

MINUTES

Meeting: Parish Council Meeting

Date: 13th July 2021

Time: 7.30 PM

Venue: Magdalen Laver Village Hall

Prior to the meeting a moment of silence was observed following the death of Joe Skepelhorn and former Councillor Richard Chiverrell.

PRESENT:

Councillors (11): Cllr John Collins (Chairman), Cllr Busch, Cllr Cooper, Cllr Foulser, Cllr Hall, Cllr Leverich, Cllr Martin, Cllr Padfield, Cllr Radbourne, Cllr Stuart, Cllr Crosbie

Also in Attendance (2): Adriana Jones Locum Clerk, and Susan De Luca

Members of the Public: (4) - Including EFDC Cllr Hadley

Members of the Press (0)

PC.046 APOLOGIES FOR ABSENCE (2)

Cllrs John Dawson and Gary Kessock Phillip.

PC.047 OTHER ABSENCES

None.

PC.048 DECLARATIONS OF INTEREST

None. Councillors were reminded that they should review their interests on a regular basis.

PC.049 CONFIRMATION OF MINUTES

Councillors were asked to approve as a correct record the minutes of the Extraordinary Meeting of 6th April 2021, the Annual Meeting of the Parish on 18th May 2021, and the Annual Parish Council Meeting held on 18th May 2021. Cllr Crosbie advised that at the Annual Parish Council meeting he had put himself forward to be this Councils Footpath representative. Subject to this amendment, all three sets of minutes were duly **APPROVED**. **PROPOSED** Cllr Padfield, **SECONDED** Cllr Busch. Vote: Unanimous.

PC.050 NOTICE OF VACANCY

Members formally noted the Resignation of Councillor Doble, and that the relevant information had been passed on to EFDC Electoral Services. A Notice of Vacancy had been received and would be placed on the Parish Notice Boards. If the minimum number of electorate did not request an election then the Council would be able to co-opt at the next Parish Council Meeting. Councillors advised as to who held the relevant noticeboard keys for the noticeboards in the Parish, and it was **AGREED** the Locum Clerk would email the Notice of Vacancy to these Councillors and that they would place them on the notice on the boards.

PC.051 RESIGNATION OF CLERK AND APPOINTMENT OF LOCUM CLERK

Councillors formally **NOTED** the resignation of Julia Milovanovic from her position as Clerk to this Parish Council and were further advised that to enable this Council to continue to function the Council needed to appoint a Locum Clerk. Councillors **APPROVED** the appointment of a Locum Clerk for the interim period. **PROPOSED** Cllr Busch, **SECONDED** Cllr Radbourne. Vote: Unanimous. The Chairman advised that the recruitment of a new Clerk would be discussed in closed session under agenda item 21. The Chairman thanked Mrs Jones and Mrs De Luca for their assistance over recent weeks.

PC.052 PARISHIONERS' FORUM

The Chairman welcomed the three Members of the Public and District Councillor Ian Hadley to the Meeting and invited them to address the Council.

Mr Green, Chair of Moreton School Governing Body advised he was attending with the Finance Chair of the Governing Body and wished to address the Parish Council in relation to the Nags Head Car Park. Mr Green gave a brief resume of the site going back to 2018 and details of discussions he had had with developers, as well as advising that he held copies of previous correspondence in relation to the Parish Council and this

matter, including correspondence from an individual Councillor who was no longer a member of the Parish Council. Mr Green advised that there was a legal bill for the sum of £1,443 for works associated with the Easement, and he was hoping that the Parish Council would be able to contribute towards this. Cllr Radbourne advised that this matter would be discussed in full during the main body of the agenda.

A local resident advised those present that he had great concerns regarding Potholes in the Parish, in particular the pothole at the end of his road is terrible. The resident advised that he wanted Councillors to know of his experience as he was exasperated, explaining that the last time this particular pothole was logged was on 3rd March when he had phoned the relevant emergency number due to how dangerous the pothole was. The Resident advised he had almost been run over trying to check it. The resident stated that this pothole had been there for over a year, which is simply unacceptable, and must be fixed. Cllr Radbourne advised that the pothole was probably there due to the ditch on the Lakeview side of road and that there was a culvert on that road and the ditch probably needs digging out and the culvert needs clearing. Cllr Crosbie confirmed he would try and take this up with the people in Lakeview. Cllr Busch felt that it could possibly be the fishing people that may be responsible for this area.

