

MINUTES OF THE MEETING OF
SWALLOWFIELD PARISH COUNCIL
HELD ON TUESDAY 14TH AUGUST 2018 IN
THE ROSE ROOM, SWALLOWFIELD PARISH HALL,
SWALLOWFIELD STREET, SWALLOWFIELD AT 7:30PM

Present: Cllr. J. Anderson (Chairman), Cllr. G.E. Collender Cllr. W. Dance
Cllr C. Drew Cllr. A. King Cllr. M. McDonald
Cllr. P. Sampson Cllr. J. Wheelwright

In attendance: Liz Halson, Clerk

Members of the public: 1

819 APOLOGIES FOR ABSENCE

None.

820 DECLARATIONS OF INTEREST

820.1 Cllr. Wheelwright declared an interest in item 824.1.1 as he is a near neighbour.

821 QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC

821.1 Resident – I am interested in planning application 182174, I believe that the proposal contravenes a number of planning policies.
Cllr Wheelwright – I don't believe this space is very large, it does not have the capacity for planting or attracting animal life but I am not sure there are grounds to fight this.
Resident – Policy CP11 states that agricultural land should only be used as a last resort. Is there a real need for this land to be converted from agricultural? The land is actually of reasonably good quality for agricultural use.

[Cllr. Drew arrived and confirmed that she had no declarations of interest]

822 CHAIRMAN'S ANNOUNCEMENTS

822.1 Councillor Vacancy – it was **NOTED** that there is a vacancy for a Parish Councillor, this vacancy may be filled in accordance with Rule 8 of the Local Elections (Parishes and Communities) Rules 1986 and eligible persons may now be co-opted.

822.2 Newsletter – it was **NOTED** that the deadline for copy for the Newsletter is 31st August 2018, but early submission would be appreciated.

823 MINUTES OF LAST MEETING

823.1 It was **PROPOSED** that the minutes of the Parish Council meeting held on 10th July 2018 be **APPROVED**. All in favour. ¹

¹ JA to sign

824 PLANNING

Chairman of Planning Committee: Cllr. J. Wheelwright

[Cllr. Wheelwright did not take part in discussion on the next item]

- 824.1.1 181952 – Farley Castle, South Lodge, Castle Hill, Farley Hill RG7 1XD
Householder application for the proposed erection of max. 2m high close-boarded timber fence to south boundary (Retrospective).

It was agreed that a fence of this height was out of keeping with the rural setting.

It was **PROPOSED** and seconded that the council should respond in the same way as it had for application No 173564 - Ivy Cottage, Bunces Shaw. 7 in favour, Cllr Wheelwright did not vote.

[Cllr. Wheelwright rejoined the meeting]

- 824.1.2 181939 – Land at Lambs Farm, Back Lane, Swallowfield RG7 1PQ
Full application for the proposed erection of replacement stable block for private use.

Cllr. Wheelwright explained that a previous application, 180629, had been refused. This application had addressed reasons 3 & 4 in the decision notice but had not addressed the biggest objections, that of development outside the development limits and expansion from the current hardstanding.

It was **PROPOSED** and seconded that the council should restate its previous objection. All in favour.

- 824.1.3 182015 – Parkside, Lambs Lane, Swallowfield RG7 1JE
Householder application for the proposed erection of a two storey side and rear extension to dwelling, garage conversion to create habitable accommodation, plus changes to fenestration and proposed new entrance gates.

Cllr. Wheelwright explained that this application would be a significant change to the existing building, However, there were no close neighbours and the existing house has no particular heritage that needs protecting. The council could not see any reasons to object to this application other than the sheer size compared with the original house.

It was **PROPOSED** and seconded that the council ask Wokingham to consider this during their decision making.

- 824.1.4 182048/182049 – 3 Farley Court, Church Road, Farley Hill RG7 1TT
Householder building consent for the proposed internal alteration to first floor fenestration/Listed building consent for the proposed internal alteration to first floor fenestration.

It was **PROPOSED** and seconded that the council do not comment on this application. All in favour.

- 824.1.5 16/02989/OUT – Land at Odiham Road, Riseley RG7 1SH
Details of appearance, landscaping, layout and scale (Reserved Matters) pursuant to outline planning permission ref: 16/02989/OUT for the development of up to 83 residential dwellings, vehicular access from Odiham Road, public open space, ancillary works and associated infrastructure.

