council (TDC) are not taking additional rubbish left out with bins. It was noted that a good job of maintaining rubbish clearance services was being done under the circumstances.

4.2.2 TDC Working during Covid19 – Most of TDC employees are currently working from home.

4.2.3 TDC has set up virtual meetings up to May 2021

**5. Minutes** of the meetings held on Monday 3 February 2020 and Monday 2 March 2020, 4 April 2020 (meeting notes only not minutes due to Covid19).

5.1 Minutes of the meeting held on Monday 3 February 2020, previously circulated to Councillors

**RESOLVED** – Minutes of the meeting held on 3 February 2020 were agreed as a correct record of the meeting.  
**ACTION 5/20 – 1a** – Clerk to liaise with the Chair for the minutes to be signed with a ‘wet signature’, during the COVID19 Lockdown.

5.2 Minutes of the meeting held on Monday 2 March 2020

**ACTION 5/20 – 1b** – Clerk is to circulate the minutes of the meeting to councillors as soon as practicable, as they have not been completed due to the huge impact of the Covid19 situation and lockdown

5.3 Notes of the meeting held on Monday 4 April 2020

**RESOLVED** – Notes of the meeting held on 4 April 2020 were agreed as a correct reflection of the meeting, but not signed as it was not a formal Parish council meeting.

**ACTION 5/20 – 1c** – Clerk to publish the notes of the 4 April 2020 meeting on the Parish council website and keep a record on file.

**6. Motions proposed for discussion by Councillors**

6.1 Motions proposed by Councillor C Farr on 17 March 2020 detailed on the agenda 6.1.1 – 6.1.6 were withdrawn due to there being a change in Legislation (see Item 7.2 a) since the motions were proposed at the start of lockdown.

**7. Reports**

7.1 Actions

7.1.1 Action taken - to be ratified if required or any appropriate updates

a. Email about General update incl. Zoom - Purchase of Zoom subscription

**RESOLVED** – Purchase of Zoom subscription, discussed at informal April meeting and notified by email, was ratified.

b. Accounts for payment - **MARCH** - Summary sheet and all invoices circulated as PDFs for reference in April.

**RESOLVED** – It was acknowledged that the accounts for payment for March, were circulated for the informal April meeting for councillor’s information and paid in line with the Parish Councils Finance regulations. The Accounts for Payment list totalling £5013.14 on payment of salaries was accepted and ratified.

**ACTION 5/20 – 2a** – Arrangements to be made for two councillors to countersign all invoices working around the current COVID 19 restrictions as soon as practicable.

The **MARCH** accounts payments are detailed below for information:

GPC Ref.	Business	Invoice	Invoice Date	Payment For	Net amount	VAT	Invoice Total
<b>Direct Debits</b>							
G760	NEST			MARCH salary	102.08	0	102.08
G744	British Gas	739769	1/4/2020	Electricity Bill	43.52	2.59	54.3
G761	BT	M088 2Z	17/03/20	Telephone and Internet	49.15	9.83	58.98
G755	SES Business Water	36	2/2/2020	BH Field Supply	19.72		19.72
<b>Standing Orders</b>							
	1st Godstone Scouts			Qtr rent payment as per lease	625		625
<b>Invoices for Payment</b>							
G745	SSALC Ltd	2257	1/4/2020	Subscription - Ssalc and NALC	1825.98		1825.98
G757	S Endersby			Salary - March	1020.75		1020.75
G758	L Spence			Salary - March	36.4		36.4

	E Cross			Mat Leave	0		0
G759	HMRC			March - NI and Income Tax was £113.75, but due to over payment for Feb month only 32p owed and paid	0.32		0.32
G756	Segment Engineering			Polycarbonate for Telephone Box	215.16	43.03	258.19
G762	Neat Gardens	199	3/29/2020	Grass Cutting (partial due to conditions)	922.42		922.42
G762	Neat Gardens	199	3/29/2020	Removal of Fallen branch at Burial Ground	89		89

\*Salaries paid in accordance with 7. Payment of Salaries of the Parish Council Financial Regulations.

**TOTAL £4,949.50 £55.45 £5,013.14**

- c. Summary Financial Report to **FEBRUARY**; including income and expenditure, Restricted Funds Summary (including CIL funds), and the Designated Funds Summary

**RESOLVED** – It was acknowledged that the Summary Financial Report to **FEBRUARY** had been circulated on 17 April 2020 following informal April meeting. Councillors unanimously approved the Summary Financial Report and agreed that the **FEBRUARY** bank reconciliation summary sheet be signed on behalf of the Parish council and the pages of the bank statement be initialled.

