

Church Fenton Parish Council Minutes of Ordinary Council Meeting

Minutes of the Ordinary Meeting of Church Fenton Parish Council held on Thursday 17 September 2020 as a Virtual remote meeting. (due to Covid19 govt lockdown)

In attendance: Cllr Sam Charlston (Chair), Cllr Ross Higham, Cllr Sarah Chester, Cllr Andrew Mason, Cllr Michelle Seguss (arrived 7.55pm) and Georgina Ashton (Clerk). District Cllr Musgrave.
In addition 9 members of the public.

Meeting started at 7.32pm

50. To note Apologies and Approve Reasons for Absence
Apologies received from District Cllr Keith Ellis, Cllr Blakey. The reasons for absence were approved for Cllr Blakey.

51. To note any Declarations of Interest and to approve any Dispensation requests
None recorded.

52. Public Participation Period (no longer than 30 minutes)
Members of the public are politely reminded to speak for no more than 5 minutes.

A member of the public wanted to talk about Public Footpaths, FP2 has been trimmed by the Lengthsman. Throughout the ploughing season, needs to maintain the path to be 3ft wide minimum. Concerns over FP12 regarding the gate.

A member of the public wanted to report a single mattress has been left on the skate park, initially used by children on skate park and now being left.

53. Reports

District Councillor Musgrave – informed the Council that a Public Inquiry will take place in due course on 2017/0736/REMM (Reserved matters on land relating to erection of 50 dwellings, land south of Main Street). Cllr Musgrave suggested a meeting with the Principal Planning Officer, Fiona Ellwood to explain the process further with the Council. The Clerk has already been in contact with Fiona Ellwood and explained some of the process; the appellants lodged their notification with the Planning Inspectorate on 3 September 2020 and as yet, the PINS have not published a timeline. Regarding the planning application for a BMX track on Busk Lane (2020/0225/FULM), this is likely to go to Planning Committee in the Autumn. The Local Government reform proposals are progress and a single county council has been proposed by NYCC. SDC are working with the other district councils and are considering a split into 2 Councils, a western and eastern county council. Simon Clark, Minister i/c resigned last week who was leading on this reform, so this may slow down progress made. A unitary council will involve more devolved power and increase funds to the area; However, it can be a convoluted process and has felt rushed. It is likely that these plans will continue to emerge over the coming weeks and District Cllr Musgrave will keep the PC informed. Finally, SDC have agreed in principal that there will be a Conservation Area in Church Fenton and a report has been commissioned of the 12 conservational areas within SDC. There is an increase in scope to include CF and provide a level of protection that comes with it. This will be led by SDC with input from the NHP and CFPC. The historic core needs to be at the heart of it. SDCs Urban Designer, Delton Jackson may be involved with this although more likely to be Caroline Skelley with Martin Grainger overseeing the process.

54. To approve Minutes of the Ordinary Meeting of Church Fenton Parish Council held on 16 July 2020

The minutes of the last meeting were approved with no comments. The Council noted the resignation received from Cllr Paul Herbert on 19 July 2020. Clerk has notified SDC and a notice of vacancy was published which has led to more than 10 electors requesting an election for the vacant seat. However, due to Covid19 Regulations, this election cannot take place prior to May 2021. To this end, we will continue as a Council of 6 members, this is not ideal but at present we do not have any other options.

Resolved: that the Minutes of the Ordinary meeting held on 16 July 2020 were a true and accurate record.

Cllr Seguss joined the meeting.

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55. Planning

a. Applications to be considered since the last meeting

Due to the summer break, all applications received since the July meeting will be recorded in the minutes. However, only two applications are live 2020/0959/COU and 2020/0821/FUL.

Date Received	Consultee deadline	Planning reference	Address	Details
29 Jul	25 Aug	2020/0737/COU	19 Fieldside Court	COU from agricultural land to garden land within curtilage of dwelling
10 Aug	31 Aug	2020/0795/HPA	Ardara, Main Street	Side and rear extension to garage for home-office
11 Aug	1 Sept	2020/0803/HPA	Rosegarth, Church St	Demolition of conservatory and proposed single storey extension
12 Aug	2 Sept	2020/0787/HPA	Corner House, 10 Laurels Farm Drive	1 st floor extension above garage
13 Aug	3 Sept	2020/0821/FUL	Adj to Village Hall, Main Street	Construction of new access off Main Street to serve outline planning consent 2015/0615/OUT
13 Aug	3 Sept	2020/0850/MAN2	Elmfield, Hall Lane	Non material amendment to garage conversion (<i>planning not required</i>)
16 Sept	7 Oct	2020/0959/COU	Adj to Station Mews	COU to domestic curtilage at rear of St Marys Place, Station Rd

2020/0959/COU

Resolved that no comments be submitted.

