

Blofield Parish Council

Minutes of the December Meeting of Blofield Parish Council on Monday 7th December 2020 at 7.30pm-10:30pm.

PRESENT

Stuart Smith, Sarah Dhesi, Mary Moxon, Pat Wilson, Paul Culley-Barber, Rob Christie, Yvonne Burton, Stella Shackle, Joseph Scholes and Sarah Osbaldeston (Clerk) and Melanie Eversfield

1. Welcome and Introduction to the meeting by Chair, Stuart Smith.
2. **TO CONSIDER APOLOGIES FOR ABSENCE**
All councillors were present.
3. **TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION ON ITEMS ON THE AGENDA**
 - 3.1. Item 8.3 – Mary Moxon declared a pecuniary interest.
 - 3.2. Items 11 and 38 – Rob Christie and Yvonne Burton declared pecuniary interests.
 - 3.3. Items 11, 16, 17, 38 – Paul Culley-Barber declared pecuniary interests.
4. **OPEN FORUM - FOR PARISHIONERS TO RAISE QUESTIONS ON AND/OR MAKE STATEMENTS ABOUT MATTERS ON THE AGENDA AND TO RECEIVE A REPORT FROM THE DISTRICT COUNCILLOR AND COUNTY COUNCILLOR**
 - 4.1. County Councillor, Andrew Proctor sent his apologies.
 - 4.2. One parishioner was present to hear an update on Blofield School. They raised concerns over late night work on the land near the doctors surgery.
 - 4.3. A parishioner spoke in detail about planning application 8.3.
 - 4.4. District Councillor, Justine Thomas provided an update on Broadland District Council initiatives. See details below.
 - 4.5. Broadland District Council has distributed more than £1 million in business grants.
 - 4.6. Payments continue to be made under the Local Restrictions Grant, to those businesses registered for Business Rates that were prevented from opening during the period of National Restrictions that finished on 2 December. This scheme remains open. If you are, or know of a business that may be eligible I'd encourage you to get in touch with BDC and apply.
 - 4.7. The council has received additional funding from Government to set up an Additional Restrictions Grant (ARG) to provide further support to businesses. We will use this to pay discretionary business grants to qualifying businesses that are not covered by other grant schemes or where additional funding is needed. The first phase of this additional discretionary award scheme was launched on the 3 December and will remain open until midnight on the 23 December. Applications are already being received and progress of the grants awarded will be provided in future updates.
 - 4.8. <https://www.broadland.gov.uk/coronavirus/businesses>
 - 4.9. Norfolk County Council's new Covid Winter Support Scheme was launched in the last few days. The scheme offers a package of support to help give families peace of mind in the run up to Christmas and over the winter months by helping those suffering from financial hardship due to Covid-19. The support includes food vouchers for the school's holidays and emergency food ingredient boxes, as well as help with fuel costs and everyday living expenses. The campaign web address is www.norfolk.gov.uk/covidwintersupport
 - 4.10. Following a successful virtual launch event at the start of November, local organisations are now invited to apply to take part in the lottery by becoming a listed 'good cause'. The lottery has no-set up costs or admin fees for approved good causes. See below for further details...
https://www.broadland.gov.uk/info/200152/your_community/661/community_at_heart_lottery
5. **TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 2ND NOVEMBER 2020**
 - 5.1. Following minor amendments Sarah Dhesi proposed (seconded by Stella Shackle) the council approve the minutes of 2nd November 2020. The council unanimously resolved to approve the proposal and the minutes were duly signed by the chair.

