

## FAWLEY PARISH COUNCIL

Minutes of the Parish Council meeting of Fawley Parish Council held on Wednesday 12 December 2018 at 7pm in the Jubilee Hall, Fawley.

Members	Present	Apologies	Absent
Cllr A Alvey Chairman	√		
Cllr B Thorne Vice Chair	√		
Cllr S Carroll		√	
Cllr B Coyston	√		
Cllr A Glass	√		
Cllr B Hall	√		
Cllr S Howard		√	
Cllr M Langdale			√
Cllr L Llewellyn	√		
Cllr S Milgate		√	
Cllr S Read	√		
Cllr C Reece		√	
Cllr K Smith		√	
Cllr B Spearing		√	
Cllr P Wappet-Madden			√

**Also present:** 1 member of the public until item 18/79 c.

**In attendance:**

Steve Postlethwaite, Clerk/RFO to the Council  
Sue Markides, Deputy Clerk

**18/74 Apologies for Absence:** Apologies were sent by County Cllr A McEvoy and FPC Cllrs Carroll, Howard, Milgate, Reece, Smith & Spearing for personal reasons. These were accepted.

**18/75 Declarations of Interest.**

- a. To receive declarations of interest from councillors on items on the agenda  
Cllrs Glass and Thorne declared a non-prejudicial interest in minute 18/79 Planning, as they are members of the New Forest District Council Planning Committee. They stated that they would consider the applications on the evidence in front of them at this point in time.  
Cllr Glass also declared a non-pecuniary interest in item 18/93, Churchyard maintenance (grass cutting) at All Saints Church, Fawley as his wife is a verger at the church.
- b. To receive written requests for dispensations for disclosable pecuniary interests (if any) None
- c. To grant any requests for dispensation as appropriate None

**18/76 To approve as a correct record the minutes of the meeting held on 19 September 2018 and the Extraordinary meeting held on 17 October 2018.**

**RESOLVED:** That the minutes of the meeting held on 19 September 2018 and the minutes of the Extraordinary meeting held on 17 October 2018 be signed as a correct record.

**18/77 Chairman's Announcements:** The Chairman advised of the following:

A reminder of the "Hold the Date" email forwarded to all recently:

Hampshire County Council would like to invite you to a *Highways and Transport* themed Town and Parish Council event to hear about some key issues affecting the highway network across Hampshire on Wednesday 13 March 2019, 5.45pm – 8:30pm, Ashburton Hall, Hampshire County Council, Elizabeth II Court, Winchester. Following a welcome by Cllr Roy Perry, Leader of Hampshire County Council and an introduction by Cllr Rob Humby, Executive Member for Environment and Transport, delegates will have the opportunity to hear about highways and transport related issues from both a strategic Hampshire-wide perspective and also on a local level. Presentations on key aspects of Hampshire's highways and transport services will be followed by interactive discussions and workshop sessions. If you would like to secure a place at this exciting event, please contact [joanne.musson@hants.gov.uk](mailto:joanne.musson@hants.gov.uk) and provide details of who will be attending.

Following a request from ExxonMobil to assist with the delivery of their Christmas hampers and working in partnership with the Waterside Foodbank and Hythe & Dibden Parish Council the ExxonMobil hampers will be stored at Jubilee Hall for collection/delivery around the Parish.

We have registered an interest in supporting the NFNPA's campaign to reduce animal related accidents on forest roads. This will be by displaying 'animal silhouettes' showing accident statistics outside of Gang Warily.

Burst Water main - update

- The bar at Blackfield & Langley Football Club opened again on 01 December
- There will be considerable disruption to the Council offices from 18 December through to the New Year as the offices are emptied for the preparation and laying of the new flooring and installation of a new kitchen.
- Also the corridors to the offices will be emptied, decorated and new flooring put down.

**NOTE:** please ring prior to visiting as Officers may be working off site whilst the works are completed.

The Chairman had laid a wreath on behalf of the Parish Council at the Remembrance Service held on 11 November 2018 at All Saints Church, Fawley.

The Chairman had officially opened the Fawley Mens Shed. Representatives from ExxonMobil and the Lymington Times had been present with a strong attendance from the community.

And finally I must also inform you of sad news received - Pete Stevens, the long serving Head Groundsman of Fawley Parish Council passed away 21 November 2018, the funeral was held on 05 December 2018. I have personally received a letter which suggests a tree could be planted at Gang Warily in his memory but as yet we have not had any formal contact with the family or their representatives although we would look favourably on this suggestion.