2020/0821/FUL

Collated comments already sent by the Clerk for the 4 September deadline. However, the deadline has been extended. Clerk circulated additional comments prior to the meeting for discussion. Agreed that these be sent to SDC asap and any further comments (3rd submission) would be provided to the Clerk before the end of the month.

Resolution: To approve the additional collated comments on the application, in particular to note:

- **Concerns over road width and pinch points at rear of village hall to <5.5m, (criteria for adopted road)**
- **Boundary of Village hall site on “site plan” submitted with the application, does not take into the drainage and inspection chamber running along the west side of the hall building.**
- **Request a site visit with Highways Case Officer to observe the proposed junction area and visibility splays at a busy period eg school pick up/drop off times.**
- **Concerns over structural stability of the hall regarding any highways work so close to the building.**

2017/0736/REMM – Notification of Public Inquiry by appellant (28 August 2020)

Public Inquiry re 2017/0736/REMM – reserved matters relating to erection of 50 dwellings land south of Main St.

Clerk has contacted Principal Planning Officer, Fiona Ellwood. The applicants submitted their appeal to the Planning Inspectorate (PINS) on 3 September 2020. A copy of this notification can be found on the planning portal. The timing and handling of the appeal will be by PINS. In due course, dates will be set and copies of relevant documents will be sent, all consultation responses, copies of every letter of representation received on the application from SDC to PINS. PINS will take all of the existing documents received into consideration. They will notify each person with the dates by which any further responses need to be received and where to send etc. The applicants have requested a Public Inquiry method for the appeal. The Clerk will keep members informed and updated. Link to process can be found here for interested parties: <https://www.gov.uk/government/publications/planning-appeals-procedural-guide>.

Resolved that the Council will consider an Extraordinary meeting to discuss the Public Inquiry process in more detail as more information becomes available.

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b. Applications **approved and declined**

c. Planning Decision Notices

2018/0207/OUT	Joiners Workshop, Sandwath Lane	Outline application for no4 dwellings Granted
2018/0673/OUTM	Leeds East Airport	Hybrid application for full and outline planning permission for a Creative Hub Granted
2020/0562/S73	Old Forge Cottage, Main Street	Vary conditions for new build Granted
2020/0809/MAN2	45 Oakwood Close	1 st floor rear extension Granted
2020/0678/HPA	14 Chapel Close	Single storey porch and outbuilding Granted
2019/0372/DOC	Leeds East Airport	Condition Decision 2x DOCs for ancillary civil aviation building
2020/0742/HEN	Elmfield, Hall Lane	Prior approval not req'd sun room to rear of property
2020/0884/TN02	16 Dorts Crescent	Permitted fell 1no Maple tree
2020/0782/MAN2	Leeds East Airport	Permitted non-material amendment to ancillary aviation building

d. To consider any Planning Enforcement Issues – none reported

e. To Consider use of social media/website to inform residents on local planning issues/applications.

Discussion took place regarding the use of social media platforms and website to keep parishioners involved and aware of any current planning applications and signposting to the planning portal. This has been more noticeable during Covid19 lockdown where planning notices are not necessarily put up in a timely fashion and generally people are less aware of live applications. Clerk has admin rights to the Facebook page so can provide links to applications as she is notified by SDC and consider the possibility of uploading the information to the new community website once it is launched.

Resolution: For the Council to post all planning applications and links to SDC planning portal within the Parish and along Busk Lane to LEA (Ulleskelf Parish) on Facebook.

f. To note the Government White Paper Reforms on Planning - Councillors agreed to look at in more detail at a future meeting.