It was **NOTED** that Hart District planning committee considered this application at a meeting on 8th August 2018 and declined to make a determination. It has been referred to their major site planning sub-committee.

Prior to the decision being made Cllr. Bell, spoke on behalf of Heckfield Parish Council and Cllr. Wheelwright on behalf of Riseley residents.

Cllr. Wheelwright explained that the Planning Committee agreed that the detailed design and layout was unimaginative and not in keeping with the village setting. This did not affect the outline planning permission already granted or the number of houses which could be built. The major site planning sub-committee would be asked to work with Cala (the developer) on a more appropriate design and layout with particular reference to the Riseley Village Design Statement. Cllr. Wheelwright had offered to meet with Cala.

- 824.1.6 182174 - Land at Lambs Lane and Beech Hill Road, Spencers Wood, Berkshire
Full application for the change of use of agricultural land to Suitable Alternative Natural Greenspace (SANG) and associated development comprising proposed new access road.

Cllr. Wheelwright explained that this application had been submitted in preparation for the appeal for application 172495 - 120 dwellings on land bound by Lambs Lane and Beech Hill Road. The design was bland and uninteresting with no significant features and offering just a 2km walk.

Cllr. Anderson suggested that there were grounds for objection based on the change of use and that the land was not completely useless as agricultural land. He also questioned whether there was need for another SANG in this area, particularly one which was so small.

It was also pointed out that the entrance represented a traffic hazard and the long access road was inappropriate and longer than the walk offered.

It was **PROPOSED** and seconded that the council objects on the grounds above. All in favour.

- 824.1.7 172495 – Land bound by Lambs Lane and Beech Hill Road
HYBRID APPLICATION Outline application for a residential development of 120 dwellings (Access to be considered). Full application for Change of use of part of land to form a Suitable Alternative natural Greenspace (SANG).

It was **NOTED** that a number of mature trees had been felled in the hedge along the Beech Hill Road. This application was refused by WBC, the developer had raised an appeal and it is expected that the inquiry would take place in November 2018.

It was **AGREED** that the council would consult with Wokingham Borough Council regarding whether this work had taken place during the closed season for nesting birds and whether grubbing out of this hedgerow was lawful given the current status. ²

² Clerk

824.2 Results

- 824.2.1 181385 – Land adjacent to Oakleigh House, Part Lane, Swallowfield RG7 1TB
Forestry prior approval application for the erection of an open sided building with a corrugated steel roof for the storage of wood and machinery. **Approved**

Conditions have been specified stating that the structure must remain open sided and can only be used to store wood produced on site.

- 824.2.2 181163 – The Loft, Flat Part Lane Swallowfield Wokingham RG7 1TB
Full planning application for change of use of ground floor of existing building from storage to residential; plus extensions to create 3no bedroom dwelling. **Refused**

Swallowfield Parish Council objected to this application. The reason for refusal was that the proposal was uncharacteristic and urbanising in open countryside beyond settlement confines which would detract from the rural character and appearance of the area.

824.3 Appeals

- 824.3.1 APP/X0360/W/17/3172736 – Land at Cow City, Church Lane, Farley Hill RG7 1UP
Appeal dismissed

The appeal is dismissed with the main issues listed as; effect on the character and appearance of the locality, location with regard to public transport and effect on the working farm, the location being outside development limits.

- 824.4 Minerals & Waste Draft Plan Consultation – it was **NOTED** that a public meeting was held on 18th July, Cllr. Wheelwright attended. He reported that the application by Farley Farms would need to be amended. It was **NOTED** that Wokingham Borough Council were carrying out a public consultation on the Draft Minerals & Waste Plan, a public meeting would be held on Wednesday 19th September, 4pm to 8pm at Arborfield Green Community Centre, Sheerlands Road, Arborfield RG2 9ND. Comments on the plan must be received by 12th October 2018.

825 OUTSIDE ORGANISATIONS

- 825.1 Berkshire/National Association of Local Councils (BALC/NALC) – it was **NOTED** that the Berkshire County Support Officer had retired, member support services were being provided by HALC (Hampshire Association) on a three month trial basis. Cllr. Sampson stated that he was concerned about the level of service the council would receive now that the BALC office was not staffed.