**ACTION 5/20 – 2b** – Arrangements to be made for a councillor to sign the Summary Financial Report, working around the current COVID 19 restrictions as soon as practicable.

#### 7.2 Clerks Report, to include:

##### 7.2.1 Maintenance Tender

- i. It was reported that there had been no responses to the tender within the deadline of Wednesday 22 April 2020.
- ii. It was reported that there had been information about procurement during Covid 19.
- iii. Concerns about implications for Parish having no maintenance contract, particularly during Covid19 were raised and noted.

**ACTION 5/20 – 3** – Clerk to recirculate Procurement Policy Note - Responding to COVID-19.

**RESOLVED** – Councillors agreed that this matter be discussed at the next meeting. Noting the concern about the council not having a maintenance contractor, complicated further by Covid19, it was considered that a solution should be found as soon as practicable.

##### 7.2.2 Matters arising due to Covid19

- a) The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392 – Information prepared by Lawyers in Local Government (LLG) and the Association of Democratic Services Officers (ADSO) for the purpose of assisting authorities and highlighting changes (Appendix A)
  - i. No Requirement to Hold an Annual Meeting;
  - ii. Access to Information;
  - iii. Remote Access to Meetings;
  - iv. Members in Remote Attendance;
  - v. Remote Attendance by Members of the Public;
  - vi. Remote Voting; and
  - vii. Members excluded from the meeting

Councillors noted the information provided.

**RESOLVED** - Councillors unanimously agreed that the changes of legislation, set out above and included in detail at the end of these minutes, automatically be applied to the Parish councils standing orders during the COVID19 pandemic.

**ACTION 5/20 – 4** – Clerk to ensure that a statement is published on the website and within the Standing orders.

- b) Supporting the local community – Network of volunteers and the support being coordinated by L Case was noted. It was confirmed that care is taken to ensure safeguarding of volunteers and parishioners they are helping. Clerk thanked L Case.
- c) With the potential for advice to change regularly over the coming months, the Clerk asked if it would it be worthwhile having a Working Group to work with her to aid the Parish councils response to issues arising between meetings in relation to Covid19.

**RESOLVED** - Councillors unanimously agreed they would support the Clerk with any matters that arose, but no formal working group was proposed.

7.2.2 2020-2021 Meeting dates – Although there would not be an Annual Parish Council meeting, it was still necessary to propose meeting dates for the year 2020-2021 and the Clerk had prepared dates following the current meeting pattern of the first Monday of the month:

**RESOLVED** – Noting the need to confirm meeting dates, Councillors unanimously agreed the dates detailed below:

**ACTION 5/20 – 5** – Clerk to ensure that dates are published on the website and noticeboards.

Meeting Date	Meeting	Venue
Monday 1 June 2020	Parish Council Meeting	The Parish council will be holding Virtual Meeting using Zoom until further notice. When government guidance allows the location will revert back to the Parish Rooms, St Stephens Church, South Godstone
Monday 6 July 2020	Parish Council Meeting	
Monday 3 August 2020	Parish Council Meeting	
Monday 7 September 2020	Parish Council Meeting	
Monday 5 October 2020	Parish Council Meeting	
Monday 2 November 2020	Parish Council Meeting	
Monday 7 December 2020	Parish Council Meeting	
Monday 4 January 2021	Parish Council Meeting	
Monday 1 February 2021	Parish Council Meeting	
Monday 1 March 2021	Parish Council Meeting	
Monday 12 April 2021	Parish Council Meeting	
Monday 10 May 2021	Parish Council Annual Meeting	

7.2.3 Clerk confirmed that the Internal Audit is still to take place on Tuesday 5 May, but will be carried out remotely and all papers have been prepared and submitted. Matters in relation to the AGAR which the Parish council are required to consider will be reported at the June 2020 Parish Council meeting.

### 7.3 Chairman's Report (for noting) information only

7.3.1 A request for a memorial in memory of Mr D Kellond has been received.

- i. Councillors noted the correspondence and informally discussed the request;
- ii. The unanimous consensus was that it is a lovely idea, but with some considerations required as detailed below;
- iii. The Parish council contact the next of kin in order that the Parish council have appropriate records for now and the future, for those that will have an intrinsic link to a memorial on the green and to ensure they support plans;
- iv. Include a motion on the June meeting agenda;
- v. Consider practicalities in relation to an installation, future responsibilities, and care of the memorial; and
- vi. Contact Boule Committee to confirm that they support plans.