- 6. TO APPROVE THE MINUTES OF THE PLANNING PARISH COUNCIL MEETING HELD ON 16TH NOVEMBER 2020**
- 6.1. Following minor amendments Stella Shackle proposed (seconded by Sarah Dhesi) the council approve the minutes of 16th November 2020. The council unanimously resolved to approve the proposal and the minutes were duly signed by the chair.
- 7. TO REPORT ON MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA**
- 7.1. Item 11.3 – laminated rules will be prepared once final copies have been approved.
- 8. TO CONSIDER COUNCIL FEEDBACK ON PLANNING APPLICATIONS RECEIVED FROM BROADLAND DISTRICT COUNCIL (Clerk (ME) to feedback to BDC)**
- 8.1. Application: 20202157
Removal of existing conservatory and erection of 2 storey rear
Location: Paddock Cottage, North Street, Blofield, NR13 4RQ
*The council would like to make the following comment:
The council has concerns that there could be loss of privacy/overlooking concerns for neighbouring properties.*
- 8.2. Application: 20202159
Erection of steel frame building with metal cladding
Location: Heath End Farm, Dyes Road, Blofield, NR13 4DH
The council support this application.
- 8.3. Application: 20202164
Variation of condition 2 following grant of planning permission
Location: Land at Dawsons Lane, Blofield, NR13 4SB
*The council would like to make the following comments:
The knock-on effect of these changes is to increase the amount of rainwater being moved offsite to the infiltration basin which is effectively shared by the not so blind ditch system from Blofield Corner Road and the Bennetts development, which is not being maintained as per the drainage maintenance plan.
The council has reservations and concerns over this change as it will, in our minds, increase the risk of flooding and we note that the dwelling nearest the development already has issues with drainage from the area affecting them from a health and safety viewpoint. The council are very supportive of the concerns of the adjoining property owner (78A).
The council object to this proposal due to the significant impact this development is having on the surrounding area.
The district councillor offered support too the council regarding this planning application.*
- 9. TO CONSIDER FEEDBACK ON ANY PLANNING APPLICATIONS RECEIVED SUBSEQUENT TO THE PUBLICATION OF THIS AGENDA**
- 9.1. No additional applications have been received.
- 10. TO RECEIVE A REPORT ON MARTY'S MARSH AND APPROVE ALL NECESSARY ACTIONS**
- 10.1. Melanie Eversfield provided a detailed report to the council.
- 10.2. Working party Saturday 5th December – Yvonne Burton reported that 7 people attended the working party and successfully planted saplings along part of the boundary.
- 10.3. The friendship bridge – the council agreed to meet with Brundall Parish Council to discuss the boundaries between the two pieces of land and to discuss the friendship bridge, costings, funding and timeline. Clerk (ME) to action.
- 10.4. Rob Christie proposed (seconded by Sarah Dhesi) the council pay £58 and submit documentation in relation to planning conditions. The council unanimously resolved to approve this proposal.
- 10.5. Tree Survey – Sarah Dhesi contacted 3 tree companies for quotations for this work, two quotations have been received. Stuart Smith proposed (seconded by Rob Christie) the council obtain sample reports from the two companies and delegate the appointment of the contractor to the clerks. Clerk (ME) to action.

