



Oliver's Battery Parish Council meeting

Tuesday 6 October 2020

at 7.30pm

Meeting held online as permitted by
The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility
of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020

MINUTES OF THE MEETING held on 6 October 2020

<u>Present</u>	<u>In attendance</u>	<u>Apologies/Absent</u>
Cllr Mitchener	1 member of the public	
Cllr Kirkby	Clerk – S Sawyer	
Cllr Furlong	Cllr Bell	
Cllr de Liberali	Cllr Laming	
Cllr Collin	Cllr Warwick	
Cllr Hare	Cllr Williams	
Cllr Leach		

Item		ACTION
20/39	Apologies for absence and declarations of interest	
	No apologies had been received. There were no declarations of interest.	
20/40	To adjourn for public participation	
	There were no issues raised by the public	
20/40.1	To discuss the progress of resolutions from the last meeting: see Action List	
	Item 20/31.2 Provide Clerk with exact locations of gullies so she can report to the relevant party – action not completed, no longer relevant Item 20/31.3 Provide some pointers re responses to planning consultations – Julie Pinnock (Service Lead - Built Environment) sent a link to WCC's proposed response on 23 September	
20/40.2	To receive the County Councillor's report	

	Report was sent out prior to the meeting, which included links and useful contacts relating to Covid-19 updates and surface water drainage and flooding, and grant funding for waste/recycling projects	
20/40.3	To receive the District Councillor's report	
	The report version issued prior to the meeting was incorrect so Cllr Williams delivered the report verbally. It included a new free Winchester city centre Wi-Fi service, the Hampshire Coronavirus Help and Support Line and website, ways the City Council is helping local businesses get back on their feet, a recent sustainability conference, ways to encourage less vehicle use, the new garden waste service, crowdfunding grants, and an update on glass recycling and Greening Campaign	
20/41	To approve the Minutes of the meeting held on 1 September 2020	
	RESOLVED – Agreed as a true copy (to be signed at next face-to-face meeting when there will be an information-only agenda item)	
20/42	Planning	
20/42.1	To discuss the progress of resolutions from the last meeting: see Action List	
	<p>Item 20/33.2 Submit comment on 41 Compton Way (20/01507/HOU) confirming no objections but requesting a planning condition that the space must not be used for habitation at any point – action complete</p> <p>Item 20/33.2 Attend virtual meeting on the evening of Monday 21 September to update parishes on the government's proposed changes to the planning system – action complete</p> <p>Item 20/33.2 Cllr Furlong liaise with Cllr Kirkby and draft responses to two government consultations – action complete for first consultation (see minute 20/42.3 for second consultation)</p> <p>Item 20/33.2 Draft a piece for the Clerk to post on the website and Facebook encouraging residents to contribute their own comments to the government consultations – action complete</p> <p>Item 20/33.3 Submit comments in green belt report to WCC Strategic Planning – action complete</p>	
20/42.2	To consider planning report from Councillor Furlong and agree actions	
	<p>Report was sent out prior to the meeting. New applications:</p> <p>15 Crescent Close (20/01733/HOU) – replacement solid roof on existing conservatory. RESOLVED no comment</p> <p><u>Update on applications previously discussed</u></p> <p>21 Old Kennels Lane (19/02565/HOU) – first floor extension. Refused and subsequent appeal ref 20/00021/REF dismissed 11 September 2020.</p> <p>18 Priors Way (20/01500/HOU) – ground floor rear extension. Considered by the Council at its September meeting and resolved no comment. Permitted 18 September.</p> <p>41 Compton Way (20/01507/HOU) – garden room. Considered by the Council at its September meeting and resolved no comment. Permitted 16 September.</p> <p>82 Old Kennels Lane (20/01456/HOU) – move driveway and dropped kerb a few metres up its boundary with Old Kennels Lane. Considered by the Council at its</p>	

