

Wisborough Green Parish Council

Draft Minutes of the Parish Council Meeting to be approved on 21st July 2015

Date: Tuesday 16th June 2015

Present: Mr K Charman (KC) (Chairman), Mr M King (MK), Mrs S Overington (SO)

Apologies: Mr A Burbridge (AB), Mr P Drummond (PD), Mr A Jackson (AJ), Ms A Stone (AS),
Mr H True (HT)

In Attendance: Mrs L Davies, Clerk
Mr J Ransley (District Councillor)
Mrs J Dunton (County Councillor)

Members of Public: None

Mr Charman opened the meeting at 7.45 pm and welcomed all.

Action By

1. Apologies for Absence: Apologies were received and accepted from Mr Burbridge, Mr Drummond, Mr Jackson, Ms Stone and Mr True.

2. Declaration of Members' Interests: No interests were declared and no requests for dispensation had been received.

3. Minutes of the Last Meeting: The Minutes of the last meeting held on Tuesday 2nd June 2015 were approved as a correct record and signed by the Chairman.

4. Council Membership: The Chairman was delighted to report that Mr Vit, who had previously served on the Council, had agreed to return, although unfortunately he was unable to attend this meeting due to work commitments. The Chairman therefore suggested that Mr Vit be co-opted onto the Council to fill the remaining vacancy, proposed by MK and seconded by SO. The Clerk would arrange for Mr Vit to complete the necessary papers.

Clerk

5. District/County Councillor Update:

District Councillor:

- Chichester District Council (CDC) had published its report on the Crouchlands Biogas operation recommending enforcement action. This would be determined by the CDC Planning Committee on 24th June. Attendance by local residents was encouraged.
- The decision by Council to support the new Leader's recommendation not to re-appoint Cllr Andrew Shaxson as the CDC South Downs National Park (SDNP) Representative continued to attract criticism as many considered his past contribution beneficial and meaningful. Many Parishes continued to complain.
- Mr Ransley had become aware that the track function on the CDC Planning Portal did not notify users when new documents had been published. He was therefore lobbying to have the function upgraded as it would save residents and parishes time in searching for updated information. Support would be welcomed.
- Mr Ransley had been lobbying CDC for a number of years to introduce webcasting of their main committee meetings. He believed that this would be useful, particularly for those in the north of the district to avoid the need to travel to Chichester. West Sussex County Council (WSCC) had been providing this service for some time and viewing figures were high when controversial matters were addressed. Mr Ransley believed that it would allow more people to become involved

in local issues and would give residents the opportunity to monitor those who represented their community. It would be reviewed by Cabinet on 7th July and any support would be welcomed. The Clerk confirmed that she had watched the WSCC webcast on occasion and found it useful. Members agreed that an email of support should be sent.

Clerk

- CDC had a busy agenda coming up and Mr Ransley would continue to update. A useful guide to forthcoming considerations was the CDC Forward Plan which could be viewed at:
<http://chichester.moderngov.co.uk/mgListPlans.aspx?RPId=135&RD=0>
- It was being proposed that two senior CDC Officers would undertake Ward walkabouts to become more familiar with any issues or concerns in the area. Mr Ransley would keep the Council updated on any developments in this regard.

County Councillor:

- WSCC was still keen to find more foster carers in the County and continued to promote that help was available for carers in the community.
- Child sexual exploitation was an area that continued to be under close scrutiny, with systems and services being reviewed to ensure best practice. An Ofsted inspection of Children's Services was anticipated shortly.
- The Council continued to undertake work with those with mental or disability problems. Help was available, but people were sometimes unaware.
- Mrs Duncion continued to visit fire stations as part of her responsibility for Fire & Rescue. Recruiting and retaining 'retained' fire officers were proving difficult, however, she would shortly be attending the passing out parade for a number of new recruits. The new smaller fire appliance at Midhurst was now in place.
- WSCC was currently considering community involvement and was keen to seek the views of town and parish councils. More information would be made available in September, but it was likely that meetings would be held out in communities to make more inclusive. The planning was at an early stage, but more information would be made available in due course.
- There was nothing further to update on Gatwick Airport at this stage.
- Mrs Duncion advised that she would be attending a meeting next week relating to the proposed boundary review. From her understanding, it would not impact upon the Chichester District, but would advise the Parish Council if any issues affected the Parish.
- The next CLC Meeting would be held in Lurgashall on Tuesday 23rd June 2015 at 7.00 pm. There would be an opportunity to discuss fibre-optic broadband before the meeting from 6.00 pm.

