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West Monkton Parish Council

## ADOPTED

Minutes of the meeting of the Parish Council held on Tuesday 14<sup>th</sup> May 2019 at 7.00pm in the BACH (Brittons Ash Community Hall), Bathpool. This is the **Annual Meeting of West Monkton Parish Council**.

Present: Cllrs Besley, Cavill, Ellis, Gage, Hall, Haskins, Hope, Kelly and Tully.

In attendance: Mrs A Shepherd, Clerk, Mrs T Cavill, Assistant Clerk, Ms J Pearson, Clerk to Cheddon Fitzpaine Parish Council; Mr K Perry, Flood Warden, Mr K Tutill, NP Steering Group Chairman, Cllr Andy Pritchard, District Councillor, Paul Elliston, Bathpool Pioneer and approximately 4 members of the public.

### **057/19 To receive any apologies (with reasons), to minute that a quorum is present**

No apologies were received. It was noted that the meeting was quorate (quorum is three Councillors).

### **058/19 Declarations of Interest, Dispensation Requests, amendments to the Register of Disclosable Pecuniary Interest**

a) Declarations of Interest: no change.

b) Dispensation Requests: none had been requested.

c) Amendments to the Register of Disclosable Pecuniary Interest: none had been notified to the Clerk.

### **059/19 Election of Chairman**

Cllr Haskins was proposed to be Chairman by Cllr Ellis and seconded by Cllr Hall. All agreed by show of hands.

### **060/19 Election of Vice Chairman**

Cllr Hall was proposed to be Vice Chairman by Cllr Gage and seconded by Cllr Ellis. All agreed by show of hands.

### **061/19 Acceptance of Office forms to be received by Clerk for all Councillors and from Chairman, Vice Chairman**

All Councillors, the Chairman and Vice Chairman signed the Acceptance of Office forms which were witnessed by the Clerk.

### **062/19 To adopt the minutes of previous meetings**

The minutes, having been previously circulated, were taken as read. It was resolved to adopt the Parish Council minutes of the meeting on 9<sup>th</sup> April and BACH Committee minutes of the meeting on 24<sup>th</sup> January, proposed by Cllr Tully, seconded by Cllr Kelly, and all agreed by show of hands.

### **063/19 To review delegations**

To the Clerk

In consultation with the Chairman, for grant of dispensations. Agreed by show of hands.

To the BACH committee

The day to day running of the BACH will be by the BACH committee, minutes (including resolutions) will be ratified by WMPC. All agreed by show of hands.

### **064/19 To review terms of reference for Planning Committee: that in accordance with previous practice and to ensure that a quorum is achieved, all Councillors shall be members of the Planning Committee**

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It was agreed that, in accordance with current practice and to ensure that a quorum is achieved, all Councillors shall be members of the Planning Committee. Cllr Tully reported that he may be a member of the SW+T Council Planning Committee so would send his apologies to Planning Committee meeting to avoid fettering his discretion. All agreed by show of hands.

**065/19 To review and adopt current Standing Orders, Financial Orders, Code of Conduct as available on West Monkton web site and to record by Minute of Council that the conditions of the General Power of Competence are satisfied and that email service of agendas is acceptable.**

All current Standing Orders, Financial Orders, Code of Conduct as available on West Monkton website and to record by Minute of Council that the conditions of the General Power of Competence are satisfied. Having been reviewed by Cllrs prior to the meeting it was agreed that the documents were acceptable and the conditions had been satisfied. It was further agreed that email service of the agendas is acceptable.

**066/19 To review/confirm representatives on external bodies: with reporting back to Parish Council**

- a. the Village Hall Management Committee: Cllr Tully confirmed that he is happy to continue in this role, he is also a Trustee
- b. the Spital Trust: Cllr Ellis confirmed that she was happy to continue in this role.

**067/19 To elect Councillors to the following roles of responsibility:**

**Member responsible for Footpaths:** Cllr Gage was happy to continue.

**Member responsible for BACH:** Cllr Gage was happy to continue.

**Member responsible for Allotments:** Cllr Haskins acknowledged the administrative support provided by the Clerk, he was happy to continue in his role.

**Member responsible for Highways:** Cllr Besley was happy to continue in the role

**Member responsible for Public Open Spaces, Recreation and Children's Play Areas:** Cllr Hope and Cllr Cavill confirmed they were both happy to take up this role.

**Member responsible for Flooding:** Cllr Hall and Cavill confirmed they were both happy to take up this role.

**Member responsible for Safe Routes to School:** Cllr Tully was happy to continue in this role.

**Member responsible for Community Liaison:** Cllr Kelly was happy to continue in this role.

**Member responsible for Transportation:** Cllr Kelly was happy to continue in this role.

The Councillor appointments to these roles was proposed by Cllr Hall, seconded by Cllr Gage, and all agreed by show of hands.

**068/19 To note that the Register of Assets is up to date and is due for review in October 2019**

Noted, and Register is up to date and on the website.

**069/19 To confirm that the Council is insured with BHIB Limited and the policy will be renewed in June 2021**

The policy with BHIB expires in June 2021 due to a three-year agreement approved last year. The policy was noted and confirmed.

**070/19 To consider and confirm continuation of annual subscriptions to SALC, SLCC, CCS, CCS Buildings**

It was resolved to continue the subscriptions made to SALC, SLCC, CCS, CCS Buildings, all of which provide valuable professional advice, training and support for Clerks and Councillors.

**071/19 To note reports from Clerk and Assistant Clerk**

No reports this meeting.

**072/19 SCC report from Cllr D Fothergill – no decisions**

In Cllr Fothergill's absence, the Clerk read his report to the Council.

Somerset Day: May 11<sup>th</sup> marks Somerset Day, the day in 878AD on which Alfred the Great called the people of Somerset together to rise up and defeat the Danish invaders. This year Somerset day falls on a Saturday with a host of events and activities being held across the County. Details can be found at [www.somersetday.com](http://www.somersetday.com)

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**Somerset Education Business Partnership Awards:** the first Somerset Education and Business Partnership awards were held recently. Businesses, education and careers support teams came together to celebrate some of the many amazing ways that our businesses were working with education across Somerset to create understanding, opportunities and enthusiasm for their future workforce and leaders. A project to involve young people with special needs was a finalist in the awards. Last year a shop run by young people with stock created by pupils from special schools across Somerset opened in Taunton and this spring it's running again in Yeovil. The project is a partnership between special schools and specialist provision within Somerset. Students are helped to set up the shop to sell their enterprise products, and they are managing it with support.

**Young Carers:** After several months of consultation and engagement with young people and with voluntary and charitable organisations, SCC has now developed firm proposals to improve and widen support for children who care for a family member – young carers. Under the proposals considerably more young carers will be identified and supported at an appropriate level, with specialist support from the County Council and the voluntary sector being widely involved.

**Primary School places for September 2019:** Nearly 98% of Somerset children were offered a primary school place at one of their top three choices, the County Council's latest school admission figures show. Overall 97.7% of the 5664 applicants were offered a place at one of their top three primary school choices and 92.17% receive their first choice.

**Further Education:** Two of Somerset's Further Education colleges have been part of successful bids to form 2 of the 12 new Institutes of Technology announced across the UK. Yeovil College are part of the successful Institute of Future Technologies (SWIFT) bid, with Bridgwater and Taunton College joining forces with Exeter University and others to form the Institute of Technology in the South West.

**Somerset Diverse Communities:** In the last 18 months Somerset Diverse Communities Small Grants Fund has distributed £5921 and a total of 22 grants across Somerset. This has seen communities benefit from funding specifically to support black and minority ethnic (BME) community groups in Somerset. The Small Grants Scheme has a very simple application process, and can be used by Community Groups for a wide range of proposals, including activities and equipment. Grants are for a maximum of £500 and the funding has been provided by the Somerset Equalities Officer Group.

**Libraries:** Following an assessment of the state of the current building a temporary Community Library Partnership agreement has been signed with Street Parish Council which will enable a library to open in the Street Parish Rooms later in May. This is excellent news and will deliver continuity for Street's much valued library service.

**Libraries 2:** The Librarian Theatre is touring Somerset Libraries this Summer, presenting 'The Green Ship' by Quentin Blake. The theatre production of the book is their first ever stage adaptation; they are undertaking an epic 50-show tour of the play between 1<sup>st</sup> May and 30<sup>th</sup> June 2019, around UK public libraries including four in Somerset. Details at [www.librariantheatre.com/thegreenship](http://www.librariantheatre.com/thegreenship)

**Highways:** BT have become the latest utility company to be taken to court and will have to pay a total of £36,237. Six counts dealt with at Taunton Magistrates' Court related to incidents in July last year. BT executed street works without the approval and the works were also deemed to be in contravention of safety guidance.

**Somerset Choices:** the Adults Social Care content of the successful Somerset Choices is being revamped and updated – The Somerset Community Connect website is an online information and advice guide and directory of services for adult residents in Somerset to find information, advice and services to manage their own health and wellbeing. By the beginning of June it will also provide information on what help and support is available at home (micro providers) as well as an equipment self-assessment.

**West Somerset Railway:** Few Somerset residents are aware that the County Council are the owners of the trackbed of the West Somerset Railway but with that ownership comes responsibilities. Work is now ongoing to upgrade the Seaward Way level crossing in Minehead which has reached the end of its serviceable life and no longer fits the standards required. The work represents an investment of £1million to upgrade the facility to comply with modern rail regulations.

**Dillington House:** Over 1000 people visited Dillington for the Easter Eggstravaganza over the bank holiday weekend. The house is open for local visitors and hotel guests alike, with afternoon tea and a Sunday carvery

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on offer, alongside beautiful wedding and conference settings and wide ranging adult education opportunities – visit [www.dillington.com](http://www.dillington.com) for more details of the latest courses and events on offer.

### 073/19 SW&T Council reports from District Councillor – no decisions

All three newly elected District Councillors were present. Cllr Tully suggested that Cllr Pritchard reports to the Parish Council at its meetings and Cllr Cavill and Cllr Tully can report any additional items.

Cllr Cavill reported that SW+T Council was still in purdah until 23<sup>rd</sup> May. The MH2 plans are still being developed, consultation for the plans will take place after 23<sup>rd</sup> May. It is currently unclear when the Parish Council will receive the plans for consideration. Cllr Cavill and Tully to ask how long it will be before the plan is available and request a schedule of proposed consultation.

Cllr Pritchard reported that the Somerset Waste contract from June 2020 has been awarded. The new contract will increase recycling capacity.

### 074/19 Country Park

The tripartite agreement will be resolved soon, now that elections and formation of new SWT Council have passed.

It was resolved to adopt the Maintenance Schedule for Maidenbrook Country Park, proposed by Cllr Kelly, seconded by Cllr Tully and all agreed by show of hands.

It was agreed to continue the hire of the portable toilet at the County Park until the end of April 2020.

Hose piping will be purchased.

Reed and Holland architectural design work is on track, the topography survey has been completed.

WRR junction arrangement affording alternative entrance and car parking is under discussion with H Vittery SCC.

Grass has been cut and cutting between trees will follow.

Advice re dog fouling – SWT bye-laws cover dog fouling in public open spaces, i.e. not allowed: suggest signs put up, dog bins within boundary (need to ensure access by collection vehicle), alert dog warden (limited service).

Support from Tacchi-Morris for open air theatre; from 6 Astrological Societies for telescope; from head of Nerrols Primary School.

Presentation to SALC and article in Clerks magazine (SLCC); forthcoming presentations to Durston Annual Parish Meeting and Taunton Cultural Forum.

The meeting was adjourned.

**Public Question Time** By agreement with the Chairman, the questions raised were answered in the body of PQT, where possible. No decisions

A resident requested clarity about the Parish Surgery dates.

NFA

A resident raised concerns about the standards of the public open spaces in MH1 and the process for the developer handing over the management of the public open space when they are complete.

Cllr Kelly requested clarification on cutting branches of trees overhanging private gardens.

Cllr Gage reported that he had received a complaint from a resident of Greenway about the quality of the grass cutting. It was noted that the Depot currently has low staffing levels. It was agreed that an enquiry would be made as to how the Depot would be able to deliver the contract that the Parish Council has with them in addition to their statutory responsibilities.

Clerk

Cllr Gage reported the concerns of the resident of Green Acres on Greenway about the indication that they had received from Persimmon that there would be a public right of way over their property to provide a footpath connection to the Hartnells development. Clerk to make enquiries.

Clerk

Cllr Hope requested an update on when the 5 additional dog bins on MH1, promised by Persimmon would be installed. Assistant Clerk to request an update from Persimmon.

Assistant Clerk

A member of the public asked when the 30mph speed limit signs would be added to Hardys Road.

Clerk

Clerk to request an update from Persimmon

### 075/19 Planning:

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**a. To consider responses to be made to planning applications received, as listed on SW&T Council website including;**

Cllr Tully did not take part in the discussions regarding the planning applications received to avoid fettering his discretion.

**38/19/0129:** Further development of Nerrols, 347 houses off Lyngford Lane. The more easterly of the two fields lying on the east of Lyngford Lane lies within the Cheddon Fitzpaine boundary and is therefore within the Neighbourhood Plan area. The plans will be checked for conformity with the Neighbourhood Plan.

**48/19/0018** Erection of single storey at Jesmondene, Goosenford. Householder application therefore consider adverse impact on character of the building, street scene and/or surrounding area and whether the proposals result in a loss of amenity through overlooking, loss of light/outlook or other disturbance from the completed development. PC Comment: No comment.

**48/19/0020** Replacement of conservatory with garden room and erection of two storey extension to side of 31 Farriers Green. Monkton Heathfield. PC Comment: no comment.

**48/19/0021** Variation of conditions at Summercourt, plot 1 Court Gardens. Variations to No2 approved plans, No 3 parking/turning areas, No 9 surface water drainage, No 12 landscaping. PC Comment: no comment.

**48/19/0024** Variation of Condition No. 02 (approved plans) of application 48/17/0049 at 154 Bridgwater Road, Taunton. PC comment: no comment.

**48/19/0023/A**

Display of 5 No. non-illuminated panel village signs in various locations in West Monkton Parish, West Monkton cast iron signs with oak posts, three in village of West Monkton, one at Bathpool, one at Monkton Heathfield. PC Comment: support.

**b. To note Planning decisions made are available on SW&T Council website filed under the application number**

Noted.

**076/19 MH development**

**a. Dyers pond project:**

Assistant Clerk reported that the contract has been awarded and the licence to obstruct the waterway had been granted until the end of September. Contractor start date confirmed as 19<sup>th</sup> August. The period of construction is unknown. The colour of the tarmac on the persimmon side of the bridge was raised. Assistant Clerk to seek clarification from Persimmon that the tarmac should be red because it will be used as a cycle path and footpath.

**b. Management of Open Spaces in MH1:**

Clerk provided an update on the enquiries she had made in relation to the possible future management of the open spaces in MH1.

Cllrs Cavill, Hope, Hall and Kelly volunteered to be members of the Working Group for the project.

Clerk to contact Rebecca Staddon at SW+T Council to confirm S106 commuted sum and seek the advice of SALC to establish if other Parish Councils have experience of owning / managing open spaces.

It was noted that the Parish Council would need to identify a specialist to look over the plans and look at the condition of the public open spaces when they are complete by Persimmon.

It was agreed to add an item to the agenda for the next Planning Committee meeting to consider the advantages / disadvantages of a Management Company being established versus Parish Council management of the open spaces.

**c. MH2 Development:**

It was noted that the plans for MH2 were awaited from SW+T Council for further consultation.

**077/19 Environmental**

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**a. SCC Finger post restoration:**

Assistant Clerk confirmed that Lengthsman was working his way through replacing the fingers and had asked if anyone has a use for the removed fake fingers.

**b. CIL Projects:**

Assistant Clerk reported that a quotation had been received in respect of the CIL projects including the proposed cycle path which runs around the canal roundabout side (ERR) along the A38 and into Dyers Lane, the Croft Garage pavement to Sylvan Way and road gully repairs – Quote to be considered under finance item  
Clerk reported that the planning application had been submitted and is currently being considered in respect of the proposed parish signage and the licence was awaited from SCC. Clerk to obtain updated quotes for consideration by the Parish Council.

Assistant Clerk confirmed that the contractor had applied to SCC for the necessary permissions in relation to the bus shelters at Monkton Elm. Traffic lights will be required whilst construction is underway.

**078/19 Reports**

Chairman confirmed that following the appointments of members responsible to roles on the Parish Council at this meeting, monthly reports would be presented by each Councillor at the next meeting.

**a) Bathpool Flood Warden - Mr Kevin Perry**

Nothing to report

**b) NP Steering Group report - Mr K Tutill**

A meeting has taken place of the Neighbourhood Planning Group, members of the group have been allocated policies to review. When changes to policies are identified a meeting will be scheduled with Ann Rhodes at SW+T Council to discuss and to establish if there is a need for an Independent Examiners Report.

**c) BACH Chairman – Cllr Gage**

Quarterly meeting took place in April. Quotes for carpets and some of the chairs to be cleaned to be obtained. Following discussion at last meeting and the actions taken, no further complaints or issues have been highlighted regarding cleanliness at the hall.

**d) Communications Report**

Clerk confirmed that regular updates to the website and facebook page had taken place during the month.

A new mailbox has been set up for Cllr Hope.

Adverts are gradually being received for inclusion in the Welcome Packs, two spaces remain available. It was suggested by a member of the public that details are added to the local business page on facebook with a view to filling the remaining spaces.

**e) GDPR**

Nothing to report.

**Reports from Parish Council representatives on outside bodies/Response to Consultations**

**f) West Monkton Village Hall Management Committee**

Cllr Tully confirmed that he had nothing to report.

**g) The Spital Trust**

Cllr Ellis confirmed that she had nothing to report. The next meeting of the Spital Trust is in September. No news received in relation to the gas main. Cllr Ellis to follow up.

**h) Any other events at which WMPC was represented – Clerks Briefing and Finance Training (Clerk/Assistant Clerk)**

Assistant Clerk reported that the Clerk and Assistant Clerk had attended the SALC Clerks Briefing in April and the Assistant Clerk had attended the Finance Training.

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Assistant Clerk asked Councillors present if they would like to attend the Priorswood Library meeting on Friday at 3.30pm. Cllrs Hope, Ellis and Tully to attend with the Assistant Clerk.

#### **i) Consultations submitted**

No consultations submitted.

#### **79/19 Finance**

##### **a. Quotes**

It was resolved that the quotes for various highways works from R W Gale should be accepted, proposed by Cllr Besley, seconded by Cllr Hall, and all agreed by show of hands.

##### **b. Annual Receipts and Payments accounts for 2018/2019**

It was resolved to accept the Annual Accounts for 2018/2019, proposed by Cllr Tully, seconded by Cllr Gage, and all agreed by show of hands. The report from the Internal Auditor was explained.

##### **c. To approve and adopt Section 2 – Accounting Statements 2018/19 of the Annual Governance and Accountability Return (AGAR) 2018/19 Part 3**

It was resolved to adopt the Accounting Statements 2018/2019 proposed by Cllr Besley, seconded by Cllr Ellis and all agreed by show of hands.

##### **d. To receive receipts and payments and approve payments**

Information relating to named, or otherwise identifiable, individuals is confidential and has been redacted in documents placed in the public domain

###### Receipts

Interest Lloyds	£1.46
Nationwide	£37.14
CIL payment	£17426.29
Precept 19/20 part1	£31034.50

###### Payments

Bus shelter cleaning and litter picking

Mr A Pritchard, all his pay after tax => employee voluntary contribution to pension

	£xx.xx to be paid by direct debit
Clerks salary (after tax)	£xx.xx to be paid by bacs
Asst Clerk (after tax)	£xx.xx to be paid by bacs
HMRC month 2	£318.85 follow to be paid by bacs
Homeworkers allowance Clerk	£16.00 to be paid by bacs
Homeworkers allowance Assistant Clerk	£16.00 to be paid by bacs
Lengthsmans services including insurance	£215.00 to be paid by bacs
Higos lengthsmans insurance	£89.88 to be paid by bacs
BPTH toilet hire for April	£105.60 to be paid by bacs (CP)
BHIB Insurance for year ahead	£969.19 to be paid by bacs
EON lighting for phone box	£34.35 to be paid by bacs
Wee Trees for extra donated trees	£42.92 to be paid by bacs (CP)
Village News extra copies, and Annual Report	£167.70 to be paid by bacs
West Country Land Surveys	£1194.00 (CP) (share with CF PC)
J & J Miller digger for two trees	£156.00 (CIL)
A Hall incidentals for CP	£to follow to be paid by bacs
SALC Finance training	£30.00 to be paid by bacs
Bryan Howe Internal Audit	£180.80 to be paid by bacs
K Perry Internal Audit BACH	£to follow to be paid by bacs

Resolution to make payments as described above (invoices to be paid by bacs where noted). Proposed by Cllr Ellis, seconded by Cllr Gage. All agreed with show of hands.

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#### Payments made since last meeting of WMPC

1. To note: Payments made using debit card

Viking stationary 57.20 + 11.44vat = £68.64

2. To note payments by bacs/transfer:

ARM enterprises (air conditioning at BACH) 2995.00 +vat 599.00 =  
£3594.00 (sent to R Staddon for TDBC  
reimbursement (BACH line on fin sheet)

3. To note payment by direct debit

Invoice 5590 Monthly payment of £12.00 + vat £2.40 = £14.40 to Tailored Auto Enrolment, servicing plan

Invoice SWS 104335 Monthly payment of £59.80 + vat £11.96 = £71.76 to Somerset Web Services

#### **e. To note bank reconciliation and budget check, PC, BACH and CP**

Bank reconciliation and budget check will be presented at the PC meeting by ref to green financial sheet.

#### General notes

Each column heading is dated first of the month.

Each monthly receipt column is a snap shot of what has been received in the month prior to 1st of the month.

Each monthly expenditure column itemizes payment that will be made (i.e. paying the last month's bills). These are the monthly list of payments for approval.

Bank statements for 1st of the month provide the figures shown on the financial sheet (bottom left hand corner).

Specific notes for WMPC May financial sheet

#### WMPC Receipts

Includes interest from Lloyds and Nationwide, plus part one of the precept, and CIL. Two more subscriptions to the new Welcome Pack total £100.00.

#### WMPC Expenditure

Clerks homeworkers allowance based on HMRC guidelines 16 per month x 2 = 32

Wee Trees supplied growth enhancer for transplanted Ginko and Hankerchief tree. Total for CP line on green sheet 1342.52 made up from 42.92 Wee Trees, 1194.00 West Country Land Surveys, 105.60 BPTH for April. Miller's digger work in park for planting two extra trees is on the CIL line. Lengthsman invoice 215.00+higos insurance 89.88 = 304.88

#### **f. BACH finance**

Clerk presented the BACH Finance Sheet, providing the position in relation to the BACH finances to the end of April. Clerk outlined the changes to the 2019/20 finance sheet and outlined the intention to include the total of the deposits held in the BACH bank account, following the advice of the Internal Auditor.

#### **80/19 Other matters for report only**

Parish Warden / Village Ranger to be considered at a future meeting.

Chair requested Councillors to send any items that they would like to be added to the agenda for the next meeting to the Clerk by Monday 3rd June.

Chair requested that an item be added to discuss the Allotments – bonfires and upkeep and an item regarding Roadside damage due to highways improvements / work.

#### **81/19 Dates of forthcoming meetings: all meetings commence at 7.00pm in the BACH committee room**

#### **Parish Council:**

**Second Tuesday** in the month

2019: 11<sup>th</sup> June, 9<sup>th</sup> July, 13<sup>th</sup> August, 10<sup>th</sup> September, 8<sup>th</sup> October, 12<sup>th</sup> November, 10<sup>th</sup> December.

#### **Planning Committee**

**First Tuesday** in the month

2019: 4<sup>th</sup> June, 2<sup>nd</sup> July, 6<sup>th</sup> August, 3<sup>rd</sup> September, 1<sup>st</sup> October, 5<sup>th</sup> November, 3<sup>rd</sup> December.

#### **Parish Surgery**

**Second Thursday** in the month at 8.30am – DROP-IN

#### **Neighbourhood Plan Delivery Group**

#### **Country Park Tripartite Committee**

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**Annual Parish Meeting** 25<sup>th</sup> March 2020 at 7pm at the BACH

**BACH Committee:** 18<sup>th</sup> July 2019 at 7pm at the BACH

**Budget and Precept** working party will meet in November 2019.

There being no further business, the meeting closed at 9.50pm.

Signed Chairman.....

Date.....

Redacted Adopted