	<p>September meeting and resolved no comment. Application withdrawn 14 September following comments by HCC Highways</p> <p>76 Old Kennels Lane (20/01350/HOU) – two storey extension and enlarge first floor bedroom over the garage. The Council made an objection. Permitted 18 September.</p> <p>Land at the rear of 93-95 Oliver's Battery Road South (19/02852/FUL) – redevelop to provide seven new dwellings. The Council made an objection following its July meeting. Application still current.</p> <p><u>Enforcement</u></p> <p>WCC Planning Enforcement have reported one current enforcement case in Oliver's Battery Parish:</p> <p>20/00156/WKS, 85 Old Kennels Lane: alleged works not in accordance with plans – addition of Velux in roof (planning application 18/02884/FUL).</p>	
20/42.3	To consider draft response from Councillor Furlong to Government consultation 'Planning for the Future'	
	A draft had not yet been issued for comment. Consultation period closes on 29 October. Cllr Bell reported that this time the draft from WCC Cabinet will be issued earlier in the process. RESOLVED that Cllrs Kirkby and Furlong will work together to circulate a draft for comment to allow a response within the timeframe	Cllrs Kirkby & Furlong
20/43	Finance and Council matters	
20/43.1	To discuss the progress of resolutions from the last meeting: see Action List	
	<p>Item 20/34.1 Start looking at the areas on the list in respect of proposals for the Council's approach to Climate Change – action has been delayed by the pandemic response and carried forward</p> <p>Item 20/34.1 Add analytics to website plus the statutory 'cookie' warning notice to users – action completed (modified)</p> <p>Item 20/34.2 Chase HCC for payment for the PROW cutting and copy in Cllr Warwick – action still in progress, HCC having asked for bank details etc to set up the Council separately. Action carried forward</p> <p>Item 20/34.3 Cllr de Liberali to fulfil role of link to Events Group in the interim and add item to October agenda meeting for Events Group update including allocation of responsibilities – action complete</p> <p>Item 20/34.3 Pay £93 for flyer and prizes (£48 and £45 respectively) upon receipt of paperwork – action partially complete as Clerk has not received all paperwork, Cllr Leach to chase outstanding paperwork, carried forward</p> <p>Item 20/34.3 Notify Countryside Group of decision to agree to them putting a scarecrow on The Battery – action complete</p> <p>Item 20/34.5 Upload revised Standing Orders to website – action complete</p> <p>Item 20/34.6 Upload revised Financial Regulations to website – action complete</p> <p>Item 20/34.7 Cllr de Liberali complete template for Accessibility Statement as relevant to the Council's website and circulate for virtual approval in time for compliance date – action started but not complete. Cllrs de Liberali, Kirkby, Hare and the Clerk to agree final version</p> <p>Item 20/34.8 Pay grant to Citizens Advice – action complete</p>	<p>Cllr Hare</p> <p>Clerk</p> <p>Cllr Leach</p> <p>Cllrs de Liberali/ Kirkby/Hare /Clerk</p>