- 10.6. Two Noticeboards – The council agreed the lectern style fixed wording noticeboards would be the best approach. Sarah Dhesi agreed to obtain 3 quotations for the council to consider and work on the content to be displayed on the noticeboards.
- 10.7. Martys Marsh opening - Yvonne Burton proposed (seconded by Sarah Dhesi) as soon as favourable tree surveys dictate, the council should take off the padlocks and allow parishioners to begin to enjoy the site. A formal opening will take place in late Spring 2021. The council unanimously resolved to approve this proposal.
- 10.8. Clerk (ME) to determine Anni Summazzi's replacement / manager and chase for an update on our funding request.
- 11. TO RECEIVE A REPORT ON BLOFIELD ALLOTMENTS AND APPROVE ALL NECESSARY ACTIONS**
- 11.1. Melanie Eversfield provided a detailed report to the council.
- 11.2. **Allotment Inspections** - A second inspection and risk assessment of the allotment site was carried out on 30th November 2020. Some improvements have been seen across the site but further improvements are required. Stuart Smith proposed (seconded by Sarah Dhesi) the council issue a further letter to all plot holders thanking them for their work to date and highlighting firmly the key areas where further improvement is required. There are still some allotment holders that are not adhering to the terms of their lease. In addition, request that all plot holders remove any pesticides and boxes they have placed on their plots. A further inspection will take place week commencing 11th January 2021. The council resolved to approve this proposal. Clerk (ME) to action.
- 11.3. **Updated lease** – Sarah Dhesi proposed (seconded by Joseph Scholes) the council adopt the updated plot holder lease. The council resolved to approve this proposal. Clerk (ME) to action.
- 11.4. **Avian Flu Outbreak** - The Blofield Allotment Association Secretary has been informed and asked to contact the allotment holder who has chickens on their allotment.
- 11.5. **Bonfire Complaint** - The council has received a complaint regarding the numbers of bonfires that there have been on the allotments creating smoke. This is probably due to the fact we have asked all allotment holders to tidy the site, cut hedges etc in an attempt to remove any suitable habitats for rats to nest. The Clerk (ME) to contact resident explaining the situation.
- 12. TO RECEIVE AN UPDATE REPORT ON HIGHWAYS ENGLAND A47 ROAD PLANS**
- 12.1. Highways England have advised that they have been working hard on their application for the new scheme, and plan to submit it in December 2020. They now plan to carry out an allotment site visit in January 2021 to mark the red line boundary. Clerk (ME) to chase in January.
- 13. TO RECEIVE A REPORT ON CHURCHYARD TREES AND AGREE ANY NECESSARY ACTIONS**
- 13.1. The council reviewed the clerks (ME) report and quotations for the work. Rob Christie proposed (seconded by Stella Shackle) the council appoint company B at a cost of £440+vat to carry out the work. The council unanimously resolved to approve this proposal. Clerk (ME) to action.
- 14. TO RECEIVE A REPORT ON CHURCHYARD WALL AND AGREE ANY NECESSARY ACTIONS**
- 14.1. The council reviewed Melanie Eversfield's report and quotations for the work. Stuart Smith proposed (seconded by Sarah Dhesi) the council appoint company B at a cost of £4,403 + VAT, subject to obtaining robust references on this companies work. The council unanimously resolved to approve this proposal. Clerk (ME) to action.
- 15. TO RECEIVE A REPORT ON CHURCHYARD HEADSTONES AND AGREE ANY NECESSARY ACTIONS**
- 15.1. The council reviewed the clerks (ME) report. Paul Culley-Barber proposed (seconded by Yvonne Burton) the council contract Nick Hindle Stonemason to carry out an in-depth survey in Spring 2021 at a cost of £375 (1.5 days work). He will then provide a grading system for the headstones to help identify major issues and minor works where no immediate action is required. In the meantime, safety signs should be erected within the churchyard (with the permission from the Parochial Church Council) advising individuals to take care. The council unanimously resolved to approve this proposal. Clerk (ME) to action.
- 16. TO RECEIVE AN UPDATE REPORT ON THE NEW SCHOOL**

- 16.1. Melanie Eversfield provided an update report to the council following the meeting with Childrens Services on 30th November 2020.
- 16.2. The land transfer is being progressed from Norfolk Homes to Broadland District Council.
- 16.3. The feasibility study has come to an end and they are moving onto the design and concept phase.
- 16.4. Funding for the access road has been approved by the Capital Priorities Group at NCC. This means that the Doctors Surgery can now submit its planning application for their planned expansion.
- 16.5. Clerk (ME) to request no further late-night working as this was disturbing the neighbours.
- 17. TO RECEIVE AN UPDATE FROM THE COMMUNITY PROJECTS WORKING GROUP AND AGREE ANY NECESSARY ACTIONS**
- 17.1. The council reviewed two reports. The council have been provided with various pieces of information regarding community use of the new school and costings for Multi Use Games Areas and lighting. This information can be taken to the next Community projects working group meeting.
- 17.2. Stuart Smith presented an outcomes document detailing what the council is trying to achieve if they take on the swimming pool. Following minor amendments, the council agreed to use this document and approach experts / companies to obtain some quotations, proposals and suggestions the council can consider. At this stage this project is under consideration along with other community projects.
- 17.3. A detailed report was presented. Stuart Smith proposed (seconded by Rob Christie) a letter is sent to Blofield Scouts regarding their new hut proposal and next actions. The council unanimously resolved to approve this proposal. Clerk (ME) to action.
- 17.4. Stuart Smith proposed (seconded by Sarah Dhesi) the council do not pursue parish council investment in the Brundall Hub Scheme. The council unanimously resolved to approve this proposal. Clerk (ME) to advise Brundall Parish Council.
- 17.5. Stuart Smith agreed to update the community consultation consultants.
- 17.6. The council agreed to request a letter of understanding with NCC CS regarding the 'land swop' requesting that the school pool area (not the temporary classroom) can be added at a later date to the remaining land (if required).
- 18. TO RECEIVE AN UPDATE REPORT ON GENERAL PROJECTS AND APPROVE ANY NECESSARY ACTIONS**
- 18.1. Broadland District Council have advised that if the council place a general waste bin in the layby on Woodbastwick Road (near Holly Lane), any instances of fly tipping in the layby will then be the responsibility of the Parish Council. Following this update, Stuart Smith proposed (seconded by Paul Culley-Barber) the council do not place a general waste bin in this location. The council resolved to approve this proposal. Clerk (ME) to update Heathlands Community Centre who requested the bin.
- 18.2. NCC Highways are still awaiting contact from the sign installation team to discuss the changes required.
- 18.3. Parish Partnership Bids for part time 20mph flashing signs on Woodbastwick Road and Mill Road and improvements to FP12 between Marty's Marsh and Blofield Church have been submitted and we await outcome of these bids in March 2021.
- 19. TO APPROVE INVOICES FOR PAYMENT & NOTE INTERNAL FINANCIAL REPORT**
- 19.1. Rob Christie proposed (seconded by Stuart Smith) the council approve all payments of vouchers #136 - #144 totaling £8,812.10 (see Appendix C). (Vouchers #134 & #135 were made in error and will be refunded in the next months receipts). The council unanimously approved this proposal. Clerk (SO) to make payments by BACS.
- 19.2. Receipts from September up to 4th November 2020 were received, totaling £116,664.59. (see Appendix B). This includes £73,823.12 in CIL funds from BDC.
- 19.3. The council noted the total bank balance at 4th November 2020 of £658,703.08 (see Appendix A) of which, £550,778.21 are CIL funds held in the BDC deposit scheme (plus interest of £3,396.72).
- 19.4. Sarah Dhesi provided a detailed quarterly internal audit report for the council. As Sarah Dhesi has taken on the role of internal checking for the council, she will not sign any future cheques.
- 20. TO AGREE THE BUDGET AND RECOMMENDATIONS FOR 2020/21 AND SET THE PRECEPT FIGURE**

