

# LANTEGLOS-BY-FOWEY PARISH COUNCIL

## MINUTES OF THE VIRTUAL MEETING HELD ON

### TUESDAY, 22<sup>nd</sup> SEPTEMBER 2020 @ 7pm

NOTE – it is the responsibility of all those joining a ‘Zoom’ meeting to check their security settings.

Present: Cllr. Moore OBE (Chairman)                      Cllr. Adams    Cllr. Bunt  
             Cllr. Carter    Cllr. Fisher    Cllr. V. Libby  
             Cllr. M. Shakerley                                      Cllr. Talling  
 In atten- Mrs Thompson (Parish Clerk)                      County Cllr. Hannaford  
 dance

Minute	AGENDA ITEMS	Action
	<p><u>Chairman’s Welcome and Public Forum</u> – the Chairman opened the meeting and welcomed those present.</p> <p>There had been complaints about overgrown gardens on Greenbank. Mr Mark Kelly, Cornwall Housing had advised he does not have time to follow this up. Cllr. Hannaford will follow this up. Members to give her the full addresses.</p> <p>It was noted that the goodwill gesture reduction on the Bodinnick Ferry fares had come to an end. Cllr. Hannaford will check when the government subsidy came to an end.</p> <p>The sign at Wellside had been opened but shouldn’t have been. It had since been closed.</p> <p>Cllr. V. Libby said there had been problems with the bus not going to the bottom of the village to pick-up travellers. Cllr. Hannaford said this had been caused, in part, by inconsiderate parking. She planned to issue such vehicles with stickers requesting co-operation when parking.</p> <p>Cllr. Adams had received enquiries about locations where flu jabs would be available. He had spoken to the Surgery and patients are advised to watch their website for locations.</p> <p>Concerns continue about incidents of bullying at or travelling to/from school. Cllr. Moore said other agencies had refused to meet with the Parish Council. It was difficult to see what else the PC can do. Cllr. Adams said he believed the Headteacher is responsible for the pupils’ behaviour until they reach home. He explained the procedure, which culminates in a report to the Ofsted. He had passed this information onto the parents.</p> <p>Members received reports from outside authorities as follows:</p> <p>1. <i>County Councillor</i> – Cllr. Edwina Hannaford spoke to her written report, copy on file.</p> <ul style="list-style-type: none"> <li>• Additional parking signs for Hall Terrace. These had been ordered and are out for delivery.</li> <li>• Cllr. Hannaford had provided maps of tree canopy cover for the parish, previously circulated via email.</li> <li>• Ms Melanie Brain, CC reported CHL had advised the properties on Chapel Lane, Polruan had been allocated to tenants (details previously emailed). Cllr. Moore expressed concern that the two flats had not been allocated to residents of Polruan.</li> <li>• A report of actions from the Looe multi-agency meeting previously circulated via email.</li> </ul> <p>Concern was expressed about the waste collection. Cllr. Hannaford said what is needed is a smaller vehicle to collect the waste from the narrow streets in Polruan. She is continuing her efforts.</p> <p>Cllr. Adams expressed concern about the drains in the parish (Minute 87b/2020 below refers).</p>	<p>Members / Cllr. Hannaford</p> <p>Cllr. Hannaford</p>