	Item 20/34.9 Decline grant application from Marie Curie – action complete																																																																																																																	
20/43.2	To accept payments for September and agree the September bank transactions with the bank balance																																																																																																																	
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	<p><u>Payments/Receipts List and Bank Reconciliation for October 2020 Meeting</u></p> <table border="1"> <thead> <tr> <th colspan="4">PAYMENTS</th> </tr> <tr> <th>Invoice Date</th> <th>Supplier</th> <th>Details</th> <th>Gross</th> </tr> </thead> <tbody> <tr> <td>09-Sep-20</td> <td>ID Mobile</td> <td>Mobilephone</td> <td>10.63</td> </tr> <tr> <td>14-Sep-20</td> <td>Citizens Advice</td> <td>Grant</td> <td>250.00</td> </tr> <tr> <td>14-Sep-20</td> <td>S Sawyer</td> <td>Sept</td> <td>1,125.32</td> </tr> <tr> <td>14-Sep-20</td> <td>Hampshire Pension</td> <td>Sept</td> <td>307.72</td> </tr> <tr> <td>17-Sep-20</td> <td>A Paterson/Events Gp</td> <td>Amazon vouchers: Scarecrow comp prizes</td> <td>45.00</td> </tr> <tr> <td>30-Sep-20</td> <td>Unity Trust Bank</td> <td>Service charge</td> <td>18.00</td> </tr> <tr> <td colspan="3">Unpaid - for approval at Oct meeting</td> <td>1,756.67</td> </tr> <tr> <td>01-Sep-20</td> <td>WCC</td> <td>Dog bin emptying Aug, Sep, Oct</td> <td>120.00</td> </tr> <tr> <td>14-Sep-20</td> <td>HMRC</td> <td>Sept payroll</td> <td>139.53</td> </tr> <tr> <td>05-Sep-20</td> <td>WCC</td> <td>Dog bin emptying Jul</td> <td>40.00</td> </tr> <tr> <td>05-Sep-20</td> <td>Green Smile</td> <td>Grounds maintenance</td> <td>451.50</td> </tr> <tr> <td>21-Sep-20</td> <td>OutsideClassrooms</td> <td>Timber bollard replacement</td> <td>60.00</td> </tr> <tr> <td>28-Sep-20</td> <td>Green Smile</td> <td>Additional weekly bin emptying</td> <td>468.00</td> </tr> <tr> <td colspan="3"></td> <td>1,279.03 To be paid</td> </tr> </tbody> </table> <table border="1"> <tbody> <tr> <td></td> <td>Bank balance as at 31 August</td> <td>£18,543.75</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td><u>Plus receipts</u></td> <td></td> </tr> <tr> <td></td> <td>11 Sept - WCC (precept)</td> <td>14,000.00</td> </tr> <tr> <td></td> <td></td> <td>32,543.75</td> </tr> <tr> <td></td> <td><u>Less payments September</u></td> <td>1,756.67</td> </tr> <tr> <td></td> <td><u>Less payments from September sheet</u></td> <td>858.71</td> </tr> <tr> <td></td> <td></td> <td>29,928.37</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Bank balance as at 30 September</td> <td>£29,928.37</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Payments still to be made</td> <td>1,279.03</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td><u>NB No water bill from Business Stream</u></td> <td></td> </tr> <tr> <td></td> <td><u>this quarter - account in credit £2.33</u></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	PAYMENTS				Invoice Date	Supplier	Details	Gross	09-Sep-20	ID Mobile	Mobilephone	10.63	14-Sep-20	Citizens Advice	Grant	250.00	14-Sep-20	S Sawyer	Sept	1,125.32	14-Sep-20	Hampshire Pension	Sept	307.72	17-Sep-20	A Paterson/Events Gp	Amazon vouchers: Scarecrow comp prizes	45.00	30-Sep-20	Unity Trust Bank	Service charge	18.00	Unpaid - for approval at Oct meeting			1,756.67	01-Sep-20	WCC	Dog bin emptying Aug, Sep, Oct	120.00	14-Sep-20	HMRC	Sept payroll	139.53	05-Sep-20	WCC	Dog bin emptying Jul	40.00	05-Sep-20	Green Smile	Grounds maintenance	451.50	21-Sep-20	OutsideClassrooms	Timber bollard replacement	60.00	28-Sep-20	Green Smile	Additional weekly bin emptying	468.00				1,279.03 To be paid		Bank balance as at 31 August	£18,543.75					<u>Plus receipts</u>			11 Sept - WCC (precept)	14,000.00			32,543.75		<u>Less payments September</u>	1,756.67		<u>Less payments from September sheet</u>	858.71			29,928.37					Bank balance as at 30 September	£29,928.37					Payments still to be made	1,279.03					<u>NB No water bill from Business Stream</u>			<u>this quarter - account in credit £2.33</u>					
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font-size: small;">This budget control report is used to monitor spend against budget and to set the following year's budget</p>	Oliver's Battery Parish Council					Quarterly Budget Control Report for Year Ended 2021				SECOND QUARTER		Approved Budget	To Date	Actual v Budget	Comments		2020/21	2020/21	2020/21	Expenditure	£	£	%		Salary & NI	£13,580.00	7,076.51	52%		Pension	£2,455.00	1,261.26	51%		Clerk Expenses	£200.00	200.00	100%	Annual payment	Mobile Phone	£130.00	63.78	49%		Travel	£350.00	0.00	0%		Training	£200.00	0.00	0%		Meeting Costs	£300.00	0.00	0%		Admin	£200.00	27.48	14%		Bank Charges	£80.00	36.00	45%		Insurance Premium	£1,400.00	334.34	24%		Audit Fees	£500.00	440.00	88%		Subscriptions	£800.00	692.42	87%	SLCC, HALC, CPRE, Krystal, ICO	Grants	£1,000.00	350.00	35%	Mobile phone contribution OB Community Group, Citizens Advice	Events	£500.00	45.00	9%		Tree Surveys	£150.00	385.00	257%	Merritt as per quotation January	Newsletter	£2,700.00	1,631.00	60%		Bench Maintenance	£500.00	120.00	24%		Lengths man Rubbish Disp	£100.00	56.00	56%	Amount paid is for lengths man contract annual fee	Dog Waste Bins	£500.00	430.00	86%	April - Oct inclusive (ie 7 mons) based on nr of times emptied	Recreation Ground:					Contracts/Play Inspection	£5,000.00	2,647.50	53%		Annual Play Inspection	£50.00	0.00	0%		Conservation Area Rent	£50.00	0.00	0%		Water Supply	£125.00	22.26	18%		Repairs & Renewals	£1,000.00	707.99	71%	Painting in play area, works resulting from play inspection, fencing off play area, shackles, replace bollard	Improvements	£2,000.00	0.00	0%		Miscellaneous	£500.00	208.90	42%	Defibrillator pads, £170 PROW cutting (to be paid for by HCC)	S137	£500.00	0.00	0%			£34,870.00	£ 16,735.44	48%		VAT on purchases		£ 1,155.32			Income					Precept	£28,000.00	28,000.00	100%		Other	£0.00	650.00	N/A	WCC/BFOBCA VE Day grants	VAT		4,130.62	N/A			£28,000.00	£32,780.62			
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Events	£500.00	45.00	9%																																																																																																																																																																																																						
Tree Surveys	£150.00	385.00	257%	Merritt as per quotation January																																																																																																																																																																																																					
Newsletter	£2,700.00	1,631.00	60%																																																																																																																																																																																																						
Bench Maintenance	£500.00	120.00	24%																																																																																																																																																																																																						
Lengths man Rubbish Disp	£100.00	56.00	56%	Amount paid is for lengths man contract annual fee																																																																																																																																																																																																					
Dog Waste Bins	£500.00	430.00	86%	April - Oct inclusive (ie 7 mons) based on nr of times emptied																																																																																																																																																																																																					
Recreation Ground:																																																																																																																																																																																																									
Contracts/Play Inspection	£5,000.00	2,647.50	53%																																																																																																																																																																																																						
Annual Play Inspection	£50.00	0.00	0%																																																																																																																																																																																																						
Conservation Area Rent	£50.00	0.00	0%																																																																																																																																																																																																						
Water Supply	£125.00	22.26	18%																																																																																																																																																																																																						
Repairs & Renewals	£1,000.00	707.99	71%	Painting in play area, works resulting from play inspection, fencing off play area, shackles, replace bollard																																																																																																																																																																																																					
Improvements	£2,000.00	0.00	0%																																																																																																																																																																																																						
Miscellaneous	£500.00	208.90	42%	Defibrillator pads, £170 PROW cutting (to be paid for by HCC)																																																																																																																																																																																																					
S137	£500.00	0.00	0%																																																																																																																																																																																																						
	£34,870.00	£ 16,735.44	48%																																																																																																																																																																																																						
VAT on purchases		£ 1,155.32																																																																																																																																																																																																							
Income																																																																																																																																																																																																									
Precept	£28,000.00	28,000.00	100%																																																																																																																																																																																																						
Other	£0.00	650.00	N/A	WCC/BFOBCA VE Day grants																																																																																																																																																																																																					
VAT		4,130.62	N/A																																																																																																																																																																																																						
	£28,000.00	£32,780.62																																																																																																																																																																																																							
20/43.4	To consider report from Councillor Kirkby on a Council Action Plan for 2021/22																																																																																																																																																																																																								
	<p>A report had been circulated in advance of the meeting. The Council adopted several of the actions following the publication of the Oliver's Battery Plan 2018 but had no new formal Action Plan in 2019/20. The Action Plan would be a statement of the Council's intentions and would inform the following year's budget. RESOLVED to accept the recommendations in the report and the Council agreed to implement an Action Plan for 2021/22. ACTION Councillors provide details of proposed key objectives and priorities for the 2021/22 Action Plan to the Clerk by 19 October in time for budget-setting.</p>	All Councillors																																																																																																																																																																																																							
20/43.5	To consider an update from Councillor Kirkby on the Events Group including allocation of responsibilities																																																																																																																																																																																																								
	<p>Cllr Kirkby had a meeting with Amy Paterson who is with the lead for the Events Group. There are no major community events planned in the next couple of months so there is more time to work on this and the outlook is promising, with the likelihood that some first aid training will be required. It was reported that the Scarecrow Competition was extremely successful with a very high standard and number of entries.</p>																																																																																																																																																																																																								
20/44	Social Media																																																																																																																																																																																																								