56. *Policy*

a. To Consider and adopt the following new policies

Co-option Policy and Procedure; Recording of Meetings Policy; FOI Policy; Rules for Public Session; Scheme of Delegation; Example Committee Terms of Reference. Clerk to resend all policies in one email for Council members to consider before the next meeting.

Resolution: Council to adopt the above policies at the October meeting.

b. To note the Website Accessibility arrangements for September 2020 and changes to the Community website Meeting with Mark Richardson, Clerk and Cllr Charlston after July meeting. Outcomes include 4 pages allocated to the Parish Council within the Community website. Mark is currently upgrading and refreshing the whole website. A PC page will be dedicated to the Accessibility Statement. Mark has run 2 programs through the website to “check accessibility and produced reports. As a result, we can prove the website is “partially compliant”. Clerk circulated ideas and suggestions for the 4 new pages: Homepage, Meetings (including meeting schedule, agendas and minutes for the whole municipal year at least), Policies and additional information, and Accessibility statement page. Next steps: to consider writing an action plan to provide targets for the website to be more accessible.

c. To Consider the future progress of a new PC website

Resolution: To put the new website on hold until the current contract expires for domain name and host server (eg Summer 2022).

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57. Staffing

a. To Consider the National Salary Award new pay scales 2020/2021 for the Clerk

Resolution: To approve the National pay increase for the Clerk of £0.40 per hr, back dated to 1 April 2020 (totals £66 from April – Sept).

b. To note the meeting with the Lengthsman and review of work

Meeting has taken place between Stephen, Chair and Clerk. Productive discussion about the work of the lengthsman, much information sharing and discussion about future tasks. Lengthsman has already cleared the millennium sign area on Brackenhill Lane, sign now visible and cleared FP2 behind Oakwood Close and Brockley Close to CF Hall. Positive feedback on social media regarding this path.

58. Environment

a. Highways Sub group

To note Road Safety Grant AJ1 Application and update from Sub group (95 Alive form submission)

Road Safety Grant submitted prior to the 31 August deadline. Thanks to Cllr Higham for producing this bid. Clerk to re-circulate the 95 Alive Form Campaign so that this can be submitted asap.

b. Graveyard Acquisition

To note the update and consider next steps for land acquisition

Cllr Mason and the Clerk attended a meeting with Ian Fenton, Director of Drax Civic Cemetery and ex-Chair of Drax PC. Cllr Mason has also attended a meeting with Nina Wrightson, (Secretary of PCC) and Ann Buckle. Cllr Mason has engaged with the District Valuer to establish fee and availability to assess and report on the identified piece of land. As well as a discussion with Chair of the CF Community Hub group to request their involvement in the project, this provided a favourable response. Explained ideas included to involve other local parishes without a graveyard eg residents at Little Fenton and Biggin; establish a graveyard and contemplation garden; set up civic cemetery as a company with 5 directors representing groups within the village eg Methodist Chapel, St Mary's, PC, Hub and Clerk to Council (if capacity). Challenges going forward include planning consent, G.O. Structural Engineers, costings in place, architectural drawings. Suggest that purchase is via grants and PWLB through the PC and the rest of the model is negotiable at this stage. *Cllr Mason and Clerk to provide a report for the next meeting.*

c. Network Rail update

To note progress of work with NR with regard to car parking and Sandwath Lane embankment

Cllr Charlston provided an update of the work that Cllr Seguss and the Chair had done over the summer to provide a report to Network Rail regarding a possible solution to the car parking problems faced in and around the station. Clerk had prepared a report regarding the Sandwath Lane embankment ownership to request that the fencing be made good the full length of the bridge on Sandwath Lane and the embankment itself to be maintained. Both reports have been submitted to Network Rail.

d. Public Rights of Way

To note any updates on public footpaths within the Parish

Clerk and Chair had a discussion with local FP enthusiast. From this a series of priorities were identified:

FP7 – adjacent to Fenton Flyer, needs clearing from Main Street

FP12 – gate difficult to lift, electric fencing above gate, very overgrown at footbridge, not wide enough to walk.

Resolution: Clerk to write to landowner to politely advise of their obligation to clear the path clear and to seek their proposals to make the right of way path accessible.

e. To Consider the replacement of Bench on Busk Lane

Written to Mr Exley on 2 occasions. 2nd follow up letter was sent to 3 separate addresses. No acknowledgement received. Discussion over 3rd letter to be sent with an invoice attached for the new bench and explanation of the process to make a claim to Mr Exley for the costs of a new bench through the Small Claims Court process.

