

Rudgwick Parish Council

Minutes of the Annual Meeting of the Parish Council held on Monday 13th May 2019 at Rudgwick Hall, Bucks Green, RH12 3JJ at 7 pm.

Present: Councillors D Buckley, R Brown, A Haynes, S Kornicky, R Landeryou, I Maclachlan and P Thompson.

Also in attendance: Parish Clerk Jonna Foote and 22 members of the public.

FC001-19/20 **Election of Chairman**

It was **resolved** that Councillor David Buckley be elected Chairman of the Parish Council for the 2019/20 municipal year. Proposed by Cllr Maclachlan seconded by Cllr Kornicky and unanimously approved. The Chairman signed the Declaration of Acceptance of Office before the Proper Officer.

FC002-19/20 **Election of Vice-Chairman**

It was **resolved** that Councillor Paul Thompson be elected Vice Chairman for the forthcoming municipal year 2019/20. Proposed by Cllr Maclachlan seconded by Cllr Landeryou and unanimously approved.

FC003-19/20 **Apologies for Absence**

Apologies for Absence were received from West Sussex County Councillor Christian Mitchell.

FC004-19/20 **Declaration of Acceptance of Office**

It was **resolved** to receive Acceptance of Office documentation according to Standing Order 5.j.i for new councillors.

FC005-19/20 **Co-option of Councillors**

Two nominations had been received in accordance with the Council's c-option policy with information on the applicants having been previously circulated. It was **resolved** that Mark Ellis and Rob Wild be **co-opted** onto the Council until the next election May 2023. Proposed by Cllr Buckley seconded by Cllr Landeryou and unanimously approved. The Declarations of Acceptance of Office were signed in accordance with statute in the presence of the Parish Clerk.

FC006-19/20 **Register of Member's Interest**

Signed Register of Member's Interest from Councillors were received and any outstanding forms are to be received within 28 days from this meeting in accordance with Section 30(1) of the Localism Act 2011. It was **resolved** that the information be **noted**.

FC007-19/20 **Declarations of Interest**

No declarations of interest by councillors on any matters to be considered at the meeting and notifications of changes to members Registers of Interest were received.

FC008-19/20 **Minutes of Council Meeting of 8th April 2019**

It was **resolved** the Minutes of the Council Meeting held 8th April to be amended (FC/261/18 – DC/19/0550) and approved as a correct record and signed by the Chairman at the end of the meeting.

FC009-19/20 **Public participation.**

A Member of the Book Exchange thanked the Council for the use of Jubilee Hall for the weekly Book Exchange event. The meetings were an important factor in the social life of many villagers. The placement of the new banner which the Council would hopefully approve would advertise the event appropriate for the 21st century.

Three residents of The Haven commented on Planning Application DC/19/0897. On the previous application for four gypsy sites a schedule of 16 conditions was attached, Horsham District Council does not police this and some of these conditions were not adhered to: a building not intended for permanent living is occupied; insufficient drainage in place resulting in water running away on a nearby foot path causing Naldretts Lane properties to be flooded causing numerous problems, including black ice during periods of frost. Protection of trees has not taken place; trees have been felled and burned and the required landscaping of the site has not taken place. The previous application was approved on an urgent need basis but to date only one of the sites is occupied which contradicts this need. A similar situation is observed at Tisman's Common. The current application does include plans for drainage/sewage system. The land is outside the Built-Up Area Boundary (BUAB) and there is a concern that the application is sought to enable future housing development. West Sussex Highways desk top assessment resulted in no objection to the proposed development. However, already an increased flow of traffic (lorries, cars) at high speed has been noted and there are no passing places on the lane, causing danger to other road users.

The current development is causing issue: there is no screening in place between the development and adjoining properties, fencing was never completed as required. Stray dogs are causing issues to cattle and horse-riding activities for children. Materials being delivered to the site, sometimes until 23.00 hrs. Residents would like the hard-core material to be tested to ensure compliance and lack of contamination.

At the agreement of the Chairman FC032-19/20 Planning was brought forward

FC032-19/20 **Planning**

Horsham District Council (HDC) Councillor/ Rudgwick Parish Councillor R Landeryou did not take part in the discussion and abstained when voting on DC/19/0897 took place as this application may be discussed and therefore voted on, at an HDC Planning meeting. The information to be **noted**.

The following was reported.

- i) Current Planning Applications were **resolved** unanimously and noted for comment to Horsham District Council.