	<p>2. <i>Network Panel</i> – notes of the meeting held on 24<sup>th</sup> July 2020 had previously been circulated via email.</p> <p>It was <b>RESOLVED</b> to submit an Expression of Interest Form for the Network Panel Highways Scheme to be returned to Mr David Read, CC by no later than 30<sup>th</sup> September 2020. Circulated via email. Members seek to stop cars from parking near the Penpoll junction by creating additional parking elsewhere. They believe this would improve visibility and improve public safety.</p> <p>3. <i>Fowey Port Users Group</i> – next meeting to be held on Tuesday 3<sup>rd</sup> November at 2pm.</p> <p>4. <i>Police</i> – copy of the Rural Police Newsletter had been circulated via email</p>	Clerk
82/2020	<u>Apologies</u> – Cllrs. Kelly, T. Libby and Wilton.	
83/2020	<p><u>Members' Declarations</u> –</p> <p>a. <i>Pecuniary/Registerable Declarations of Interests</i> – none.</p> <p>b. <i>Non-registerable Interests</i> – Cllr. Adams in Minute 85/2020.</p> <p>c. <i>Declaration of Gifts</i> – Members were reminded they must declare any gift or hospitality with a value in excess of fifty pounds.</p> <p>d. <i>Dispensations</i> – none.</p>	
84/2020	<p><u>Minutes of Meetings</u> –:</p> <p>a. <i>Full Council Meeting</i> – 28<sup>th</sup> July 2020, <b>AGREED</b> as a true record. Cllr. Fisher objected to 65e/2020.</p> <p>b. <i>Extraordinary Meeting</i> – 3<sup>rd</sup> July 2020, <b>AGREED</b> as a true record. Noted the original Minutes of this meeting named individuals and advice from CC was that this information should be removed.</p> <p>c. <i>Staffing Committee Meeting</i> – 12<sup>th</sup> August 2020, <b>AGREED</b> as a true record.</p>	
85/2020	<p><u>Planning Matters</u> – including any items received after the agenda was issued:</p> <p>a. <i>Neighbourhood Plan (NP)</i> – Mrs McCann, NP Examiner's final report had been circulated to Members and the Steering Group. Mr Paul Webber of Situ8 had amended the changes to the draft NDP. It will now be submitted to CC and eventual publication on their website.</p> <p>b. <i>Planning Applications</i> –</p> <p>i. <u>PA20/06621, Hoe Cottage, Battery Lane, Polruan</u> – demolition of dwelling, construction of replacement dwelling and garage and associated works and refurbishment of existing outbuilding. Cllr. Fisher said the red line plan needs to be amended and the applicants should issue a Certificate D. Notwithstanding this necessity, Members <b>SUPPORT</b> the application.</p> <p>ii. <u>PA20/07081, 11 Ocean View, Polruan</u> – change of use of existing holiday unit to residential dwelling house. Cllr. Adams left the meeting whilst this item was discussed and Cllr. V. Libby abstained. <b>NO OBJECTION</b>.</p> <p>iii. <u>PA20/06577, 3 Barrs Close, Old Road, Bodinnick</u> – proposed extensions and alterations. The precedent had been set for properties in the area. <b>NO OBJECTION</b>.</p> <p>c. <i>Planning Applications Approved by CC</i> – information only.</p> <p>i. <u>PA20/04254, The Barn, Trethake Mill, Highway</u> – proposed installation of air source heat pump.</p> <p>ii. <u>PA20/04255, The Barn, Trethake Mill, Highway</u> – listed building consent for the proposed installation of air source heat pump.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