Resolution: Clerk to write to Mr Exley via recorded delivery with an invoice attached for new bench.

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59. Finance

a. RFO Finance Report

To approve the Bank Reconciliation to 5 September 2020 and to note budget monitor.

Additional Ring fenced funds not banked in Parish Council accounts

S106/CIL Funds held at SDC with planning reference	Date issued	Date to be used by	Amount
S106 – 2008/1017/FUL		Nov 2021	£3,853.01
S106 – 2015/0760/OUT		Jan 2022	£23,817.60

Bank Balances as at 1 Sept 2020

Cambridge & Counties	£37,413.65
Redwood	£10,135.00
NatWest	£22,190.32
	£69,738.97

Ringfenced funds

CIL – 2016/1382/FUL (Aug 2022)	£5,407.50
Shop Bond	£20,000.00
S106 Sandwath Endowment Balance	£24,060.00
Grant: NHPlan Balance	£405.20
Total Ringfenced Funds	£49,872.70
General Fund - <i>not ringfenced</i>	£19,866.27
	£69,738.97

b. Payments

To consider and approve the invoices for the payment schedule from 2 July 2020 to 04 September 2020

02 July 2020	HubRent	21/22/23	AC:Lease: CFCH (of which £98.33 is admin charge)	£1,796.08		
03 July 2020	Admin	030	Cheque: 001777: Mark Richardson, website renewal for 2 years		£125.00	
03 July 2020	Salaries	032	Cheque: 001779: G Ashton June Salary		£554.50	
03 July 2020	Admin	035	Cheque: 001782: G Ashton recharge for laptop HP		£399.99	
03 July 2020	Admin	036	Cheque: 001783: G Ashton recharge for Norton anti-virus software		£13.99	
03 July 2020	Admin	037	Cheque: 001784: G Ashton recharge for MS Office 2019		£119.99	
03 July 2020	Admin	038	Cheque: 001781: G Ashton recharge for Amazon paint, chalk floor paint, tie wraps		£45.82	
06 July 2020	Admin	029	Cheque: 001776: FIF Summer issue		£50.00	
08 July 2020	Salaries	033	Cheque: 001780: HMRC PAYE June salaries		£70.40	
09 July 2020	Insurance	023	Cheque: 001773 - Came & Company		£3,197.27	
09 July 2020	Gcutting	027	Cheque: 001775: Fenton Landscape Services (May invoice)		£356.00	
10 July 2020	Vcutting	026	Cheque: 001774 - Shed Grounds Maintenance		£156.80	
10 July 2020	Vcutting	031	Cheque: 001778: Shed Grounds Maintenance Ltd		£156.80	
13 July 2020	Insurance	012	AC: CFCS Ltd - Shop insurance	£549.63		

