

# CHURCH CROOKHAM PARISH COUNCIL

## FULL COUNCIL MEETING

Initials:

Date:

### Minutes of the Annual Meeting of Church Crookham Parish Council

**Date and Time:** Monday 4th May 2021 7.30pm

**Place:** remote meeting via Zoom

**Councillors present:**

Richard Martin (RM) Chair; Gareth Saunders (GSa); Cristina Harris (CH); Mike Thorne (MT); Helen Butler (HB); Bruce Bulgin (BB); John Ford (JF); Debbie Moss (DM); Cllr Alan Jones joined the meeting at 8pm.

Also: Claire Inglis (Clerk); Sally du Gay (Deputy Clerk)

There were 2 member(s) of the public present.

21/Z073	<p><b>Appointment of Chairman</b> To appoint Chair of the Full Council of Church Crookham Parish Council and receive Chairman's acceptance of office and code of conduct.</p> <p><b>It was resolved to appoint Cllr. Richard Martin as Chairman.</b> <b>Proposed MT, Seconded GSa, all in favour.</b> <b>Cllr. Martin signed the acceptance of office and code of conduct.</b></p>
21/Z074	<p><b>Appointment of Vice-Chairman</b> To appoint Vice-Chair of the Full Council of Church Crookham Parish Council and receive Vice-Chair's acceptance of office and code of conduct.</p> <p><b>It was resolved to appoint Cllr. Gareth Saunders as Vice-Chairman.</b> <b>Proposed RM, Seconded DM, all in favour.</b> <b>Cllr. Saunders signed the acceptance of office and code of conduct.</b></p>
21/Z075	<p><b>Apologies for absence</b> <b>None received</b></p>
21/Z076	<p><b>To approve minutes of previous meetings</b> To receive and approve as a correct record the minutes of the Full Council Meeting 22nd March 2021.</p> <p><b>It was resolved to approve the minutes of the Full Council meeting held 22nd March 2021</b> <b>Proposed RM, Seconded GSa, all in favour.</b> To receive the minutes and accept recommendations of the following committee meetings and to return to committees any issues for reconsideration: Planning Committee Meetings - 22nd March, 12th &amp; 26th April 2021.</p> <p><b>It was resolved to approve the minutes of the Planning Committee meetings held 22nd March, 12th April and 26th April.</b></p> <p><b>Proposed HB, Seconded GSa, all in favour.</b></p>
21/Z077	<p><b>Dispensations</b> To receive any written requests for disclosable pecuniary interest dispensations from members <b>None received</b></p>

# CHURCH CROOKHAM PARISH COUNCIL

## FULL COUNCIL MEETING

Initials:

Date:

21/Z078	<p><b>Declaration of interest</b> relating to any item on the agenda. <b>None received</b></p>
21/Z079	<p><b>Chairman's Announcements</b> <b>There were no Chairman's announcements.</b></p>
21/Z080	<p><b>Public session</b> This is an opportunity for members of the public to bring matters relating to items on the agenda to the attention of the committee.</p> <p>A member of the public in attendance spoke regarding agenda item 21_Z083 in relation to a tree planted on her fence line and the issues it was causing.</p>
21/Z081	<p><b>Azalea Refurbishment Project</b> To approve recommendation of the Azalea working party to appoint a contractor to carry out the refurbishment project.</p> <ul style="list-style-type: none"> <li>• A public consultation was carried out from 27th March to 18th April. The public were asked to indicate their order of preference of the shortlisted options and comment on what they liked about their number 1 option.</li> <li>• 79 responses were received via the parish council website plus a few enquires via email.</li> <li>• Of the 3 previously shortlisted tenders Option 1 Company Sawscapes was the favoured option of the public</li> <li>• The Azalea Park working group met on Monday 26th to discuss the outcome of the public consultation and to consider the quotes.</li> </ul> <p>It was decided that:-</p> <ol style="list-style-type: none"> <li>1) Due to the disparity between the quotes for the replacement ropes for the cone spinner, that this should be removed from the refurbishment project to allow further investigation into the cost of the ropes. This issue was not highlighted as urgent during the RoSPA inspection in October 2020.</li> <li>2) Due to the cost and the greater number of supportive comments for an in ground inclusive trampoline as opposed to only 2 supportive comments for the wheelchair springer it was decided to remove this from the refurbishment project for the time being to allow time to save for this inclusive equipment and to ensure a safe placement of the trampoline.</li> <li>3) The working party would like the bund to be lowered where the scooter track travels over it so that all the humps along the track are the same height.</li> <li>4) Whilst the working party likes the play panels and signage along the scooter track it suggests that the "sweet shop" panel should be changed for a more interactive panel provided it is not too noisy to disturb neighbouring residents. Also, the panels should be placed at a short distance from the track so that the children playing at the panels do not block the track for those on scooters or bikes.</li> <li>5) The design of the larger springer was liked but the working party would like the two single springers changed for springers with an animal/insect theme.</li> </ol> <p><b>It was resolved that CCPC should accept the quote from Sawscapes Play Ltd with the following amendments:</b></p> <ul style="list-style-type: none"> <li>• <b>Remove the replacement cone ropes from the quote.</b></li> <li>• <b>Remove the wheelchair springer from the quote</b></li> </ul>

