

Wisborough Green Parish Council

Draft Minutes of the Parish Council Meeting to be agreed on 19th January 2021

Date: Tuesday 17th November 2020

Present: Ms L Bartley (LB), Mr A Burbridge (AB), Mr P Drummond (PD) (Chairman),
Mr A Jackson (AJ), Mr M Newell (MN), Mr S Rollinson (SR), Mr H True (HT),
Mr M Watson (MW)

In Attendance: Mrs L Davies, Clerk
Cllr G Evans
Cllr J Duncton

Members of Public: 3

Due to the Coronavirus Pandemic, the meeting was held online via Zoom that was permitted under The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020. The Chairman opened the meeting at 7.45pm and welcomed all. The Chairman advised that the meeting would be recorded for minute preparation only, and the recording then deleted.

1. Apologies for Absence:

All members were in attendance.

2. Declaration of Members' Interests:

PD declared his acquaintance with the applicant for the Dunhurst Barn application. LB declared that the Shipbourne Farm applicant was a neighbour, and they shared a boundary. Living next door, AJ declared his interest in the Songhurst Meadow open space and being the Scout Group Chairman, had an interest in the Scout Hut lease.

3. Minutes of the Last Meeting:

The Minutes of the meeting held on Tuesday 20th October 2020 were approved as a correct record and would be signed by the Chairman at a later date.

4. Minutes of the Last Finance Committee Meeting:

The Minutes of the meeting held on Tuesday 3rd November 2020 were approved as a correct record and would be signed by the Chairman at a later date.

5. County Councillor Update:

District Councillor

Cllr Evans had circulated an update in advance of the meeting, summarised below.
There were no further questions.

- Chichester District Council (CDC) was continuing to offer a wide range of support to individuals, businesses and community organisations across the district who were experiencing hardship during the latest Covid lockdown. More information could be found on the CDC website.
- CDC had responded to the Government's Planning White Paper consultation; it set out a wide range of proposals which sought to streamline the planning process. The consultation responses could be found at <https://www.chichester.gov.uk/governmentconsultations>
- Following the workshop on the Housing and Economic Land Availability Assessment (HELAA) in August, the HELAA and all appendices has been published on CDC's website. It set out details of the potential suitability of land for development within the Chichester Plan area and would inform the emerging Chichester Local Plan.
- Congratulations to the speed watch group in Wisborough Green for all their hard work.
- Cllr Evans continued to support the large number of residents who have raised concerns over the Claypit (Loxwood). A TPO has been granted across the whole of the development site.
- Cllr Evans had provided a detailed update on Crouchlands Farm and concerns raised about Lagoon 3.
- Despite the rain, Cllr Evans was pleased to see the return of the Wisborough Green Market; he congratulated all involved.
- Cllr Evans could be contacted with any issue, feedback, problem or question: gbevans@chichester.gov.uk / 07958 918056. Although he was unable to resume normal Saturday surgeries yet, he was available to meet and visit residents (whilst observing social distance measures) or for online meetings or surgeries upon request.

County Councillor:

Cllr Duncton had circulated an update in advance of the meeting, and provided the following details:

- Between 28th October and the 3rd November, 98.3 persons per 100,000 were reported with Covid-19 in West Sussex.
- Mr Keith Hinkley had been appointed Executive Director of Adult Services. He was also a member of the East Sussex County Council and like the Chief Executive, Becky Shaw, would divide his time between the two Councils. His time would be 80% with West Sussex and 20% with East Sussex.
- There were difficult budget decisions to be made and some services would need to be cut back. However, Adults Services, Children's Services, Education, and the Fire Service required funding to improve services.
- Having received a poor inspection report nearly 2 years ago, improvements had now been made to Children's Services, but more needed to be done. Some of the Children's Homes were criticised with 3 in Worthing requiring particular attention. These had been closed but contacts had now been let to refurbish with the intention that they would be used again in the Spring next year.

