



Coxhoe Parish Council

Meeting: Annual Meeting

Date & Time: 10 June 2020 6.30pm

Venue: via Zoom

Councillors present:

S Dunn (Chair); I Armstrong; D Brown; N Brown; A Hedley; W Lavelle; K Lowes; K Simpson (Vice Chair).

Also present:

County Councillor M McKeon; C Llewelyn, Parish Clerk; A Searle, Administration Officer.
Two members of the public attended the meeting.

715 Zoom meeting information and Parish Council Public Participation Policy

All reports were sent out in advance and Cllrs were reminded of the Parish Councils Social Media Policy.

716 To receive the Chair's Annual Report

The Chair's Annual Report was noted by all, and The Chronicle was noted by all

717 Election of Chair of the Council

Cllr S Dunn was nominated and seconded as Chair for the period to May 2021. No other nominations were made. It was **Resolved** that Cllr Dunn is elected as Chair for the period to May 2021. The Declaration of Acceptance of Office will be signed at a later date.

718 Election of Vice Chair

Cllr K Simpson was nominated and seconded as Vice Chair for the period to May 2021. No other nominations were made. It was **Resolved** that Cllr Simpson is elected as Vice Chair for the period to May 2021.

719 To note apologies

Apologies were given from Cllr Colin Thirlaway and County Cllr Jan Blakey. It was **Resolved** the apologies were noted. Cllr Dunn noted the sadness of the death of Cllr Keith Pounder who had served as a Cllr with Coxhoe for 15 years. A minute's silence was held.

720 Declarations of interest in items on the agenda

Cllr Dunn declared an interest in item 16 Land acquisitions due to being a Director of Active Life and Governor of Coxhoe Primary School.

Cllr Lavelle declared an interest in item 16 Land acquisitions due to being a Director of Active Life.
Cllr Simpson Item 16 Land acquisitions due to being Chair of Governors at Coxhoe Primary School and her residence.

Cllr Kim Lowes declared an interest in the Youth Worker report item 12 Youth Provision.
 Claire Llewelyn declared an interest Item 14c Land, Buildings and Open Spaces request for easement at Lowfield Bungalow.

It was **Resolved** the declarations of interest are noted.

721 Public participation

The public attending wanted to raise their frustrations regarding the allotments, specifically about whether fence panels can be removed for deliveries once or twice a year and clarity of whether netting could be still put on the panels. The Clerk said that advice was provided that netting is fine still to be put on the fence panels, without removing the bolts to do so. The Clerk advised asking tenants to not remove fence panels was a measure to help to maintain security of the allotments, but that she had noted their question and would discuss this with the Council.

722 To appoint Members to serve on the Parish Council's Committees or Working Groups

a) Committee structure, proposed meeting dates and delegation arrangements

The Clerk had sent the proposed Committees' structure with potential dates and membership.

Meetings will go ahead if it is deemed necessary to hold them, and may be held virtually or in person once that is possible.

Committee	Dates
Events, Environment and Finance Committee	<ul style="list-style-type: none"> • Monday 13 July • Monday 7 September • Monday 16 November • Monday 7 December (focus on Finance) • Monday 8 February 2021
Human Resources, Grievance, Disciplinary & Complaints Committee	<ul style="list-style-type: none"> • Wednesday 15 July • Wednesday 14 October • Wednesday 13 January 2021
Youth Strategy Group	<ul style="list-style-type: none"> • Thursday 16 July • Thursday 17 September • Thursday 21 January 2021 • Thursday 18 March

It was **Resolved** that the proposed meeting dates are approved, to be held when deemed necessary, with the possibility of changing the Youth Strategy Group Meeting from the 16 July.

b) Membership

It was **Resolved (1)** that Cllr Armstrong will join the Appeals Committee.

It was further **Resolved (2)** to approve Coxhoe Parish Council Committee Membership 2020/21 as follows:

Committee	Members	Delegated Authority?
Events, Environment and Finance Committee	<ul style="list-style-type: none"> • Cllr D Brown • Cllr Dunn • Cllr Lavelle • Cllr Lowes • Cllr Simpson • Cllr Thirlaway 	Yes for Events and Environment, no for Finance
Appeals Committee	<ul style="list-style-type: none"> • Cllr Armstrong 	Yes

	<ul style="list-style-type: none"> • Cllr N Brown • Cllr Dunn • Cllr Thirlaway 	
HR, Grievance, Disciplinary & Complaints	<ul style="list-style-type: none"> • Cllr D Brown • Cllr Hedley • Cllr Lavelle • Cllr Lowes • Cllr Simpson 	Yes
Youth Strategy Group (Committee)	<ul style="list-style-type: none"> • Cllr N Brown • Cllr Dunn • Cllr Hedley • Cllr Lavelle • Cllr Lowes • Cllr Simpson 	Yes Cllr Lavelle is Lead Member with delegated authority with the Clerk, as per Financial Regulations.