- 20.1. Sarah Osbaldeston (clerk) presented the detailed budget documents to the council (prepared by the finance working party). See Appendix D and Appendix E. The finance working party made the following recommendations to the council:
- 20.1.1. Taking into account all the detail in the Appendix D & E the finance working party recommend that the Council approve the budget detailed.
- 20.1.2. The finance working party have reviewed the budget and recommend setting the Parish Precept at £94,000 2021/22. This is an increase of £9,000. An estimated total cost of £63.09 per year or £5.26 per month per band D house in the Parish, this is an increase of £0.44 per month. The budget detail above explains the reasons for this recommendation. In addition, the council may find it useful to note that the Band D charge per year for 2021/22 for local parishes is as follows (estimated): Brundall - £69.80, Acle – £116.54, Rackheath – £70.00.
- 20.1.3. The working party propose the allotment rent remains at £50 per year per full plot.
- 20.1.4. The working party reviewed the reserves position in detail as stated at 31/11/2020 (see Appendix F) and did not feel any realignment was currently necessary, and continue to plan for reserves projects over the coming years.
- 20.2. Following a brief discussion, Stuart Smith proposed (seconded by Stella Shackle) the council approve recommendations 20.1.1-20.1.4 detailed above. The council resolved to approve these proposals. Clerk (SO) to submit precept request to BDC.

21. TO NOTE RECEIPT OF THE EXTERNAL AUDITORS REPORT

- 21.1. The clerk (SO) explained the detail in the external auditors' report. Stuart Smith proposed (seconded by Sarah Dhesi) the council note the content of the report. The council unanimously resolved to approve this proposal.

22. TO AGREE GARDEN GUARDIAN QUOTATION FOR GROUNDS MAINTENANCE FOR 2021/22

- 22.1. The council discussed the garden guardian quotations. Stuart Smith proposed (seconded by Sarah Dhesi) the council accept the quotations and contract Garden Guardian to carry out the same works as done in 2020/21 for the churchyard, courthouse and town pit pond (£2,394+VAT). In addition, the council would like the new cutting carried out at Marty's Marsh (£490+VAT). In addition, the council would like Garden Guardian to carry out the highway grass verge cutting (at a cost of £2,304+VAT). The council unanimously resolved to approve these proposals. Clerk SO to advise Garden Guardian and NCC Highways.