- Apart from a cycle lane in Shoreham, the rest of the pop-up cycle lanes had now been removed. 90% of the people in Chichester who contacted West Sussex County Council (WSCC) wanted the lanes removed. The County Councillor for Midhurst had called in the decision.
- The usual parades on Remembrance Day could not be held. Cllr Duncton advised that she was able to obtain wreaths, if required.
- Cllr Duncton attended a Rural Services Network county representatives meeting on Zoom yesterday. There were long discussions on rural housing issues and the amount of housing counties were being asked to provide. She had raised the concern about infrastructure and the inadequacies of the sewerage system and was advised that the Government was having discussions with water companies.
- The next West Sussex Youth Council would meet virtually on 19th November; 4 of the 7 West Sussex MP's would join the discussion; debates were usually lively.
- In view of the budget savings required to provide services and the potential cuts, the Chairman questioned the wisdom in investing so heavily in Climate Change at this time and whether it should be scaled back.
- The Chairman confirmed that the Parish Council had also submitted a response to the Government's Planning White Paper. Located in the north of the Chichester District, development in the Horsham and Waverley District Areas impacted upon Wisborough Green. With so much development planned for Billingshurst (Horsham District) only 3 miles away, he could not emphasise enough that cross border discussion and consultation was essential. Cllr Duncton confirmed that neighbouring districts were consulted and there was a Joint Strategic Planning Committee with members from the 8 West Sussex Borough/District Councils, WSCC, East Sussex Borough/District Councils, East Sussex County Council and the South Downs National Park. The Chairman was slightly encouraged that in recent press it appeared that the planning algorithm could be re-evaluated. HT believed that up to 30 Members of Parliament were now questioning the calculation.

6. Public Questions:

There were no questions.

7. Report on on-going matters:

a. Coronavirus (Covid-19):

The village volunteer scheme continued to be publicised in case help was required but there had been no recent requests. The viral spray treatment of the playground, benches and public toilets continued on a 28-day cycle. Concern had been raised by a resident at the lack of social distancing and busyness of the playground after school. Members concurred with the Clerk's response that advisory notices had been display and the Parish Council was not in a position to monitor; it was a police responsibility.

b. Traffic Management Plan (TMP)/A272 Noise and Speed:

A meeting of the TMP Group was held on 11th November 2020; minutes had been circulated.

Community Highways Application: The application details for the 40mph buffer zone on the west side of the village had been confirmed and the application submitted. It was noted in recent WSCC communication that the scheme was being closed as part of the budget savings; it was hoped that the application would be progressed.

Community Speed Watch (CSW): The sessions had resumed with additional Coronavirus precautions. Sessions were held in the last few days on two new approved sites; Kirdford Road by the playground and close to the shop for traffic coming into the village. The statistics had yet to be provided.

MW noted that several noisy motorbikes and cars had gone through the village at the weekend between 6.00 and 7.30 am, despite the current Coronavirus lockdown. SR concurred, observing that there were motorbikes in twos and sports cars travelling through the village.

School Traffic: The new Headteacher at the school had raised concerns at the lack of a 20mph zone, pavements outside the school and formalised pedestrian crossings. The police had approached the CSW Group to monitor speed in Newpound Lane at the front of the school and provide data. The CSW coordinator had responded to say that it was not the right mechanism for this monitoring. AJ highlighted traffic congestion associated with the school in Newpound Lane. This was in essence a single carriageway, with passing spaces only on both sides of the school entrance, and as such, queuing cars, with engines running, was causing frustration for both parents and residents, as well as fumes. AJ believed that the strategy with the school was to encourage WSCC to invest in additional parking spaces around the Green to encourage parents to walk to the school using the safer walking route. As a parent, MN advised that the school had made changes to create a one-way system for Covid precautions and to maintain social distancing. Notifications have been communicated to parents, but this was potentially leading to the congestion.

It was agreed that a Zoom meeting should be organised with the Headteacher to give further explanation to past discussion and initiatives. **Clerk to arrange.**

c. Songhurst Meadow:

MW and AB met with the Site Manager to confirm the location of the proposed trees that Runnymede would plant; AB had provided a plan that illustrated the cricket area and tree locations that allowed for 5 metres from the hedgerow for future maintenance. A Zoom meeting with Runnymede was now required to agree benches, litter and dog bins, and the height restriction barrier and soil bunds to prevent vehicles accessing the grass. **Clerk to arrange.**

d. Major Emergency Plan:

The Volunteer Cascade Contact list had been circulated; members were asked to print for their file. AJ confirmed that he was happy to act as one of the

coordinators. **SR to undertake an equipment check and the Clerk to obtain the keys from Mrs Overington.**

e. Clerk's Report:

- Cricketers Arms: The children's Halloween trail and event had been fully booked and was a great success. Mr Vit, the publican, was proposing something similar for Christmas. Members were happy that the temporary marquee could remain in position to support the business over the Christmas period. Mr Vit had been delighted at the Parish Council's offer to help purchase a larger Christmas tree to make more of an impact in the village centre; help may be required to erect.
- Pavilion Marquee: In terms of the Pavilion marquee, this was still in position but had been blown down twice and re-erected.
- Village Market: Despite the appalling weather, it was a great success. The organisers were hoping to arrange an outdoor Christmas market in December.
- Gigabit Broadband: The opportunity had been advertised in the Parish Council newsletter and on the village Facebook page; 25 people had registered so far. It would be advertised again in the December Ad Vincula. The deadline was 31st March 2021 but ideally an application should be submitted, before that, in the New Year.
- Assignment of Pavilion Lease: The Lease and assignment to the new WG Sports Trustees had now been registered with Land Registration. Documents had been sent to WG Sports for their records.

8. New Items for Discussion:

a. Tree Planting:

The new Horse Chestnut tree, to replace the diseased tree that was removed by the layby, had been ordered. An allotment holder had offered to donate a good-sized Maple to replace the Oak that had failed, which members accepted with thanks. Members authorised the planting in line with previous expenditure. **Clerk to arrange.**

b. Root Grinding:

A quotation had been accepted in 2019 to remove the root and re-tarmac at the back of the Pavilion; despite contacting the contractor on several occasions, there had been no response. The roots were now more prominent and were a trip hazard. Local tree surgeon, Mr Twelvetrees, had received many comments when working in the area and could remove with a grinder for £75. Members accepted this offer to remove the immediate safety concern. **Clerk to arrange.**

c. Annual Tree Inspection:

The Tree Warden, ex councillor Mike King, and tree surgeon, Mr George Nicholls, had recently undertaken the inspection. The Clerk provided details of the work required which was quite extensive and more than previously needed at this time of year; the tree planning application had been submitted. Members acknowledged that it was beneficial to have the same person inspecting and undertaking the work

and to have the continuity on an annual basis provided better monitoring. Some members had also used Mr Nicholls for work and believed that he offered value for money. Members therefore agreed to accept the quotation of £1,372. Within his report, further substantial work maybe required next year and comparative quotes would be obtained. **Clerk to arrange.**

d. St Peter's Parochial Church Council Donation:

A donation request towards the churchyard and clock maintenance had been received along with financial details to support the application. Member agreed to donate £1250 using Section 137.

e. Scout Hut Lease:

A draft lease was originally drawn up in 2013 but was not completed; it was necessary to provide an access easement for the adjoining property, and the lease was not progressed by the Scouts Association. A quotation of £550 had now been received to complete the process, if amendments were minimal, from the Solicitor who drew up the draft. The Parish Council at the time was happy with the draft but the Clerk would provide to current members to review. **As the Scout Group Chairman, AJ would re-active the process with the Scouts and look to see if he held an electronic copy.**

f. The Three Crowns:

HT had been contacted by the property owner to ask what people in the village would think if he submitted another application to build accommodation units in the garden, or possibly convert to residential. The owner had also advised that the insurance company had raised a query about an empty building with an implication that it should be boarded up. HT was unsure if he had contacted him as a former patron or as a Parish Council member but wished to consolidate opinion before responding; the owner had not specifically requested Parish Council opinion. Members agreed that the Parish Council would be opposed to both the accommodation units in the garden, as previously, and the conversion to residential. If the insurance company required the premises to be boarded up, the village would have to accept this. The historical significance of the building had been highlighted by the History Society, which was further enhanced with the pond's history as a horse pond for pilgrims from the west travelling to Canterbury. It was understood that there was local interest in purchasing the public house but this was not being pursued in the current economic climate.

g. WSALC AGM:

At the last meeting, the Chairman gave explanation to the value for money review being undertaken by the Board. Many Councils were exercised about the situation which would be considered further at the Zoom AGM on 2nd December 2020 which the Chairman would attend. There were several special resolutions to be voted on; the Chairman read out details. Members resolved that Wisborough Green Parish

Council would fully support the resolutions. Members also agreed that the Chairman and Clerk should complete the questionnaire on behalf of the Council.

9. Correspondence:

A list detailing the correspondence and updates received since the last meeting was displayed. Members were reminded to request any information of interest if it had not been circulated.