It was **PROPOSED** and seconded that the council renews its subscription of BALC/NALC at a cost of £462.15 per annum once the council had received reassurance about the level of service. ³

[Members of the public left]

³ Clerk

- 825.2 Berks, Bucks and Oxon Wildlife Trust (BBOWT) – it was **PROPOSED** and seconded that the council renew its subscription to BBOWT at a cost of £46 per annum. All in favour.
- 825.3 AWE – it was **NOTED** that John Steele, a representative from AWE would meet with the Parish Council at 6:45pm on Tuesday 11th September prior to the Parish Council meeting. Mr. Moss would be invited to attend. ⁴
- 825.4 Foresight Group – it was **NOTED** that the Foresight Group had offered to send a representative to meet with the Parish Council and answer any questions regarding the solar panel installation at Sheepbridge Farm. Cllr. Anderson stated that he would like to visit the site, it was **AGREED** that a meeting would be arranged.

It was **NOTED** that the representative had reported that the landscaping is doing very well but is being monitored during the hot weather. Foresight received no official request to reroute the footpath but new signs have been installed for the existing one.

826 FINANCE

(Budgets/investments/sinking fund/grants/risk assessments/insurance)
Lead Councillor: Cllr. P. Sampson

- 826.1 Accounts
- 826.1.1 Accounts – it was **NOTED** that the monthly accounts had been circulated.
- 826.1.2 Bank Reconciliation Statements – it was **PROPOSED** and seconded that the Bank Reconciliation Statements are signed. All in favour. ⁵
- 826.2 Finance Working Group – it was **NOTED** that the last meeting was held on 18th July. Notes have been circulated.
- 826.3 Internal Audit
- 826.3.1 Effectiveness of the Internal Audit – it was **NOTED** that the Internal Audit Report was reviewed by the Finance Working Group. A report of the findings had been circulated.
- 826.3.2 Auditor – it was **PROPOSED** and seconded that the council appoints Claire Connell as its internal auditor for 2018/19 at a cost of £620. It was **AGREED** that the terms of engagement would include the two areas identified in the Effectiveness of the Internal Audit Review. All in favour.
- 826.4 Budget – it was **NOTED** that there would be a budget review shortly and councillors were asked to start the process of costing items which they would like to be consider in the 2019/20 budget.
- 826.5 Insurance – it was **NOTED** that the council's insurance policy expires on 30th September 2018. The council's existing brokers, Came & Co had been asked to source quotes and BHIB had also been approached. A proposal would be brought to the next meeting.

⁴ Clerk

⁵ JA to sign

826.6 Licence Fees

826.6.1 Memorial Hall, Riseley– it was **PROPOSED** and seconded that the licence fee charged to Riseley Village Tea Room for use of the Memorial Hall be £600 including VAT per month for 10 months. All in favour.

826.6.2 Sports Pavilion, Riseley – it was **NOTED** that the licence fee charged for Riseley & Swallowfield and Farley Hill Tennis Club for the Sports Pavilion at Riseley would be reviewed and agreed at the next meeting. It was **AGREED** that Cllrs. Anderson, Dance, King and Sampson would meet to review options. ^{6 7}

827 BILLS FOR PAYMENT

It was **PROPOSED** and seconded that the bills as listed below, except item 20 (see 825.1) be **APPROVED** for payment. All in favour.

Items 50 and 51 were approved prior to the meeting by Cllrs. Anderson and Sampson in accordance with resolution 526.4.1.

On-line payments would be authorised by Cllrs. Anderson and Sampson. ⁸ Cheques would be signed by Cllrs. McDonald and Sampson. ^{9 10}

1	BALC	51.60
2	Lucas Plumbing & Heating	144.85
3	Lucas Plumbing & Heating (Riseley)	215.48
4	Xylem (Riseley)	330.48
5	Came & Company (Fieldfare)	365.97
6	Ikenna Nzeh	275.00
7	Susruta Satapathy	300.00
8	Mr S R Apsey	100.00
9	M Goldsmith (SSE Grant items)	860.80
10	R Atkins	100.00
11	H Dutton	100.00
12	S Mehmi	100.00
13	D Christie	300.00
14	Grundon (Riseley)	99.78
15	Grundon (Swallowfield)	99.78
16	GLS	72.78
17	Nigel Jeffries	723.60