8.25 pm – Mrs Duncion and Mr Ransley left the meeting room.

6. Public Questions: There were no members of the public present.

7. Policy Documents: The policies, as listed below, had been reviewed by the Clerk and circulated to all in advance of the meeting. The Clerk highlighted the minor changes to the Freedom of Information Policy and the amendment to the review schedule for the Child Protection Policy, from annual to bi-annual. SO wished to highlight to members the importance of the Child Protection Policy and asked that new members familiarised themselves with the policy. With regard to the Financial Regulations, this document was now in line with the model policy circulated by the National Association of Local Councils.

Clerk

Members reviewed the Village Signs Policy and agreed that this policy was still current and applicable. Members formally approved the circulated policies; approval dates to be updated and to be made available on the village website.

- a. Financial Regulations
- b. Freedom of Information
- c. Health & Safety
- d. Complaints Procedure
- e. Data Protection
- f. Child Protection
- g. Staff Absence Policy
- h. Grievance procedure
- i. Disciplinary procedure

- j. Equal Opportunities Policy
- k. Dignity at Work/Bullying and Harassment Policy
- l. Village Signs Policy

In line with the adopted Financial Regulations, it was formally agreed that HT, who had offered to take on the role, would be the Councillor nominated to check the bank reconciliations.

HT

8. Matters Arising from the Parish Council Meeting on 19th May and 2nd June 2015 and ongoing matters:

- a. Neighbourhood Plan: MK advised that the Regulation 16 consultation organised by CDC had now closed. All submitted comments would be sent to the appointed examiner along with the Submission Plan, Consultation Statement and Basic Conditions Statement. It was anticipated that the examination would start later in July.

The Parish Council had met earlier in June to agree some minor changes to submit to CDC as part of this consultation. Further advice was subsequently sought from the Planning Consultant engaged to help with the Neighbourhood Plan, who advised that the wording should be strengthened and additional justification given for the phasing element. The consultation response was circulated to members and submitted to CDC.

CDC had sent two queries to the Clerk relating to publicity and previous comments, to which the Clerk had responded.

Kirdford Parish Council had also sent a letter to the Parish Council in relation to the South Downs National Park, Environmental Policies, Local Occupancy and Economic Development highlighting the importance of being in line with neighbouring parishes. This letter was potentially a response to the CDC consultation but was unfortunately received after the closing date; a formal response to be sent to Kirdford.

It was agreed that, if possible, the Clerk should obtain a copy of the consultation comments from CDC.

Clerk

- b. Gatwick Airport: In the absence of PD, nothing further to report. The recent circular from Cllr Ransley relating to infrastructure and the devolution of power to local authorities was noted.

- c. Boxal Bridge: It was understood that the final survey had been undertaken although the report was still outstanding. KC agreed to attend a meeting, organised by the protest group later in the month. MK advised that he had attended a site meeting, at which it was agreed that debris would be removed from the stream 100m downstream of the bridge (to the derelict bridge) as part of the improvements to reduce flooding. There were just one or two landownership permissions to obtain but it was hoped that the work would be undertaken in late summer.

Mr Ransley advised that he had highlighted the importance of involving the Conservation and Design Manager at CDC to the protest group.

MK had been a little disconcerted by a recently circulated update which stated that both Parish Council's objected to the removal. He was advised that at the Parish Council meeting on 20th January 2015, after some discussion, members had agreed that "Repair was required to ensure the safety of the structure, but the Parish Council would wish to retain the historic asset which was part of the character of the area." This was the decision at the time, but on receipt of the final results it was hoped that the position would become clearer.

- d. Clerk's Report on On-Going Matters:

- Highways Update:

- o Moonsbrook: The Clerk had now contacted Ms Fiona Baker, Community Officer, Rural Team at WSCC. Ms Baker had agreed to make further enquiries due to the lack of response from the Clerk's emails and telephone calls.
 - o Extension of Double Yellow Lines: The request to have a Traffic Regulation Order to extend the lines was still on WSCC's system. Members agreed that until a whole village traffic management plan had been agreed, the request should remain.
 - o Village Gateway, West side: WSCC had previously undertaken survey work to ascertain the feasibility of installing a village gateway on the west side to help reduce traffic speed. Having made further enquiries from WSCC, the Clerk advised that it had not been advanced. There was some discussion relating to the location of the current 30mph, but it

Clerk

was potentially seen as a retrograde step to reduce. Members agreed that a gateway should be pursued.