Details of correspondence received
CDC – response to the Planning White Paper consultation – circulated.
Open Space Society – Autumn Newsletter. Sent to Parishes Wildlife Group.
Newpound Lane resident – enquiring into activity in the Winterfold garden behind his home and NP update. In discussion with the NP Chair, the Clerk responded.
CDC – email of introduction from Gary Milne who was the new COVID Information Recovery Officer for WG. He would be visiting businesses over the coming weeks to offering advice and support where required and was available if further help was required.
Butts Meadow Resident – notification that she had received a High Sheriff Special Recognition Volunteering award for helping a family during the initial lockdown. Details circulated.
Visit Chichester the Tourism Body for Chichester District - received new funding from the District Council and among several new initiatives, had created a post Covid-19 recovery programme. Intend that this will benefit all tourism related businesses in the District such as bed and breakfast establishments, pubs and self-catering suffering from the impact of the pandemic and lead into a bright future once things have started to return to something closer to “normal”. Intention is to utilise newly created “The Great Sussex Way®” brand. Clerk requested briefing note to forward to known businesses.
Rural Services Network – The Rural Bulletin.
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WSCC – details of County Local Committee Traffic Regulation Order proposals – circulated.
SSALC – Agenda for WSALC AGM on 2 nd December 2020. PD to attend on Zoom.
Gatwick Airport – invitation to attend Noise Management Board Public Meeting on 3 rd December online – details circulated.
CDC - just launched a new consultation — Let’s Talk: Housing Standards — in which people can share their views on ways in which we are proposing to help residents and landlords to maintain and improve the condition of housing in the district. Consultation closes on 4 th December. Residents have been invited to contribute. www.chichester.gov.uk/letstalkhousingstandards
CDC District Despatch – Message from the Leader of Chichester Council – circulated.
Visit Chichester the Tourism Body for Chichester District – launch of Post Covid campaign – details of online meeting circulated.
GACC Newsletter – circulated; Airport Developments, Build Back Better or Bigger, Noise

Management Board, Gatwick's Noise Action Plan
WSSC - West Sussex County Council and the South Downs National Park Authority are working in partnership to prepare a Soft Sand Review of the Joint Minerals Local Plan (2018). Following examination hearings in August this year on the submission Soft Sand Review, a number of modifications have been proposed and published to allow representations to be made on their 'soundness' and legal compliance and procedural compliance, until 8 January 2021. Attached to this email is a covering letter providing further information, as well as our Statement of Representations Procedure. For further information visit www.westsussex.gov.uk/mwdf .
SDNP November Newsletter – circulated.
Rural Services Network – The Rural Bulletin.
SDNP - South Downs Parishes workshop which will be held in early December (2 nd December 4pm – 6pm). The focus of the workshop will be the updated Partnership Management Plan, with a number of presentations from different SDNPA officers. There is also an hour dedicated to a question and answer session, so plenty of time to ask questions of the SDNPA officers' panel. Details provided to Jill Sutcliffe who had attended these workshops in the past for the Parish Council; attendance confirmed.
Coronavirus update from CDC, WSSC, NALC Numerous emails in relation to the WSALC Review
SSALC – budget saving proposals for WSSC – circulated.
Transport for the South East - looking for town and parish councillors to help shape the future of transport in our region.
APCAG - New Noise Management Board and Gatwick Update – circulated.
PCSO Neil Billingham – October update – circulated.
Rural Services Network – The Rural Bulletin.

10. Planning:

a. New Planning Applications:

The following applications were reviewed. Application details had been circulated in advance of the meeting and were also displayed.

Application Number	Application Details
WR/20/02516/FUL Case Officer: Vicki Baker	Mr Robert Wilkins Shipbourne Farm Fittleworth Road Wisborough Green RH14 0EU Erection of 1 no. agricultural building for livestock housing. O.S. Grid Ref. 504196/123886 <u>No Objection</u>

WR/20/02612/FUL - Case Officer: Vicki Baker	Mr M Peacock 18 Butts Meadow Wisborough Green Billingshurst Installation of a new door to the rear elevation of flat 18. O.S. Grid Ref. 504727/126102 <u>No Objection</u>
WR/20/02460/PA3Q	Mr George Andrews Dunhurst Farm, Skiff Lane Wisborough Green West Sussex Notification for Prior Approval for change of use of agricultural buildings to dwelling houses (Class C3). Installation of doors and windows and the replacement of cladding to walls. Part Os 4948 National Grid No.: 503522/127558 Members reviewed the history for this planning application; it appeared that applications had been allocated in error to Loxwod Parish Council which had commented on the original application. Members were unsure of the implications for a PA3Q application but agreed that the Parish Council would again object to this application as it was a new dwelling in the countryside, contrary to both Local Plan and Neighbourhood Plan policy.