723 To review Standing Orders Section 5j and Annual Governance

a) Receipt of committee minutes and consideration of recommendations

The Clerk had circulated the following draft minutes:

- Human Resources Committee 15 January 2020
- Youth Strategy Group 30 January 2020
- Events, Environment and Finance Committee 10 February 2020

It was **Resolved (1)** that the draft minutes were received and noted. It was further **Resolved (2)** that the recommendations were considered.

b) Review and adopt Standing Orders

Standing Orders have been updated in the light of Covid-19. All amendments are at Section 27 which is a specific Covid-19 update. It was **Resolved** that the updated Standing Orders were agreed.

c) Review and adopt Financial Regulations

The Clerk has updated the Financial Regulations by changing Admin Assistant to Admin Officer and With the addition of the sentence below at 6.23: *In exceptional circumstances during the Covid-19 pandemic response the Clerk may make purchases which must be pre-agreed by the Chair (or in their absence the Vice Chair) and may keep the card for the time that is required to make the purchase, thereby superseding part of 6.24.*

It was **Resolved** the updated Financial Regulations were agreed.

d) Review of arrangements including legal agreements with other bodies

The following arrangements including legal agreements with other bodies were considered.

Agreement	Information/Date
SLA Durham County Council HR Advice	£70 per hour (part hours charged accordingly)
DCC Dog bin contract	£225.66 net
Lease Photocopier	Begins 01.06.20
Photocopier Usage	Begins 01.06.20
Grounds Maintenance Contract	To March 2022
Hanging baskets and planter contract	To March 2021

Wayleave	Equipment is on Parish Council land (they are unable to say where); a sum is paid to the Parish Council annually
Lease of Coxhoe Village Hall to Coxhoe Village Hall Association	2016 (for 999 years)
Lease of Parish Council allotment site to Coxhoe Allotment Association	9 th December 2008
Cooper Stott Solicitors	No written agreement
Tenant of grazing land behind Sanderson Street	Written agreement in place
Hire of facilities for youth clubs	No written agreements
Hire of parish room in Coxhoe Village Hall	No written agreement

It was **Resolved** the legal agreements and arrangements with other bodies were agreed.

e) Review of representation on or work with external bodies and arrangements for reporting back
Cllrs Dunn and Simpson represent the Council at the East Durham Rural Corridor AAP Local Council Committee. Cllr Simpson represents the Council on the CDALC Smaller Councils Committee.

It was **Resolved** the representation and reporting back arrangements were agreed.

f) Review of Asset Register and office equipment

The Clerk had circulated the updated [Asset Register](#) and a list of office equipment. It was **Resolved** the Asset Register and list of office equipment were noted and agreed.

g) Review of insurance including Fidelity guarantee cover

The Clerk had sent information including copies of insurance certificates. She advised the Fidelity cover against employee fraud for 2020/21 increased at no cost to £190,000 due to increased reserves and precept. This will need to increase for next April if precept and reserves are higher.

It was **Resolved** the following were noted:

- (1) the Fidelity Guarantee.
- (2) the Employer Liability Certificate.
- (3) the Public Liability Insurance Certificate.

h) Review of Council and staff subscriptions to other bodies

The Council has the following Subscriptions:

- CDALC, NALC and LCR magazine – paid annually (already paid for 2020/21 at £605.58)
- SLCC Full Membership (for Council; £196.00)
- Northern Counties Allotments Association (£55.00 per year)
- Information Commissioners Office (£55.00 per year)
- Rialtas Business Accounts Software (£124.00)
- Keyfund (£198.00; no increase yet notified)

It was **Resolved** that the Council and staff subscriptions to other bodies are noted and agreed.

i) Review of the Council's Complaints Policy

It was **Resolved** that the Council's Complaints Policy was noted and agreed.

j) Review of policies and procedures for freedom of information and data protection legislation

The following policies had been circulated:

- Document Retention and Disposal Policy
- Retention of Documents Appendix A List of Documents for Retention and Disposal

- Information Data Protection policy
- Publication Scheme
- Subject Access Request Policy

It was **Resolved** that the Council's policies and procedures for freedom of information and data protection legislation were noted and agreed.

k) Review of Council policy for dealing with the press and media

The Attending and Reporting Meetings Procedure had been sent with the agenda.