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14 July 2020	Salaries	145	Cheque: 001747 - S Fisher salary		£105.58	
14 July 2020	Salaries	007	Cheque no: 001755 - S Fisher salary		£105.98	
14 July 2020	Salaries	020	Cheque: 001770 - S Fisher May Salary		£105.58	
14 July 2020	Salaries	034	Cheque: 001781: S Fisher June Salary		£105.58	
21 July 2020	Admin	024	Cheque: 001772 - M Seguss (expenses recharge for Viking Direct cheque)		£96.53	
03 Aug 2020	ShopRent	25	AC: Lease Payment: CF Community Shop Ltd	£1,108.07		
03 Aug 2020	HubRent	26/27	AC: Lease Payment: CFCHub	£1,697.75		
03 Aug 2020	HubRent	28	AC: Lease Payment: CFCH admin charge	£98.33		
03 Aug 2020	LoanRep	49	PWLB		£203.87	
06 Aug 2020	Admin	039	Cheque: 001786: G Ashton recharge for playground signage from Instaprint		£158.00	
06 Aug 2020	Salaries	043	Cheque: 001787: G Ashton July pay		£464.00	
06 Aug 2020	Salaries	043	Cheque: 001789 G Ashton homeworking allowance		£18.00	
10 Aug 2020	Salaries	044	Cheque: 001790 - HMRC PAYE July salaries		£70.40	
11 Aug 2020	Vcutting	45	Cheque: 001792 - Shed Grounds Maintenance Ltd		£156.80	
24 Aug 2020	LoanRep	050	PWLB		£5,839.47	
01 Sept 2020	ShopRent	29	AC: Lease Payment: CF Community Shop Ltd	£1,108.07		
Totals				£29,890.99	£29,259.69	
01 Sept 2020			Closing balance at BANK at 01 September 2020			£21,956.37
			Known Financial Commitments			
19 Mar 2020	Admin	141	Cheque: 001743 - BT Payphones - purchase phone box		£1.00	
11 May 2020	Subs	010	Cheque no: 001761 - Information Commissioner		£40.00	
01 Aug 2020	Salaries	042	Cheque: 001788: S Fisher July pay		£105.58	
01 Sept 2020	Gcutting	51/52	Cheque: 001791 - Fenton Landscape Services (July invoice)		£534.00	
01 Sept 2020	Vcutting	53	Cheque: 001793 - Shed Grounds Maintenance Ltd		£156.80	
01 Sept 2020	Gcutting	33	NYCC Grass Cutting Grant	£175.26		
03 Sept 2020	HubRent	31/32	AC: Lease Payment: CFCHub	£1,697.75		
03 Sept 2020	HubRent	30	AC: Lease Payment: CFCH admin charge	£98.33		
04 Sept 2020	Salaries	46	Cheque: 001 - G Ashton August pay		£482.00	
04 Sept 2020	Salaries	48	Cheque: 001 - S Fisher August pay		£105.58	
04 Sept 2020	Salaries	47	Cheque: 001796 - HMRC PAYE August salaries		£70.40	

- In addition:
- 1) to approve back pay of £66 for the Clerk (see Staffing 57a)
 - 2) to approve expenses claim of £44.09 by the Lengthsman for fuel and strimmer blades/repair.
 - 3) to approve the annual contribution for Community Library £183.75

c. To note the Asset Register – including repairs and maintenance of street furniture

Thanks to Steve Naylor, local tradesman who has now repaired the bench on Station Road, £95 to repair the bench at the entrance to Lockton Court and <£10 to repair the notice board outside the village hall. Lockton Court bench is a memorial bench. Could consider moving this to Busk Lane and replace with a bench made of recyclable material so that it doesn't become damp and the wood retain moisture. However, this would require consent from the family who donated the memorial bench.

d. To Consider changes to the Financial Regulations under Section to undertake internet banking and make online payments

FR no6 – Instructions for making payments needs to be reviewed in light of online banking arrangements.

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- 6.3 All payments shall be effected by cheque/online banking or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council.
- 6.4 Cheques or bank transfers for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be processed by the Clerk, checked by one member and then signed off by two other members of council in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

e. To note the Budget Review and variances for 5 months to 01 September 2020

Summary points:

- Bank Interest on savings accounts likely to be higher than budget
- Budget for Hub lease payment and admin charge is slightly incorrect so this has been adjusted
- Salaries – over budget by approx. £1,000 by yr end. NALC only just released pay increase for Clerks effective from 01 April 2020. This will result in a £0.40 increase for the Clerk and if back dated from April-Sept, this would be £66. To note the annual pay increase for the Lengthsman will take place in November and likely to be in the region of £0.20-£0.30 per hr.
- Suggest that Admin is sub-divided next yr, eg it currently includes everything from subscriptions, training, stationery, rock salt and Christmas tree. Additional budget heads would be Subscriptions (acknowledge nearly £1,000 of subs) and Training (to acknowledge commitment to high quality service and investment in staff/council members).
- Repairs & maintenance – again suggest sub division by pulling out Grass and Verge cutting into separate budget heads.
- Projects – zero spend from this budget head so far.
- Electricity bill - £300 under budget
- Unallocated CIL – reminder to CIL that this hasn't been spent, time-specific.
- NHP – Expenditure for this yr so far £594.80 – last yr Clerk set aside £1000 of internal budget for this. Remaining expenditure on this project circa £740 (eg cost of D Gluck, A Hall & printing fee)
- Sandwath – only had 1 inspection due to Covid19, grass cutting budget will be higher.