Clerk

- WSCC had advised that the road gutter weeds in School Road, Durbans Road and on the estate would be sprayed sometime from 15th to 26th June, weather permitting.
- Despite submitting a request for the bank below the Church not to be cut due to the wild flowers, it was unfortunately cut on 8th June; an apology from WSCC had since been received. WSCC would inspect and potentially mark the orchids. Members agreed that the verge should not be listed as 'Notable' as, with only one cut late summer, it would potentially look untidy for much of the year. However, missing the June cut was considered appropriate. Clerk to advise WSCC.

Clerk

- Next Parish Council Newsletter: The July newsletter was currently being prepared. Councillor help was required to insert in the parish magazine; SO and KC kindly offered and would contact the distribution coordinator.

SO/KC

- Enforcement of Double Yellow Lines: A favourable response had been received for CDC enforcement officers to monitor the lines; the Clerk would request feedback in a few weeks. A note had been included in the newsletter.

Clerk

- Traffic Speed: The police had confirmed that they would attend with a speed camera; Clerk to request feedback in a few weeks.

Clerk

- Environment Agency Consultation 11: The Parish Council had only just been made aware of a consultation relating to proposed changes to the regulation of oil drilling and fracking. Members had therefore agreed by email that a response should be submitted and the Clerk confirmed that the Parish Council had submitted an objection to any relaxation of the current regulations.

9. New Items for Discussion

- a. Workhouse Rent Review: Councillors had received a briefing document in advance of the meeting which gave details of the tenancy and past rent and insurance payments. Members agreed that the rent should be increased from 1st October 2015, and that this should be in line with the last increase, being 5% for the two years. This equated to an annual increase of £262.80, increasing the rent from £5254.20 per annum to £5517.00, or the monthly rent from £437.85 to £459.75. The building insurance was in addition and for this year was £362.62.

The tenant to be advised and informed that the next review would be undertaken in June 2017.

Clerk

- b. Annual Fair: The official date for the Fair, 20th September, fell on a Sunday. Mr Trickett had contacted the Council and requested the Friday and Saturday. Members agreed to this request and that the Fair could arrive on the Green from 5 pm on Thursday 17th September and could depart on Monday 21st September to ensure that some equipment remained on the Green for the official day. The charge would remain unchanged.

Clerk

- c. Charity Event on August Bank Holiday Weekend: Mr Vit, Publican of The Cricketers Arms, had written to the Parish Council to request permission to hold a charity event in the marquee on the Friday evening. Arrangements would be similar to last year and would be raising money for the Football Club; attendance was estimated at 350. Security entry wrist bands would be available from the Cricketers in advance of the event and security would be provided by Pro-tec, the company providing the marquee security for the Horticultural Society. Members were delighted to support the event and gave permission for the use of the Green. Clerk to issue Agreement Form.

Clerk

- d. Use of Marquee on Saturday 29th August: Through the Horticultural Society Chairman, the Clerk was aware that a Vintage Fayre, as last year, was being organised but no further information had been provided to the Parish Council, despite an email reminder. The Clerk to email again to advise that Parish Council permission was required and that a formal request should be submitted for consideration at the July meeting.

Clerk

10. Correspondence: Details of correspondence received since 20th May was distributed prior to the meeting and displayed. The Clerk highlighted details as necessary:

- Newpound Lane resident - Keen to understand the latest developments in the neighbourhood plan. To enable me to understand fully I would appreciate it if the Parish Council could provide full disclosure on the interests of the members of the council in each of the proposed sites.
Information provided and now published on village website.
- Rural Services Network – weekly email digest – circulated.
- SDNPA – thanking for letter of support re Dark Skies.
- Cllr Ransley – update on Crouchlands Farm – circulated.
- Mr M Gadd, Agent for Stable Field Planning Application – comments relating to meeting. Circulated.
- Cllr Ransley – response to above - “I’m happy to accept your comment other than the reference to a willingness to discuss the merit or otherwise of the proposal. The brick wall you refer to is Planning Policy as prescribed in the NP and Local Plan and as such any conversation is constrained accordingly”. Circulated.
- Rural Services Network – weekly email digest – circulated.
- Rural Services Network – weekly email digest – circulated.
- Newpound Lane resident – having read council minutes, asked for clarification re the Winterfold Site. Referred to next meeting minutes for clarification.
- Rural Services Network – weekly email digest – circulated.
- Open Spaces summer magazine and AGM details – sent to MK for information.
- **Emergency Planning Officer, CDC – introduction and would like to meet with Parish representatives. Sent a copy of the current Major Emergency Plan and suggested meeting in September when update due. Waiting for dates.**
- Cllr Ransley – Crouchlands Farm update – circulated.
- CDC – details of social rent charges advertised by Hyde – circulated for information. Varies slightly across the district.
- Cllr Ransley – press article highlighting Environment Agency consultation relating to oil drilling and fracking, ending on 15 June. Emailed to all. Agreed to submit response that the ‘Parish Council would not support any relaxation of planning regulations’.
- CDC – Boxal Bridge update prepared by KKWG – circulated to all.
- Arun and Rother Connections – Summer Newsletter – circulated and also forwarded to the primary school as outdoor activites on offer.
- Offer of a bench in memory of Mr MacDonald who was born in the village and died in January; his son lives in the village. **Members were delighted to accept the offer and agreed that the undedicated bench on the Kirdford Road should be replaced.**
- Billingshurst Road resident – asking for clarification that his response to the Pre-Submission NP was forwarded in entirety to CDC – confirmed.
- Durbans Road resident – submitted a response to CDC consultation highlighting that he was not aware of the NP process. Clerk responded to highlight means of communication and that details were available on the website.
- Rural Services Network – weekly email digest – circulated.
- SSALC – letter raising concerns relating to new Transparency Code requirements circulated for information. **Clerk confirmed that the Parish Council was compliant.**
- Cllr Ransley - trying to get the track it button for planning applications upgraded. It means if you've pressed the track it button on an application in the parish you'd get an alert every time a new document was posted. That would keep us informed and stop the need to constantly check the website or telephone the case officer also it means on DOM's we'd be fully up to speed when the report is published. It would help my effort if the PC sent in an email supporting such initiative. **Members agreed that an email of support should be sent.**
- Cllr Ransley – update on devolution bid by south-east councils – circulated.

Clerk

Clerk

- WSCC - subject to a full boundary review by the Local Government Boundary Commission for England. The Commission will write to invite comments of patterns of division – response by end of August. Panel meeting in late June to consider: Key factors:

All divisions should have a broadly equal electorate. Around 23 of our 71 divisions are above or below a 10% variance from the average at present. The Boundary Commission will send out its official figures, which will comprise April 2015 electoral register figures, plus a projection of figures for 2021. The boundary commission are unlikely to accept schemes with more than a handful of proposed divisions that fall outside the 10% variance. Once the boundary commission have confirmed and published their 2015 and 2021 figures copies of the detailed figures can be obtained either direct from the boundary commission or from james.ironside@westsussex.gov.uk

- No electoral division can cross from one district to another.
- Divisions should seek to represent natural communities, respecting obvious physical divides (such as rivers, major roads and railways) and seeking to respect parish boundaries. Polling districts will be adhered to in urban areas as far as possible.

The Boundary Commission will formally confirm how many members it expects the Council to have on 22 June. The County Council has recommended a Council size of 69 members. Panel meeting being held through county. Views invited.

- Kirdford Parish Council – comments relating to the Neighbourhood Plan in relation to SDNP, Environmental Policies, Local Occupancy and Economic Development – highlighting the importance of being in line with neighbouring parishes. **Response required.**

Clerk

11. Finance:

- a. Accounts for Payment: The Clerk circulated the Cheque List for June, which was approved.

Cheque Number	Total	Details
2882 27.05.15	1000.00	St Peter ad Vincula PCC – donation towards clock and churchyard maintenance
2883	633.90	Sussex Land Services – grass cutting contract for April
2884 16.06.15	493.80	Pyzer Cleaning Services – monthly charge for cleaning public toilets
2885	312.00	Royal Mail – annual fee for PO Box Delivery
2886	376.49	RBS Invoice Finance Ltd – bench for Green purchased from Cyan
2887	70.00	CDC – Premises Licence fee for Village Green
2888	5.24	Southern Water – allotment water (in credit at year end – invoice total £54.09)
2889	69.93	Mr A Burbridge – moss treatment for Sundial and slip-resistant tread for shed
2890	45.00	Open Spaces Society – annual membership fee
DDebit 17.06.15	21.60	Plusnet – Village Hall broadband
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2706.36	Cheques dated 16 th June 2015 unless stated otherwise.	