It was **Resolved** that the Council's policy for dealing with the press and media was noted and agreed.

l) Review of the Council's employment policies and procedures

The following policies had been circulated:

- Dignity at Work and Bullying & Harassment Policy
- Grievance Policy
- Disciplinary Policy
- Health & Safety Policy
- Member Officer Protocol
- Annual Leave Policy
- Bereavement and Compassionate Leave Policy
- Lone Working Policy

The Clerk was asked about sickness leave relating to Covid-19, the Clerk advised this is covered within Employees' contracts and also the risk assessment done in respect of Covid-19, and that the Green Book would be followed. It was **Resolved (1)** that Cllrs support the Clerk acting with fairness and sympathy in relation to any staff member who contracted the illness, or has a family member who contracts it.

It was **Resolved (2)** that the policies and procedures relating to employment were noted and agreed.

724 Financial matters including Annual Governance

a) Review effectiveness of internal control including banking facilities and mandates

A report had been circulated with the agenda. The Clerk read through the measures for internal control:

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
2. We have an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.
4. We provided proper opportunity during the year for the exercise of elector's rights in accordance with the requirements of the Accounts and Audit Regulations.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.
7. We took appropriate action on all matters raised in reports from internal and external audit
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.

It was **Resolved (1)** the internal control measures are noted and agreed.

It was further **Resolved (2)** to confirm the Clerk is the Responsible Finance Officer for the financial year 2020/21.

It was **Resolved** to approve and agree the banking facilities as follows:

(3) to note that the council holds a current account with Unity Trust and a savings account with Nationwide.

(4) to note and approve the use of a Credit card through Unity Trust (issued through Lloyds) which is held by one member of staff (currently the Clerk, application in progress for A Searle, Admin Officer)

(5) to note and approve the current bank administrators: Claire Llewelyn, Parish Clerk and Responsible Finance Officer; Angela Searle, Administration Officer (in progress) and the current authorisers/cheque signatories: Cllr Dunn; Cllr Lowes; Cllr Simpson; Cllr Thirlaway.

It was **Resolved (6)** that the Clerk seeks a further bank account for a small amount of reserves to keep each account under the limit for the Financial Services Compensation Scheme, which must meet the requirements of the Council's Financial Regulations. Cllr Dunn thanked the Clerk for her diligence.

b) Internal Audit report

The Clerk had circulated the report upon receipt and with the agenda. The Internal Auditor had found no issues or actions to be taken. Councillors thanked the Clerk and Administration Officer for their diligence. It was **Resolved** the report is noted.

c) Approve Section 1 (Annual Governance Statement 2019 to 20) of the Annual Return

All sections of the Annual Governance Statement had been circulated with the agenda. It was **Resolved** that the Annual Governance Statement is agreed.

d) Approve Section 2 (Accounting Statement 2019 to 20) of the Annual Return

It was **Resolved** the Accounting Statement is agreed.

e) Review of 2019 to 20 expenditure incurred under Section 137 of the Local Government Act 1972

The Clerk had circulated details of expenditure under Section 137 as follows:

Date	Payee	Amount
29.07.19	Quarrington Hill Banner Group Financial Assistance	£200.00
29.10.19	Donation for MacMillan Coffee Morning	£50.00
13.11.19	Coxhoe United Financial Assistance	£200.00
27.11.19	Quarrington Hill Runners Financial Assistance	£200.00
04.03.20	Royal British Legion Remembrance Day Wreaths	£343.00
09.03.20	Royal British Legion Donations from Remembrance Day	£100.00
	Total	£1,093.00

It was **Resolved** the Council's expenditure under Section 137 of the Local Government Act for 2019 to 20 is noted and agreed.

f) Review of Council fees 2020 to 21

The Clerk had circulated information regarding Council fees as follows:

Payer	Current Fee/Receipt
Coxhoe Allotment Association	£198.04
Quarrington Hill Allotment	£35 per plot and £5 key deposit
Grazing Rights	£100 agreed for 2020/21
Chronicle Advertisers	£200 full page £80 half page £40 quarter page
Photocopies (not related to publication scheme items)	At cost rounding up to nearest full penny per colour page or mono page Reasonable amount is free for community groups

It was **Resolved (1)** to suspend the grazing rights fee for this financial year.