Applications for Rudgwick Parish Council Meeting 13th May 2019

Application No	Applicant	Reason for Application	Recommendation	Official Response Date
DC/19/0887 25.04.2019	Chequered Oak Bungalow, Rowhook Road, Rowhook	Erection of a single storey side/rear extension with habitable living space in loft and the erection of a porch extension	No objection	16/05/2019
DC/19/0871 26.04.2019	44 Pondfield Road, Rudgwick	Installation of a second floor rear balcony, erection of a covered porch, installation of a roof window and changes to rear/front fenestration	No objection	17.05.2019
DC/19/0876 26.04.2019	Holy Trinity Church, Church Street, Rudgwick	Surgery to 1 x group of Portuguese Laurel (Works to Trees in a Conservation Area)	No objection	17/05/2019
DC/19/0897 26.04.2019	Sussex Topiary, Naldretts Lane, Rudgwick	Full application for a proposed eight pitch settled gypsy accommodation site; in addition to permission for use of land for the stationing of caravans for residential purposes for four gypsy pitches, along with the formation of hardstanding and four utility/ day rooms ancillary to that use granted under appeal ref: APP/Z3825/A/14/2220591	Objection – please see below	17/05/219
DC/19/0884 01.05.2019	Eames House, Church Street, Rudgwick	Fell 2 x Trees (Works to Trees in a Conservation Area)	No objection	22/05/2019

The above applications, except for DC/19/087 where Cllr Landeryou abstained, were unanimously resolved.

DC/19/0897 Sussex Topiary, Naldretts Lane, Rudgwick

Cllr Buckley stated that looking at the previous planning applications, planning conditions had not been met. In the Appeal report the Inspector's Report refers to the small-scale development of four pitches, it would have no effect on the local environment (paragraph 11). This is clearly not the case even with only one pitch being occupied. Paragraph 22 mentions significant weight given to the personal needs for accommodation – currently no one is registered on the Electoral Role on this address and the original owner has moved away. Paragraph 32 states that a further proposal for pitches to be considered on its own merits having regard to the cumulative effect of the development. An increase from four to 12 pitches would, based on experiences of the current development, have a cumulative effect on the environment. Paragraph 38 refers to the shortage of gypsy sites and the need for such a site. It then mentions the significant weight of the personal needs of the households, contradicted by the statement "this should not be taken into account in the overall balance".

The Council objects against application DC/19/087 due to:

- The negative effect on the environment the increase in sites from four to 12 will have, evidenced by the current impact on the neighbouring properties/ environment with only one site being occupied.
- Non-compliance with existing planning conditions (DC/13/2170).
- It is not within the BUAB and therefore development in the countryside which should be avoided.
- Overdevelopment of the site.

- ii) Comments made on Delegated Planning Applications under delegated powers as recorded in Clerk's Report were **noted**.

DC/19/0106 Co-op Supermarket, Church Street, Rudgwick – retrospective application relating to plant at rear of shop
Cllr Thompson reported that HDC Environmental Department has taken noise level measurements at a property backing onto the Co-op Supermarket and that measured noise levels exceeded appropriate levels. The Co-op Supermarket has been served with three notices. It was agreed to monitor the situation. The information was **noted**.

- iii) Planning Decisions made by Horsham District Council in respect of previous applications as recorded in Clerk's Report were **noted**.

iv)	Appeal notices and decisions as recorded in Clerk's Report were noted .
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FC010-19/20 **District and County Councillors Reports** (*for information only*)
The Chairman formally congratulated HDC Councillor Richard Landeryou on winning his seat on the Council. HDC Cllr Landeryou had nothing to report, the District Council is in the process of forming the various committees.

FC011-19/20 **Review of Delegation Arrangements**
It was **resolved** in accordance with Standing Order 5.j.v for delegation arrangements for Committees and Parish Staff without amendments **to be approved**.
Proposed by Cllr Ellis seconded by Cllr Brown and unanimously agreed.

FC012-19/20 **Committee and Working Groups Terms of Reference**
It was **resolved** in accordance with Standing Order 5.j.vi for the amended terms of reference for the Complaints; Finance, Policies and Human Resources; Halls, Recreation and Open Spaces, Planning Committees and Emergency Planning and Community Safety, S106 and Traffic Calming with the additional amendments **to be approved**:

- Emergency Planning and Community Safety and Traffic Calming Working Groups to link in with the renamed Halls, Recreation and Open Spaces Committee
- S106 Working Group to link in with the Finance, Policies and Human Resources Committee. A Youth Centre Working Group was deemed unnecessary.