Recommended that the Finance Report be noted by the Councillors.

Resolution: To approve the September Finance Report.

60. To receive Representatives Reports

Cllr Charlston – Received a number of complaints regarding the temporary bridge and the increasing number of lorries/HGV vehicles are using it. Also, lorries are parking overnight at the emergency exit gate on Busk Lane. In addition, FP on Ash Lane has been ploughed this week but will be re-instated within a fortnight.

Cllr Chester – NDP finalised with the Consultation Statement been submitted. Government have advised that no NDP referendums will take place until May/June 2021. But the local planning authorities will be instructed to give full weight to plans that have been submitted/examined. We can therefore use the NDP as a material consideration in relevant planning applications and refer to it.

Cllr Higham – Doors on notice board at the Fenton Flyer are opening, perhaps issue with magnets. Cllr Chester's father to have a look at this.

Cllr Mason – Attended the Devolution Seminar with NYCC, will keep a watching eye on this.

Cllr Seguss – Play park, need to keep a close eye on Covid19 restrictions going forward and assess following local and national government advice. Also suggested an email to S106/CIL Co-ordinator at SDC to request an extension on the deadlines for expenditure from these budget headings. Clerk to ask the question.

Cllr Blakey – not in the meeting.

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61. To note Correspondence received (not specifically dealt with on this agenda)
1. Resident complaint regarding cars parking on the bend outside the Main Street play area.
 2. Email from Yorkshire Water – agreed to come and clean the drainage gulleys on either side of the road access entrance to the Main St playground area.
 3. BMX Track planning application – received a resident concern regarding the Ecology survey and lack of detail to assess all ponds adjacent to the area and not just the one that has been done. Council suggested resident contact the planning authority directly.
 4. Resident complaint – rubbish in Main Street play area, especially in the Skate Park area and single mattress has been dumped. Clerk to inform Lengthsman and SDC.
 5. Resident complaint – re concerns over the temporary bridge at Great Brigg, Main Street. There is an increasing number of HGV vehicles. Accident happened on 9th August, police in attendance, on the Lockton Court side of the bridge. 2nd accident later that day involving a lorry and a car in the same location. Resident also requested an update on the temporary bridge and concerns generally about speeding throughout Main Street from Lockton Court to Oakwood Close, especially around school pick up and drop off times.
 6. NYCC Area 7 Highways – email update received on 17 Sept.
Work is set to start early November, it was hoped to be sooner, however the specialist Culvert lining contractors are unable to programme it until then so unfortunately the temporary bridge and traffic management will remain the time being. Once the work starts a road closure will be in operation with a signed diversion in place. It is expected the repairs will take about 5 weeks.
This update provided some questions by Council, particularly:
 - 1) The diversion was through Ulleskelf last time. However, many local people used the shortest route which is through Little Fenton. This created a huge increase in the volume of traffic on a single-track road, through a small hamlet with no reduced speed limit. Therefore, the national speed limit applies. This will inevitably create problems, with a large volume of traffic using a single track (users coming from both directions) untreated road in the winter (this road is not gritted in winter time).
 - 2) Additional diversion signs need to be clear and well sign-posted with “no through access” signs at the junction of Little Fenton Lane in Biggin and the junction with Ash Lane in Little Fenton.
 - 3) Notify Area 7 of the 2 accidents and increased HGV vehicles using the temporary bridge.
 - 4) Request with Area 7 that the road is not closed during the Christmas period as this will divide the village.
62. To note Agenda Items for
- a) Next meeting – Highways, Graveyard acquisition, Govt Planning Reform, Covid19, Local Plan, Carols around the tree.
 - b) Future meetings - Village Entrance boundary sign. Play Space Provision. Defibrillator purchase for redundant phone box. Budget variances & budget headings. Strategy Parish Plan. Covid19 Action Group. Streetlighting Consultation. Use of Survey Monkey for communication with Parishioners. Policy Committee. Nov mtg – pay award for Lengthsman. Neighbourhood Plan submission. HS2 Local Plan. Devolution of District and County Council. ST1 Post box. Phone Box adoption & defibrillator purchase.
63. To confirm Date and time of next meeting – Thursday 15th October 2020 at 7:30pm, venue TBC