⁶ JA, BD, AK, PS to meet

⁷ Clerk to send copies of the licence agreements and constitution to CD

⁸ JA/PS

⁹ MM/PS

¹⁰ RFO to issue payments

18	Nigel Jeffries	793.20
19	Ricoh	216.00
20	BALC (Withhold)	554.58
21	Earley Town Council	72.00
23	Claire Connell	300.00
24	GLS	152.28
25	BALC	51.60
26	Woodside Recycling	62.40
27	Premier Office Supplies	99.55
28	Loddon Door Services Ltd	94.50
29	Lush Signs	42.00
30	The Edwards Irish Partnership	12177.20
31	Karen Luke Cleaning Services	117.00
32	GLS	9.02
33	Loddon Door Services Ltd	114.53
34	Ground Surveys Ltd	696.00
35	D2D Distribution Ltd	250.00
36	BBOWT	46.00
37	E.ON (Parish Hall)	155.10
38	E.ON (Riseley)	153.55
39	E.ON (Tennis Club)	60.81
40	HMRC PAYMENTS	880.32
41	CASTLE WATER - (Riseley)	116.13
42	CASTLE WATER - (Parish Hall)	54.53
43	BACS Charge	17.12
44	Payroll - July	4954.45
45	Lloyds Bank (Alto Card)	3.00
46	Southern Electric (Fieldfare)	172.77
47	BT	324.24
48	WBC	82.00
49	WBC	82.00
50	Lindum	23093.83
51	Lindum	54341.41

828 PROPERTY

(Fieldfare)

Lead Councillor: Cllr. J. Anderson

Fieldfare Redevelopment

828.1 Update

828.1.1 Shutters/Signage – it was **NOTED** that the shutters had now been installed and a quote for the sign would be received shortly.

828.1.2 Road sign – it was **NOTED** that the road sign had been moved forward 9” and bollards installed to prevent the sign being damaged. Boundary studs had been installed and the architect would issue a plan and photographs which clearly document the boundary line.

828.1.3 Snagging – it was **NOTED** that most of the items on the snagging list had been resolved. The project manager and builder were managing the outstanding items which would be dealt with as quickly as possible.

828.1.4 Utilities – it was **NOTED** that there are on-going issues with the utilities, it is hoped that these would be resolved shortly.

828.2 Official Opening – Cllr. Anderson expressed his thanks to everyone for making the official open such a success. It was **AGREED** that Cllr. Anderson would send a letter of thanks to John Redwood. ¹¹

It was **PROPOSED** and seconded that flowers would be sent to all residents welcoming them to their new homes and thanking the two residents who invited people to look around their homes. All in favour. ¹²

828.3 Finance

828.3.1 Payments – it was **NOTED** that the thirteenth valuation had been received from Edwards Irish Partnership. As the completion certificate had been received this figure also included half of the 5% retention. The following payments, less the cost of the shutter installation had been authorised in accordance with resolution 526.4.1.

Lindum	Progress Payment 13	£80,473.85
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828.4 Commercial Premises

828.4.1 Post Office – it was **NOTED** that the council had responded to the tenant’s questions regarding invoices for rent and utilities.

828.4.2 New Lease – it was **NOTED** that the new lease agreement had not been signed, it was hoped that this would be resolved by the 31st August. If this was not possible the tenant would occupy the premises as a tenancy at will until the agreement is signed. It was **AGREED** that the council would write to the tenant explaining that it is in his interest to sign the lease and to ask that he meets with the council next week. ^{13 14}

¹¹ JA

¹² Clerk

¹³ Clerk to send letter, BD to deliver

¹⁴ Clerk would arrange a meeting between the tenant and JA/AK/PS and Cllr. CD if available.

828.5 Residential Properties

828.5.1 Tenancy Agreements – it was **NOTED** that tenancy agreements had been signed on all the residential properties.

829 ENVIRONMENT

(The Marshes/Van Demans/Swallowfield Meadow/Community/Orchard/
Biodiversity/Footpaths/Waste/NAG/RCAG)

Lead Councillor: Cllr. A. King

829.1 Fox's Run – Cllr. McDonald explained that this area had become overgrown and unkempt and that she had prepared a paper detailing the work required to resolve the issues. In parallel, the council had received a proposal from Swallowfield Scouts regarding the upkeep of Fox's Run.

829.1.1 Short Term - Cllr. McDonald explained that her proposal had not yet been costed and would in any case not take place until later in 2019. The area needs significant work immediately.