PC. 053 REPORTS

Councillors **RECEIVED** the following reports:

Chairman's Report – The Chairman advised that both himself and Cllr Martin had met with Alex Burghart MP earlier in the week to provide an update on issues in the Parish, which included fly tipping and potholes. The Chairman advised Alex Burgart of the Biogen operation which he had not been aware of. The Chairman also raised the current situation with the Neighbourhood Plan as this Council had not always seen eye to eye with EFDC on this matter, stating that he hoped things would improve in the future. Cllr Martin advised that he had raised the matter of reopening North Weald as a tube station in the near future providing links to surrounding areas including Harlow Hospital, and that Mr Burghart would be taking this forward with the relevant Member of Parliament for Harlow Robert Halfon MP.

Vice Chairman's Report – Cllr Andrew Stuart- advised Members he had nothing to add.

District and County Councillor Reports – Cllr Ian Hadley reported that the EFDC Local Plan is the current 'big thing' at the District, with the consultation starting on 15th July with Major Modifications to the plan, however this doesn't mean that anything will be added but things could be removed and scaled down a bit. These are issues the Inspector has raised. After this consultation EFDC will finalise the Local Plan which will hopefully be adopted before the end of the year. Cllr Hadley mentioned the MBL Neighbourhood Plan being on hold and that the Secretary of State had come back to EFDC with comment however he did not know what those comments said. Cllr Hadley advised that one of the issues with Neighbourhood Planning was that it was believed that if a Neighbourhood Plan is made after the Local Plan could it override the Local Plan and Government policy. Cllr Busch stated that it cannot override government legislation however it could override some elements of the Local Plan. Cllr Hadley advised the logic is that if a local plan is the last plan agreed, then this will be the most up to date plan.

Cllr Hadley then addressed Potholes, advising of a nasty pothole in Harlow Road with a broken cone in it. Cllr Hadley advised that potholes are the responsibility of ECC and they cannot ignore it, and he will be looking into this. Cllr Hadley advised that he drove to this meeting via Water Lane, where there was flooding and also large potholes in the road, stating that he felt now is the time for road repairs particularly potholes to be a 'devolved responsibility' with the responsibility going to local councils who can prioritise what works need to take place. Cllr Hadley advised he would be speaking with ECC Cllr Mclvor on these issues. Cllr Padfield suggested Cllr Hadley actually drive around the Parish with Cllr Mclvor so he could see for himself how potholes can effectively cause roads to be single track resulting in numerous near misses that were occurring throughout the Parish. This was now a safety issue with roads becoming dangerous. Cllr Radbourne concurred, commenting that the frequent resurfacing of roads is now making them up to 1ft wider in some cases resulting in deep gullies at the sides of the road which are dangerous. Cllr Cooper advised that follow up action had already been evidenced at Gould Close with somebody filling the potholes themselves. Cllr Hadley reiterated that devolution makes sense to him, and that he would chase these things up. Cllr Stuart said he had met and discussed this with Cllr Hadley and clearly there is a big issue and stated that with the potential devolved budget responsibility perhaps this Council could collect information from residents about troublesome spots and put something together to log the location of the worst potholes and what we as a PC may take on as a responsibility to encourage a devolved budget.

Cllr Hadley referred to a Planning application which was on the Plans East committee agenda for consideration on 21st July - EPF/0458/21 Homeview near the Old Green Man Pub, stating he felt that if

possible the Parish Council should make representation at the meeting. Cllr Hall advised she would attend but would like to meet with various councillors for a site meeting to understand what the objection of the Parish Council was. Cllrs Radbourne and Padfield confirmed they had attended a site meeting and would be happy to speak with Cllr Hall about this. Susan De Luca confirmed the application had been objected to and would be happy to speak to Cllr Hall after the meeting, also advising that there is a strict three minute timescale to make the Councils case. The Locum Clerk advised that if a Parish or Town Council objects to a planning application they have to also commit to attending a Plans East Committee should the application go before them, and as such it was important a member of the Council attends.

Cllrs Cooper advised Cllr Martin, the Chairman and himself had visited the Biogen plant where they met with the senior manager, the site agent and their environmental specialist. The three main things that came up were:

- Litter - this has not necessarily come from Biogen but possibly from Ashlyns.
- Access Road into the property has nothing to do with Biogen – it's Ashlyns.
- Odour – This was very concerning to local residents. Biogen has been asked to make a presentation to everybody on Bovinger Green and to improve communications. Biogen have very strict rules to follow about what action they need to take on factors such as wind direction, etc, and this should be explained to residents so they fully understand. It had been suggested to invite local residents to visit Biogen to see how all the various processes are dealt with.