The Clerk referred to SSALC advice based on Council Standing Orders regarding the functioning of working groups. Working groups report to a

committee, working group meetings can be held in private. A committee to follow standard reporting procedures. The information was **noted**, Proposed by Cllr Ellis seconded by Cllr Haynes and unanimously approved.

FC013-19/20

Committees and Working Groups Appointment of Members

It was **resolved** in accordance with Standing Orders 5.j.vii and 4.d for the following members **to be appointed** to the Complaints; Finance, Policies and Human Resources; Halls, Recreation and Open Spaces, Planning Committees and Emergency Planning and Community Safety, S106 and Traffic Calming Working Groups for the 2019/20 municipal year.

Planning Committee: Cllrs Brown, Ellis, Haynes, Kornycky, Landeryou, Maclachlan, Wild, Chairman Buckley and Vice Chairman Thompson. It was agreed for Chairman Buckley to be Committee Chairman and Cllr Kornycky Committee Vice Chairman.

Finance, Policies and Human Resources Committee: Cllrs Kornycky, Landeryou, Wild, Chairman Buckley and Vice Chairman Thompson with one vacancy.

It was agreed for Cllr Wild to be Committee Chairman and Cllr Thompson Committee Vice Chairman.

Halls, Recreation and Open Spaces: Cllrs Brown, Ellis, Haynes, Landeryou, Chairman Buckley and Vice Chairman Thompson.

It was agreed for Cllr Brown to be Committee Chairman.

Complaints Committee: Cllr Maclachlan, Chairman Buckley and Vice Chairman Thompson with one vacancy.

It was agreed for Cllr Buckley to be Committee Chairman.

Working Groups:

Emergency Planning and Community Safety: Cllrs Brown (Chair), Buckley and Thompson and to invite Mr P Tanner to join the group. Cllr Thompson indicated that he would be unable to continue as the emergency coordinator but was happy to be a member of the working group.

Traffic Calming: Cllrs Haynes, Kornycky, Landeryou and Maclachlan and current members of the public on the committee. Mr Bookham has indicated that he would be willing to continue as Chairman of the working group.

Section 106: Cllrs Kornycky, Landeryou, Maclachlan and Thompson (Chair).

Cllr Maclachlan (Chair), Councillor Landeryou and Cllr Thompson are on the Neighbourhood Plan Steering Committee.

FC014-19/20

Appointment of Chairmen and Vice Chairmen of Committees

It was **resolved** in accordance with Terms of Reference for Committees and Working Groups to approve Chairmen and Vice Chairmen **to be appointed** for Complaints; Finance, Policies and Human Resources; Halls, Recreation and Open Spaces, Planning Committees. See FC013-19/20.

- FC015-19/20 **Standing Orders**
It was **resolved** in accordance with Standing Order 5.j.ix for Standing Orders previously circulated **to be approved** with amendments as recommended by NALC (July 2018); to be reviewed in May 2020.
Proposed by Cllr Wild seconded by Cllr Landeryou and unanimously approved.
- FC016-19/20 **Financial Regulations**
It was **resolved** in accordance with Standing Order 5.j.ix for Financial Regulations without amendment as previously circulated, **to be approved**; to be reviewed when appropriate.
Proposed by Cllr Ellis seconded by Cllr Maclachlan and unanimously approved.
The Clerk advised that NALC is updating Financial Regulations, to be published later this year. Information **noted**.
- FC017-19/20 **Representatives on Outside Organisations**
It was **resolved** that in accordance with Standing Order 5.j.xi the arrangements for reporting back an item at Council meetings; and the following council representatives on outside organisations for the municipal year 2019/20 **to be approved**:
- Horsham Association of Local Councils – Cllrs Haynes and Thompson
 - Rudgwick Youth Centre – Cllrs Kornycky and Wild
 - Rudgwick Brickwork Liaison Group – Cllr Maclachlan
 - Communities Against Gatwick Noise Emission – Cllr Landeryou
 - Berkeley Homes Liaison Group – Cllrs Kornycky and Thompson
- FC018-19/20 **Asset Register**
It was **resolved** in accordance with Standing Order 5.j.ix for the review of land and assets **to be approved**. The Clerk advised on the addition of KGV building and replacement of Churchmans Meadow Playground. Information **noted**.
Proposed by Cllr Wild seconded by Cllr Ellis and unanimously approved.
- FC019-19/20 **Insurance**
It was **resolved** in accordance with Standing Order 5.j.xv for the review of the arrangements for insurance cover on a three-year agreement with Came & Co until 1 October 2021 **to be approved** and to add Rudgwick Youth Centre to the Council insurance. Clerk to make arrangements.
Proposed by Cllr Landeryou seconded by Cllr Wild and unanimously approved.
- FC020-19/20 **Subscriptions**
It was **resolved** in accordance with Standing Order 5.j.xv Council for the subscriptions **to be approved**:
- SSALC/NALC/HALC
 - Society of Local Council Clerks
 - AiRS
 - Fields in Trust
 - Information Commissioner’s Office for Data Protection