23. TO RECEIVE AN UPDATE ON PARISH PLAYGROUNDS AND AGREE ANY NECESSARY ACTIONS

- 23.1. Stuart Smith presented a detailed report on the Heathlands Community Centre and Margaret Harker Hall play areas, including a detailed analysis of the annual inspection report from each village hall. The overall summaries are detailed below (items 23.2-23.7) and the council unanimously resolved to approve the points below.
- 23.2. *Margaret Harker Hall Summary* - From the initial review it would appear that the majority of the issues highlighted can be rectified by relatively straightforward repair and concentrated maintenance activities that would move the play items to a satisfactory state (e.g. algae removal, replacement of bolt covers etc). The Margaret Harker Hall Committee have communicated to the Parish Council that have already begun sourcing external companies to address most of the issues and obtain quotes for the same. They will then consider their own financial situation against expected costs, approaching the Parish Council only if they have a shortfall against their own funds.
- 23.3. *Preschool Forest School* – Sarah Dhesi reported that MHH committee have been approached by the MHH preschool about opening a forest school area on the MHH site. The council agreed to contact the MHH with concerns at the loss of further public open space within the community. Clerk (ME) to action.
- 23.4. *Heathlands Summary* - On initial analysis of the report (July 2020) it appears that most of the playground equipment items can be moved to a satisfactory state by executing the actions as identified in the report that could be tackled by a combination of either working parties or tradesmen which would appear to require non specialised skills and purchase and replacement of defective parts at relatively low cost.
- 23.5. *Heathlands S.106 funds* – a small amount of S106 funds is currently available through the parish council, however these are not for young children's play equipment but specifically for sport. Clerk

(ME) to confirm the detail with Heathlands and work with Heathlands to ensure maximum community benefits are obtained with these funds.

23.6. *Overall Conclusion* - Whilst the Council recognises the need for the correct and adequate provision of play equipment within the Parish, addressing the items requiring relatively simple repairs or maintenance at both sites would extend the current life by a period that should be sufficient to enable the Council to have clarity on key major developments within the Parish (School , Land to be acquired etc.) to enable development of strategic plan to ensure the correct and efficient use of significant CIL and S.106 funds accrued in a manner that best delivers benefit to all of the community.

23.7. The Council has attempted to create from RoSPA and other sources, as set of guidelines regarding the provision and maintenance of play equipment and grounds should they prove useful to the halls. It covers things like responsibilities, inspection regimes and maintenance regimes. Clerk (ME) to contact halls with relevant information from the council.

24. TO AGREE IMPROVED COMMUNICATION ON COUNCIL ACTIVITIES WITHIN THE PARISH

24.1. Rob Christie proposed (seconded by Sarah Dhesi) the council increase their communications about the work they are doing in the parish. Producing regular communications through facebook/website/ focal point etc. The council would like to work with Focal Point to increase their content each month ensuring that work the council does is publicised more widely within the parish. The council unanimously resolved to approve the proposal. Clerk (ME) to action.

The council unanimously resolved to extend the meeting beyond 10pm in order to complete the agenda (standing order item 3w).

25. TO APPROVE A CHURCHYARD INSPECTION FORM

25.1. Rob Christie proposed (seconded by Sarah Dhesi) the council approve the Churchyard inspection form. The council unanimously resolved to approve this proposal. Clerk (ME) to arrange an inspection in the new year.

26. TO RECEIVE AN UPDATE FROM THE RECENT LOCAL AUTHORITY CLUSTER MEETING AND AGREE ATTENDANCE ON 12TH JANUARY 2021

26.1. Melanie Eversfield will circulate the notes from the last meeting. The next meeting is scheduled for the 12th January 2021 hosted by Blofield Parish Council. Melanie to set up an online meeting and issue an agenda. Stuart Smith to attend on behalf of Blofield and chair the meeting.

27. TO CONSIDER IMMEDIATE FUNDING REQUEST FOR ACLE FOOD BANK AND APPLY FOR COVID HARDSHIP GRANTS TO MAINTAIN AND CONTINUE SUPPORT

27.1. Rob Christie proposed (seconded by Stella Shackle) the council make a donation of £200 from the S137 budget. In addition, he proposed the council apply for a £1000 Winter resilience fund grant to assist with those in need within the parish. The council unanimously resolved to approve these two proposals. Clerk (SO) / Clerk (ME) to action.