It was **Resolved (2)** to note the review of Council fees for the year 2020 to 21.

g) Finance Report, bank reconciliation and payments

The Clerk had sent details of the bank balances at 31 May: Unity Trust £67,505.56 and Nationwide £100,482.44. The Clerk is to circulate the up to date bank reconciliation as soon as possible. It was **Resolved (1)** to note the update.

The Clerk had sent details of employee payments for the months March to May. It was **Resolved (2)** the employee payments were noted and ratified.

The following payments from March to June were presented for approval:

April

No	Payee	Description	Amount
1	Staff	Salaries	£4,363.10
2	NEST	Employer & Employees' Pension Contributions	£126.49
3	HMRC	Employer Liabilities	£1,007.60
4	SE Landscaping	Grounds Maintenance Contract	£884.90
5	Mastercopy	Remote Billing	£58.10
6	BT	Landline & internet	£50.64
7	ITC	Sophos Internet Security & One drive storage, fix one drive issues	£64.80
8	Vodafone	3 x Mobile Phones	£75.06
9	Wave Water	Quarrington Hill Allotments Water Supply	£11.55
10	Scottish Power	Memorial Garden Lighting	£36.00
11	Came & Company	Local Council Insurance 1-year premium	£3,850.63
12	Came & Company	Cyber-Crime Insurance 1-year premium	£319.20
13	Groundwork	Landscape Design Services	£948.00
14	Coxhoe Village Hall	Annual Grant	£4,000.00
15	Coxhoe Village Hall	Office Hire Charges	£1,000.00
16	SE Landscaping	Cutting back trees in Coxhoe Churchyard	£336.00
17	Royal British Legion	Wreath Payments and Donations	343.00
18	Royal British Legion	Wreath Payments	100.00
19	GE Capital	Photocopier Lease	£132.00

20	Timpson	Office keys	£14.00
21	Tesco	Printer ink	£21.00
22	Co-op	Easter eggs (grant funded)	£75.00
23	Co-op	Items for food parcels (grant funded)	£13.90
24	Co-op	Carrier bags for food parcels (grant funded)	£5.00
25	Co-op	Items for food parcels (grant funded)	£3.60
26	Lloyds	Credit card monthly fee	£3.00
27	Staff	Salaries	£3,792.08
28	T & A Dixon	Payroll Services	£177.00
29	Imperative Training	Replacement Defibrillator pads and packs	£228.00

May

No	Payee	Description	Amount
1	Campus Graphics	2300 printed Magazines	£485.00
2	Viking	Parish Office stationery including keyboard and mouse	£59.83
3	Halls of Durham	Hand sanitiser gel 1ltr	£10.74
4	Timpson Ltd	Cylinder Keys for the Allotments Q Hill	£80.00
5	Durham County Council	Record Transfer boxes to archive Council files	£6.00
6	SLCC Enterprises	ILCA Course Fees Angela Searle	£118.80
7	Viking	Laminating pouches & stamps	£44.38
8	Hosting UK	Email hosting	£23.99
9	CDALC	CDALC & NALC membership and LCR magazine	£605.58
10	HMRC	Employer Liabilities	£782.48
11	SE Landscaping	Grounds Maintenance Contract	£884.90
12	Quarrington Hill Banner Group	Fixing for Memorial Stone	£25.00
13	ITC	Internet security, One drive set up fee and storage	£46.80
14	NEST	Employer & Employees' Pension Contributions	£212.60
15	Scottish Power	Memorial Garden Lighting	£36.00
16	Quarrington Hill Community Centre	Payment for items for food parcels (grant funded)	£300.00
17	Imperative Training	Replacement Defibrillator pads	£108.00
18	Vodafone	3 x Mobile Phones	£75.06
19	BT	Landline & internet	£50.64
20	Aldi	Items for food parcels (grant funded)	£26.73
21	Co-op	Items for food parcels (grant funded)	£8.29
22	Tesco	Items for food parcels (grant funded)	£21.83
23	Lloyds	Credit card monthly fee	£3.00