- b. Statement of Accounts: The Clerk circulated details of the actual year to date figures against budget. The figures were displayed which included commentary for clarification. There were no further questions.

- c. Banking Arrangements: The Council currently held current and deposit accounts at Natwest Bank in Billingshurst. The Council had previously agreed that all Councillors should be given the opportunity to be signatories and at present, KC, AJ, MK and the Clerk (in an emergency situation only) could sign cheques. The Clerk was also able to transfer between accounts using telephone banking. Members agreed that the banking arrangements with Natwest in Billingshurst should continue and that all councillors should be given the opportunity to be signatories if they wished; ideally, at least one further signatory was required. Members also agreed that online banking should be established to allow the Clerk to monitor the accounts only, as payments, such as the allotment rents, were now being made by Bank Transfer. The Clerk had requested the documentation from Natwest and would circulate as necessary.

Clerk

12. Planning

- a. Planning Applications: There were no planning applications to review.
- b. Chichester District Council Planning Decisions: The following was noted:

Application No:	Application and Reason	Decision
WR/15/00851/DOM	Mr Alastair Bell Wharf Farmhouse Newpound Two storey side extension and single storey garden room.	Permit
WR/15/01021/DOM	Ms G Waterman Park Hill Durbans Road Wisborough Green To replace existing extension with a white PVCu orangery to the side of the property.	Permit
SDNP/14/06634/CND	Mrs Beata Grosskurth Bedham House, Wakestone Lane, Bedham, Removal of condition 2 of SDNP/12/01684/FUL, substitute approved plans.	Approved
WR/15/01200/DOM	Mr & Mrs Tom Hamilton Homelea Billingshurst Road Two storey and single storey rear extension with internal alterations.	Permit
WR/15/01216/TCA	Mr Simon Green Barton Billingshurst Road Notification of intention to crown reduce by 1.5 - 2m on 1 no. Pear tree (A), crown reduce by 0.5m on 1 no. Apple tree (B), crown reduce by 1m on 1 no. Apple tree (C) and crown reduce by 0.5 -1m on 1 no. Apple tree (D).	No TPO
WR/15/01223/TCA	Mr Tim Edwardes Churchgates Barn School Road Notification of intention to fell 1 no. Eucalyptus tree (T1).	No TPO

c. Enforcement Matters:

- Northlands Farm - nothing further to report.
- The Wisborough: At the last meeting, AB reported that he had spoken to the owner regarding the car park lighting. The angle of the lights had been altered promptly to reduce the dazzling effect for road users. The owner had implied that the lights had been a requirement for disabled users as part of the planning application and at the present time, he was financially unable to change. Members agreed that the current arrangement was undesirable in terms of appearance and in relation to preservation of dark skies; it was known that similar lighting for sand schools had previously been refused by CDC. Low level lighting was acceptable. It was agreed that the Clerk should clarify the planning requirements and that members should review the current lighting. To be considered again at the July meeting.

Clerk

d. Appeals:

- Roosters, Durbans Road: The Appeal was still in progress.
- Winterfold, Durbans Road: The Appeal was allowed and planning permission granted for replacement dwellinghouse to copy existing building with original external finishes.