b. Chichester District Council Planning Decisions:

Application Number	Application Details	Decision
WR/20/02065/LBC WR/20/02064/DOM	Mr and Mrs Keville Champions Farm Newpound Lane Wisborough Green RH14 0EF Single storey oak framed extension	PERMIT

c. Other Planning Matters to Report:

- Woodstock, Durbans Road: A Domestic application for a stable block was withdrawn as it was outside the domestic curtilage therefore a Full application was required. The application had not been submitted but a nearby resident advised that a stable had been erected; CDC enforcement had been advised.
- Old Mill Café: The neighbour had contacted the Parish Council to express concern about a structure that had been erected. The Landlord confirmed permission for a temporary structure, so AB visited both the Café owner and resident. AB explained that a covered seating area was required to allow the business to function and meet Coronavirus requirements. The café owner had confirmed that it was a temporary structure and he had considered 3 options; larger umbrellas, a marquee or the pergola type canopy; the last was selected as it could be retracted when not in use. Unfortunately, substantial supports were

required as the only means to support the canopy. The supports were currently above the hedge line that did have a visual impact from the neighbour's bedroom window. The café owner had agreed to lower if he could and suggested mitigation to disguise the structure line.

Members agreed that such a structure would require planning permission but in line with both the Cricketer's Arms and the Pavilion, the Parish Council would wish to support a village business during this difficult time and would accept as a temporary structure. It was not the Parish Council's role to enforce planning, so if the neighbour wished to refer the matter to CDC, she was able to do so. If a planning application were submitted, the Parish Council would consider this further.

- Reliance Works, Newpound: It was noted that an Alcohol Licence application for an online retail business had been submitted to CDC.
- Bedham House, Wakestone Lane: CDC had advised that no breach of planning control had been identified as the development had been implemented prior to the expiry of the planning permission; the file was now closed.
- Spray Workshop, Newpound: A resident had expressed concern that outside lights remained on overnight and the light pollution that this caused. AB had raised this concern with the occupiers; it appeared that the timers had failed. The lights would now go off at 10 pm and remain off until 6 am at the earliest. Obviously, power cuts could affect the timer.

11. Finance:

a. Bank Reconciliation:

HT confirmed that he had checked and agreed the Bank Reconciliation for the Parish Council's Barclays Community Account for the period ending October 2020.

b. Accounts for Payment:

The Clerk displayed the Payment List for November which was approved. Payments dated 17th November 2020 unless stated otherwise.

Online payments from the Barclays Current Account

Payee	Amount £	Description
Deep Clean Devils Ltd (Dated 28 th October 2020)	216.00	Viral treatment of playground, benches, and public toilets
Sussex Land Services	665.40	Grass cutting contract for October
West Sussex County Council	1,739.21	Clerk's salary for October
Arun District Council	104.25	Newsletter printing
David Baker	560.00	Path repairs
Mrs L N Davies (Clerk)	54.15	Website and email hosting, Zoom monthly fee and Armed Forces Day Flag
Royal British Legion	100.00	Wreaths and Donation (S137)
Home Group	32.00	Rent of Wyatt Close shed
Total	£3,471.01	

Direct Debit Payments from the Barclays Community Account

Date	Amount £	Payee	Description
02.11.20	550.53	Public Works Loan Board	Playground loan repayment (second 2020/21 instalment)
04.11.10	230.48	NEST	Clerk's Pension contribution for October
06.11.20	87.92	Business Stream	Allotment Water
09.11.20	35.00	Information Commissioner	GDRR/Data Protection registration
12.10.20	3,567.25	Public Works Loan Board	Workhouse loan repayment (second 2020/21 instalment)
19.11.20	126.32	British Telecommunications	Broadband and telephone contract
19.11.20	28.20	PlusNet	Village Hall Broadband

Payments to Barclays Community Account

Date	Amount £	Payee	Description
21.10.20	30.00	S Meadows	Allotment deposit
21.10.20	30.00	E Meadows	Allotment deposit
30.10.20	24,351.91	CDC	Community Infrastructure Funding
13.11.20	2,338.50	CDC	New Homes Bonus for Speed Indicator Device
Total	£26,750.41		

c. Monthly Financial Statement:

The statement had been circulated and was displayed. The Clerk highlighted the Community Infrastructure Levy (CIL) receipts and the current bank balances as a result. Explanation was given to the year-end reserves. She had investigated the Business Switch system to change the NatWest Account to Lloyds, as previously agreed, but the offer was not available. Thought would need to be given to investment accounts at a future meeting.