**ACTION 5/20 – 6a** – Clerk to liaise with proposer and contact the family.

**ACTION 5/20 – 6b** – Clerk to reconfirm the arrangements/responsibility for the Boules pitch.

7.3.2 Godstone Village sign – The damaged sign has been retrieved and is being kept safe until a maintenance contractor is appointed and it can be repaired and returned.

7.4 Reports (for noting) from representatives on outside bodies etc

## 8. Planning Committee

8.1 Update following the Virtual Planning Committee meeting held on Friday 1 May 2020 – Report noted.

## 9. Finance Matters

9.1 Accounts for payment - to approve **APRIL** accounts for payment

GPC Ref.	Business	Invoice	Invoice Date	Payment For	Net amount	VAT	Invoice Total
<b>Direct Debits</b>							
G809	NEST			APRIL - salary	105.14		105.14
G811	British Gas			Electricity Bill	-51.71	-2.59	-54.3
G812	British Gas			Electricity Bill	3.66	2.9	6.56
G803	BT	M089 6A	4/17/2020	Telephone and Internet	50.03	10	60.03
<b>Invoices for Payment</b>							
G801	ICCM Membership	4477/2020/21	4/1/2020	Corporate Membership	95	0	95

G802	Surrey Wildlife Trust	14466	21-Apr	Annual Management Fee	2206.92	441.39	2648.31
G804-7	Salary Payments			Salary Payments - Inc Mat cover			
G808	HMRC			NI and Income Tax - April			
G810	S Endersby			Stamps - 12 2nd Class and Zoom (1 month)	22.19		22.19
G813	Neatgardens	O207	5/1/2020	Grass Cutting	1863.01		1863.01
*Salaries paid in accordance with 7. Payment of Salaries of the Parish Council Financial Regulations.				<b>TOTAL</b>	<b>£5,939.99</b>	<b>£451.70</b>	<b>£6,391.69</b>

**RESOLVED** – It was acknowledged that the accounts for payment summary for **APRIL** and invoices copies had been circulated by email. The accounts for payment list totalling £6,391.69 on payment of salaries was unanimously approved.  
**ACTION 5/20 – 7a** – Arrangements to be made for two councillors to countersign all invoices working around the current COVID 19 restrictions as soon as practicable.

9.2 Summary Financial Report to **MARCH** review:

9.2.1 Income and expenditure, including End of FY2019-2020 summary

9.2.2 Restricted Funds Summary including CIL funds, Designated Funds Summary and Virements

**RESOLVED** – It was acknowledged that the Summary Financial Report to **MARCH** had been circulated on 4 May 2020. Councillors unanimously approved the Summary Financial Report and agreed that the **MARCH** bank reconciliation summary sheet be signed on behalf of the Parish council and the pages of the bank statement be initialled.

**ACTION 5/20 – 7b** – Arrangements to be made for a councillor to sign the Summary Financial Report, working around the current COVID 19 restrictions as soon as practicable.

9.3 CIL

9.3.1 FY2020-2021 first CIL Payment of £4578.46 for FY2020-2021 was noted:

Godstone	TA/2016/131 The Barn, Quarry Farm	28/04/2020	Instalment 1-3 £510.25				
Godstone	TA/2016/1622 Standitch Farm,	28/04/2020	Instalment 1 £4,068.21	Instalment 2 £8,136.42	29/10/2020	Instalment 3 £4,068.21	28/04/2021
							£4,578.46

9.3.2 FY2019-2020 spend report -

**ACTION 5/20 – 7c** – Clerk to prepare the CIL spend report for FY2019-2020 for submission to TDC.

**10. Matters effecting the Parish Villages:**

10.1 Godstone

10.1.1 Godstone

- Donkey Derby – 29, 30 and Monday 31 August 2020 – It was noted that a decision to grant permission to use the green is still pending, but due to the size of the event (estimate up to 5000 people) it should be review at each monthly meeting in line with current government guidelines. Clerk will stay in regular contact with the committee.
- Report received via TDC about glass found in the playground, regular checks on the playground are being made even though the playground remains closed due to COVID19.