20/44.1	To consider update report from Councillor Kirkby on the website content ownership	
	A report had been circulated in advance of the meeting which included reinstating two pages that had been deleted as part of the recent review, mainly because information was not monitored and updated, and proposals for content ownership. It was noted that there will be a separate report on management of the website. RESOLVED to accept the recommendations of the report and the Council re-affirmed its agreement to website content ownership, agreed the proposed list of 'owners' for each item of content. ACTION content owners review the current information on the website and provide any necessary updates to the Clerk (until such time as details of the management of the website are agreed), who will check to ensure compliance with the Accessibility Regulations before updating the website.	All Councillors/ Clerk
20/45	Recreation Ground, Wildlife Conservation Area and the Battery	
20/45.1	To discuss the progress of resolutions from the last meeting: see Action List	
	<p>Item 20/35.1 Attend NALC course in September on the Woodland Trust Tree Charter Movement – action completed</p> <p>Item 20/35.3 Cllr de Liberali arrange a meeting with Cllr Kirkby and subsequently meet with Outside Classrooms to discuss any necessary remedial works – action complete (see minute 20/45.4)</p> <p>Item 20/35.4 Obtain quotes for the works identified on the Recreation Ground and on the Battery (trees) – action complete (see minute 20/45.6)</p> <p>Item 20/35.4 Identify what of the other tree work, including crown lifting and pruning, could be done by the lengthsman or volunteers and report back to the October meeting. This to include sequence and priority of work to be completed – action complete (see minute 20/45.5)</p> <p>Item 20/35.4 Make a request for TPOs on the Scots pines on Oliver's Battery Road South – action partially complete. Location map showing exact locations of trees to be provided to Clerk. It was noted that the trees are on the HCC verge and not in private land</p> <p>Item 20/35.4 Enquire about the feasibility of putting TPOs on some of the trees in the school grounds and if this is feasible, report back to a future meeting. This includes liaising with the school and identifying the individual trees – action not complete (no target date set)</p> <p>Item 20/35.4 Attend course and create a definitive list based on size and location and subsequently identify further locations on the Recreation Ground for new trees and report back to a future meeting – action not complete (no target date set)</p> <p>Item 20/35.4 Circulate Merritt survey to councillors – action complete</p> <p>Item 20/35.4 Advise the Countryside Group of the recommendations in the survey report relating to the Countryside Area – action complete (survey was already accessible to councillors)</p> <p>Item 20/35.4 Cllr Mitchener to draft a response for the Clerk to send, referring to the recent arboricultural report and that the PC is acting on its recommendations in terms of public safety etc – action complete</p> <p>Item 20/35.5 Instruct bench work – action complete</p> <p>Item 20/35.6 Instruct bollard work – action complete</p>	<p>Cllr Mitchener/ Clerk</p> <p>Cllr Hare</p> <p>Cllr Hare</p>
20/45.2	To consider report from Cllr Kirkby based on Groundsman's weekly reports and agree actions	