- LCR magazine
- Office 365/antivirus protection
- CPRE

The advice provided by SSALC on CPRE membership was discussed and **noted**.

Proposed by Cllr Brown seconded by Cllr Thompson and unanimously approved.

FC021-19/20 **Complaints Procedure**

It was **resolved** in accordance with Standing Order 5.j.xvi for the Complaints Procedure as previously circulated, **to be approved** without amendments; to be reviewed in May 2020.

Proposed by Cllr Thompson seconded by Cllr Landeryou and unanimously approved.

FC022-19/20 **Freedom of Information/Data Protection**

It was **resolved** in accordance with Standing Order 5.j.xvii for the previously circulated amended Council's procedures for handling request made under the Freedom of Information Act 2000 and the General Data Protection Regulations **to be approved**; to be reviewed in May 2020.

Proposed by Cllr Thompson seconded by Cllr Haynes and unanimously approved.

FC023-19/20 **Press/ Media Policy**

It was **resolved** in accordance with Standing Order 5.j.xviii for the previously circulated Press/Media Policy **to be adopted**; to be reviewed in May 2020.

Proposed by Cllr Wild seconded by Cllr Maclachlan and unanimously approved.

FC024-19/20 **Review arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses**

It was **noted** in accordance with Standing Order 5.j.x that there are currently no arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.

FC025-19/20 **General Power of Competence**

It was **noted** that number of elected councillors do not meet eligibility criteria to pursue General Power of Competence in accordance with 5.j.xii.

FC026-19/20 **Employment Policies and Procedures**

- Grievance Policy
- Equal Opportunity Policy
- Health and Safety Policy
- Pension Discretion Policy (Local Government Pension Scheme)

It was **resolved** in accordance with Standing order 5.j.xix for Employment Policies and Procedures as previously circulated, **to be approved** without amendments; to be reviewed in May 2020.

Proposed by Cllr Ellis seconded by Cllr Kornicky and unanimously approved.

FC028-19/20 **Diary of Meetings 2019/20**

It was **resolved** that in accordance with Standing Order 5.j.x.v.iii for the meetings timetable for the municipal year 2019/2020 **to be agreed** and placed on the Council's website.

Meetings take place on the second Monday of the month, at Rudgwick Hall, Bucks Green RH12 3JJ starting at 7.00 pm

June 10	Dec 9
July 8	Jan 13
August – no meeting	Feb 10
Sept 9	March 9 Annual Parish Meeting
Oct 14	April 13
Nov 11	May 11

FC029-19/20 **Bank Signatories**

It was **resolved** for Cllrs Buckley, Landeryou and Maclachlan to remain bank signatories for Lloyds Bank Accounts; Cllrs Landeryou and Cllr Wild for NS&I accounts and the appointment of Cllr Wild to carry out the quarterly financial checks **to be approved**.

Proposed by Cllr Ellis seconded by Cllr Brown and unanimously approved.

FC030-19/20 **King George's Field Charity Arrangements**

It was **resolved** that arrangements for the registered charity 1082090 continue subject to the agreements of the Trustees **to be approved**.

Proposed by Cllr Wild seconded by Cllr Landeryou and unanimously approved.

FC031-19/20 **King George's Field Charity Bank Account**

It was **resolved** for the Clerk to open a charity account for King George's Field with Lloyds plc, with the agreed signatories (FC029-19/20) **to be approved**.

Proposed by Cllr Wild seconded by Cllr Landeryou and unanimously approved.

The Clerk advised on the criteria for opening the account, including a signed statement from a solicitor regarding the status of the trust. The information was **noted**.