# CHURCH CROOKHAM PARISH COUNCIL

## FULL COUNCIL MEETING

Initials:

Date:

	<ul style="list-style-type: none"> <li>• Replace the “sweet shop” play panel with a more interactive play panel, provided it is not too noisy.</li> <li>• Replace the two single springers with two of animal/insect themes.</li> <li>• Ensure that the bund is lowered to the same height as the other humps in the track.</li> </ul> <p><b>Budget available for the project: £35000 + £10,000 for optional extras = £45,000</b>  <b>Sawscapes quote excluding replacement ropes and wheelchair spinner: £38,721 – allows for any potential increase due to changes of play panels and springers plus contingency.</b>  <b>Proposed RM, Seconded JF, all in favour.</b></p>
21/Z082	<p><b>Grounds Maintenance Contract</b></p> <p>To receive and approve a recommendation to extend the current Grounds maintenance contract. The Grounds maintenance contract appointed in May 2016 is now up for renewal.</p> <ul style="list-style-type: none"> <li>• As CCPC is aware the full land transfer has only taken place in the most recent months and the current contractor has not fully managed the whole contract space originally set out in the contract due to the phased land adoptions.</li> <li>• The contract does allow for an extension to be granted and it is suggested that an extension of 3 years is granted with the same clause to enable the council to cease the contract with 3 months’ notice.</li> <li>• During the contract period Facilities Officer has designed an in-house reporting system that is operated by the contractor to report activity on site and report issues.</li> <li>• Landform have in recent months increased attendance on site as appropriate to the additional site work required.</li> <li>• There is a newly appointed contract manager who has already engaged positively responding to urgent issues and general issues raised by Facilities Officer through the reporting system directing staff promptly to resolve the raised issues.</li> <li>• The contract manager is looking to improve IT support for staff to operate the reporting system fully as they attend site.</li> <li>• A 3-year extension will provide the necessary data to enable a comprehensive tender process to be carried out as the system collates data on the work programme carried out by the contractor which allows us to monitor versus e.g., negative reports from residents (if any)</li> <li>• A 3-year extension will enable Landform to fully appreciate the expectations of the original full contract.</li> </ul> <p><b>It was resolved to extend the contract for Grounds Maintenance with Landform for a further 3 years with an option to cancel the contract with 3 months’ notice from 1st May 2021.</b>  <b>Proposed RM, Seconded MT, all in favour.</b></p>
21/Z083	<p><b>Tree relocation</b></p> <p>To receive a request to move a tree on parish council owned land at resident expense. The correspondence between the resident and Clerk had been circulated. The Clerk had visited the location and if the correct tree this tree may have failed to thrive. The resident has cited its looming presence and ill-considered planting location.</p> <p><b>It was resolved that on the basis of the tree failure that a replacement tree would be addressed with Taylor Wimpey to replace in a different location. If the tree remains alive the tree to be relocated at the resident’s cost.</b>  <b>Proposed RM, Seconded GSa, 7 in favour, 1 against.</b></p>

# CHURCH CROOKHAM PARISH COUNCIL

## FULL COUNCIL MEETING

Initials:

Date:

21/Z084	<p><b>Committee Structures</b> To agree and approve committee structure and members for 2021/22</p> <p><b>Cllr Alan Jones joined the meeting at 8pm</b></p> <p><b>It was resolved to appoint Cllr Bruce Bulgin as Chair of Planning Committee Proposed RM, seconded MT, all in favour.</b></p> <p><b>It was resolved to appoint Cllr Helen Butler as Vice Chair of Planning Committee Proposed RM, seconded MT, all in favour.</b></p> <p><b>It was resolved to appoint GSa as Chair of Finance &amp; Policy Committee Proposed RM, seconded MT, all in favour.</b></p> <p><b>It was resolved to appoint Cllr Cristina Harris as Vice Chair of Finance &amp; Policy Committee Proposed RM, seconded GSa, all in favour.</b></p> <p><b>It was resolved to appoint Cllr DM as Chair of Staffing Committee Proposed RM, seconded MT, all in favour.</b></p> <p><b>It was resolved to appoint Cllr MT as Vice Chair of Staffing Committee Proposed GSa, seconded RM, all in favour.</b></p> <p><b>It was resolved accept all memberships to committees as circulated and to disband Facilities Committee Proposed GSa, seconded MT, all in favour.</b></p>
21/Z085	<p><b>Terms of Reference and delegated authority</b> To review and agree terms of reference for all committees.</p> <p>Terms of Reference for each committee were reviewed.</p> <p><b>It was resolved to accept the Terms of Reference of the Staffing v.4, Finance &amp; Policy v.7, and Planning v4. Committees Proposed RM, Seconded BB, all in favour.</b></p>
21/Z086	<p><b>External Bodies Committee structure</b> To appoint councillors on to committees for outside bodies and agree arrangements for reporting back to council.</p> <p>External Committee representatives were agreed and updated.</p> <p><b>It was resolved to accept the updated External committee membership Proposed RM, Seconded MT, all in favour.</b></p>
21/Z087	<p><b>Subscriptions and Memberships</b> To review and agree subscriptions and memberships of other bodies for 2021/22</p> <p><b>It was resolved to agree subscriptions and memberships as below for 2021/22:</b></p> <p><b>SLCC Both Clerks £235 &amp; £185</b></p> <p><b>Hampshire Assoc. Local Councils £966</b></p> <p><b>National Association Local Councils £572</b></p> <p><b>Campaign for Protection of Rural England £36</b></p> <p><b>Lawn Tennis Association £440</b></p> <p><b>Proposed RM, Seconded BB, 8 in favour, 1 abstention.</b></p>

# CHURCH CROOKHAM PARISH COUNCIL

## FULL COUNCIL MEETING

Initials:

Date:

21/Z088	<p><b>Local authority arrangements</b> To adopt arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by local authorities.</p> <p><b>It was resolved to adopt the Local Authority arrangements as per budget for 2021/22 as follows:</b>  <b>CCTV Charges - Crookham Crossroads £1,200, Crookham Park £2,200</b>  <b>Fleet Link £4,800 inclusive of bus replacement fund now not payable during 2021/22 [Prior year £4515 which included bus replacement]</b>  <b>Basingstoke Canal Authority £6750</b>  <b>Proposed RM, Seconded GSa, all in favour.</b></p>
21/Z089	<p><b>Fee Charging</b> To review and agree timetable of review delegated to Finance &amp; Policy Committee to make recommendation to Full Council.</p> <p>Last reviewed at the September 2020 Full Council meeting - the resolution passed stated "It was resolved to update the schedule to include street trading rates and to hold the fees at the current rates in the 2021/22 financial year."</p> <p><b>It was resolved to carry out the next review of fees by the Finance &amp; Policy Committee at its Autumn meeting to make a recommendation of any changes to take effect from 1st April 2022 (Allotment to be given notice of change 1 years notice required)</b>  <b>Proposed RM, Seconded MT, all in favour.</b></p>
21/Z090	<p><b>Standing Orders</b> To review and adopt Standing Orders. No amendments were tabled.</p> <p><b>It was resolved to adopt the Standing Orders v updated</b>  <b>Proposed RM, Seconded MT, all in favour.</b></p>
21/Z091	<p><b>Financial Regulations and Investment &amp; Treasury Policy</b> To review and adopt Financial Regulations and update to Investment &amp; Treasury Policy</p> <p>Financial Regs last reviewed July 2020 - no amendments were tabled. Investment &amp; Treasury Policy has been updated to include the requirement to report on the quarterly performance of the CCLA investment.</p> <p><b>It was resolved to adopt the Financial Regulations v.11 and approve the updates to the Investment &amp; Treasury Policy v updated May 2021</b>  <b>Proposed RM, Seconded GSa, all in favour.</b></p>
21/Z092	<p><b>Code of Conduct</b> To confirm adoption of Code of Conduct A new Code of Conduct is currently out for consultation but has not yet been issued. Therefore, the current code previously adopted by CCPC is put forward for adoption until further notice.</p> <p><b>It was resolved to adopt the Code of Conduct v1.</b>  <b>Proposed RM, Seconded GSa, all in favour.</b></p>