Cllr Foulser advised that she should have attended the Magdalen Laver Village Hall AGM but had been unable to as she had been unwell.

PC.054 REQUEST FOR CONTRIBUTION TO LEGAL COSTS

The Chairman reminded Members of the earlier conversations and comments in relation to this. It was noted that the Parish Council had received a request from the Chair of the Governing Body of Moreton C of E Primary School, Daniel Green, for a financial contribution towards the legal costs incurred by the School in relation to the easement application for the Nags Head car park. A copy invoice has been received totalling £1,443.60 including VAT. Councillors were asked to **CONSIDER** if they wish for the Council to make any contribution towards these costs. The Clerk advised Members that it seems that the only way to make any contribution would be via S137. This was the only power that could be used as it enables local councils to spend a limited amount of money for purposes for which they have no other specific power for the direct benefit of its area, or part of its area, or all or some of its inhabitants – the limit being £8.41 per elector.

A lengthy discussion ensued with a number of councillors expressing concern regarding the financial implications and burden this may place on the Parish Council and indeed the Parish. Other Councillors felt that maybe the council could contribute something as a gesture of goodwill. Mr Green asked the Council to note that due to Covid, the PTA and the Governing Body had not been able to raise money over the last 15 months. The Chairman advised that the Parish Council was not particularly rich either.

Cllr Radbourne expressed his concern advising that he recalled the Council had already spent a significant amount of funds on this issue, which was confirmed by Cllr Busch who advised it amounted to thousands. This was when the Council was working on registering the Nags Head as a community asset. Cllr Busch stated that it would have been preferable to have received such a request prior to any commitment agreed, and that asking for this in hindsight did not leave her particularly comfortable. Cllr Martin advised that he had some understanding of the pressure schools had been under during COVID, and felt some contribution should be made, to which Cllr Hall and Cllr Leverich agreed. Cllr Crosbie asked how much the car park is being used now that it is actually bigger, as it doesn't seem to have made a difference with the traffic on Church Road, to which Mr Green advised that this was due to rules concerning different times the children needed to be at school due to COVID restrictions, but hoped this would change in September.

Cllr Padfield expressed her concern that any such contribution had not been budgeted for, with the Council already spending extra funds on necessities such as defibrillators, stating that historically this Council has always maintained that any costs should be agreed at the budget. Cllr Hall advised that if this Council had a four year plan these types of things could be accounted for, to which Cllr Busch stated that this was incorrect as this would be an unforeseen cost. Cllr Busch advised that it was her understanding that this invoice had not been discussed at Council meetings, but that an individual councillor who had an interest in it may have perhaps made promises he could not keep. The Locum Clerk took this opportunity to advise that all decision of the Council must be made as a body, and not individuals.

The question was raised as to exactly how many pupils at the school came from the Parish and had Mr Green contacted the Parish Councils of neighbouring villages to see if they would contribute.

After further discussion, Cllr Cooper **PROPOSED** a goodwill contribution of £200. This was **SECONDED** by Cllr Martin. Vote: Unanimous.

Cllr Radbourne suggested Mr Green contact other local charities who may be able to assist. Susan Deluca suggested Mr Green also contact the Diocese as she understood funds may be available via this route.

PC.055 CLERKS COMMUNICATIONS AND CORRESPONDENCE REPORT

The locum Clerk gave Members an oral report on the following matters

- Local plan consultation - As Councillor Hadley had previously referred to earlier, the Consultation on the Epping Forest District Council Local Plan Main Modifications was due to start in July, lasting a period of 10 weeks, however this has been delayed due to additional time needed to answer the inspector's questions therefore the Consultation will go ahead between 15th July to 23rd September. Please contact the locum Clerk if you would like the link.
- Boundary review - The Boundary Commission is currently undertaking a review on proposed changes to the Parliamentary Constituency Boundaries which would see the entire parish move from the Brentwood and Ongar constituency to Saffron Waldon. A lengthy discussion ensued of the pro's and con's, with Cllr Padfield asking if the Council as a body could respond. Members did not agree a collective response and were therefore they were urged to make their own comments direct. The locum clerk confirmed how councillors were able to do this, stating they could access all details including interactive maps, by visiting www.bcereviews.org.uk
- Salt Bag Partnership - Members were advised that the Parish Council had once again signed up to the Winter Salt Partnership for 2021 with the salt again being delivered to Cllr Padfield. This matter will be on September agenda for new Clerk to deal with detailing the requirements of the scheme, including the need for trained volunteers.