	<p>iii. <u>PA20/04868, 16 West Street Polruan</u> – installation of dormer window on west elevation. This is the second application for a dormer on this property.</p> <p>iv. <u>PA20/07096, Bramblecombe, Penpoll</u> – Non-Material Amendment to application no. PA19/04985 dated 22/08/19 for the slight rotation of the proposed building and relocation.</p> <p>v. <u>PA20/01542/PREAPP, 3 Battery Park, Polruan</u> – pre-application advice for a new entrance / conservatory to the rear, conversion of the loft/roof space and a erection of a garage/workshop/boat store. Closed, advice given by CC.</p> <p>d. <i>Buildings at Risk</i> – the aim of this project is to identify and monitor buildings at risk and seek solutions for neglected, redundant or derelict listed buildings. Details previously emailed.</p> <p>Noted: <a href="mailto:cbgcasework@gmail.com">cbgcasework@gmail.com</a> to report historic buildings or valued heritage assets which are derelict or not being properly maintained. The Clerk to report Townshend Farm as possibly meeting this criterion.</p> <p>e. <i>Looe Town Council</i> – letter regarding government plans to overhaul the Planning System. Circulated via email 5<sup>th</sup> August 2020. It was felt that the parish was well protected with the AONB, emerging NDP, etc. It was <b>RESOLVED</b> to support Looe TC and express concerns about the implications of the government proposal on other areas of Cornwall.</p> <p>Cllr. Carter had concerns about access to the river when control of the Caffa Mill Slip is taken over by Fowey Harbour Commissioners. He will take this to the Fowey User Group.</p> <p>f. <i>CC Planning Conferences</i> – 22 September, 21 October and 26 November 2020. The session will be via Microsoft Teams and will start at 4.30 pm and end by 6.30 pm. Local councils are invited to nominate two delegates plus one reserve for this event. Details previously emailed. Book a place on <a href="mailto:positiveplanning@cornwall.gov.uk">positiveplanning@cornwall.gov.uk</a></p> <p>g. <i>Planning E-Bulletin</i> – August 2020. Circulated via email.</p>	<p>Clerk</p> <p>Clerk</p> <p>Cllr. Carter</p>
86/2020	<p><u>Environmental / Amenity Matters</u> – including any items received after the agenda had been published.</p> <p>a. <i>Public Conveniences</i> – see also Minute 95/2020 below. An official complaint had been made to Ms Sonia Armstrong, Cormac regarding issues with the cleaning contract. Her apology and offer of £789.36 credit note had been accepted. Members considered:</p> <p>i. <u>Frogmore WCs</u> – none.</p> <p>ii. <u>The Quay WCs</u> – none, other than above.</p> <p>iii. <u>St Saviour’s WCs</u> – consideration of a sketch plan and costings for a new purpose-built toilet block was deferred to the October agenda. It was <b>RESOLVED</b> to ask Mr Alastair Devereux to install ventilation vents to the gents and disabled toilets.</p> <p>iv. <u>Legionella Testing</u> – Cormac had supplied the figures, which are within acceptable limits.</p> <p>b. <i>Polruan Doctors’ Surgery</i> – Minute 64c/2020 refers. Correspondence with the Surgery had been circulated via email.</p> <p>The Polruan Pals scheme is being wound down.</p> <p>c. <i>Whitecross Village Green</i> – a photograph showing vehicles parked on the Green had been circulated. Cllr. Hannaford said it would only be possible to increase parking on the Cornwall Housing properties if the tenants gave permission. The Clerk to write to the tenants to seek their views.</p> <p>Cllr. Shakerley did not see a problem with parking on the Village Green, except when there is a function being held in the Village Hall.</p> <p>d. <i>Benches</i> – Members considered:</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

	<p>i. <i>Lansallos Patrol</i> – Cllr. Talling and the Clerk were given delegated authority to agree the wording and purchase a suitable plaque listing the three Lanteglos men who had served in the Lansallos Patrol.</p> <p>Noted the plaque to be placed on the bench at Frogmore / Trevarder. Photo of the Pelynt plaque provided by Cllr. Talling.</p> <p>ii. <i>The Quay Benches</i> – Polruan Town Trust advised the benches on the Quay are not situated on Trust Land. Noted the Trust and South West Water are trying to resolve matters relating to the extension of the Quay and this is still ongoing. Once this is resolved, Trustees will review their position on the ownership of these benches.</p> <p>e. <i>Grit Bins</i> – Members to check the state of the bins, supplies and arrange for bins to be refilled and notify the Clerk accordingly.</p> <p>f. <i>Public Rights of Way</i> – the Countryside Access Team (CAT) had been asked to extend the PROW Maintenance Contract to include making a grant to Parish / Town Councils to carry out repairs of stiles and fences.</p> <p>The following issues had been reported to CAT:</p> <ul style="list-style-type: none"> <li>• <i>Damaged Stile</i> – the stile at the beginning of the PROW leading to Coombeland is in a very poor state of repair. Ms Katie Jose, Countryside Officer advised 31/7/20: the stile nearest the road from the ferry has now have this logged in the correct location.</li> <li>• <i>Nordown Lane</i> – the footpath sign is missing. Ms Katie Jose, Countryside Officer advised that signs are not a priority at this current time and she cannot advise when this is likely to be replaced.</li> <li>• <i>Footpath from Les Pieds dans l'Eau to Penmarlam</i> – Ms Katie Jose, Countryside Officer advised she believes this enquiry may relate to path 24. CAT have this on our list of paths to inspect post COVID. Once the path has been inspected, she will able to update Members.</li> <li>• <i>Coombeland Drain</i> – a Highways Safety Inspector has viewed the drain (and other potential and actual drainage problems in the immediate vicinity) on Monday. He explained that he would have to "report upwards" to see what could be done.</li> </ul> <p>g. <i>Fowey Harbour Revision Order</i> – Minute 64b[v]/2020 refers. Draft order and accompanying documents may be viewed on the MMO's website: <a href="https://www.gov.uk/government/collections/harbour-orders-public-register">https://www.gov.uk/government/collections/harbour-orders-public-register</a>. A draft response had been accepted and submitted to MMO.</p> <p>h. <i>Tinkers Hill, Polruan</i> – this area was not on the weed spraying schedule but had subsequently been added and A1 asked to spray when next in the area. The Clerk to write to homeowners on Tinkers Hill and request they cut back their hedges. The Clerk to contact Ms Gina Varcoe and request the area is cleaned up.</p> <p>i. <i>Flytipping at Pont</i> – a letter had been sent to local residents seeking their co-operation in reporting flytipping. Cllr. Adams said there were other incidences of garden waste being flytipped around the parish. It was <b>AGREED</b> to make a note of this in the next edition of the <i>Parish News</i>.</p>	<p>Cllr. Talling / Clerk</p> <p>Members / Clerk</p> <p>Clerk Clerk</p>
87/2020	<p><u>Highways Matters</u> – including any items received after the agenda had been published.</p> <p>a. <i>Inconsiderate Parking</i> – Minute 66b/2020 refers. A site meeting had been held with Cllr. Adams and Mr Andrew Hawke, CC Senior Civil Enforcement Officer, CC – other invitees were unable to attend.</p> <p>Two reports from Mr Andrew Hawke, had been circulated via email. He had pointed out that the 16:20 bus driver had advised him that due to the school pick-ups there is no 16.20 bus at the moment in Polruan. The Clerk to contact Travel Cornwall and request a new timetable.</p>	<p>Clerk</p>