# CHURCH CROOKHAM PARISH COUNCIL

## FULL COUNCIL MEETING

Initials:

Date:

21/Z093	<p><b>Insurance</b> To receive confirmation of insurance arrangements in respect of all insured risks</p> <p><b>It was resolved to confirm insurance arrangements in place with an insurance premium from June 2020 to 1st July 2021 is £4,739.83 less low claim rebate £167.94 = £4571.89. Now at end of 3yr &amp; 3-month contract due to be renewed by 1st July 2021.</b> <b>In addition to this policy is the Cyber Insurance policy of £299.99 to end June 2021.</b> <b>Proposed RM, Seconded BB, all in favour.</b></p>
21/Z094	<p><b>Policy and Procedure Overview</b> To approve policy review procedure document The Policy and Procedure Overview document was reviewed.</p> <p><b>It was resolved to agree the Policy and Procedure process following review.</b> <b>Proposed RM, Seconded DM, 8 in favour, 1 abstention.</b></p>
21/Z095	<p><b>Year End review of Payroll &amp; Pension</b> To receive Year-end Payroll &amp; Pension reports 2020/21</p> <p><b>It was resolved to confirm receipt of reports for year-end payroll and pension processes</b> <b>Proposed RM, Seconded JF, all in favour.</b></p>
21/Z096	<p><b>Year-end review of Actuals vs Budget &amp; Balance Sheet</b> To receive the Actual vs Budget and Balance Sheet reports 2020/21</p> <p><b>It was resolved to confirm receipt and review of Actual vs Budget &amp; Balance Sheet 2020/21</b> <b>Proposed GSa, Seconded RM, all in favour.</b></p>
21/Z097	<p><b>Year-end review of Debtors</b> To receive the Debtors report as at year end 2020/21</p> <p><b>It was resolved to confirm receipt and review of Debtors at year-end 2020/21</b> <b>Proposed RM, Seconded AJ, all in favour.</b></p>

# CHURCH CROOKHAM PARISH COUNCIL

## FULL COUNCIL MEETING

Initials:

Date:

21/Z098	<p><b>Internal Audit Report 2020/21</b> To receive and approve recommendations of the internal audit.</p> <p>Following the Internal auditor visit on 15th April 2021 the report was received with the following observations:</p> <p>i) Income on investments are not subject to regular check and verification and is investment performance regularly reported to Council? Action advised - The Council should review its arrangements for the review and monitoring of investment performance. Response - Whilst the performance report has been circulated to councillors this has not been reported at meetings. The Treasury &amp; Investment policy has been updated to confirm that CCPC will implement a qly investment performance review at Full Council.</p> <p>ii) The Council has not updated the asset register with Assets purchased / disposed of during the year. Action advised - The Council must ensure that the asset register is updated with all additions made during the year. These should be subject to specific Council approval Response - See agenda item 21/Z099</p> <p>iii) Year End bank reconciliation has not yet been subject to independent review Action advised - Council to ensure that the year-end bank reconciliation is subject to formal review and approval prior to the approval of the Accounting Statements Response - Bank reconciliations are carried out every month during the signing of the Finance Report process. Reconciliations are also verified on a quarterly basis by members who are not bank signatories.</p> <p>iv) Council maintains a large number of bank accounts Action advised - Council to review the number of accounts in use. Response - The bank accounts will be discussed at Finance &amp; Policy meeting in July</p> <p><b>It was resolved to approve and accept the recommendations of the audit report for 2020/21 Proposed RM, Seconded MT, all in favour.</b></p>
21/Z099	<p><b>Asset Register</b> To approve updated asset register as an outcome of the internal audit report</p> <p>Further to the internal audit report the observation stated: - From a review of the asset register it is not clear that the Council has included items purchased during the year. These include 'Public Art' items and 'Track Improvements'. In addition, the costs of installing Finger posts has not been included in the asset value. The asset register was updated to include the accrued for items of public art, the capital cost of Athletics track improvements and installation costs of the finger posts.</p> <p><b>It was resolved to accept the revised asset register with assets totalling £3,762,355.88 Proposed RM, Seconded CH, all in favour.</b></p>

