**PRESENT:**

Councillors S. Broke Chairman, Dr A. Scarlett Vice Chair, W. McNeil, J. Pearson, N. McBrien, A. Lyndsay and Mrs P. Angus Clerk to the Council. There were 2 members of the public

1. **APOLOGIES OF ABSENCE**

None received

1. **TO RECEIVE DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS**

The Chairman declared an interest in item 7.2 and planning application 3PL/2019/0115/O

1. **ACCEPT AND SIGN THE MINUTES – To accept and sign the minutes as a true record of the Ordinary Parish Council meeting held on 25th November 2019**

Cllr Mc Brien said that the sentence on item 7.2 which states “*Cllr Broke said the paths will not be closed at the* *end of September*” should be changed and following a discussion it was agreed that the sentence should read *“Cllr Broke said the paths will not be closed at the end of November 2019”* The Chairman amended and initialled the amendment. The minutes of the Ordinary Parish Council meeting held on the 25th November 2019 were then accepted as a true and accurate record of that meeting. The Chairman signed the minutes.

1. **MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA**

The Chairman said that he has had more keys cut for the notices boards and he has given Cllr Scarlett one set of the keys.

1. **REPORTS FROM DISTRICT AND COUNTY COUNCILLORS**

Not at meeting

1. **PUBLIC PARTICIPATION**

None

1. **MATTERS ARISING**
   1. **OUTSTANDING HIGHWAY MATTERS**

Village Gates – The Clerk has received an email from Highways stating that the gates should be purchased from an approved supplier and anyone working within the public highway must have Street works accreditation qualifications, public liability insurance and a street works permit. Following a discussion, it was agreed that the Clerk will obtain a price from Highways for the supply and install of a white crossbar gate from Highways.

Reflector posts Station Road – The Clerk has sent Highways an email on the 19th December asking that the posts be placed back in their original place or add more to the bend and has since been informed that this request has been passed to the relevant department – request will be chased up again.

Pot holes – Church Lane and Church Road and Lower Road have been repaired.

Flooding Cooks Road/St Andrews Close – still outstanding and has been chased again.

Cllr Scarlett said there is a Pot hole on the junction of Cook road, School road and Church Road, also that there is erosion of the bank causing subsidence on the western edge of Cook Road – the Clerk will report both of these to Highways.

* 1. **PERMISSIVE FOOTPATHS AND BRIDLEWAYS- to discuss any further progress**

Cllr Scarlett stepped in to Chair the meeting at this point. He explained that discussions are ongoing and alternatives are being explored, however, access to the footpaths remains open until further notice.

* 1. **RISK ASSESSMENT – update on outstanding items that need attention following assessment carried out by the Clerk and Councillor Lyndsay**

There are still some outstanding jobs to be completed such as the grit bins and the loose bolt on the seat on the village green. It was agreed that these jobs would be looked at in the spring. The Clerk has obtained a new lid to replace the missing lid on one of the dog bins and Cllr McBrien agreed to fit this in due course.

* 1. **GRASS CUTTING CONTRACT**

TTSR has submitted a price for 2020/21/23 and following a discussion it was agreed that this quote is accepted for the next 3 years.

* 1. **MEETING DATES FOR 2020**

**The following meeting dates were agreed for 2020**

6th January 2020 Ordinary PC meeting to agree the precept

9th March Ordinary PC meeting to agree donations

6th April Annual Parish Meeting

11th May Starting at 7.00 pm Annual Parish Council Meeting – Election of Chairman and Vice Chairman - Internal Audit Report - followed by the Ordinary Parish Council Meeting

6th July Ordinary Parish Council Meeting

7th September Ordinary PC meeting to include external audit report.

23rd November Draft Budget for 2021/2022 to prepare for the Precept meeting in January

4th January 2021 To agree the Precept for 2021/2022

* 1. **SPEEDING SIGNS**

The Clerk has obtained a quote for some additional flashing speed signs, following a discussion it was agreed to defer this until the gates are in place.

1. **FINANCE**
   1. **To consider the bank reconciliation statement for December/January**

The bank reconciliation was agreed by all see item 8.2 for detailed accounts.

* 1. **To approve payment for cheques for the Clerks salary and invoices received by the Council**

The following payments were authorised on Monday 6th January 2020 the cheques were signed by Cllrs A. Scarlett and N. McBrien.

**Balance Current Account for December 2020 £12,405.65**

**Plus, the following receipts**

**Total Income £0.00**

**Grand Total before cheque payments £12,405.65**

**Cheques Description Total**

896 Information Commissioners Office £40.00

897 Glasdon UK Limited - dog bin lid £63.24

898 HMRC £40.40

899 Clerks salary and mileage £422.80

900 Mr S. Broke – spare keys for notice boards £14.55

**Total Cheques paid £580.99**

**Balance in Current Account for January 2020 £11,824.66**

**Balance in Savings Account (inc interest paid in Nov/Dec) £4,801.45**

* 1. **Budget for 2020/2021 – draft figures have been previously circulated to the Councillors prior to the meeting.**

Figures had been circulated to the Cllrs prior to the meeting and following this it was agreed to keep the precept at £8,000 for 2020/21 and it was noted that the precept has **not** been increased for several years *(The Clerk has records going back to 2012 which shows that there has not been any increase since that time)*

Cllr McBrien said that the budget figures were not showing what donations had been agreed in 2018/19, the Clerk explained that the totals that had been agreed in March 19 were not paid until April 2019 and this spread sheet was linked to the main expenditure spread sheet, following a discussion it was agreed that the figures shown in 2019/2020 would be moved to 2018/19 for budget purposes toreflect what was agreed in that year. Cllr Scarlett said that the £17 for the wreath was not shown and the Clerk explained that as the cheque had not yet been raised this would not show on these figures.

*(The Clerk will organize a separate spread sheet showing what donations that have been agreed even if they have not yet been paid in past years ready for the meeting in March 2020)*

1. **CORRESPONDENCE – Review of recent correspondence that has not been circulated**

Nothing outstanding

1. **PLANNING APPLICATIONS – To review and comment on the following applications**

**Vattenfall – Necton**

Cllr Pearson briefly explained the current situation – mainly that the planning inspectorate had suspended the due date from the 10th December to a date sometime in the future that is yet to be decided.

**3PL/2019/0115/O Land at Ivy Farm Cook Road dated 1/2/19**

Proposed residential development, decision by 29/3/19 – No Objections from the PC

Still undecided

**3OB/2019/0030/OB - Hannover Farm Hale Road dated 10/10/19**

Removal of Section 106 obligation attached to planning permission reference 3PL/1999/0665/D restricting the occupation of the dwelling to someone employed in the agricultural business operating on the holding

**Planning approved 19/12/19**

**To consider any other recent planning applications issued since the Agenda was posted**.

Cllr McBrien pointed out that an ancient hedgerow has been removed from a site in Church Lane that had been refused planning permission in the past. It was agreed that he would contact District Councillor Nigel Wilkin regarding this matter.

1. **MEMBERS MATTERS – items for next agenda and to confirm date and time of next meeting**

Next meeting will be on Monday 9th March at 7.30pm.

Cllr Scarlett said that parishes are being encouraged to organize something for the 75th anniversary of VE Day on the 8th May – this will go on the next agenda.

With nothing more to discuss the meeting closed at 9.05pm

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_