**ACTION 5/20 – 8** – Clerk respond to TDC to confirm playground inspections are being carried out regularly.

- Car crash on Greenview – Speed sign may be affected.

**ACTION 5/20 – 9** – Clerk to check if sign is working.

- Area around Bounty left out of the Grass cutting tender and needs to be added to the agreement.

**RESOLVED** – It was acknowledged that this area should have been included in the agreement and contractor should proceed cutting it whilst an amendment to the contact is made to include this area.

**ACTION 5/20 – 10** – Clerk to liaise with grass cutting contractor.

10.1.2 Bounty and Allotments

- Request for written consent to keep chickens as per Allotment Agreement

**RESOLVED** – Councillors unanimously approved the request for consent to keep chickens at the allotment.

**ACTION 5/20 – 11** – Clerk to send written confirmation to the allotment holder.

10.1.3 Tilburstow Hill/The Enterdent

- Concerns raised during the meeting noted in relation to the access and potential issues that vehicles might be using the common. Previous discussion did not find a consensus on suitable plan to address concerns.

10.2 South Godstone – No matters raised

10.3 Blindley Heath

10.3.1 Lingfield Nursery - Deed of Variation and Licence to Assign – Agreement for signing

**RESOLVED** – Councillors stated that unanimous approval had previously been given and that arrangements for the Deed of Variation and Licence to Assign to be signed on behalf of the Parish council proceed.

**ACTION 5/20 – 13** – Clerk to liaise with Chairman to arrange signature, working within social distancing requirements.

10.3.2 Blindley Heath SSSI – Councillors noted that the Surrey Wildlife Trust has applied to the Secretary of State for Environment, Food and Rural Affairs for consent under section 38 of the Commons Act 2006 to carry out restricted works on Blindley Heath Common a copy of this notice is available on the Parish website.

## 11. Burial Ground

11.1 Burial ground during Covid 19

11.1.1 Councillors discussed with Rev P O’Connell the impact of Covid19 and burials that have taken place during Covid19. Although very distressing for families, social distancing rules are being followed and undertakers have good arrangements in place to support and manage funerals respectfully.

11.2 Applications for Exclusive Rights of Burial or for transfer of Exclusive Rights of Burial – The following applications were noted as approved by the Clerk as delegated by the council:

11.2.1 EROB – Pattenden 607

11.2.2 EROB Transfer – Stacey/Cannon 480

11.3 Applications for consent to erect Memorials - None

11.4 War Memorials and Posterngate Farm Memorial Site

11.4.1 Councillors thanked Rev P O’Connell for his piece of work in relation to the recent anniversary marking Sergeant Fennimore’s 100<sup>th</sup> birthday

11.4.2 The Posterngate Memorial Site needs strimming

**RESOLVED** – Councillors confirmed instructions that the grass contracting contractor trim the memorial site.

**ACTION 5/20 – 14** – Clerk to liaise with contractor to complete this work.

## 12. Correspondence

12.1 Councillors noted the email correspondence circulated since the last meeting:

- i. Campaign: Coronavirus Relief Funds donations
- ii. Coronavirus - update from the Surrey Local Resilience Forum
- iii. Fw: THIS IS A USEFUL UPDATE for you all to read - NALC CORONAVIRUS — INFORMATION FOR PARISH AND TOWN COUNCILS
- iv. Fw: Reference: ME-835976 - Surrey Highways: TRO - Hare Lane, Blindley Heath
- v. VE Day 75
- vi. BBC South East Enquiry
- vii. Coronavirus update: 29 April - Surrey LRF Chair to all Surrey Partners and Leaders
- viii. Fw: Letter to all Town and Parish Councils - from Robert Jenrick, Secretary of State for Housing, Communities and Local Government.

12.2 Councillor C White reminded councillors to encourage local businesses to apply for the Covid19 small business grants from TDC.

## 13. Matters for reporting or inclusion on future agendas

13.1 Godstone Pond – Duck weed

13.2 The next virtual meeting of the Parish Council will be held at 7.30 pm on Monday 1 June 2020 by Zoom.

----- Meeting ended 9.00pm -----

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Chairman

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Date

## **Appendix A**

### **1A No Requirement to Hold an Annual Meeting**

The requirement to hold an Annual Meeting is to be disregarded and, prior to 7th May 2021, an Annual Meeting of Council may only take place:

- (a) where called by the Chair; or
- (b) following a resolution calling for an Annual Meeting being passed at an ordinary or extraordinary meeting of Council.