FC033-19/20 **Banners to be placed at Jubilee Hall advertising Book Exchange.**

It was **resolved** that permission for a banner, information circulated, placed in Jubilee Hall parking area, during the opening times of the Book Exchange is to be granted. The position of the banner should be such that it is not an obstruction for car park/road users; Clerk to inform Book Exchange.

FC034-19/20 **Banner to be placed on the A281 by Little Street advertising the play activity and Apple Tree café.**

It was **resolved** that permission for a feather banner, information circulated, to be placed outside Rudgwick Hall/near A281 is **to be approved**. Conditional on relevant West Sussex/Horsham District Council permission having been obtained; the banner (when located) must not obstruct the view for road/car park users. Clerk to inform Little Street.

FC035-19/20 **Rudgwick Cricket Club annual field use/changing room hire charges for**

2019.

It was **resolved** to agree on £484.50 for 2019 field hire. In addition, a £10.00 charge per match for the use of the changing rooms, to be invoiced at the end of the season. Field hire to be invoiced at the start of the season. 2019 field use will be considered when deciding on field hire fees for 2020. Clerk to inform Rudgwick Cricket Club.

Proposed by Cllr Wild seconded by Cllr Landeryou and unanimously approved.

FC036-19/20 Rudgwick Lawn Tennis Club (RLTC) Pavilion Proposal

It was **resolved** to agree that in principle the Council supports the proposal and for RLTC making a planning application. Clerk to inform RLTC.

Proposed by Cllr Kornycky seconded by Cllr Thompson and unanimously approved.

FC037-19/20 Bank transfer of £50,000

The transfer of £50,000 from Lloyds Business Account to the National Savings and Investment Account ensuring that banking compensation limits were not exceeded was **noted**.

**FC038-19/20 Finances
Payments made**

Rudgwick Parish Council					
Lloyds Business Account April 2019 statement					
Transaction Date	Transaction Type	Transaction Description	Debit Amount	Credit Amount	Balance
01/04/2019	FPI	RH hall hire 006/19/20		£92.50	£41,252.35
01/04/2019	DD	HORSHAM DC Litter/dog bin collection	£141.40		£41,159.85
02/04/2019	FPI	RH hall hire 006/19/20		£216.59	£41,734.71
02/04/2019	FPI	RH hall hire 006/19/20		£173.27	£41,518.12
02/04/2019	FPI	RH hall hire 023/19/20		£92.50	£41,344.85
05/04/2019	FPI	RH hall hire 007/19/20		£92.50	£41,827.21
09/04/2019	DD	RH electricity	£545.68		£41,281.53
10/04/2019	FPO	MASKEL HEATING INV56306 oil tank service	£90.00		£39,924.51
10/04/2019	FPO	IT NETCOM SOLUTION INV 14249 printer cart/support	£116.28		£40,014.51
10/04/2019	FPO	ABBAY BOILERS INV 51130 boiler RH boiler service	£82.46		£40,130.79
10/04/2019	FPO	JAM FOOTE-KORTLAND training expenses	£11.60		£40,213.25
10/04/2019	FPO	FIELDS IN TRUST INV 7905 Annual membership	£65.00		£40,224.85
10/04/2019	FPO	AIRS INV 3031 405240 Annual membership	£50.00		£40,289.85
10/04/2019	FPO	SSALC LIMITED 12885 601309 Technical Day	£108.00		£40,339.85
10/04/2019	FPO	WSALC LTD INV 935 annual membership	£833.68		£40,447.85
12/04/2019	FPI	RH Hall hire 010/19/20		£78.75	£40,103.76
12/04/2019	FPI	JH Hall hire 021/19/20		£100.50	£40,025.01
15/04/2019	FPI	RH Hall hire 028/19/20		£92.50	£40,351.26