28. TO CONSIDER A FLOODING SOLUTION FOR GLOBE LANE

28.1. Following a brief discussion and review of NCC Highways proposal, Sarah Dhesi proposed (seconded by Mary Moxon) the council agree with their suggested solution. Clerk (ME) to advise NCC Highways. The council unanimously resolved to approve this proposal.

29. TO AGREE THE DISTRIBUTION OF PPE FACE VISORS WITHIN THE PARISH

29.1. Following a brief discussion, Paul Culley-Barber agreed to contact the local schools / preschools to see if they can use the face visors.

30. TO NOTE A BLOFIELD COURTHOUSE REPORT

30.1. The council noted the content of the Blofield Courthouse report.

31. TO RECEIVE A SPEEDWATCH REPORT

31.1. Paul Culley-Barber reported that publicity within the parish requesting more parishioners join the speedwatch team has resulted in one new member. A new monitoring location has been agreed in Blofield Heath. More volunteers are still desperately needed.

32. TO RECEIVE THE CLERK'S REPORT & CORRESPONDENCE

- 32.1. Norfolk County Council Budget Consultation for 2021/22 is open until 14th December 2020. The webpage where we published our budget consultation on 26th October. You can find out more at www.norfolk.gov.uk/budget and have your say using our online feedback form. Using our online feedback ensures we have a clear record of your response and that your views are accurately recorded. Or send us send their views in writing to: Freepost Plus RTCL-XSTT-JZSK Norfolk County Council, Ground floor - south wing, County Hall, Martineau Lane, Norwich NR1 2DH.
- 32.2. A new Battery has been purchased for one of the SAM2 signs at a cost of £80.00 + VAT. Approved under delegated powers.
- 32.3. A parishioner has raised concerns over road safety on Waterlow. Clerk (ME) to contact NCC Highways to discuss speeding solutions or the SAM signs located in this area.
- 32.4. A parishioner has raised concerns over the queues on the roundabout for Mcdonalds every weekend. Clerk (ME) to inform Postwick With Witton Parish Council and discuss with NCC Highways / McDonalds.
- 32.5. A parishioner has requested an additional 30mph sign near Potters Cottage on Danesbower Lane, the traffic is always speeding in this area as it is a rat run to Lingwood. Clerk (ME) to contact NCC Highways.

33. TO AGREE COUNCIL MEETING DATES FOR 2021

- 33.1. These will be circulated by email once they have been confirmed.

34. OTHER REPORTS AND ITEMS FOR THE NEXT AGENDA

- 34.1. Review if online meetings should continue.

35. TO NOTE THE DATE OF THE NEXT PARISH COUNCIL MEETING

- 35.1. Monday 11th January 2021 online at 7:30pm.

36. TO NOTE THE DATE OF THE NEXT PARISH COUNCIL PLANNING MEETING

- 36.1. Monday 25th January 2021 online at 7:30pm.

37. TO RESOLVE TO PASS A FORMAL RESOLUTION UNDER THE PUBLIC BODIES ADMISSIONS TO MEETINGS ACT 1960 TO EXCLUDE THE PUBLIC AND PRESS FOR THE FOLLOWING BUSINESS

- 37.1. The council unanimously resolved to approve the resolution detailed above.

38. TO DISCUSS PEST CONTROL CONTRACTS FOR THE ALLOTMENTS

- 38.1. The council discussed a pest control report presented by Melanie Eversfield. Following a brief discussion, Stuart Smith proposed, (seconded by Sarah Dhesi) the council terminate the contract with the current pest controller and pay for the 5 visits carried out this year. The council unanimously resolved to approve this proposal. (those with allotments did not take part in the vote). Clerk (ME) to action.
- 38.2. In addition, Stuart Smith proposed (seconded by Sarah Dhesi) the council enter into a new contract with Norfolk Pest Services from 14th December at a total cost of £880. This includes £50 for 20 bait boxes, £230 for a 3 week intensive treatment to get on top of the pest problem and £600 for 12 monthly visits. The contractor will provide a contract file with all necessary risk assessments, bait station plan, safety data sheets and COSHH assessments. The council unanimously resolved to approve this proposal. (those with allotments did not take part in the vote). Clerk (ME) to action.

There being no further business the meeting closed at 10:30pm.

Signed.....

Dated.....