June Payments

No	Payee	Description	Amount
1	Staff	Salaries	£3,770.42
2	NEST	Employer & Employees' Pension Contributions	£212.60

3	HMRC	Employer Liabilities	£784.48
4	SE Landscaping	Grounds Maintenance Contract	£884.90
5	Mastercopy	Remote Billing	£41.32
6	BT	Landline & internet	£50.64
7	ITC	Sophos Internet Security & One drive storage	£6.00 £4.80
8	Vodafone	3 x Mobile Phones	
9	Wave Water	Quarrington Hill Allotments Water Supply	£11.55
10	Quarrington Hill Community Centre	Annual Grant	£2,000.00
11	Active Life in Coxhoe	Annual Grant	£4,000.00
12	SE Landscaping	Bower Court	£80.00
13	Gordon Fletcher	Internal Audit	£300.00
14	Durham County Council	HR Advice	£36.00
15	Bonsai Bonbons	Sweets for half term children's packs (grant funded)	£125.00
16	DE Scorer Ltd Trading as Holcrofts	Fruit for half term children's packs (grant funded)	£150.00
17	EE	Pay As You Go Mobile Phone	£44.99
18	Home Bargains	Stationery supplies for half term children's packs (grant funded)	£6.90
19	Just Seeds	Sunflower seeds for half term children's packs (grant funded)	£20.00
20	Aldi	Compost for half term children's packs (grant funded)	£5.58
21	Amazon	Plant pots & lolly sticks for half term children's packs (grant funded)	£61.81
22	Tesco	Items for food parcels (grant funded)	£23.35
23	Tesco	Items for food parcels (grant funded)	£45.16
24	Co-op	Items for food parcels (grant funded)	£39.19

Please note prices are gross, where VAT applies.

It was **Resolved (3)** the payments were ratified.

The Clerk had presented direct debits and regular payments as at May 2020:

Direct Debits

Name	Frequency	Cost (Approx)
BT	Monthly	£46.00
Photocopier Lease fee	Quarterly	£108.00
Information Commissioner's Office	Annually	£55.00
ITC Service	Monthly	£6.00 Internet security £4.80 One drive

Photocopier Usage (Total Business)	Monthly	Variable
NEST	Monthly	£212.60 variable
Scottish Power	Monthly	£20.64
Unity Bank Charges	Monthly	£9.50 Variable Manual Credit Handling Charges
Vodafone	Monthly	£72.04
Lloyds Credit Card	Monthly	£3 per card

Regular Payments

Name	Frequency	Cost (Approx)
Grounds Maintenance Contract	Monthly	£884.90
HMRC	Monthly	Variable
Salaries	Monthly	Variable
T & A Dixon Accountancy	Quarterly	£81.00

It was **Resolved (4)** the direct debits and regular payments were approved.

The Clerk asked Councillors to note receipt of a VAT claim from January to March 2020 inclusive, of £1,296.08. It was **Resolved (5)** the VAT claim receipt was noted.

The Clerk asked Cllrs to note the upgrade of the three mobile phones on contract. It was **Resolved (6)** the information was noted.

It was **Resolved (7)** the Finance Report was noted.

h) Budget

The Clerk is to circulate the up to date budget as soon as possible. It was **Resolved** the information is noted.

725 Clerk's Report

a) Website accessibility

It was **Resolved (1)** to provide the Chronicle in only an accessible format on the Council's website, and staff to review matters which may mean the printed version can be made accessible.

The Clerk said that the Web Admin Volunteer I Forster has done a great deal of work to make the website accessible according to the regulations, and there is still more to do which will be done by the Clerk and Admin Officer. It was further **Resolved (2)** that the Council notes the amount of work I Forster has done and asks the Clerk is to send a letter to thank him, as he retires on 1 July.

b) Coxhoe Cares

An update was sent with the agenda. The Clerk thanked the Admin Officer for all her hard work. Cllr Dunn asked that the Council's thanks be passed on to all involved for their fantastic efforts.

The following were **Resolved**:

(1) the activity is noted and thanks to be passed on to all involved.

(2) the Clerk to work with Youth Staff to apply for funding for summer activities.

(3) a meeting to be held to discuss providing a foodbank, with interested local organisations.

c) Staff Priorities

The Clerk had sent a list of priorities in the report. It was **Resolved** that the priorities were noted.

d) Matters raised by residents

The Clerk had circulated details of matters raised by residents.