# CHURCH CROOKHAM PARISH COUNCIL

## FULL COUNCIL MEETING

Initials:

Date:

21/Z100	<p><b>Notice of Public Rights 2019/20</b> To approve letter to internal auditor to confirm Notice of Public rights 2019/20</p> <p><b>It was resolved to approve the letter to be issued to the internal auditor which confirms the dates of the Notice of Public Rights (which provides residents with the dates they can review the unaudited accounts) for 2019/20</b> <b>Proposed RM, Seconded JF, all in favour.</b></p>
21/Z101	<p><b>CCLA Quarterly Market report</b> To receive the CCLA quarterly market report CCPC holds the following investments: CCLA Local Authority Property Fund (LAPF) 1) Invested 30/6/2019 183,117 units purchased, Price per unit 3.2766p, Value of original investment £600,000, Mid-market valuation 31/3/2021 £537,686.58 2) Invested 31/01/2020 93,197 units, PPU 3.2190p, Original investment £300,000, MMV 31/3/21 £273,654.42 Total CCLA investment £900k vs MMV 31/3/21 £811,341. Dividends repaid to date £55,058.55</p> <p>Cllr Saunders attended the CCLA LAPF update meeting on 13th April:</p> <ul style="list-style-type: none"> <li>• Fund is well-placed, minimal exposure to retail sector, good client quality, no selling pressures and lease renewals are ok. A good mix of assets and clients.</li> <li>• Fund suspension Q2/3 was prudent management, all property funds did similar, some have still not fully reopened due to cash flow issues.</li> <li>• Fund has seen no redemptions, positive inflows in the last year of c£35mn.</li> <li>• Needed to be flexible with some tenants, switching from rents being paid quarterly in advance to, in some cases, monthly to ease cash flow pressures for their clients.</li> <li>• Fund has a 5% void rate (% of holdings empty) to allow for refurbishments/upgrades. Retail sector generally has a 6% void rate currently, likely to move sharply higher but Fund has little exposure to this sector (c4% of total). 30% in offices, average leases still have 3-5 years to go, feel some companies may want different spaces not less space, location still key, where land values are high (SE) empty office space still in demand for potential to convert to housing.</li> <li>• Managed to sell two holdings well above independent valuations, mainly driven by location. Of 200+ clients, most rents have been paid, though some delays. 3 clients have used HMG legislation to withhold rents, but only about 2% of rental income unpaid currently, but is expected all will be paid up. Income and distribution were near normal levels in Q4, and that is expected to continue through 2021 at around 13p per unit.</li> <li>• It was acknowledged that Covid has had an impact on the property sector and the performance has followed trends across the whole sector. CCPC continue to see the investment as a long-term objective.</li> <li>• CCPC also holds a 3-year bond with Lloyds Bank (March 2021 to March 2024) £ 437,091.92 at 0.19% interest applied annually.</li> </ul> <p><b>It was resolved to acknowledge the Quarterly investment report reviewed</b> <b>Proposed RM, Seconded MT, all in favour.</b></p>



# CHURCH CROOKHAM PARISH COUNCIL

## FULL COUNCIL MEETING

Initials:

Date:

21/Z102	<p><b>Annual Governance Statement 2020/21</b> To review and approve the Annual Governance statement 2020/21 - Section 1 of the Annual Governance and Accountability Return (AGAR)</p> <p><b>Following review of the Annual Governance statement Section 1 - Councillors agreed that the statements made are true and correct and it was resolved to approve Section 1 - Annual Governance Statement 2020/21 of the Annual Governance and Accountability Return and it was duly signed by the Chair of the Council and the Clerk. Proposed RM, Seconded MT, all in favour.</b></p>
21/Z103	<p><b>Statement of Accounts 2020/21</b> To review and approve the statement of accounts 2020/21 - Section 2 of the Annual Governance and Accountability Return (AGAR)</p> <p><b>It was resolved to approve Section 2 - Statement of Accounts 2020/21 of the Annual Governance and Accountability Return and it was duly signed by the Chair of the Council. Proposed RM, Seconded GSa, all in favour.</b></p>
21/Z104	<p><b>Notice of Public Rights 2020/21</b> To confirm dates for Notice of Public Rights period for 2020/21</p> <p><b>It was resolved to confirm that the announcement date for the Notice of Public Rights 2020/21 will be Thursday 3rd June with the notice period running from Monday 7th June until Friday 16th July (30 working days in total and covering at least 1st to 10th July) Proposed RM, Seconded GSa, all in favour.</b></p>
21/Z105	<p><b>Quotes</b> To receive and approve quotes for works required.</p> <p><b>It was resolved to accept the quotes as below for works required:</b>  <b>(a) £723 (50% of cost) War Memorial - costs to repair plinth shared 50/50 with Crookham Village PC (HAVEN) - Open Space maintenance</b>  <b>(b) £1,288 Replace broken water heater (kettle) at Community Centre (WCD Group) - Community Centre maintenance</b>  <b>(c) £1,290 Knee rail to be installed off area D to enable better access for grass cutting of parish owned land - cars parking regularly despite letters from HA also repair to Sandy Lane car park fence - S106 Formal Open Space maintenance</b>  <b>(d) £560 Replacement bollards to Gurkha path at allotment entrance to secure access at this location (Frontier Surrey) - S106 Formal Open Space maintenance</b>  <b>(e) £2,712 Site signage installed RD, AZ, all sites. (Kraken Signs) - Project signage - offset by EMR</b>  <b>Proposed RM, Seconded MT, all in favour.</b></p>
21/Z106	<p><b>To approve payment of accounts for April 2021</b></p> <p>Payments of accounts were reviewed.</p> <p><b>It was resolved to approve the April 2021 payment of accounts approved by Cllrs DM and JF. Proposed JF, Seconded DM, all in favour.</b></p>

# CHURCH CROOKHAM PARISH COUNCIL

## FULL COUNCIL MEETING

Initials:

Date:

21/Z107	<p><b>Clerks Report</b> To receive Clerk's report and approve any actions arising.</p> <p>Clerk reported</p> <ul style="list-style-type: none"> <li>• Crookham Park site update - W/c 26th April work commenced at allotment to install Trim Trail ahead of schedule by Kompan. Clerk in regular contact with TW as planning dept. are currently consulting on the scheme. TW were asking Kompan to cease install and remove what had at that stage Mon 26th been installed. However, the installation continued, and this is now in conflict with the bee apiary with the beekeepers considering it unsafe to keep the apiary there. Clerk has requested a meeting with TW to discuss the issues arising from this.</li> <li>• Acknowledgement of Basingstoke Canal funding letter - Letter stated that despite a difficult trading year there is to be no increase in contributions required this year and to make known if CCPC contributions are in doubt in future years. Not required.</li> <li>• Acknowledge Pension Fund / Admin strategy were circulated to councillors and acknowledged.</li> <li>• Call for evidence on Virtual meetings - Following on from the court ruling extension of remote meetings would require new primary legislation. A consultation is calling for evidence from local authorities and Clerk would like Cllrs to formulate their responses to the questions posed based on their experience of virtual meetings in order to submit a response - Deadline 14th May.</li> </ul>
21/Z108	<p><b>To receive monthly safety reports</b></p> <p>Safety reports were received.</p>
21/Z109	<p><b>External Bodies Committee reports</b> To report on external bodies committee meetings attended and recommend any action required by the Parish Council.</p> <p><b>HDAPTC report to be circulated by Cllr BB</b></p>
21/Z110	<p><b>To agree a date for the next meeting</b> To consider and amend meeting dates subject to change in law requiring return to face-to-face meetings and approve delegated authorities as required.</p> <p>Further to the High Court ruling that council meetings in England should return to face to face meetings from 7th May 2021 meetings a means of decision making was agreed.</p> <p><b>It was resolved to hold the next Full Council meeting on 28th June with interim decisions made using the Forms process decisions to be ratified at the next Full Council meeting unless there is a need to call an Extraordinary meeting, the next Planning committee will be held on 17th May times to be confirmed.</b></p> <p><b>Proposed RM, Seconded JF, all in favour.</b></p>

Meeting closed at 20.48.

Signed \_\_\_\_\_ Dated \_\_\_\_\_