Draft awaiting confirmation at the next Parish Council meeting

Standing orders were suspended.

**18/78 PUBLIC SESSION:** A representative of FB Estates Ltd had provided the members present with a copy of the following:

This is an outline application for the development of seven dwellings and carports on land formerly occupied by "The Flying Boat Inn" at Calshot. The application is to establish the principle of redevelopment in light of its planning history.

I hope that councillors will have had the opportunity to see the details on the NPA website together with some recent correspondence with the planning officer.

Our starting point is that the site is "brownfield" or "previously developed land" and development of such sites should be given preference over "greenfield" sites in accordance with government policy. This position has been confirmed following advice from a planning barrister.

It has always been the applicant's intention to redevelop the site which contains the remains of the previous buildings.

Our application is to provide the village with seven new dwellings together with the option of a small convenience store and public house on the remaining part of our site, if that's something residents would wish to see.

You will be aware that the NPA is proposing two new housing sites in Calshot, one immediately adjacent to our site which was also part of the former Top Camp but had no permanent structures on it unlike this site which had the main buildings. These would provide 130 homes all of which are to be 100 sq.m. or less.

Our proposals are to develop seven houses of varying size arranged in a farmyard style courtyard. The mix has been informed by discussions with local residents who are concerned that, in the light of these new allocations, too many small and affordable homes are being proposed for Calshot.

The existing access point which served the former buildings provides good visibility onto Calshot Road.

The farmyard or courtyard style layout would enhance the appearance of the site containing as it does the remains of the former buildings and provide the basis of a new village centre.

In summary, the proposed development should be supported and outline permission granted on the basis that:-

- It makes use of a brownfield site or PDL where development should be directed before the release of "greenfield" sites
- It provides a range of house sizes supported by local people in preference to smaller homes which are being promoted on new sites through the emerging local plan
- The site is centrally located between the two existing parts of the village and is not "detached" or "remote"
- The layout provides for an attractive farmyard or courtyard arrangement which would not be harmful or adversely affect the character and appearance of this part of the national park

We very much hope that the parish council will support this application as residents do, and that will ensure that the final decision would have to be made by the NPA's planning committee.

The members present did not have any questions on the information provided.

Standing Orders were re-instated.

Draft awaiting confirmation at the next Parish Council meeting

**18/79 Planning:**

**a) Parish List:**

Full planning Permission

18/11482

22 Denny Close, Fawley, SO45 1BZ

Proposal: Single-storey front extension

**(No 3)** We recommend permission

Full Planning Permission

18/11497

Alvediston, The Drove, Blackfield, Fawley SO45 1XB

Proposal: Single-storey side extension; outbuilding use as ancillary living

It was noted there are no Officer briefing notes available, discussion took place.

**(No 5)** We are happy to accept the decision reached by the District Council's Officers under their delegated powers.

**b) New Forest National Park Authority:**

Full Planning Permission

18/00861

Hillside, West Common, Langley, Southampton SO45 1XL

Proposal: Stable block

**(No 3)** We recommend permission

Full Planning Permission

18/00844

Cutlers Copse, Bell Lane, Blackfield, Southampton SO45 1RY

Proposal: Two storey side extension; single storey rear extension; double height front porch; cladding

This application had been withdrawn and therefore did not need to be discussed.

Outline Planning Permission

18/00870

Land at the former Flying Boat Inn, Calshot Road, Calshot, SO45 1BP

Proposal: Outline application for 7no dwellings; access and layout to be considered

Discussion took place including the proximity of the development to the new cemetery at Calshot, the condition of the site at present and the size of the proposed houses (considered to be against policy of the NFNPA). Cllr Glass advised the meeting of the concerns of Cllr Milgate who was unable to attend; these (see below) had also been forwarded to all members via email.

*Having read the advice 'In the matter of land at the site of the former Flying Boat Inn, Calshot Road, SO45 1BL' I would question whether the advice is valid. The reason being for this is that, in the spring of this year, bulldozers cleared the site of all vegetation thus leaving previous permanent structures clearly visible. I would ask my fellow councillors to take this point into consideration when the planning application for the FBI is discussed.*

**(No 3)** We recommend permission

**c) New Forest National Park Authority Tree Works:**

Application TPO 18/1196

41 Forest Edge, Fawley, Southampton SO45 1FN

Proposed works: Prune 1 X Ash tree - Reason for works: Reduce away from property

Prune 1 X Field Maple tree - Reason for works: Reduce away from property

Fell 1 X Purple Leaf Plum tree - Reason for works: Poor specimen

The Parish Council **SUPPORTS** this application subject to the advice of the NFNPA Arboriculturist.