### **2A Access to Information**

For all purposes of the Constitution, the terms “notice”, “summons”, “agenda”, “report”, “written record” and “background papers” when referred to as being a document that is:

- (a) “open to inspection” shall include for these and all other purposes as being published on the website of the council; and
- (b) to be published, posted or made available at offices of the Authority shall include publication on the website of the Authority.

### **3A Remote Access to Meetings**

(a) For all purposes of the Constitution the term “meeting” is not limited in meaning to a meeting of persons all of whom, or any of whom, are present in the same place, for which purposes any reference to:

(i) “place” is to be interpreted as where a meeting is held, or to be held, includes reference to more than one place including electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers: and

(ii) “open to the public” includes access to the meeting being through remote means including (but not limited to) video conferencing, live webcast, and live interactive streaming and where a meeting is accessible to the public through such remote means the meeting is open to the public whether or not members of the public are able to attend the meeting in person; and

(b) If the Chair is made aware that the meeting is not accessible to the public through remote means, due to any technological or other failure of provision, then the Chair shall adjourn the meeting immediately. If the provision of access through remote means cannot be restored within a reasonable period, then the remaining business will be considered at a time and date fixed by the Chair. If he or she does not fix a date, the remaining business will be considered at the next ordinary meeting.

### **4A Members in Remote Attendance**

(a) A Member in remote attendance is present and attends the meeting, including for the purposes of the meeting’s quorum, if at any time all three of the following conditions are satisfied, those conditions being that the Member in remote attendance is able at that time:

(i) to hear, and where practicable see, and be so heard and, where practicable, be seen by, the other Members in attendance.

(ii) to hear, and where practicable see, and be so heard and, where practicable, be seen by, any members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting; and

(iii) to be so heard and, where practicable, be seen by any other members of the public attending the meeting.

(b) A Member in remote attendance will be deemed to have left the meeting where, at any point in time during the meeting, any of the conditions for remote attendance contained in (a) above are not met. In such circumstance the Chair may, as they deem appropriate;

(i) adjourn the meeting for a short period to permit the conditions for remote attendance of a Member contained in (a) above to be re-established;

(ii) count the number of Members in attendance for the purposes of the quorum; or

(iii) continue to transact the remaining business of the meeting in the absence of the Member in remote attendance.

#### **5A Remote Attendance by Members of the Public**

(a) A member of the public entitled to attend the meeting in order to exercise a right to speak at the meeting is in remote attendance at any time if all three of the following conditions are satisfied, those conditions being that the member of the public in remote attendance is able at that time:

(i) to hear, and where practicable see, and be so heard and, where practicable, be seen by, Members in attendance;

(ii) to hear, and where practicable see, and be so heard and, where practicable, be seen by, any other members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting; and

(iii) to be so heard and, where practicable, be seen by any other members of the public attending the meeting.

(b) A member of the public in remote attendance will be deemed to have left the meeting where, at any point in time during the meeting, any of the conditions for remote attendance contained in Standing Order 5A(a) above are not met. In such circumstance the Chair may, as he or she deems appropriate:

(i) adjourn the meeting for a short period to permit the conditions for remote attendance contained in Standing Order 5A(a) above to be re-established;

(ii) suspend consideration of the item of business in relation to the member of public's attendance until such time as a following item of business on the agenda has been transacted and the conditions for the member of the public's remote attendance have been re-established or, on confirmation that this cannot be done, before the end of the meeting, whichever is the earliest; or

(iii) continue to transact the remaining business of the meeting in the absence of the member of the public in remote attendance.

#### **6A Remote Voting**

Unless a recorded vote is demanded, [which may be confirmed by the requisite number of Members confirming the demand verbally when requested by the Chair,] the Chair will take the vote ...

(a) [,by use of the electronic voting system[s] for Remote Voting and voting in the Chamber or where an electronic voting system is not working correctly or unavailable ...];

(b) by the affirmation of the meeting if there is no dissent [by assent]; or

(c) the Chair will take the vote by roll-call and the number of votes for or against the motion or amendment or abstaining from voting will be recorded.

#### **7A Members excluded from the meeting**

Where a Member is required to leave the meeting, the means of remote attendance and access is to be severed whilst any discussion or vote takes place in respect of the item or items of business which the member or co-opted member may not participate.