

PITSTONE PARISH COUNCIL

Minutes of the Parish Council Meeting held on 27 February 2020
in the Millennium Room at the Memorial Hall commencing at 7.30pm

338/19 ATTENDANCE AND APOLOGIES

Council present: Cllr Nicholls (Chair), Cllr Saintey (Vice Chair), Cllr Mrs Crutchfield, Cllr Mitra, Cllr McCarthy and Cllr Hawkins plus the Parish Clerk Mrs Eagling.

Others present: 7 members of the public.

Apologies: It was **RESOLVED** to accept apologies from District Councillors Sandra Jenkins and Derek Town, County Councillor Anne Wight plus Parish Councillors Frearson, Blunt, Stoddart and Webber.

339/19 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

It was noted that all councillors have standing declarations of interest as the council, as a corporate body, is trustee of the Recreation Ground Charity and Pitstone Parish Charity.

Cllr Crutchfield declared interests as an allotment tenant/member of PAA and as a trustee to Pitstone Memorial Hall Charity. Cllr Saintey declared interests as an allotment tenant and Chair of National Trust Ashridge Estates Committee. Cllr Hawkins declared a pecuniary interest relating to the proposed track works at the allotment. Members did not participate/vote in these discussions.

It was noted that many members knew several of the Devolved Service contractors, but none held a pecuniary interest. No other interests were declared.

340/19 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

- 1) No questions were tabled from the public gallery.
- 2) No councillors with declared interests wished to speak about those matters during the public session.

341/19 RECEIVE UPDATES FROM COUNTY AND DISTRICT COUNCILLORS

County Cllr Wight had provided a written report which had been circulated electronically to members and was available in hard copy for members of the public.

342/19 MINUTES OF THE MEETING held on 30/1/2020.

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on 30 January 2020 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

343/19 CLERK'S REPORT

The following updates to matters arising were noted but not discussed in detail, and are replicated below to aid members of the public:

Where third parties are responsible:

- 1) Castlemead Issues: Last dwelling occupied spring 2014. Some residential road remedial works, starting with phases 2 & 3, then 1 & 4, commenced during March 2019. Suggested timescale 6-8 months from commencement.
- 2) Castlemead Lighting: PPC advised BCC and TW that they would be willing to adopt any LED lighting if other conditions also met. Unable to adopt non-LED lighting & associated liability to upgrade due to SOX/SON being discontinued. TW provided data sheets for phases 1-4 (not 5) which includes 109 x SON lanterns of either 50 or 70 watts, which would cost in the region of £65,400 to upgrade to LED. DM at BCC liaising with Street Lighting team & TW re options for upgrading to LED and will advise in due course. Unlikely to require adoption until end of 12-month maintenance period, which won't commence until Westfield Road also on maintenance.
- 3) Castlemead Public Open Space Phase III: TW to AVDC. TW resolving an issue re charge to original landowner.
- 4) Rushendon Furlong Street Lighting: the parish council has agreed with Croudace to adopt the street lighting and illuminated bollards within the proposed new development on provision that the stipulated conditions and contributions are met. BCC to adopt highways prior to PPC adopting. Not on maintenance yet as unresolved sewerage issue. PPC not required to adopt until close of 12 months maintenance period.
- 5) Vicarage Road Open Space/LEAP: PPC has agreed to adopt the open space within Vicarage Road post completion certificate being issued by AVDC & 2-year maintenance period by developer. S106 also provides for maintenance monies (£1bc). Installed. Drainage problem reported to AVDC, who will liaise with Bellway.

- 6) Vicarage Road Development Street Lighting: the parish council has resolved that it would be willing to adopt the street lighting along Vicarage Road and within the development. BCC to adopt highways prior to PPC adopting lighting. Replacement columns along Vic Rd not yet installed. Won't need to adopt until end of 12-month maintenance period so no action required at present.
- 7) Vicarage Road footpath (Bellway site entrance to Marsworth Road bus stop): Bellway not provided BCC with any update on installation date. Not now anticipated to be undertaken until Spring 2020.
- 8) Vicarage Road Bellway Maintenance Charges: BCC advise that these are permissible but should decrease if/when items are handed over eg if the council takes over the play space.
- 9) PDA: £58,800 per hectare open space land; £74k towards enhancing local bus services; £216,584 sports & leisure contribution and £37k contribution to Pitstone Safety Scheme.
- 10) PDA Lighting: The Parish Council has approved the one column on Vicarage Road opposite the new entrance. Developer & BCC advise that internal roads will be private and therefore no requirement to adopt lighting.
- 11) Land off Westfield Road/The Mounds: with Taylor Wimpey
- 12) Community Governance Review/Review of parish councillor numbers: Increase to 11 members approved by AVDC. Won't take effect until next full election (May 2020).
- 13) TfB Issues: BCC to consider reconstruction of Vicarage Road footpath from Tun Furlong towards Church Road for 2020/21 budget. Glebe Close resurfacing currently 2nd on priorities list with estimated implementation date of 2021. BCC to consider parts of Queen Street and Albion Road resurfacing for future budgets.
- 14) Safety Scheme works outside Brookmead: IPC and PPC awaiting result of funding application to LAF.
- 15) Safety Scheme works by Westfield Road junction: unable to progress until Westfield Road adopted by BCC.
- 16) Feasibility Study re declassification of B489: Would require application to LAF Transport Scheme next funding round and 50% match funding. On hold until next invitation to submit proposals.
- 17) Safety Scheme works along Marsworth Road: On hold pending above responses from BCC/LAF.
- 18) Queen Street collapsed footpath: TfB added to program of works in June 2019, date tbc.
- 19) Election/Purdah: AVDC to issue info packs to parishes mid-March. Nomination window estimated as Monday 30/3/2020 until 4pm on Tuesday 7/4/2020. Purdah in force from 30/3/2020.
- 20) Pitstone Allotment Association water project: PAA to provide further details of their proposals in due course.
- 21) Mapping Rights of Way 2026 legal deadline: Pitstone aspect of project being undertaken by local resident volunteer.
- 22) Luton Airport Noise Monitoring program: Pitstone was monitored during October/November 2019. Report not yet available online.

Within the scope of the parish council:

- 1) Tennis/Netball/5-aside floodlit court: No action can be taken by the parish council at this point. Unable to progress until the landowner can negotiate.
- 2) Village web site: (1) Cllr Nicholls creating a planning section & reviewing architecture of attachments (2) Cllr Nicholls creating Whistle Blowing/Safeguarding page
- 3) Public Sector Bodies (websites and mobile applications) Accessibility Regulations 2018: Accessibility Statement with link to Enforcement Procedure needs to be based on standard template which is being issued by central Government in early 2019. Draft issued by government on 21/5/19. Cllr Nicholls in the process of adapting for our website.
- 4) Online Pitstone Guide: being reviewed/undertaken by Cllrs Stoddard and Nicholls
- 5) Signage for Local Wildlife Site: Cllr Stoddart producing draft.
- 6) Potential path from railway bridge to college lake: initial investigations being considered by Cllr Weber
- 7) The Pightle Open Space: Cllr Weber investigating land ownership
- 8) Youth Café subscription website: Cllr Nicholls investigating.
- 9) Terracycle/Recycling Points: Resident investigating suitable storage boxes. Will launch to residents in due course, along with other recycling points available to residents for various items.
- 10) PIE container/equipment: New committee in place. Will review and advise.
- 11) WI: Picnic bench now ready. Contractor agreed to hold the table until play space completed.
- 12) Purchase of the Leisure Land: Parcel 1 completed so now within Parish Council ownership. Progressing through Land Registry (eta 12 weeks – not yet processed eta a further 3 weeks). Parcel 2 to complete at same time as NKH sale.
- 13) PPP Advertising moving to pre-payment: Meeting arranged for 24/2/2020.

- 14) Second mVAS: End of Grant Evaluation Form compiled and submitted along with associated evidence of expenditure and invoice. BCC paid by bacs on 18/2/2020. Project completed.
- 15) GPC: Will need to make eligibility declarations in May. Clerk qualified. At least two thirds of members must be elected not co-opted or appointed.
- 16) Recruitment of Assistant Youth Worker: Discussed at Staffing Committee. Adverts to go out with next PPP, applications by 15 May. Commence post in June.
- 17) Pavilion Floodlighting: Discussion document sent to P&IUF. Initial meeting 19/2/2020.
- 18) Pavilion Pitch Surround and Advertising: Discussion document sent to P&IUF. Initial meeting 19/2/2020.
- 19) Environmental audit: Not yet actioned.

344/19 CORRESPONDENCE

The list of correspondence received during the month was noted.

Committee Matters:

345/19 PLANNING COMMITTEE – CLLR CRUTCHFIELD, CHAIR OF COMMITTEE

- 1) It was noted that no meeting had been held during the month so no report due.
- 2) **Rear of The Bell (now The Haldi), 80 Marsworth Road**, erection of 2 x new semi-detached dwellings to the rear of the site with associated parking and amenity space to the rear of the site. Alterations to the access to the existing first floor flat to the existing property. AVDC consulting on amended plans. It was **RESOLVED** to accept comments from residents in the public gallery & two members of the public presented their objections. It was also noted that residents had submitted objections to the AVDC planning portal. Following consideration of the application, it was **RESOLVED** to advise AVDC that the parish council continued to strongly oppose this application on numerous grounds including overdevelopment of site, not in keeping with street scene, lack of remaining parking for restaurant, loss of privacy etc. It was also **RESOLVED** to highlight to AVDC that no permissions had been sought or granted for access onto/use of the private road Orchard Way and that construction of the proposed dwellings would completely block access for Orchard Way residents (whilst appreciating that AVDC may consider these civil rather than planning matters). 2 members of the public then departed the meeting.
- 3) **7 Queen Street, 20/00566/APP**, two storey and single storey rear extension: One written objection had been received as a result of the neighbour notification program. It was **RESOLVED** to accept comments from the public gallery & the applicant made representation. It was noted that other properties on Queen Street had installed two storey extensions. It was also noted that this application site was adjacent to a single storey bungalow & the extension would be very close to the boundary. It was **RESOLVED** to neither oppose nor support and to defer to AVDC for their consideration re impact on the neighbouring property, scale of development, windows overlooking/loss of privacy & proximity to boundary.
- 4) It was **RESOLVED** to note the following decisions:
3 Railway Cottages, Cheddington Road, 19/04461/APP, erection of conservatory: AVDC approved (PPC tendered no objections)
- 5) **7 Church Road, 18/00662/APP**, erection of an outbuilding to frontage: Following complaints from residents and consideration of the planning granted at appeal vs the physical construction of the building, it was **RESOLVED** to refer this site to AVDC Planning Enforcement for investigation.
- 6) It was noted that no other planning applications were currently outstanding with AVDC. 4 members of the public then departed the meeting.

346/19 SPORTS AND LEISURE COMMITTEE – CLLR SAINTEY, CHAIR OF COMMITTEE

- 1) It was **RESOLVED** to note receipt of the draft minutes from the Sports & Leisure Committee meeting on 13/2/2020.
- 2) It was **RESOLVED** to grant permission for the additional £1k required for pitch renovation costs this summer.
- 3) Pavilion Improvements, Phase II:
- 4) The tender process continues. The timetable was noted.
- 5) It was **RESOLVED** to undertake a review of the content of the existing pavilion and container immediately prior to the site works commencing. It was **RESOLVED** to schedule for a weekend so that as many councillors could assist as possible. Full documentation to be kept of items requiring write-off, to be subsequently approved by full council.
- 6) Following consideration of the quotations, it was **RESOLVED** to hire a 12-yard skip from Camiers, cost approx. £366 inclusive of VAT. It was further **RESOLVED** to employ J Leonard Ltd to provide labour to assist with the clearance, to be charged at

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an hourly rate.

- 7) Kicking Goal and Youth Shelter:
- a. It was **RESOLVED** to retain the kicking goal for the present in case a suitable site could be identified in due course to relocate it to.
 - b. It was **RESOLVED** to write-off and dispose of the youth shelter as it was in a poor state of repair following numerous acts of vandalism. Original purchase price had been £7,995 in 2007 from Monster. It was **RESOLVED** to dispose via scrap metal merchants to see if any value could be recouped.
- 8) Potential lease of land to 1st Iyvinghoe & Pitstone Scouts
It was **RESOLVED** to undertake further informal talks with the Scouts and to instruct Horwood & James to draw up an initial Heads of Terms/draft lease that would outline the terms of any subsequent lease. It was **RESOLVED** to meet the associated legal costs.
- 9) Storm Damage
It was **RESOLVED** to accept the costs associated with the removal of the fallen tree on the recreation ground and replacing 7+ roof tiles displaced at the pavilion following the storm.
- 10) Leisure Development on the Recreation Ground:
- a. **Play Space:**
 1. H&S documents being updated in conjunction with CDMPC.
 2. Huck postponed commencement date to 30/3/2020 as running behind with existing projects due to 2 x recent storms. The parish council resolving the knock-on implications and: arranging for an amendment to legal MUGA Agreement with Nicholas King Homes to allow for the later departure from Huck's site compound, building revised timescales into skate park procurement schedule, notified AVDC, reviewing cash flow projections and implications etc.
 3. Site visit undertaken 20/2/2020. The following updates were noted and approved: the basket swing now needs a steel cross bar & extra support legs, picnic benches to be concreted in, all existing play equipment will be removed, gates will join to path, skate park area will be seeded, PPC to book post-installation inspection.
 - b. **Skate Park:**
 1. The first draft of the pre-tender notice was noted and considered. Works continues to populate the fields and a final draft will be issued for approval in due course.
 2. Timescale: The potential timings were noted.
 3. **QS:** It was **RESOLVED** to engage Beacon Surveying Services to provide Quantity Surveying advice both during the tender process (£2,850) and during the installation (£3,735). Total cost £6,565 + VAT. Project is being partially funded by S106.

347/19 **STAFFING COMMITTEE – CLLR NICHOLLS**

It was **RESOLVED** to note receipt of the draft minutes from the Staffing Committee meeting on 18/2/2020 and counter-approve the resolutions contained therein.

Charity Matters:

348/19 **PITSTONE PARISH CHARITY**

It was **RESOLVED** to note receipt of the draft minutes of the meeting held on 30/1/2020. No matters had been referred to the Parish Council, as Local Authority.

349/19 **PITSTONE RECREATION GROUND CHARITY**

No meeting had taken place during the month. No report due.

Working Group Matters:

350/19 **YOUTH CAFÉ**

The updates on the grant expenditure and potential volunteers were noted. It was noted that one long standing volunteer had stepped down. The terms of employment associated with the Assistant Youth Worker were noted from the Staffing Committee minutes – advertising to launch to coincide with next edition of PPP.

351/19 **HIGHWAYS AND PATHS**

- 1) Tring Station - Cycle-path, public transport, lift share:
 - a. It was noted that the next meeting with HCC regarding the cycle path has been arranged for 12/3/2020.
 - b. No further update from WMT/Dacorum Community Transport re any potential scheme for Tring station that may be able to encompass Pitstone.
 - c. It was noted that Tring Town Council has applied for grant funding towards a potential community transport scheme.
- 2) Non-Official Slow Down signs: It was noted that the presentation event had been arranged for noon on Saturday 7 March 2020 and **RESOLVED** to meet the associated costs. It was **RESOLVED** to meet the cost of erection of the signs via J Leonard. It was noted that the final cost of production of signs was £374.88 and **RESOLVED** to meet this cost.
- 3) BCC Freight Strategy Engagement: Cllr Saintey provided feedback from the Freight Strategy presentation in Ivinghoe on 4/2/2020. It was **RESOLVED** to respond in favour of the proposed 7.5 tonne freight zone.

352/19 **PITSTONE DEVELOPMENT AREA**

- 1) Nicholas King Homes to confirm the timescales for the construction of the MUGA, and the construction of the replacement car park & lighting, in due course.
- 2) Street naming:

It was **RESOLVED** to suggest the following options for the two roads within the PDA development: Poultons Meadow (the name the field was known as), Icknield Gardens (part of the site was previously allotment gardens & it is located on the Lower Icknield Way) or Memorial Way (the development is located next to the Memorial Hall). It was **RESOLVED** that the parish council was not in favour of 'Ravensmoor' proposed by Nicholas King Homes as this has no local significance.

353/19 **COMMUNITY AND PUBLIC TRANSPORT**


- 1) Community Bus Transport Survey: IPC deadline 6/3/2020. Data to be updated in due course. List of interim alternatives still to be compiled for publication in PPP. Clerk to investigate potential link with local company.
- 2) Community Car Scheme:
 - a. The suite of policies was reviewed, and it was **RESOLVED** to approve the following documents, with the Chairman granted authority to sign on behalf of the council:
 1. Risk Assessment
 2. Process flow chart
 3. Driver Guidelines
 4. Passenger Information
 5. Car details registration form
 6. Policy confirmation and declarations
 7. Volunteer driver role description
 8. Complaints policy
 9. Training and DBS
 10. Call Handling Checklist
 11. Volunteer registration form
 12. Use of mobile phones when driving policy
 13. Safeguarding
 14. Equal opportunities
 15. Data protection
 16. Confidentiality
 17. Lone worker and personal safety
 18. Health and safety
 19. Welcome sheet
 - b. It was noted that Community Impact Bucks were providing a free safeguarding training session at Pitstone Memorial Hall on 4/3/2020, tailored specifically to the car scheme. Members are welcome to attend.

Other Matters

354/19 **DEVOLVED SERVICES**

- 1) Agreement

Agreement of Variation in Respect of Local Council Devolution Scheme Agreement for the period 2020-2022 was signed and sent back to BCC for countersignature. Awaiting completed contract to be returned. BCC eta early March.
- 2) Event banners

It was **RESOLVED** to issue a permit for banner advertising at the Recreation Ground and outside the Pavilion for the Beacon Community Choir concert on 10/4/2020. 

3) **Contractors**

Following consideration of the quotations received it was **RESOLVED** to appoint the following contractors, for the 2-year period to match the Bucks County Council contract extension:

- a. Right of Way (Devolved Service) – Ross Lawry Agricultural Services (£250 per annum)
- b. Hedge cutting (Devolved Service) – as and when required, Ross Lawry Agricultural Services.
- c. Hedge cutting (parish council) – Ross Lawry Agricultural Services (£530 per annum)
- d. Grass cutting (parish council) – Ross Lawry Agricultural Services (£475 per cut)
- e. Marsworth Road 40mph verge – Ross Lawry Agricultural Services (£110 per cut)

Proof of insurance provided. Deed of Indemnity will now be issued for signature.

355/19 **POLICY REVIEW**

It was **RESOLVED** to approve the reviewed Policy on the Reporting of Council Meetings Policy (no amendments from previous year). It was **RESOLVED** to grant authority for the Chairman to sign on behalf of the parish council.

356/19 **ALLOTMENTS:**

- 1) It was **RESOLVED** to note receipt of PAA risk assessment inspection report 3/2/2020 and specific risk assessment. No issues were arising.
- 2) PAA Licence – It was **RESOLVED** to enter the revised Licence to Pitstone Allotment Association for the coming year. It was further **RESOLVED** to grant permission for 2 members to sign on behalf of the council.

357/19 **BELLWAY PLAY SPACE:**

- 1) It was **RESOLVED** that the parish council wished to wait until the end of the 24-month maintenance period to adopt the play space, to ensure that any problems with drainage or installation have had enough time to come to light and rectified.
- 2) It was **RESOLVED** that the parish council may be willing to arrange weekly inspections of the play space and cross charge this to Bellway, as Bellway have no staff on site to carry out inspections. Clerk to make initial enquiries with Asset Inspection staff and then respond to Bellway accordingly.

358/19 **ANNUAL ASSEMBLY:**

- 1) It was **RESOLVED** to approve the draft agenda and the Chairman was granted authority to sign on behalf of the council. It was noted that TVP would not be attending Annual Assemblies and advised that the public should communicate with them via Community Forums.
- 2) It was **RESOLVED** to accept the costs associated with distribution to 346 properties in Castlemead by a member of staff.

359/19 **GREAT BRITISH SPRING CLEAN (20/3-13/4/2020):**

It was **RESOLVED** to publicise the Great British Spring Clean via the website, Facebook page and Twitter feed along with the support available from AVDC and recommendations as to which areas residents may wish to consider & those best avoided.

360/19 **EVENTS:**

- 1) It was noted that Pitstone & Ivinghoe Entertainments had decided not to hold an outside event on 12-15/6/2020.
- 2) Following consideration of the application re Roman James Memorial Fun Day on 30/8/2020, it was **RESOLVED** to grant permission for the use of the Recreation Ground & football pitch. Given the nature of the event, it was **RESOLVED** to waive the associated fee.

361/19 **ITEMS RAISED BY MEMBERS OF THE PUBLIC:**

It was noted that a resident had requested tree maintenance and clearing action be taken on the section of brook alongside Brookmead School. The school has the legal duty to maintain this section of the stream. The parish council has contacted the school who advise that they are in the process of obtaining quotations to see what might be feasible and they will respond to the parish council in due course if any assistance is needed eg with publicising community activity.

Financial Matters:

362/19 **INTERNAL AUDIT:**

It was **RESOLVED** to enter into a 3-year agreement with IAC to carry out the Internal Audit for 2019/20, 2020/21 and 2021/22 @ £385pa minus 5% discount.

363/19 **GRANTS/DONATIONS**

1) PAA

The request received from Pitstone Allotment Association for funding to complete the allotment track project was discussed. As the site is owned by the parish council, it was **RESOLVED** to reallocate £740 from the grant cost centre to the allotment cost centre and fund the necessary works direct, as the council can reclaim VAT for orders placed relating to its own allotment site. It was therefore **RESOLVED** to order 20 tonnes of type 1 stone (Clark Contracting) at a cost of £450 + VAT and to commission 1 further day of digger/driver hire (J Hawkins) at a cost of £290 to complete the project.

2) Citizens Advice

It was **RESOLVED** not to donate to Citizens Advice.

364/19 **FINANCIAL POSITION AND PAYMENTS**

The council noted the income, expenditure, debtors and creditors' information, bank reconciliation and budget monitor along with the pavilion summary and pavilion project summary. It was **RESOLVED** to make the payments and transfers outlined in the monthly financial summary. Two councillors authorised the transactions for BACS transfer and initialled the corresponding paperwork. The chairman was duly authorised to sign the monthly summaries.

365/19 **INTERNAL CONTROLS**

The regular internal controls had been conducted with no amendments requested or issues arising.

Reports and Reminders:

366/19 **OTHER REPORTS**

- 1) It was **RESOLVED** to note receipt of the mVAS report for Vicarage Road.
- 2) It was noted that the letter box by the junction of Glebe Close would shortly be operational again (following repairs to the door). Royal Mail confirm that there are no plans to remove any letter box facilities from Pitstone.
- 3) The other reports were noted.

367/19 **THE FOLLOWING REMINDERS WERE NOTED**

- Parish Council meetings: 26/3/20, 30/4/20, 21/5/20 (must be 4-18 days after election), 25/6/20, 30/7/20, 20/8/20 (if required), 24/9/20, 22/10/20, 26/11/20 then 7/1/21. Draft dates for 2021: 25/2/21.
- Sports and Leisure Committee meetings: 13/2/20, 12/3/20, 2/4/20 (one week early to avoid school holiday), 14/5/20, 11/6/20, 9/7/20, 13/8/20, 10/9/20, 8/10/20, 12/11/20 and 10/12/20. Draft dates for 2021: 11/2/21.
- Staffing Committee meeting: 23/4/20 at 8pm.
- Annual parish assembly: 25/3/20.
- PPP Publication dates: January, April (deadline for submissions 2/4/20), July and October
- Unitary "Buckinghamshire Council" established 1/4/2020 with elections (Unitary and Parish) 7/5/2020. Polling 7am to 10pm.
- Period for nominations for election – 31/3/2020 to 4pm on 8/4/2020. Invoice issued to parish council June 2020.
- Play around the Parishes booked for 10-12 on Fri 31/7/19 and 2-4 on 11/8/19
- Party in the Park 11/7/20
- BALC Exec/Parish Liaison Meeting : 29/4/20, 29/7/20, 21/10/20, AGM 20/11/20 – Cllr Saintey attending.
- Car scheme safeguarding training 4/3/2020 3-5pm at Pitstone Memorial Hall

368/19 **DATE OF NEXT MEETING:** The next meeting of the Parish Council will be 26/3/20. It was noted that the following would appear on March agendas:

- Consider/pay any Chairman's expenses not yet claimed (PPC)
- Review pavilion hire fees for forthcoming season (s&l)
- Consider quotations for playground inspections (s&l)
- Consider/approve any renovation of recreation ground (s&l)
- Approve clerks annual grade increment, effective 1/4/2020 (PPC)
- Seek advice on any orchids that need protection (s&l)
- Consider/approve renovations for recreation ground & pavilion sites (s&l)
- Consider/approve PPP submissions (PPC)

No further agenda items were requested.

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369/19 **CLOSURE OF MEETING:** There being no further business to be transacted, the Chairman closed the meeting at 9.25pm.

Signed:

Don Nix

Chairman

Date:

28/3/2020