	A report had been circulated in advance of the meeting which included the groundsman's weekly inspections. There were no issues identified this month.	
20/45.3	To receive reports on routine and ad-hoc tasks that have been completed (Standing Item)	
	A report had been circulated to a number of councillors but had not been uploaded to the website. Cllr de Liberali reported that a swing in need of tightening bolts might need replacement bolts soon. The contents of the report were NOTED and RESOLVED to obtain a price for the replacement bolts and report to next meeting. To find a volunteer to review and validate report with Cllr de Liberali To plan and assign future tasks to the volunteers.	Cllr de Liberali Cllr de Liberali Cllrs de Liberali and Kirkby
20/45.4	To consider quotation for remedial works to play equipment	
	A report had been circulated in advance of the meeting following a resolution at the last meeting to obtain a price for replace the timber supports and raise the barrier to the top of the tunnel. RESOLVED to accept the quotation of £280 plus VAT and to place an order with Outside Classrooms	Clerk
20/45.5	To consider report from Cllr Hare on simple tree work by volunteers at Recreation Ground and The Battery based on arboricultural report	
	A report had been circulated in advance of the meeting following a survey by Cllrs Hare and Kirkby to establish what work could be performed without the need for ladders and electrical tools. RESOLVED to accept the recommendations in the report ie produce a risk assessment for the work identify days at weekends when volunteers are available and Cllr Hare to attend to identify trees and work required identify in each location where cuttings can be put/removed.	Cllr Hare Cllrs Hare/de Liberali Cllrs Hare and Kirkby
20/45.6	To consider quotations for works to trees based on arboricultural report	
	A report had been circulated in advance of the meeting comparing quotations from four tree surgeons all having £10m public liability cover. RESOLVED to accept the quotation from C & D Trees including the optional extra tree removal for £1,180 plus VAT.	Clerk
20/46	Lengthsman Scheme	
20/46.1	To discuss the progress of resolutions from the last meeting: see Action List	
	Item 20/36.1 Draft list based on standing items and councillors' suggestions – action complete. Cllr Mitchener reported that at least one task had not been carried out. ACTION Clerk to investigate why this was and also to request a timesheet completed on the day of the visit, which had not been provided.	Clerk
20/47	Items for Consideration Only	
20/47.1	To discuss the progress of resolutions from the last meeting: see Action List	
	Item 20/37.2 Remind Cllr Mitchener at the appropriate time to remind dog owners of their responsibilities in next report in the OB & BF Community newsletter – action not yet due Item 20/37.2 Share WinAcc publicity on the Council's Facebook page – action complete	Clerk
20/47.2	To discuss correspondence received during the month and items for the agenda at the next meeting	