	<p>b. <i>Quay Hill Drain</i> – Cllr. Fisher had reported the overflowing drain and the resulting road surface damage on Fore Street to SW Water and Highways. He had provided SWW asset plans for Polruan and Bodinnick.</p> <p>Noted County Cllr. Hannaford is endeavouring to set up a site meeting with SW Water; Ms Melissa Brain, CC; and representatives of the PC and Highways. Residents are urged to photograph and log all incidences of overflows, including wet wipes/sewage as evidence. Cllr. Fisher suggested obtaining a quotation from Cormac to clear the drains at Ocean View and then to see if the residents would share the cost with the PC.</p> <p>c. <i>Accident at Lanteglos Highway</i> – following the serious accident at the Penpoll junction, Highways had been asked to look again at traffic calming measure for Lanteglos Highway.</p>	<p>Cllr. Hannaford</p> <p>Clerk</p>																																												
88/2020	<p><u>Administrative Matters</u> – including any items received after the agenda had been published.</p> <p>a. <i>Website Accessibility</i> – Mr Barry Isaacs, WesternWeb Ltd. reported they are checking for errors and this and the publication of an accessibility statement will be completed by 23<sup>rd</sup> September.</p>																																													
89/2020	<p><u>Financial Matters</u> – including items received after the agenda had been issued.</p> <p>a. <i>Accounts for Payment</i> – schedule 2020/21-06 to a value of £4,430.54 was <b>APPROVED</b> for payment.</p> <p><i>Bank Signatures</i> – Members who are signatures to the bank account to sign up for online banking.</p> <table border="1"> <thead> <tr> <th><b>PAYMENTS</b></th> <th><b>Price</b></th> <th><b>VAT</b></th> <th><b>Total</b></th> </tr> </thead> <tbody> <tr> <td>Mrs Thompson - salary</td> <td>689.24</td> <td></td> <td>689.24</td> </tr> <tr> <td>HMRC</td> <td>190.29</td> <td></td> <td>190.29</td> </tr> <tr> <td>Mrs Thompson - expenses, incl. WC signage</td> <td>35.47</td> <td>5.49</td> <td>40.96</td> </tr> <tr> <td>CC - Quay WC rates</td> <td>150.00</td> <td></td> <td>150.00</td> </tr> <tr> <td>CC - St Saviour's WC rates</td> <td>127.00</td> <td></td> <td>127.00</td> </tr> <tr> <td>Rentokil Initial UK Ltd – monthly fee</td> <td>21.70</td> <td>4.34</td> <td>26.04</td> </tr> <tr> <td>Opus Energy - Quay WCs</td> <td>17.84</td> <td>0.89</td> <td>18.73</td> </tr> <tr> <td>Treve Fowler – PROWs + Whitecross Green</td> <td>2,990.64</td> <td></td> <td>2,990.64</td> </tr> <tr> <td>Rentokil Initial UK Ltd - sanitiser refills</td> <td>164.70</td> <td>32.94</td> <td>197.64</td> </tr> <tr> <td></td> <td></td> <td></td> <td><b>£4,430.54</b></td> </tr> </tbody> </table> <p>b. <i>Budget Monitor</i> – a copy had been circulated via email.</p> <p>c. <i>Bank Reconciliation</i> – the bank reconciliation was circulated via email and verified.</p>	<b>PAYMENTS</b>	<b>Price</b>	<b>VAT</b>	<b>Total</b>	Mrs Thompson - salary	689.24		689.24	HMRC	190.29		190.29	Mrs Thompson - expenses, incl. WC signage	35.47	5.49	40.96	CC - Quay WC rates	150.00		150.00	CC - St Saviour's WC rates	127.00		127.00	Rentokil Initial UK Ltd – monthly fee	21.70	4.34	26.04	Opus Energy - Quay WCs	17.84	0.89	18.73	Treve Fowler – PROWs + Whitecross Green	2,990.64		2,990.64	Rentokil Initial UK Ltd - sanitiser refills	164.70	32.94	197.64				<b>£4,430.54</b>	
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90/2020	<p><u>Correspondence / Documents</u> – not covered elsewhere on the agenda:</p> <p>a. <i>Neighbourhood Planning</i> – E-Bulletin (July 2020). Details previously emailed.</p> <p>b. <i>Planning News for Local Councils and Agents</i> – July 2020 edition. Details previously emailed,</p> <p>c. <i>Climate Change Development Plan Document (DPD)</i> – formal consultation on the Pre-Submission Report which will be from 10 August to 25 September 2020. Details circulated via email.</p> <p>d. <i>Cornwall AONB</i> - Latest News, August 2020. Details circulated via email.</p> <p>e. <i>COVID19 Community Award</i> – Colonel E T Bolitho OBE, Lord Lieutenant of Cornwall seeks nominations to receive letters of thanks. Details emailed.</p> <p>f. <i>Cornwall Community Land Trust</i> – August newsletter, previously emailed.</p> <p>g. <i>Clerks &amp; Councils Direct</i> – September 2020.</p>																																													