It was **PROPOSED** and seconded that the council accept the offer made by Swallowfield Scouts to clear and maintain this area for up to 12 months as a one-off project at a cost of up to £500. Cllr. McDonald would monitor the work carried out and approve payments in stages. All in favour. ¹⁵

829.1.2 Long-term - it was **PROPOSED** and seconded that the council obtains quotes for professional tree and shrub removal and pruning with the objective of simplifying the maintenance required for this area. All in favour. ¹⁶

829.2 The Fields NAG – it was **NOTED** that minutes of the last meeting held on 18th July 2018 had been received. Cllr. McDonald attended and raised the issue of traffic and speeding in the parish. Sgt Foskett explained that the police had conducted surveys and the problems were not significant compared with those in Shinfield and Three Mile Cross. It was stated that the police do not consider speeding alone to be a criminal offence. They looked at three points; 1) Outside the Mill House Hotel, the road can't be reengineered, 2) Swallowfield Street/The Street – cars can't speed because of parked cars, 3) Church Road/Church Lane/outside Farley Hill School, there may be something which can be done here and they would consult with WBC. See item 831.1.

The next meeting would be held on Wednesday 28th September 2018, 7:30pm, Shinfield Parish Hall.

829.3 WBC Grass Cutting Service – to **NOTE** that the Overview and Scrutiny Management Committee is undertaking a review of the Council's grass cutting service. The council would like to hear the views of residents, Town and Parish Councils and Community Groups about the frequency and quality of grass cutting across the Borough. This could include the timeliness and frequency of cuts, the quality of the work, disposal of grass cuttings, impact on wildflower areas, information on the Council's website, complaints handling or any other issues.

¹⁵ Clerk to confirm insurance arrangements with scouts and the council's insurer

¹⁶ Clerk to obtain quotes

Details of how to submit evidence is available at:

<http://news.wokingham.gov.uk/news/overview-and-scrutiny-review-of-grass-cutting/>

It was **NOTED** that the area just outside the surgery was overgrown making sightlines difficult; it is believed that this is the responsibility of Swallowfield Medical Practice. ¹⁷

830 RESILIENCE

(Flooding/ditches/rivers/Flood Resilience Group (FRG))

Lead Councillor: Cllr. A. King

- 830.1 Flood Resilience Group (FRG) – it was **NOTED** that Cllr. King and members of FRG met with WBC to discuss the proposed flood alleviation projects. Discussions with the Environment Agency are on-going.
- 830.2 SSE Grant – it was **NOTED** that Cllr. King had completed the Project Evaluation Report for SSE. ¹⁸ A training session is being organised.

831 TRANSPORT

(Road issues/speeding/public transport/police liaison)

Lead Councillor: Cllr. J. Wheelwright

- 831.1 Farley Hill – it was **NOTED** that Cllr. Wheelwright met with Wokingham Borough Council (WBC) and Thames Valley Police (TVP) on 18th July outside Farley Hill School to discuss speeding issues around the parish and particularly potential changes to the speed limit in Farley Hill. WBC and TVP stated that there was little that could be done as there wasn't enough room for repeater signs and no where to park police cars.

Cllr Wheelwright followed this up with an email requesting that urgent consideration is given to whether traffic calming measures outside the school should be implemented.

He pointed out that criteria provided in a circular published by the Department of Transport states:

“Fear of traffic can affect people's quality of life in villages and it is self-evident that villages should have comparable speed limits to similar roads in urban areas. It is therefore government policy that a 30 mph speed limit should be the norm through villages” [Rural Speed Limited Management Section 7.3 Villages] It goes on to say “It may also be appropriate to consider 20 mph limits or zones in built-up village streets which are primarily residential in nature, or where pedestrian and cyclist movements are high”.

Traffic Advisory Leaflet 01/04 (DfT, 2004) defines a village for the purpose of setting speed limits as 20 or more houses. Farley Hill has circa 110.

Cllr. Wheelwright stated that he has subsequently chased for an update and expressed concern about the length of time it is taking to tackle this issue.

¹⁷ Clerk to contact Swallowfield Medical Practice

¹⁸ Clerk to send to SSE

831.2 Norton Road – it was **NOTED** that following a review of the notes from the meeting with residents and WBC in 2015 Cllr. Wheelwright visited the site. He stated that he would raise the issue with the WBC Traffic Management team when they next meet but believes that there isn't much the council can do in the short term.