	<p>The Council noted the following correspondence received (all emails) which the Clerk had forwarded since the last meeting:</p> <ul style="list-style-type: none"> • HALC: Consultations on reform of the planning system – 2 September • WCC: Local Plan Advisory Group – Mon 14 Sept – 7 September • HALC: September Newsletter – 14 September • HCC: Hampshire Perspectives – 14 September • CPRE: Message from new membership and volunteer coordinator – 15 September • HALC: Virtual mini conferences – 22 September • Mayor of Winchester Local Hero Award – 22 September • WCC: Parish Council Briefing (Changes to the planning system) – 23 September • Hants CVS Funding Newsletter – 25 September • WCC: About Winchester – Autumn 2020 – 28 September • CPRE: Responding to the Planning Reforms – 28 September • HCC: Police & Crime Commissioner launches third round of grant fund to help keep our streets safer – 2 October <p>The Clerk read out some correspondence from a dog walker who had had unpleasant encounters with horse riders in Texas Fields on two occasions. ACTION Cllr Mitchener to include in his next article for the Oliver’s Battery and Badger Farm newsletter (see minute 20/47.1 above) highlighting the responsibilities of animal owners using the footpaths and bridleways in the parish.(minute 20/47.1)</p> <p>The Clerk read out some comments regarding a large pothole on the section of road leading to the Recreation Ground and that the sleeping policeman has disappeared. ACTION Clerk to add to the November agenda so this can be discussed.</p> <p>Winchester Rotary were seeking permission to plant some purple crocus bulbs associated with End Polio Now. The principle of the Rotary planting crocus bulbs was supported and the grass verges on Austen Avenue was proposed, perhaps around the existing trees. WCC would need to be informed to ensure the grassed areas planted were not cut. Cllr Kirkby is awaiting a formal approach.</p>	<p>Cllr Mitchener</p> <p>Clerk</p>
20/48	Date of next meeting – 3 November 2020	
	Meeting ended at 8.45 pm	