PC.056 INTERNAL AUDIT 2020/2021

Members were advised that as the Parish Council is a responsible body and must ensure that its financial management is adequate and effective, and as such must have a sound system of internal control that facilitates the performance of its statutory functions and powers and includes arrangements for internal audit and the management of Risk. The Internal Audit for 2020/2021 had been completed by the Council's appointed auditor, Miss Ann Wood, a copy of which had been circulated. Councillors **NOTED** the content of this report.

PC.057 EXTERNAL AUDIT 2020/2021

Councillors were advised that at the May meeting the Annual Governance and Accountability Return (AGAR) had been agreed and this Parish Council had fulfilled the criteria for issuing a Certificate of Exemption. Councillors noted that there had been a typing error on the AGAR as presented at the May meeting. Furthermore, the 2020/2021 Internal Audit Report had not been received by this Council prior to completion of the AGAR. A copy of the updated AGAR had therefore been circulated to Councillors. Councillors **APPROVED** both the Annual Governance Statement (Section 1) and the updated Accounting Statement (Section 2) by way of resolution. **PROPOSED** Cllr Hall, **SECONDED** Busch. Vote: Unanimous.

PC.058 TRAINING

Councillors **AGREED** expenditure in relation to the training of all Councillors. This included New Councillor Training days (1 and 2) at £100 per day, and Planning training at £70 per day, both of which are provided by EALC and are subject to VAT. It was noted that Cllr Hall has asked to go onto Planning Training £70 plus VAT October, which was agreed.

PC.59 PLANNING

- a) Members **NOTED** the following planning applications below which have been responded to by way of the Clerks delegated powers following e-mail consultation with Councillors:

EPF/1447/21	Hull Green Farm Little Laver Road Little Laver Harlow CM17 0RH	Refurbishment and extension of existing barn into home office, gym and games room. NO OBJECTION
EPF/1454/21	10 Station Bridge Mews Bobbingworth Ongar CM5 9LW	Single storey detached ancillary annexe building to side. NO OBJECTION
EPF/1472/21	Green Oaks Threshers Bush Matching Harlow CM17 0NS	Demolition of existing glasshouse & outbuilding, and erection of new dwelling. NO OBJECTION
EPF/1501/21	Fenners Farm, H Padfield & Sons Ltd Fenners Farm Lane High Laver Ongar	New agricultural barn and revised farm entrance. NO OBJECTION

	CM5 0EB	
EPF/1448/21 LB	Hull Green Farm Little Laver Road Little Laver Harlow CM17 0RH	Grade II listed building application for refurbishment and extension of existing barn into home office, gym and games room NO OBJECTION

b) Councillors **NOTED** the following Planning Decisions by EFDC:

EPF/0798/21	Paddocks, Little Laver Road Little Laver, Harlow CM17 0RH	Demolition of existing outbuilding and construction of single storey rear extension	Permission Granted
EPF/0760/21 CLD	Poppin House, Mill Lane Moreton, Ongar, CM5 0DW	Certificate of Lawful Development for a proposed outbuilding and car port	Lawful

c) Councillors **NOTED** the following planning application, for which EFDC does not normally accept comment:

EPF/1549.21 DRC	Envilles Farm Black Barn Abbess Road Little Laver Ongar CM5 0JH	Application for Approval of Details reserved by conditions 3"External finishes" & 15"wheel washing or other cleaning facilities" for EPF/0561/17. (Demolition of existing B8 store building and the erection of 3 No four bed dwellings with associated hard and soft landscaping).
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d) Councillors **NOTED** the following planning applications that were still to be considered by the Council, the deadline for responses being 26th July (these applications will be dealt with by way of delegated powers to the Clerk):

EPF/1693/21	Hobbs View, Moreton Road, Ongar, CM5 0LX	Demolition of existing dwelling and replacement dwelling and garaging within existing garden curtilage.
The Council had NO OBJECTION to this application, however, ask that permitted development rights are removed so as to control any future development at this suite (given the site history). They also would like this matter raised with EFDC Enforcement.		
EPF/1658/21 & EPF/1669/21	Watermans End Cottage Watery Lane, Little Laver, Harlow, CM17 0RQ	Renovation of existing barn and partial conversion to provide ancillary accommodation, and Grade II Listed Building application for the same.
The Council has NO OBJECTION to this application		

e) Members **NOTED** that notification has been sent to EFDC Enforcement of a possible Planning Breach at Hall Farm, Tilegate Road, Magdalen laver, the Enforcement number being ENF/0087/21. This has been allocated to an Enforcement officer, James Gordon, for investigation.

f) Members **NOTED** two planning appeals have been lodged with the Secretary of State as follows

EPF/2901/20	Paddocks Little Laver Road Little Laver Harlow CM17 0RH	Appeal against refusal of planning application to raise room to match existing main roof. Appeal Reference: 3271395
EPF/2920/20	Paddocks Little Laver Road Little Laver Harlow CM17 0RH	Appeal against refusal of planning application for the construction of porch and entrance gates, piers and walls Appeal Reference: 3271400

PC.060 HOUSING NEEDS SURVEY

Councillors were reminded that it had been agreed to complete a new Housing Needs Survey to provide an update to establish the current housing needs for the Parish, however the distribution of this survey had been delayed due to COVID restrictions. Now that these restrictions were set to end on 19th July, Councillors were asked to consider how and when this survey should be distributed. Cllr Angela Busch provided a brief summary of this issue and advised that she felt the Council should apply for the forms from RCCE and that it

was probably sensible to distribute the survey during the first week after the school holidays. Cllr Hall asked how this was done before. It was noted that previous surveys were completed by the RCCE, with forms being hand delivered and then posted back confidentially by post. Cllr Busch asked Cllr Cooper if his comms team could assist with distribution, to which Cllr Cooper advised that he felt this was history being repeated stating that the Parish Council had refused the Lane Ambassador scheme on numerous occasions and that he has subsequently put it away, hence the birth of Community Spirit. Cllr Cooper said he would now have to go back to Community Spirit to see if they would be willing to help as his responsibility was Communication. Cllr Busch suggested he didn't worry, and that she was sure there would be enough Parish Councillors available who would deliver it if Community Spirit felt they did not wish to get involved. It was **AGREED** that Councillors would distribute the survey by hand

PC.061 FINANCIAL MATTERS

Councillors **AGREED** the following payments, and **NOTED** the following financial matters:

a) Amended Payment Amounts

Councillors **NOTED** that some errors had been identified between the payments listed as being approved at meetings versus what was actually paid. These are specific to the 2020/2021 financial year. In addition, it was identified that a number of payments which although verbally approved, had not been formally recorded in the minutes. Councillors **AGREED** these differences and payments, with the 'Amount Paid' being the figure agreed: **PROPOSED** Cllr Hall, **SECONDED** Cllr Martin. Vote: Unanimous.

To	For	Amount Agreed	Amount Paid
Julia Milovanovic	Overtime July	£224.48	£269.43
Julia Milovanovic	Salary September	£498.51	£486.97
Julia Milovanovic	Salary October	£498.51	£499.80
Julia Milovanovic	Overtime October	£0	£129.78
Julia Milovanovic	Salary November	£498.51	£499.89
Julia Milovanovic	Salary December	£498.51	£499.89
Angela Busch	Reimbursement of Land Registry Fees	£18.00	£0
Julia Milovanovic	Salary January	£498.51	£499.89
Julia Milovanovic	Salary February	£498.51	£499.89
Julia Milovanovic	Salary March	£498.51	£634.48
First Rescue	Defibrillator Cabinet	£1,504.80	£1,504.00
Defib World	Defibrillator signs for Glass	£168.00	£171.99
Defib World	Defibrillator Pads	£0	£193.00
St Germain's	Bobbingworth Clock Grant	£200 (D.004 but not listed as a payment)	£200
Julia Milovanovic	Salary Underpayment October	£0	£14.00
Boss Phone box Cleaning	Cleaning of phone boxes	£0 (D.019 but not listed as a payment)	£225
Friends of the Lavers	Grant	£0 (agreed at budget but not listed)	£1,800
Friends of St Mary's	Grant	£0 (agreed at budget but not listed)	£1,200
Viking Direct	Stationery	£0	£105.00
Graeme Cooper	Reimbursement for Christmas Tree that was not deliverable	£0	£345.00

b) Amended Accounts 2020/2021

Members were advised that there were a number of errors that had been identified in the 2020/2021 accounts which had been approved by Council at the May meeting. An updated copy of the Final Account Summary with the amendments marked in blue had been circulated. Councillors **APPROVED** these amendments. **PROPOSED** Cllr Hall, **SECONDED** Cllr Radbourne. Vote: Unanimous.

c) Payments - The following payments were **APPROVED**. **PROPOSED** Cllr Hall, **SECONDED** Cllr Radbourne. Vote: Unanimous.