832 HALLS

(Maintenance/website/involvement with users/Marketing and Entertainment Groups)

Lead Councillor: Cllr. M. McDonald

832.1 Riseley Memorial Hall/Sports Pavilion – it was **PROPOSED** and seconded that the 5 Year Electrical Condition Testing is carried out at a cost of £750 plus VAT. All in favour.
¹⁹

832.2 Leak in ladies toilet at Swallowfield Parish Hall – it was **NOTED** that it had been established that the leak causing significant damp in the Ladies and the corridor was the result of a piece of pipework under the tiles on the floor which had never been capped off. This had been replaced but the area needs a significant period of drying out.

832.3 Swallowfield Parish Hall Car Park

832.3.1 Survey – it was **NOTED** that the survey had been completed and the report received.

832.3.2 Design of drainage and car park layout – it was **NOTED** that requirements for the layout and design of the car park were being collated, once complete quotes for the design would be obtained.

It was **AGREED** that all the items listed should be included in the specification; Cllr. Sampson asked that upgraded CCTV be included.

833 WW1 CENTENARY COMMEMORATION

833.1 Memorial – it was **PROPOSED** and seconded that the Parish Council purchase a “There but not there” life silhouette from the British Legion to be erected as a permanent memorial of the end of WW1 at a cost of £750 including VAT. All in favour. ²⁰

833.2 Other activities – at present the British Legion do not have any large poppies in stock, it is possible that more may be available in late September. It was believed that a number of community organisations were organising celebrations so the council would not hold a separate event.

834 OFFICE

834.1 Filing Cabinet – it was **PROPOSED** and seconded that a new filing cabinet be purchased at a cost of £284 plus VAT. ²¹

834.2 Photocopier – it was **NOTED** that the new photocopier had been installed. The old one

¹⁹ Clerk to organise

²⁰ Clerk to organise

²¹ Clerk

had been removed and a certificate received confirming that the hard disk had been data cleansed at a cost of £180 plus VAT. This was required to compile with GDPR.

835 HR
(Appraisals/recruitment/staff training)
Lead Councillor: Cllr. G. Collender

835.1 First Aid Training – it was **NOTED** that the caretaker would attend a First Aid Training course being organised by Wokingham Town Council on 13th Nov 2018 at a cost of £25 plus VAT.

835.2 Councillor Fundamentals – it was **NOTED** that Cllr. Drew had attended this course.

835.3 COSHH Awareness – it was **NOTED** that the caretaker had completed this course on 25th July 2018.

836 CORRESPONDENCE

836.1 Hand Rail at the Parish Shop – it was **NOTED** that a resident had requested that a handrail be installed on the pathway up to the parish shop. Discussions had taken place with the architect and project manager. The conclusion being that it is not appropriate to install a handrail due to other health and safety considerations.

The council discussed whether there were ways to better delineate the edge of the path, e.g. yellow strips on the kerb, narrow planters, these options would be investigated. ²²

836.2 Noise at the Parish Hall – it was **NOTED** that a resident had made a complaint about noise from parties at the parish hall and about youngsters using the car park in the evenings. Hall users would be reminded that the front doors should be kept shut. ²³ The resident was asked to report any anti-social behaviour by youngsters directly to the police on 101 as the Parish Council cannot do anything after the event.

The council would be looking to upgrade CCTV and security measures as part of the upgrade of the car park.

836.3 Fieldfare – it was **NOTED** that the council had received an email regarding Fieldfare.

836.4 It was **PROPOSED** and seconded that in view of the personal nature of this business that in accordance with the Local Government Act 1972 & Public Boddies (Admission to Meetings) Act 1960 the press and public be excluded and instructed to withdraw. All in favour.

837 DATE OF NEXT MEETING

Tuesday 11th September 2018 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield.

²² Clerk

²³ RFO

[No members of the public or press were present]

838 CORRESPONDENCE

838.1 Fieldfare – the council discussed the correspondence received and concluded that there was no basis for the allegations.

The council stood by its request in the correspondence of 9th July 2018.

It was **AGREED** that the council would respond to the subsequent letter stating that after consideration it would not be taking any further action. ²⁴

It was **AGREED** that the council fully supports the Clerk and believes that she is completely competent to carry out the role of Parish Clerk and does so to a high standard. The council believes that there are no grounds for the allegations being made.

[Meeting closed at 10:26]

²⁴ JA to draft