15/04/2019	FPI	RH Hall hire 030/19/20		£155.00	£40,258.76
16/04/2019	FPI	RH Hall hire 014/19/20		£92.50	£40,563.26
16/04/2019	FPI	JH Hall hire 025/19/20		£22.00	£40,470.76
16/04/2019	FPI	RH hall hire 031-19-20		£97.50	£40,448.76
17/04/2019	BGC	RH hall hire 013/19/20		£50.40	£40,613.66
18/04/2019	FPI	KGV Field hire RFC Sr		£480.00	£41,093.66
23/04/2019	FPI	RH hall hire 011/19/20		£35.00	£41,169.16
23/04/2019	FPI	RH hall hire 012/19/20		£40.50	£41,134.16
24/04/2019	FPO	HMRC - Tax and NI April	£582.07		£39,545.37
24/04/2019	FPO	HALC SUBS19/20 089299	£15.00		£40,127.44
24/04/2019	FPO	PAUL L MATTEN RPC INV 11/383 Skateboard repair	£120.00		£40,142.44
24/04/2019	FPO	KSS AIR AMBU TRUST S137 donation	£150.00		£40,262.44
24/04/2019	FPO	AGE UK HORSHAM S137 donation	£250.00		£40,412.44
24/04/2019	FPO	MEDIATION SERVICE S137 donation	£100.00		£40,662.44
24/04/2019	FPO	ST CATHERINES HOSP S137 donation	£100.00		£40,762.44
24/04/2019	FPO	H TRINITY CHURCH S137 donation G GAMESHUB 309441	£200.00		£40,862.44
24/04/2019	FPO	DEP REF 006/19/20 070116	£50.00		£41,062.44
24/04/2019	FPO	DEP REF 007/19/20 070116	£50.00		£41,112.44
24/04/2019	FPO	AIRS INV 2978 Comm Hall membership	£144.00		£41,162.44
24/04/2019	FPI	RH hall hire 016/19/20		£155.00	£41,306.44
24/04/2019	DD	O2 mobile charges	£11.72		£41,151.44
24/04/2019	DD	O2 unit costs	£6.00		£41,163.16
25/04/2019	DD	HDC GENERAL rates JH	£50.83		£39,494.54
26/04/2019	FPI	KGV rent May LS01/19/2		£2,291.67	£80,657.70
26/04/2019	BP	Salaries	£2,221.15		£86,581.29
26/04/2019	BGC	HDC precept first instalment		£48,470.00	£87,964.54
29/04/2019	FPI	RH Hall hire 003/19/20		£877.50	£89,015.56
29/04/2019	DEP	RH Hall hire 009/019/024/19/20		£103.00	£88,138.06
29/04/2019	DEB	POUNDLAND LTD Liquid Soap RH	£10.00		£89,005.56

Payments to be made:

Rudgwick Parish Council			
Payments to be made May 2019 statement			
Transaction Date	Transaction Type	Transaction Description	Debit Amount
01/05/2019	DD	British Gas - Jubilee Hall	£285.87
24/04/2019	FPO	P Juniper Fencing - CM gates and fence	£889.80
25/04/2019	FPO	NETCOM IT support	£33.00
29/04/2019	FPO	RB repair of Co-op noticeboard	£62.60
30/04/2019	FPO	WSCC Pension April 2019	£472.38
01/05/2019	FPO	P Matten - Skate ramp repair	£180.00
30/04/2019	FPO	Seofon - Payroll April	£24.00

28/03/2019	FPO	Little Street/WWWYoung utilities KGV	£1,086.28
24/04/2019	FPO	Little Street/WWWYoung BG electricity KGV	£53.88
07/05/2019	FPO	DEP REFUND 014/19/20	£50.00
07/05/2019	FPO	DEP REFUND 012/19/20	£50.00
08/05/2019	FPO	Weald Services Cleaning April*	£358.25
TOTAL			£3,546.26

- Incorrect invoice amount of £358.20 on Clerk's Report

Proposed by Cllr Wild seconded by Cllr Landeryou and unanimously approved.

FC039-19/20 **Exclude the public and press from the business about to be transacted.**
It was **resolved** to exclude the public and press from the business about to be transacted, reason staff in confidence.

FC040-19/20 **Staffing:**

- Contract for Assistant Clerk
- Contractual increment for Clerk
- CILCA extension for Clerk
- Clerk's holiday hours to be brought forward from 2018/19 to 2019/20

It was **resolved** for the Employment Contract for the Assistant Clerk; contractual annual increment for the Clerk and CiLCA extension for the Clerk **to be approved.**
Proposed by Cllr Ellis seconded by Cllr Wild and unanimously approved.

It was **resolved** for the Clerk's holiday hours and general workload to be further explored with Clerk and Assistant Clerk before agreeing on a way forward.

FC041-19/20 **Date of Next meeting:**
It was **resolved** to note the date of the next meeting as Monday 10th June 2019 at 7.00 pm

There being no other business, the Chairman closed the meeting at 8.55 pm

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Councillor D Buckley
Chairman

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Date