**18/80 To receive an update from County Councillor:** Not present.

**18/81 To receive updates from District Councillors:**

Cllr Glass advised of the NFDC Planning Committee meeting held earlier in the day where the plans for the former Public Conveniences in Fawley were approved.

Cllr Alvey advised that changes to the tax base had been agreed at a recent meeting; for the parish of Fawley this means a slight increase.

**18/82 To receive an update report from the Youth Worker:** Members thanked the Youth Worker for a very encouraging report – see below

Youth Worker's Report Sept-Dec 2018

Drop – In and Education Outreach

Friday lunchtime I visit New Forest Academy and chat with students and staff. It also reminds everyone that youth club is on later that day.

Thursday 27 September I spent the day at N.F.A and delivered sessions on Domestic Violence, Consent to all Year 10's and 11's Approximately (120 students) This is a hard hitting, and thought provoking lesson. All the students engaged in a mature manner. Many came and talked with me at lunchtime and at Youth Club the following day.

Friday 5 October I delivered the same session to all the Year 10's at Applemore, approximately (120 students).

Tuesday 27 November I was asked to do a session on Internet Safety at Noadswood with their Yr7's approximately (180 students).

All the above sessions support the schools with their 'personal, social, health education programme.' These lessons ensure that the Young People receive the age appropriate information to empower them, and hopefully make positive choices in their lives that ultimately keep them safe. All 3 secondary schools on the Waterside are offered my services for free, as they all have significant numbers of young people who reside in the Fawley Parish.

Youth Club

Youth Club started very well in September in the new academic year, and we were seeing many of the younger year groups. As you are probably aware the flood in the Blackfield & Langley Club room stopped us for a week. We then managed to move upstairs. Due to this room being significantly smaller and the logistics of accessing the courts and skate park, we needed more volunteers to supervise. We have not actively sought new members for these reasons. Average attendance has been 15-30. As from this week we are back in the room, and have decided to invite all Year 6's to join us.

### October Half Term Holiday Club

This was very successful Monday 22 October (65) people signed in, and Thursday 25th October (44). One of my volunteers Louise Butler and I completed a Food Hygiene Certificate which enabled us to prepare and cook a FREE lunch for all the children.

### Detached - & Joint Work

I have recently started working with a family, and part of this included taking one of the children to KFC for tea. I will continue to support the whole family. I am at present supporting many families to access DAF funding and Cash for kids.

The Big Co-Op in Holbury, continue their amazing support. They have offered to donate £100 for Christmas presents and £100 for Christmas dinners. We have a trolley out in store to 'Pop in a present.' The items will be given to families in need within the Fawley Parish. Let's try and ensure many children wake up to a gift on Christmas morning.

We are extremely pleased to have been successful in our bid to Dibden Allotments. We have the funds to purchase a much needed cooker, fridge/freezer and craft provisions etc. These items will enable us to continue with our FREE lunch for children, and activities during our Holiday Clubs. A massive thank you to them!!!

### Future Work

We are now going to open Youth Club to all Year 6's. In the New Year we are looking at the possibility of running a 'Drop In' after youth Club for our older disengaged teens 13 – 17 years old. This will open lines of communication with the young people who feel they are too old to attend youth club. Many have said that they will come in for a chat during this time. We are hoping we can involve them more, and tackle some of the anti-social behaviour that continues in the Parish. This 'Drop In' has the potential to offer sexual health advice/contraception, drugs/alcohol misuse information. Help with applications to College/University and employers. We would be committed to offering a full youth service for the Parish.

Once again the Co-Op is on board with our plans for holiday club next year. We would like to grow vegetables/fruit with the families. They have offered supplies and labour to help get this off the ground. This could be a great opportunity to involve the Fawley Mens Shed. Imagine an intergenerational project which gets the whole community working together. Any ideas are welcome as to how this can be implemented.

There are plans to scope out a Youth Council for the Fawley Parish to give our young people a voice on what goes on.

We still intend to do a homeless project with our young people at youth club, and plan for this to start in May 2019.

I would like to express my thanks to all the Fawley Parish Councillors, Steve, Sue and all the team. My long suffering volunteers who give their time freely. None of this work would be possible without the help and support of everyone.