d. External Audit for Year End March 2020:

The report had been received and circulated to members. There were no items to highlight. The statutory notice advising of the audit conclusion had been displayed on the website and would now be displayed on the noticeboard. PD congratulated the Clerk on this successful report.

e. Songhurst Meadow Open Space:

The Chairman had spoken to the Clerk earlier in the day. There were various items to address on the site, which also possibly linked to the CIL list. A number of projects had been included on the Infrastructure Business Plan and with the level of funding received, serious consideration would need to be given to future plans and expenditure. Further development in the village would potentially provide additional funding. A meeting with Runnymede Home was required to not only confirm the plans for the site, but to ascertain the anticipated land transfer date that would also impact upon the CIL and budget discussion. The Chairman proposed that an Extra-Ordinary Parish Council meeting be held in early January to consider the next three

agenda items; members all agreed. In the interim, information would be circulated to inform discussion.

f. Budget Preparation for 2021/2022:

Members were reminded that the precept request would need to be agreed at the meeting on 19th January 2020. Members were asked to review the previously circulated draft budget, as discussed by the Finance Committee, and advise the Clerk of any other potential projects. One issue, which HT had already raised, was the condition of the Kirdford Road pavement; **the Clerk would obtain a quotation.**

g. Community Infrastructure Levy Funding:

To be considered with items e. and f. on either Tuesday 5th or 12th January 2021.

12. Other Reports:

a. Village Hall:

The committee, led by the Village Hall Chairman, continued to investigate funding sources, and would be applying for a grant from Biffa. This required a 10% contribution from a third party to be pledged and as such, a community campaign to raise funds was being undertaken and advertised. The committee was also looking into Gift Aid.

b. Allotments:

Tenancies: The letters advising of the new square metre charge to be introduced from April 2021 had now been sent. The Clerk would be showing a prospective tenant the only unlet plot this weekend.

c. Green Coordination Group Meeting:

The Group met on Thursday 12th November; minutes had been circulated. There were no matters to raise at this stage. AB confirmed that he had reported the drainage issue in Wyatt Close to WSCC as it had occurred again during the heavy rain at the weekend.

HT was asked to report a blocked drain in The Luth directly to WSCC through Love West Sussex.

d. Health & Safety:

HT had seen a dog in the playground area. It was confirmed that dogs were not permitted as advised on the entrance notices; HT would approach if seen again.

13. Any Other Matters to Report:

- a. PD highlighted this was MN's last meeting, so on behalf of the whole Council, the Chairman expressed his thanks to MN for his contribution; he would be greatly missed. MN said he had thoroughly enjoyed his time on the Council and thanked members for the good wishes. It had not been his intention to leave the Council so soon.

- b. The Clerk reminded AB and AJ to contact her about their Parish Council email addresses.

14. Date of Next Meeting:

Planning Committee Meeting:

- Tuesday 1st December 2020 at 8 pm (if required).
- Tuesday 15th December 2020 at 8 pm (if required).
- Tuesday 21st December 2020 at 8 pm (if required).
- Tuesday 5th January 2021 at 8 pm (if required)

Extra-Ordinary Parish Council Meeting on Tuesday 5th or Tuesday 12th January 2021 depending on whether a Planning Committee meeting was required on the 5th January.

Parish Council Meeting on Tuesday 19th January 2021 at 7.45 pm.

15. Exclusion of Press and Public: Members resolved under Section 1(2) the Public Bodies (Admission to Meetings) Act 1960, and pursuant to Standing Orders (3d), to exclude the press and public due to the confidential nature of the business to be discussed.

Neighbourhood Plan (NP) Update

CDC had still not provided the housing allocation number, having originally advised that the Parish Council would receive notification by the end of October. The NP Review Group had discussed the best way to progress when confirmation had been received, whether it was necessary to arrange a further paper consultation to every household or to advance to the Regulation 14 consultation. Both options would incur some expenditure for the Council. Not having the confirmed number had impacted upon the progress of Strategic Environmental Assessment and Habitats Regulations Assessment; it was necessary to provide numbers and consider alternatives for both these reports. Members supported the NP Review Groups actions.

Clerk's Salary Review

Members resolved to support the Finance Committee's proposal to increase the Clerk's salary to SCP 32 backdated to 1st April 2020 in line with the NALC guidelines

There being no further business, the meeting closed at 9.47 pm.

Signed by the Chairman:

Dated: