



# COLNEY HEATH PARISH COUNCIL

Highfield Park Office  
Highfield Park Visitor Centre  
Hill End Lane  
St Albans AL4 0RA

Village Office  
83 High Street  
Colney Heath  
Hertfordshire AL4 0NS

Tel: 01727 825314 Email: [clerk@colneyheathparishcouncil.gov.uk](mailto:clerk@colneyheathparishcouncil.gov.uk)

## MINUTES OF THE COLNEY HEATH PARISH COUNCIL MEETING THURSDAY 6 DECEMBER 2018, 7.30pm COMMUNITY ROOM, COLNEY HEATH VILLAGE HALL

| Members in attendance                                                                                                                             |                                                                            |
|---------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| Cllr Cook (Chair)<br>Cllr Crump (Vice-Chair)<br>Cllr Hathaway<br>Cllr Solts                                                                       | Cllr Grant<br>Cllr Devi<br>Cllr Barnes<br>Clerk of the Council, L. Chaplin |
| Other attendees                                                                                                                                   |                                                                            |
| County Councillor Hale<br>District Councillor Brazier<br>Mike Rawlins Neighbourhood Plan Project Officer (voluntary)<br>Six members of the public |                                                                            |

|        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| 168/18 | <b>APOLOGIES AND ANNOUNCEMENTS</b><br><p>Apologies have been received Cllr Ouzman (family commitments), Cllr Nash (illness) these apologies were noted and accepted. The Council sent their best wishes to Cllr Nash for a speedy recovery. Apologies were also received from County Councillor Gordon, District Councillor Day and Sgt Williams. The Chair advised members that a closed session to this meeting was anticipated. The Chair wished to congratulate the Clerk on her passing CiLCA. Cllr Solts, Barnes and members present also offered their congratulations. The Chair noted that she will be using all her post-nominal letters on official correspondence and these were noted in full <u>LCGI (Hons)</u> - Licentiatehip from the City &amp; Guilds institute awarded after completion of NVQ Level 4 in Administration passed with honours, Level 3 in Business Administration passed with Distinction. <u>CPFA</u> - Certified Plan Fiduciary Advisor. <u>CiLCA</u> – Certificate in Local Government Administration.</p> |
| 169/18 | <b>DECLARATIONS OF INTEREST</b><br><p>None raised.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 170/18 | <b>MINUTES OF PREVIOUS MEETINGS OF THE PARISH COUNCIL</b><br><p>a) Minutes of 8 November 2018<br/>Members were asked for any amendments for accuracy, none were noted. The minutes were duly proposed by Councillor Barnes and seconded by Councillor Hathaway.</p> <p>b) Matters Arising<br/>Paper 170/18b was noted.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 171/18 | <b>QUESTIONS FROM THE PUBLIC</b><br><p><i>7.35pm Chair confirmed Standing Orders were suspended so the public could ask questions or make statements to the Council it was reiterated that this was not a question and answer session and no resolution or new business not on the agenda could be discussed.</i></p> <p>The car sales site in the High Street has changed hands recently and several residents were in attendance to raise their concerns on the contravention of planning restrictions. This matter would be raised with enforcement and some historic papers were handed to the Clerk to use in raising the matter with SADC. Both the District and County Councillors are aware. Cllr Hathaway noted that the local police officers were already looking at the use of HGVs entering the village but in light of recent reports will also be considering loading restrictions.</p> <p style="text-align: right;"><b>ACTION: Clerk</b></p>                                                                                    |



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|        | 7.39pm Standing Orders were resumed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 172/18 | <p><b>REPORTS FROM COUNTY, DISTRICT COUNCILLORS &amp; EXTERNAL BODIES</b></p> <p>a) County Councillor Hale gave an update on the <u>minerals plan</u> which would be coming out for consultation for 6 weeks in January 2019. It was confirmed that Smallford was still listed as one of the sites.<br/>Colney Heath ward councillors were asked to continue to raise any <u>highways issues</u> through the Clerk to County Councillor.<br/>In the absence of County Councillor Gordon, the Chair raised the matter of the diversion and signage issues in Highfield which he would proceed with investigating as a ward councillor. Thoughts and prayers were noted by the members for those affected by the recent stabbing in London Colney Parish especially given the close location to the County Councillors home.</p> <p>b) District Councillor Brazier advised he had had meetings relating to the Hertsmeare Garden Village engagement where he reiterated objections and matters raised at the recent CHPC public meeting. District Councillors Brazier and Day have held a meeting with local residents keen to object to the development of 9 4-bedroom detached homes in Smallford application 5/2018/2924 where advice was given on how to raise objections but that as Planning Committee members they could not express an opinion. Matters relating to Ellenbrook were raised in correspondence with Grant Shapps MP and Hertfordshire County Council and this would continue. The increase in flytipping was raised with Alec Campbell Leader of SADC.</p> <p>c) <b>Police and Crime</b><br/>No report received</p> <p>d) <b>Highfield Park Trust</b><br/>Chair has communicated and thanked HPT for their hard work and efforts with their Remembrance events and sent photographs of 'the soldiers' taken over the weekend which have been used in social media and on the HPT website. Bike Shelter has been delivered and the bench location is being considered. Wassailing event is 5<sup>th</sup> January 2019.</p> <p>e) <b>Village Hall Council</b><br/>Agreement reached and has been approved by Finance Committee to proceed, heads of terms being considered by legal.</p> |
| 173/18 | <p><b>PLANNING - LISTS, APPLICATIONS, RECOMMENDATIONS, REFUSALS &amp; ENFORCEMENTS</b></p> <p><b><u>The Council reiterated it is not the Planning Authority, merely a consultee.</u></b></p> <p>a) All applications listed on the agenda were noted and the following applications were referenced it was <b>RESOLVED</b> that no comments would be made on the following applications – 5/2018/2544, 5/2018/2898, 5/2018/2914, 5/2018/2926, 5/2018/2953, 5/2018/2961, 5/2018/2963, 5/2018/3063, 5/2018/2719, 5/2018/2983, 5/2018/3024.<br/>It was <b>RESOLVED</b> that comments would be made on following applications:<br/><b>5/2018/2924</b> The Clerk was delegated to make comments objecting to the application with reference to development in the green belt and no special circumstances had been presented by the applicant. Also despite the objection if minded to approve then the construction of 4 bedroom houses does not meet the required housing mix of the SADC Local Plan.<br/><b>5/2018/2401</b> The Clerk was delegated to make comments confirming the support of this application both as landowner and on behalf of the parish as Charles Morris Hall is a community asset.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |



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**5/2018/3112** It was noted that Ellenbrook Residents Association were working with Smallford Residents Association to respond jointly to the proposal for developing 1100 dwellings on "HAT 2" part of the Ellenbrook Park. The Clerk was delegated to object to the application and also raise issues in a letter. It was noted that members were disappointed that there had been no effort to conclude this matter or enforce the agreement made by the developers in 1999. Cllr Crump raised the reduction by 50% of the proposed Country Park and would like this point to be included. County Councillor Hale would like to be copied into any correspondence sent.

**ACTION: Clerk**

- b) The Chair thanked all those who assisted in preparations and attended the recent public meetings in London Colney and Colney Heath village. The work done by Mike Rawlins was invaluable as always. Planning Policy Committee was noted to be next week and questions would continue to be raised. Verbal updates on the current status of SADC and Welwyn Hatfield plans was given by the Chair.
- c) The Hertsmere Garden Village handout given to the public at the recent public meetings was received and noted by members. Delegated authority was given to Cllrs Nash, Crump, Cook and Grant to formulate the Parish Council response to the public engagement and it was noted that the response should be submitted through the Clerk with a deadline of 20<sup>th</sup> December 2018.

**ACTION: Clerk**

*8.06pm Four members of the public left the meeting.*

**174/18**

## **FINANCE, PAYMENTS, AUDIT & GOVERNANCE**

- a) **Bank Statements and Reconciliation** - Paper 174a was noted by members. Cllr Barnes viewed and signed the original bank statements from the NatWest and Metro bank accounts. The nominal ledger was available to be viewed in hard copy by members.
- b) **BACS payments** along with associated invoices and authorisation sheets these were duly signed and inspected by Cllr Solts and Cllr Hathaway. Payments were proposed by Cllr Barnes and seconded by Cllr Grant, therefore payments numbered 196 to 234 in the amount of £37,864.55 were authorised for BACS payment on Thursday 13<sup>th</sup> December 2018 – these are listed within these minutes. It was noted that there was a minor error of £4 from the submitted paper and this was amended by hand by the members authorising the sheet. There was a query regarding a credit note not attached to payment 205, this would be located and attached when filing. A query regarding the direct debit payment for Savills UK was noted and under investigation by the RFO who was looking at ownership of the land for which this payment was being made.

**ACTION: RFO**

### **c) Finance Committee – 21<sup>st</sup> November 2018**

Paper 174c was noted and the minutes were approved with the amendment that Cllr Crump be added to those present. These would not be posted on the website at this time as the meeting was held with lawyers present and several matters remain commercially confidential. Chair of Finance Committee Cllr Solts noted that it was a very useful meeting and that after the legal aspects were discussed an in-depth discussion on the accounts and then the budget was undertaken where the proposed expenditure was noted and discussed for each category line by line. It was noted that the assets of the CHPC do not



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bring in significant income and therefore it was important that the spending of the Council was clear transparent and closely monitored.

8.17pm District Councillor Brazier left the meeting.

d) **Draft Budget 2019/20** – The paper was noted by Council and it was noted that this was a second draft, the recommendations of the Finance Committee had been taken into account. Members were given the opportunity to raise questions or make comments on each page of the prepared draft budget. Queries raised by members were as follows:

- Query on subscriptions the RFO agreed to put the full list of subscriptions paid into the minutes and these are HAPTC (Hertfordshire Association of Parish and Town Councils), CPRE (Campaign to Protect Rural England), OSS (open Spaces Society), ICO (Information Commissioners Office), CDA Herts (Community Development Association), HMWT (Herts & Middlesex Wildlife Trust), SLCC (Society of Local Council Clerks) currently paid for personally by the Clerk but CHPC will fund membership for 2019/20.
- The increase in refreshments was noted – it was explained that with 12 Full Council meetings, 3 Committees meeting at least twice yearly and the Annual Parish Meeting it would be difficult to manage a £100 budget for refreshments at 20 meetings.
- The parish magazine was noted to be reduced to two editions with issues being in Summer and Winter or Autumn and Spring depending on resources of the office. The editions would be posted out to all addresses listed on the electoral roll. It was noted that no newsletter had been sent during this financial year due to administrative workload.
- It was noted that clothing in the budget this would be amended to reflect the requirement for PPE (Personal Protective Equipment).
- It was noted that Christmas Lights and Trees were not funded in 2019/20 from the Precept but that if the project proceeded next year a line would be required for ongoing maintenance and costs in the draft budget for 2020/21.

Members unanimously **RESOLVED** that the draft budget be accepted and that the Precept of 2019/20 would be raised by 3.96% to achieve the required income of £184,505.31 for the coming financial year. The RFO would prepare the necessary paperwork and the Precept demand would be confirmed at the first meeting of the Full Council in January 2019.

### **ACTION: RFO**

It was noted that the reserves would be at approx. £110,000 and a draft plan for the allocation of these reserves was noted with some ring-fenced funding already highlighted including the need to maintain general reserves of at least 3 months working capital or £45,000. Each of the lines were discussed in detail and the figures noted. The document remained unchanged and it was highlighted and **RESOLVED** that funding for the Christmas Lights/Trees project 2019 would come from any excess should the remainder of the reserves go over £110,000 up to the value of £5,000. Cllr Hathaway requested that the Christmas Lights/Trees project 2019 be added to the agenda for January 2019, it was mentioned by County Councillor Hale that the Clerk of Sandridge Parish Council had some recent



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experience of this type of work and the Councillor might like to contact him for counsel.

## **ACTION: Clerk**

Councillor Barnes commented that the documents presented by the RFO to enable Council to make informed decisions on the budget were very well laid out, clear and was an excellent set of paperwork to present to Council.

- e) **Approval of policies in draft** – Paper 174e CHPC Action Plan was presented as drafted by the Clerk. It was noted by Cllr Solts as an excellent aide memoire and would form part of the disaster recovery plan, should anyone be required to take over the running of the office. It was proposed by Cllr Solts, seconded by Cllr Crump and **RESOLVED** that the document would be adopted. Cllr Devi abstained from the vote due to not having had time to review the papers. Paper 174e Transparency Policy was also recognised to be a very useful document putting all the basic requirements of the Council into one easy to access document. This was adopted and would be placed onto the internet and only updated as legislation requires.

## **ACTION: Clerk**

### **Payments Approved for BACS – Thursday 13<sup>th</sup> December 2018**

| Ref. No   | Payment To                                                                        | £ inc. VAT |
|-----------|-----------------------------------------------------------------------------------|------------|
| 196 - 201 | Staff related payments noted below and paid Friday 30 <sup>th</sup> November 2018 | 6795.87    |
| 202       | D Honour & Son Final Payment Roestock MUGA                                        | 12699.26   |
| 203       | F & M Garden Machinery Ltd - Brushcutter Service                                  | 72.41      |
| 204       | Jola - Broadband Services - November                                              | 60.18      |
| 205       | Herts Fullstop - Stationery                                                       | 437.78     |
| 206       | C P Associates - HR Consultancy - October                                         | 310.38     |
| 207       | Playground Facilities - Maintenance - High St Recreation Ground                   | 4174.30    |
| 208       | Rialtas - Sigma Support                                                           | 142.80     |
| 209       | HAPTC - Training - Cllr S Devi - 7th November 2018                                | 40.00      |
| 210       | Channel Telecom I.P. Service/Line Rental                                          | 99.13      |
| 211       | Cllr D Crump - Remb Poppy Wreath                                                  | 15.99      |
| 212       | Colney heath Old Friends Club - 2nd Round Grant 2018/19                           | 230.00     |
| 213       | St. Marks Church - 2nd Round Grant 2018/19                                        | 500.00     |
| 214       | CH JMI School - 2nd Round Grant 2018/19                                           | 700.00     |
| 215       | Highfield Park Trust - 2nd Round Grant 2018/19                                    | 500.00     |
| 216       | TBS Hygiene - Collection of Litter bins - October                                 | 243.84     |
| 217       | TBS Hygiene - Toxic Waste Collection - October                                    | 220.32     |
| 218       | TBS Hygiene - Extra Collection of 10 bags of litter                               | 66.00      |
| 219       | Debenhams Ottoway - Fredericks Wood                                               | 1543.80    |
| 220       | Debenhams Ottoway - Roestock Park                                                 | 875.40     |
| 221       | Debenhams Ottoway - Tyttenhanger Mediation                                        | 5832.00    |
| 222       | Debenhams Ottoway - Senior partner- Finance meeting                               | 571.20     |
| 223       | TBS Hygiene - Toxic Waste Collection - November                                   | 275.40     |
| 224       | CP Associates - HR Consultancy - November                                         | 479.64     |
| 225       | Peter Fleming - Update Website                                                    | 27.00      |
| 226       | TBS Hygiene - Collection of litter bins - November                                | 304.80     |
| 227       | Finance officer - Expenses Gift Card/postage                                      | 102.97     |
| 228       | Mike Rawlings - Honorarium payment                                                | 1500.00    |
| 229       | Debenhams Ottoway - Re: High Street                                               | 175.20     |
| 230       | Colney Heath School - Bin collection/larks in the parks                           | 60.66      |



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|-----|------------------------------------------------------------|---------|
| 231 | Colney Heath School - Hire of hall/public meeting          | 30.00   |
| 232 | Knight Frank - Mapping services Tyttenhanger & Warren Farm | 1860.00 |
| 233 | Clerk/RFO - Expenses                                       | 372.02  |
| 234 | G Stayton - Cleaning of Parish bus shelters - October      | 135.00  |
| DD  | BT Mobile Rental                                           | 24.00   |
| DD  | Bank Charges                                               | 9.20    |
| DD  | Savills UK - Contribution Warren Farm Track Maint.         | 100.00  |
| DD  | ICO - data registration November 2018-2019                 | 35.00   |

## Staff Salaries November 2018 (BACS)

|                                      |                 |
|--------------------------------------|-----------------|
| Clerk/RFO                            | <b>£6795.87</b> |
| Finance Officer                      |                 |
| Parish Gardener                      |                 |
| Common Ranger                        |                 |
| HMRC Payment – Month 8               |                 |
| LGPS Pension Contributions – Month 8 |                 |

## CHPC Income

| Date     | Received from                                            | Amount  |
|----------|----------------------------------------------------------|---------|
| 05/11/18 | Colney Heath Football Club – Rent payment for pavilion   | 500.00  |
| 27/11/18 | HMRC VAT Refund                                          | 5073.07 |
| 29/11/18 | Community Bus – August, September and October 2018 fares | 152.00  |

175/18

## BUILDINGS & ASSETS

- High Street Pavilion & OAR Shelter** – it was noted that the meeting held was very useful and productive. The minutes were circulated to all members in draft and these have not yet been sent to CHFC. Councillor Hathaway would like to mention that she felt it was very useful that the Clerk had done excellent preparation for the meeting and came with relevant and appropriate documentation. Matters raised at the meeting included There was a question regarding a piece of land mentioned as an addendum to the current lease which the Clerk will investigate further. The production of accounts with regards the delayed rent review, toilet block, issues with litter, the recreation area and the situation regarding the air raid shelter would be addressed. The approach by the Soundtruck Committee was restored back to the CHFC who would now be dealing and refer to Council as necessary. Members of the Finance Committee and Clerk who attended the meeting also stayed for a short time to share a drink with CHFC representatives such was the positive manner in which the meeting was received by both groups. It was hoped that any previous miscommunications were resolved and that a joint approach to the future lease negotiations could be resumed moving forward.
- Roestock Park Hut** – Lawyers had been instructed by the Scout Group and they were being consulted, response being sought.
- Charles Morris Hall** – A meeting would be requested in early 2019.
- Horseshoe Field** – Clerk had received a request for an update from Smallford Residents Association and this response was copied to Oaklands College.
- Gloucester Park** – the Environment Committee would like to include this area in a piece of work being completed to provide a 'vision' for the green and open spaces in the Parish. Cllr Crump and Nash were leading but Cllr Devi has also requested to be involved as she has a particular interest in this piece of land.
- The Common and associated assets** – no matters to raise.



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| 176/18 | <p><b>ENVIRONMENT COMMITTEE</b></p> <p>Cllr Crump would like to reiterate that if any member has any comments that they would like to make on any open space or recreation area including comments made to them by residents please forward them to him or the Clerk, so this can feed into the joint vision.</p> <p><i>8.54pm Two members of the public left the meeting.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 177/18 | <p><b>PARISH ADMINISTRATION</b></p> <p>a) <b>Clerk Report</b> – The Clerk reported it has been an exceptionally busy month with over 800 emails into the office. Majority of correspondence has been added or dealt with on this agenda or will be added to later agendas. Clerk would like to note the following:</p> <ul style="list-style-type: none"> <li>• request for references for previous employees – Clerk confirmed to the members that if approached by previous employees that they should be referred to the office and a reference will be sent out by the Clerk.</li> <li>• confirmation of the Internal Audit visit by Shared Internal Audit Services on 20 December 2018</li> <li>• it was reported that the Clerk had attended the previous parish office and home of the late Clerk Dudley Wood at the request of his daughter to collect several historic papers. These were only collected a few days ago and as such there has not been time to look in detail at the papers.</li> <li>• The official opening of Roestock Park MUGA was scheduled for this weekend at 10am on Saturday 8<sup>th</sup> December – gift bags are being prepared and the area will be opened by the young resident who raised funds. A formal plaque to commemorate the event will be ordered along with a new sign regarding ownership of the park.</li> <li>• Request to pay the wages for all staff including the HMRC and pension payment on Friday 21<sup>st</sup> December. One week and one day earlier to ensure payments are made and authorised without issue. This was <b>RESOLVED</b> by Council.</li> </ul> <p>b) <b>FOI Draft Response</b></p> <p>A further response to the previous FOI from a Hill End resident was discussed and paper 177b was noted. The Clerk had received comments from Cllr Cook and Crump and would take this into consideration when responding. It was noted by some members that if further questions were received Council may need to consider if any policy of the Council had been breached.</p> <p style="text-align: right;"><b>ACTION: Clerk</b></p> <p>c) <b>Election Briefing</b></p> <p>Paper 177c was noted and further questions regarding any possible election were discussed. It was suggested that the briefing would be useful to potential new Councillors and would be placed on the website.</p> <p>d) <b>HR &amp; Staff Matters</b></p> <p>Due to the nature of the matters to be discussed it was decided that this item be discussed in closed session.</p> |
| 178/18 | <p><b>ANY OTHER BUSINESS</b></p> <p>It was again noted that the office would be closed from Friday 21<sup>st</sup> December 2018 and not reopen until Tuesday 8<sup>th</sup> January 2019. Papers for the January meeting would be sent out on 21<sup>st</sup> December but due to Christmas posting dates it is unlikely that they would be delivered prior to Christmas. The Clerk offered that if any members required hard copy papers that an email with a UK holiday</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |



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|        | correspondence address be sent to the office by 10am 21 December to allow the documents to be sent. The documents would also be stored and accessible electronically via Dropbox.                                                                                                                                                                                                           |
| 179/18 | The Council <b>RESOLVED</b> under the Public Bodies (Admission to Meetings) Act 1960 the public and representatives of the press and broadcast media must be excluded from the meeting as in consideration of the items of business their broadcast or publicity would be prejudicial to the public interest due to the confidential or commercial nature of the business to be transacted. |

There was a short comfort break from 9.05pm - 9.15pm

## CLOSED SESSION commenced 9.15pm

|        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
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| 179/18 | <p><b>1. Members Emails 27/10/18 &amp; 13/11/18</b></p> <p>Cllr Devi was asked to present the item as she had asked the Clerk to restore some matters back to Full Council.</p> <p>The Chair explained the process thus far and that it was felt that some debate with members during Full Council would be the best way to resolve these ongoing issues.</p> <p>The Clerk confirmed that if the questions were of a personal nature they could be raised with the Clerk or if training was required but that legal, process or relating to parish matters then the forum for this would be either Full Council or alternatively a relevant Committee.</p> <p>There was a long debate on matters. Cllr Devi suggested that perhaps an induction programme or paperwork could be presented for new councillors. The Clerk confirmed this idea would be taken forward and something produced for May 2019. Cllr Devi confirmed that she would like the matter to now be closed and she would not expect any further response from the Clerk as she has had clarification on the main points including her overtime question and issues relating to the Finance Committee/working party. Cllr Devi further commented that she would like to move on to more positive things and start the New Year in that way.</p> <p>It was noted that Cllrs Solts, Hathaway, Barnes, Grant and Cook handed their documents to the Clerk for destruction. Cllrs Crump and Devi retained their copies and Cllr Ouzman and Nash were not in attendance but had not returned their copies.</p> <p style="text-align: right;"><b>ACTION: Clerk</b></p> |
|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## Meeting closed at 10pm

L Chaplin  
Clerk to the Council  
Drafted 07/12/18

Signed by Chair of Council  
Cllr Peter Cook  
10<sup>th</sup> January 2019