### **18/83 Updates from Representatives and Nominees on Local Bodies:**

**Please note the Clerk asks that if members are unable to attend meetings of the Local Bodies that apologies are sent.**

- a) **New Forest Consultative Panel:** Cllr Glass due to be held soon.
- b) **New Forest Environmental Liaison Committee:** Cllrs Thorne and Read: No meeting.

**c) Waterside Heritage:** E Holtham has provided the following report:

The Heritage Centre held its Annual Open Day on 22 September 2018 and despite the bad weather we had a constant flow of people visiting us, so it was a successful day.

The Centre has also received two important collections containing photographs and minute books from the British Power Boat Co. at Hythe, that could have been lost but for the vigilance of local people. The first collection was in a case handed into a Charity Shop in Hythe who realised their importance, and when the family of a local resident in Holbury were clearing out his house and throwing items in a skip after his death, a local resident rummaging in the skip saw their importance and saved them.

Members thanked Mr Holtham for his report.

**d) Police Liaison:** Cllr Glass & Cllr Coyston (see attached Appendix A). Members also noted the appointment of a new sergeant Paul Beale, to the area.

**e) Age Concern NFE:** Cllr K Smith: Not present.

**f) Dibden Allotment Fund:** Cllr A Alvey advised he had attended several meetings of the DAF since the last parish council meeting. He had also delivered hampers to residents in Holbury, Blackfield and Calshot this week. DAF have also made an award to the Fawley Mens Shed for a dust filter system.

**18/84 Minutes of Committees:**

**a) Amenities – 03 October 2018**

Cllr Glass presented the minutes of the Amenities Committee meeting held on 03 October 2018.

**RESOLVED:** That the minutes of the Amenities Committee meeting held on 03 October 2018 are received.

**b) Public Services – 17 October 2018**

In the absence of Cllr Langdale, Cllr Glass presented the minutes of the Public Services Committee meeting held on 17 October 2018.

**RESOLVED:** That the minutes of the Public Services Committee meeting held on 17 October 2018 are received.

**c) Policy, Resources & Personnel – 14 November 2018**

Cllr Alvey presented the minutes of the Policy, Resources & Personnel Committee meetings held on 14 November 2018.

**RESOLVED:** That the minutes of the Policy, Resources & Personnel Committee meetings held on 14 November 2018 are received.

**18/85 To approve the recommendation of the Policy, Resources & Personnel Committee meeting to agree Council budget for 2019/20 and to submit a precept to NFDC of £553,713.35.**

**RESOLVED:** To accept the recommendation of the Policy, Resources & Personnel Committee and agree the precept figure for 2019/20 as £553,713.35 and submit this request to NFDC.

**18/86 Blackfield & Langley FC – request for permission to alter outside changing rooms at Gang Warily.** Members considered there should be a formal agreement between Blackfield and Langley Football Club and the Fawley Rugby Football Club regarding the use of changing rooms if there are two home games scheduled prior to proceeding with this request. It was noted all costs are to be met by the Blackfield and Langley Football Club and the work should be carried out to a high standard.

**RESOLVED:** To approve subject to a formal agreement between the Blackfield & Langley Football Club and the Fawley Rugby Football Club on the use of the changing rooms should there be two home matches at the same time, the request to build a small extension to the side of outside changing room 1 at Gang Warily and to install a set of doors between changing rooms 2 and 3 (planning and building control requirements required by NFDC to be met).

**18/87 To consider recommendation from Policy, Resources & Personnel Committee to adopt Tree Management Policy.**

**RESOLVED:** To accept the recommendation from the Policy, Resources & Personnel Committee 14 November and adopt the Tree Management Policy (see attached Appendix B).

**18/88 To consider Email, Internet Policy for Councillors:** (matter referred from Policy, Resources & Personnel Committee meeting 14 November 2018). Members noted the requirement to have individual Fawley Parish Council email addresses. The Clerk advised that he will be proceeding with .gov.uk rather than using .org addresses so Councillors to continue using their current address until this change is in place.

**RESOLVED:** To adopt the Email, Internet Policy for Councillors (see attached Appendix C).

**18/89 To consider recommendation from Policy, Resources & Personnel Committee meeting to adopt the updated NALC 2018 Councillors Code of Conduct commencing May 2019.**

**RESOLVED:** To accept the recommendation from the Policy, Resources & Personnel Committee meeting 14 November 2018 to adopt the updated NALC 2018 Councillors Code of Conduct commencing May 2019.

**18/90 To receive the Notice of Conclusion of Audit Annual Return for the year ended 31 March 2018, the External Audit Report and Certificate 17-18 and to note there are no recommendations requiring action in Section 3, No 2 'except for' matters.**

**RESOLVED:** To accept the Notice of Conclusion of Audit Annual Return for the year ended 31 March 2018, the External Audit Report and Certificate 17-18 and to note there are no recommendations requiring action in Section 3, No 2 'except for' matters (see attached Appendix D).



**18/91 To receive the Internal Audit Report (First Interim) and note there are no recommendations requiring actions.**

Members wished to acknowledge the hard work the Clerk/RFO and the Finance & Transparency Officer have undertaken and wished to congratulate them on the report.

**RESOLVED:** To accept the Internal Audit Report 18-19 (First Interim) and note there are no recommendations requiring actions (see attached Appendix E).

**18/92 Outsourcing Payroll – to grant delegated authority to the Clerk to enter into a contract:** Members noted the costs of the Sage payroll package currently used, the reduction in costs that the outsourcing of the FPC payroll will produce and the resilience the new process will provide.

**RESOLVED:** To agree the Clerk is given delegated authority to enter into a contract with SGW Payroll for the outsourcing of Fawley Parish Council's payroll at a cost of £1224.00 pa with £305.00 as a one off set up cost.

**18/93 Churchyard maintenance (grass cutting) at All Saints Church, Fawley:** Discussion took place including the recommendation of the Clerk to not continue with the grass cutting at the churchyard noting the legal advice from NALC and the Council's Internal Auditor, the poor condition of the churchyard and charges made by the church to families with graves in the churchyard for the up keep of the churchyard. The Clerk advised he has already been in contact with the church who would like the arrangement to continue.

**RESOLVED:** Whilst noting the recommendations of the Clerk that "Free resource" (section 137 of the LGA 1972) and the general power of competence (sections 1-8 of the localism Act 2011) cannot be used to benefit churches, chapels, churchyards or other property belonging to an ecclesiastical body and that the prudent course of action is that as FPC cannot be certain such a decision is legally valid, FPC ground staff no longer complete any grounds maintenance at All Saints Church, Fawley free of charge/or by a grant, and does not complete any grounds works at any churches within the parish should a request be received in the future, the Clerk contacts NFDC to seek legal guidance and also contacts the Church in writing regarding the matter. In the meantime, and pending any final decision by the Council, the status quo position should be maintained.

**18/94 To consider supporting Armed Forces Day in 2019 and to note income and expenditure for the 2018 event.** Cllr Coyston queried the expenditure on the petting farm and whether this was best value for the event.

**RESOLVED:** To agree to support Armed Forces Day 2019; this to be funded by grant applications and sponsorship but if applications are unsuccessful then the Council will fund a shortfall of up to £3000; this to be met from reserves.

**RESOLVED:** To carry over surplus funds of £69.38 from the event in June 2018 to reinvest in the Armed Forces Day for 2019; this is a condition of the MOD funding.

**18/95 To receive a verbal update from the Clerk on Fawley Waterside:** An update meeting had been held 05 November 2018. Fawley Waterside are working hard with the quarry to

Draft awaiting confirmation at the next Parish Council meeting

address complaints received regarding speeding lorries. It was suggested that this information is posted on their website / fed back to the Parish Council so that anyone complaining can be advised; in particular to obtain the registration number of the vehicle and the date and time.

The Clerk had also attended the public exhibition of the plans for the village of Calshot held on 06 December 2018; brochures were available for councillors.

**18/96 Committee Restructure:** Discussion took place – the proposal to merge the two committees was supported and it was noted that monthly meetings will continue to have planning items on the agendas. It was considered that the Clerk could be given delegated authority to submit any planning comments that may be required before the end of the consultation period if this date was not appropriate to a council/committee meeting date. A firm timetable for meeting dates for council year May 2019-April 2020 to be produced. A vote was taken; all in favour, Cllr Glass abstained.

**RESOLVED:** To approve a merger of the current Amenities Committee and the current Public Services Committee; the new committee to be called Estates & Facilities with effect from May 2019 with standing orders amended accordingly.

**18/97 To note grant award of £4,360 to provide School Holiday Club for the 18-19 academic year including Healthy Meals from the Dibden Allotment Fund.**  
Councillors were pleased to note this successful application.

**18/98 Meeting Resolution Update:**

**18/51 Planning** – all comments submitted.

**18/60 Revised Financial Regulation 3.1 –**

**RESOLVED:** To accept the proposal of the Clerk /RFO to revise Financial Regulation 3.1 to read as follows:

The Chairman and/or Vice Chairman of each committee (and Chairman and Vice Chairman of the council if not a chair on a committee) in conjunction with the Clerk and RFO shall review its forecast of revenue, capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Policy Resources and Personnel Committee not later than the end of November each year including any proposals for revising the forecast. Actioned. Noted.

**18/61 To confirm use of Ear Marked Reserves as the initial investment of £100,000 in the Churches, Charities and Local Authorities (CCLA) Property Fund Investment.**

Members noted that whilst this investment had been previously agreed some funds from Ear Marked Reserves are now going to be invested and this requires approval of the Council.

**RESOLVED:** To confirm use of Ear Marked Reserves as the initial investment of £100,000 in the Churches, Charities and Local Authorities (CCLA) Property Fund Investment. Investment made. Noted.

Draft awaiting confirmation at the next Parish Council meeting

**18/63 To agree delegated authority is given to the Clerk/RFO to enter into a contract for a new financial package following advice from the Auditor.** Members noted the current financial package is not meeting the Council's business need. Any new contract would exceed the £5,000 limit the Clerk can authorise and this can only be approved by full council.

**RESOLVED:** To agree delegated authority is given to the Clerk/RFO to enter into a contract for a new financial package for the Council.

Purchase of new financial package completed and in use. Noted.

### **18/99 Councillors News and Comments.**

**Cllrs are reminded that this agenda item involves no more than an exchange of information.**

None.

### **18/100 Correspondence:**

**a) For response:**

**i) Hythe & Dibden Neighbourhood Plan Regulation 14 Consultation:**

<https://www.hytheanddibden.gov.uk/media/uploads/final%20draft%20for%20Reg%2014%20consultation%20PDF%20Version.pdf>

Councillors to respond individually to the Clerk at Hythe and Dibden as requested on the website; paper copy available from the office if required (79 pages). Noted.

**b) For information:**

**i) National Parks review launches call for evidence:** Previously circulated - Just a reminder that an independent review of England's National Parks and Areas of Outstanding Natural Beauty (AONBs) has been commissioned by the Government; one of the key commitments of the government's 25 Year Environment Plan. The review is led by writer Julian Glover, assisted by an advisory panel with a vast breadth of experience in landscape, biodiversity, heritage, farming and rural issues.

Last month the review opened its 'Call for Evidence' for anyone who visits, lives in or works with a National Park to give their views on the issues the report should tackle and we encourage your Parish Council to respond accordingly and publicise the review to organisations within your parish. The consultation closes on 18th December - more details can be found at <https://consult.defra.gov.uk/land-use/landscapes-review-call-for-evidence/> Noted.

**ii) HCC Parish and Town Council Community Fund** – to note expression of interest made. The Clerk further advised that the application has progressed to the initial funding stage with an application to be completed.

**iii) Age Concern Hampshire (ACH)** – Village Agent – ACH is recruiting volunteers in rural areas to help connect older and other vulnerable people in their community to local services and information. For further information please contact Village Agent Co-ordinator, Sharon Knapp, Tel: 01962 892443  
Email: [villageagent@ageconcernhampshire.org.uk](mailto:villageagent@ageconcernhampshire.org.uk) Noted.

**c) Available from the Office:** NFDC Forward Plan of Key Decisions – 01December 2018- 28 February 2019 (previously circulated). Noted.

**18/101 Date of next meeting:** 03 April 2019

Draft awaiting confirmation at the next Parish Council meeting

**Exclusion of public and press: RESOLVED:** That, considering the confidential nature of the business to be transacted, the public, including the press, be excluded from the remainder of the meeting.

**18/102 Aged Debtor:**

**RESOLVED:** To note the settlement of £800 received from debtor.

**RESOLVED:** To note the discontinuance of the claim for £577.40 from the debtor (sum of £1377.40 shows as aged debtor in accounts for year end 17-18).

**18/103 To agree panel members to undertake the annual appraisal of the Clerk:**

**RESOLVED:** Cllrs Alvey, Thorne and Llewellyn to complete the annual appraisal of the Clerk/RFO.

The Chairman wished those present a Merry Christmas and a Happy New Year.

There being no further business the meeting closed at 8.12pm.

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Chairman