17. Other Reports:

- a. Village Hall: SO advised that KC, the Village Hall Management Committee Chairman, was currently unable to progress the re-design of the internal space due to other commitments. However, SO had forwarded her thoughts to him and confirmed that she was happy to be involved in future discussions. Advice had been sought from Ms Valerie Hind who was involved in the Loxwood Hall project and a brief of requirements would be prepared for architects to consider and provide options.
- b. Workhouse: The Clerk had now met with two further building contractors and had hoped to have three quotations to present to the Council; unfortunately one company had notified that it was too busy to take on the work and the other quotation had not been received. The Clerk would contact other companies in the hope of having further information for the next meeting. Clerk
- c. Allotments: All rents had now been received. Unfortunately, some of the sheds had recently been broken into with tools and rotavators stolen. A combination padlock had now been purchased to secure the main gate to make theft more difficult and to act as a deterrent. Members discussed whether CCTV could be installed but agreed that planning and management would potentially be difficult. As an allotment holder, MK advised that the thefts had created a sense of community on the site, but suggested that the two remaining gates on the A272 could also have locks. Changing the hinges on the main gate to prevent removal was also an option. Members therefore authorised the expenditure to purchase two more combination locks (about £40) and asked the Clerk to obtain costs to have the hinges on the main gate changed. It was agreed that these actions would not prevent thefts, but would certainly help to act as a deterrent. To be kept under review. Clerk
- d. Pavilion:- Nothing to report.
- e. The Green:
 - Two quotations to replace several playground fence posts had been requested.
 - A message had been left with the resident who kindly offered his help to undertake some playground repairs; nothing heard to date.
 - Unfortunately, West Sussex Antique Timber was unable to make the frame for the playground sign which had been offered as part of their donation to the project; KC agreed to speak to the company owner.KC
- f. Neighbourhood Watch: Several advisory notices had been circulated. Two car thefts in Durbans Road and Carters Way had been reported, in addition to the allotment sheds.
- g. Footpaths/Conservation: Having not been at last month's meeting, MK had been unable to offer his help as Tree Warden, which he was willing to continue even if he were to leave the Council. The Clerk advised that PD had taken on the responsibility, but felt sure that he would be happy to pass this onto MK; she would enquire and advise. Clerk
- h. Youth Club: An invitation to attend the Annual General Meeting on Wednesday 24th June 2015 at 8 pm in the Three Crowns had been extended to the Parish Council. SO agreed to attend. KC asked if the Hall's Broadband connection had been beneficial to the Club. MK advised that it had helped but had created some issues and therefore needed to be well managed. SO

14. Any Other Business

- a. SO had been asked to pass on a resident's thanks for the white lining in the village hall car park.
 - b. KC had received an email from Kirdford Parish Council Chairman that Plaistow & Ifold Parish Council was seeking further funding in relation to the Biogas plant and that a donation request might be forthcoming.
 - c. HT had reported that he had been approached by several residents who were concerned at the appearance of the charity shop roadside display. SO had also received a few comments. KC advised that he had previously spoken informally to the shop owner in the past, but all agreed that a letter should be sent to make them aware of resident comments now being received.
- Clerk

- d. A School Road resident had advised that large heavy goods vehicles occasionally tried to use School Road as a result of SatNav, causing the vehicle to be reversed back onto the A272. Members agreed that signs would be inappropriate for this occasional issue, but agreed that the concern should be reported to the mapping service.
- e. Following the School Fayre, the Clerk had noted some litter on the Green and had made a request to Litter Warden to attend. Members had also noted some litter and asked for clarification of the contractual arrangements; the current contract specification was displayed. The Clerk advised that there was currently no means of monitoring or justification for the annual payment. Members agreed that this should be considered further at the next contract renewal early next year.
- f. Although she had not heard by from E P Clark regarding the village hall car park surface, the Clerk had heard through the Table Tennis Club that providing a larger ramp to get tables into the hall would help. Having moved tables across for the Youth Club, MK concurred with this observation. It was agreed that the Clerk should ask the Table Tennis Club to obtain a quotation for their requirements and submit to the Council for consideration.
- g. The Clerk advised that a reminder had been sent to E P Clark to sow grass seed on the area in School Road which was outstanding from the drainage work earlier in the year.
- h. The Clerk confirmed that New Councillor Training was being organised for Monday 7th September in Wisborough Green Village Hall; time and content to be confirmed. The other Cluster Parishes had been invited and positive responses had been received from Kirdford and Plaistow & Ifold Parish Councils. AB and AS had confirmed attendance although PD was unfortunately unable to attend.

Clerk

Clerk

Clerk

15. Date of Next Meeting:

Planning Committee Meeting on Tuesday 7th July 2015 at 8.00 pm, if required.
Parish Council Meeting on Tuesday 21st July 2015 at 7.45 pm.

Part 1 of the meeting closed at 9.15 pm.

16. Exclusion of Press and Public: Pursuant to Standing Orders Section 3d, and in accordance with Section 100A(4) of the Local Government Act 1972, the press and public were excluded from the meeting during consideration of the following item due to the confidential nature of the business to be transacted.

- a. Clerk's Performance and Salary Review: It was agreed that this item would be deferred to the next meeting when more Councillors would be in attendance.
- b. Pension Fund: It was resolved that consideration would be given to the Clerk's admittance to a pension fund at the next meeting.

There being no further business, the meeting was closed at 9.20 pm.

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Chairman

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Date