Someone had cut some trees along Parsons Walk. This has been referred to the County Council. It was **Resolved (1)** the information is noted.

Residents had contacted the Clerk regarding dog fouling and a dog attack. It was **Resolved (2)** the Clerk to contact the County Council for possibility of action on dogs not on leads.

The Clerk has been contacted again about traffic incidents on Cornforth Lane. The following were **Resolved**:

(3) the concerns of residents are noted.

(4) Officers to produce an explanation of the role, powers and responsibilities of the Parish Council and actions or proposals of the County Council, for the website and possibly the Chronicle.

Cllrs discussed grass cutting at the football field by Active Life, and the bowling green.

It was **Resolved (5)** to note the Clerk's report.

726 Youth Provision

The Clerk had sent a report with the agenda. Cllrs said they have been impressed with what the staff have done. The Clerk said the staff were looking for more engagement. Ideas were discussed including virtual cooking together.

It was **Resolved** to note the report, with thanks to the Youth Staff.

727 Parish Council Action Plan 2020 to 21

The Clerk had sent an updated Action Plan which was discussed at the meeting. Cllr Armstrong offered to help with the review of footpaths and rights of way. It was **Resolved** the updated Action Plan was agreed.

728 Land, Buildings and Open Spaces

a) Shaun Henderson Community Sports Ground

A report and updated budget had been circulated. The following were **Resolved**:

(1) the report was noted.

(2) the Council endorses the work of the Clerk, Chair and Vice Chair so far.

(3) the Council approves the continued delegated authority of the Clerk in liaison with the Chair and Vice Chair to proceed to complete the works as soon as practicable.

(4) a dedication event will be arranged.

b) Old School Site

The following were **Resolved**:

(1) the Clerk to write a letter giving the Council's support for a new GP Surgery building and explaining why it is needed.

(2) the Clerk in conjunction with the Chair and/or Vice Chair to explore potential Section 106 funding with the County Council.

c) Request for easement at Lowfield Bungalow

A report had been circulated including a location diagram and a draft deed of easement, with tracked amendments, from the resident's solicitor, in relation to granting an easement over Parish Council land. The following were **Resolved**:

- (1) the Council approves the amended draft deed of easement.
- (2) the draft deed of easement to be checked by the Council's Solicitor.

d) Land adjacent to Quarrington Hill Community Centre

The County Council has given updated costs for the potential lease of this land to the Parish Council. It was **Resolved** the Clerk is delegated authority to investigate further and to progress with the agreement if the costs are broadly as understood currently.

e) Village Green adjacent to Bower Court

Cllrs N Brown and Armstrong have discussed this area with the Clerk and have suggested how to progress in the area. The following were **Resolved**:

- (1) the report is noted.
- (2) consultation is to be done with nearby residents.
- (3) Cllr N Brown to write an article for the Chronicle and for consultation.
- (4) Potential funding streams to be explored.

At 8.30pm the Chair requested members' agreement, as per Standing Order 3(v), to extend the meeting beyond the standard 2-hour period. **Resolved (5)** that Standing Order 3(v) be invoked and the meeting continue.

The following items were classified as being of a confidential nature in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960. At this point of the agenda it was **Resolved (6)** that all members of the press and public were asked to leave the meeting.

729 Allotments management

A report was circulated with the agenda. The following were **Resolved**:

- (1) the report was noted.
- (2) the Clerk is to arrange a consultation survey for tenants.
- (3) a meeting will be arranged with tenants, when it is possible to do so.
- (4) Cllr Hedley is the nominated Council lead to work with the Clerk on allotments.

730 Land Acquisition

The declared interests of Cllrs Dunn, Simpson and Lavelle were noted. The following were **Resolved**:

- (1) the confidential reports were noted.
- (2) the Clerk, Chair and Vice Chair are authorised to hold exploratory discussions about land, and to arrange consultation if appropriate.
- (3) the Clerk, Chair and Vice Chair are authorised to explore further potential land uses.
- (4) the Clerk to arrange response to the County Council consultation and to re-start work on a Neighbourhood Plan.
- (5) the Clerk, Chair and Vice Chair to propose an alternative default option if necessary.

The meeting closed at 9.00pm.

Certified as a True Record:

Chair (Sign)

Date