Payment	To	For	Total
BACS	Julia Milovanovic	Overtime and outstanding holiday due (already paid)	£522.90
BACS	HMRC	PAYE Clerk (already paid)	£73.41
BACS	Zurich Municipal	Parish Insurance (already paid)	£363.53
BACS	Vikatechost	Renewal of email service for 1 year	£30.00
BACS	Miss A Wood	Internal Audit 2020/2021	£125.00
BACS	Magdalen Laver Village Hall	Hire of Hall 13/7	£20.00
BACS	Moreton C of E Primary School	Contribution towards easement costs	£200.00

d) Members **NOTED** the following income received:

- £1,141.93 – HMRC VAT Refund 20/21
- £17,424.00 – EFDC Precept 21/22

e) Members **NOTED** the Bank Balances as at 28th June 2021

Unity Current Account	£4,678.96
Unity Deposit Account	£30,963.61

f) Members **NOTED** that Cllr Foulser had been set up on the Parish Council online bank accounts to instruct payments, with two other signatories being required to authorise said payments. This is required due to the resignation of the Clerk.

PC.062 ITEMS FOR NEXT / FUTURE MEETING

Councillor Hall raised the issue of a Four-Year Plan and Communication Strategy, advising it was her understanding that some decisions had been taken at a prior formal meeting and was this being carried forward. Cllr Hall stated that she understood the Parish Council would have a sub committee specifically focussed on a comms strategy with the Neighbourhood Plan (NP). She also advised that when she had read through the NP it seemed as though it were more like a set of principals and not activities, which is hard to measure. Cllr Busch advised that the issue of Neighbourhood Planning was long and detailed, and that she would be happy to have a one-to-one discussion with Cllr Hall on this at some point, as the NP is an extremely complicated document which cannot be changed at the current time.

PC.063 ISSUES FOR NEW CLERK TO ADDRESS

Councillors **NOTED** the following outstanding issues which should be recorded for consideration or an update following the appointment of the new Clerk:

- Creation of Health and Wellbeing Plan
- Speed, Parking and Congestion survey Church Road, Moreton
- Request for Speed Restriction Watery Lane
- Local Highway Panel request for Depth Signage Watery Lane
- Dedicated email addresses for Councillors– Clerk to contact Vikatechost to establish current situation.
- Housing Needs Survey Neighbourhood Plan – confirmation of distribution
- Meeting with PC Warren Shepherd, Community Support Officer, to include members of NHW.
- Has request for Defibrillator sign on A414 been actioned by Highways.
- Arrange First Aid and Defibrillator training for parish residents.
- Website to be updated.
- Legality of providing funding to the church for the maintenance of an open churchyard

PC.064 DATES OF NEXT MEETING

- 21st September – Parish Council Meeting (change of date) – Some Councillors advised they were unavailable.
- 9th November 2021 – 7.30pm Parish Council meeting
- 7th December 2021 – 7.15pm Christmas Tree light switch on – It was agreed that Mrs Smith should be invited as the kind person who donated the Christmas tree. Cllr Cooper to provide the Chairman with contact details and the Chairman will write to Mrs Smith.

- 7th December 2021 – 7.30pm – Open Parish Meeting – Local Police Officer invited to attend open meeting.

PC.065 APPOINTMENT OF NEW CLERK

Due to the nature of the item to be discussed, the press and public were asked to leave the meeting and were excluded, the Council believing that publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be discussed.

Members considered the confidential item as per the report which had been circulated. After due consideration it was **AGREED** that this Council (by way of the sub committee) would:

- Continue to advertise for a new Clerk through all the relevant channels
- Look to recruit a new clerk as soon as possible
- Look at the profiling assessment that would be provided to them on the Parish Councils Functions which may assist in their search.
- Increase the salary for this role.

Signed:.....

Dated:.....