	<p>h. <i>Penquite Woods</i> – details circulated via email regarding granting of a felling licence. Cllr. Moore had undertaken some research and the licence was issued by the Forestry Commission. This was granted to manage Penquite Woods.</p> <p>i. <i>Drive-through Flu Vaccination Scheme</i> – volunteers sought to help marshal the proposed new drive-through sites. Details previously emailed</p> <p>j. <i>Polruan Village Hall</i> – their AGM is being held today and a copy of their signed accounts will follow.</p> <p>k. <i>Road Enforcement and Safety Survey</i> – deadline is 30<sup>th</sup> September 2020. Details previously emailed.</p> <p>l. <i>Flood Action Plan</i> – guide from CC previously circulated via email.</p> <p>m. <i>Community Governance Review</i> – the Governance arrangements of various Parish Councils will be discussed at three meetings of Cornwall Council’s Electoral Review Panel in the next fortnight - on Wednesday 23<sup>rd</sup> September, Thursday 1<sup>st</sup> October and Tuesday 6<sup>th</sup> October. County Cllr. Hannaford left the meeting at this point.</p>	
91/2020	<p><u>Adoption of Policies and Strategies</u> – circulated via email. It was <b>RESOLVED</b> to adopt the following documents:</p> <p>a. <i>Standing Orders</i> – latest version adopted June 2018. NOTE: <i>Standing Orders</i> – Coronavirus amendments. Adopted May 2020.</p> <p>b. <i>Statement of Internal Control</i> –</p> <p>c. <i>Asset Register</i> – accepted except the Clerk to check the replacement value for the defibrillator.</p> <p>d. <i>Risk Assessments</i> –</p> <ul style="list-style-type: none"> <li>• Financial, Management and Property.</li> <li>• <u>Quay Public WCs</u> – provided by Cornwall Training &amp; Consultancy. <a href="https://www.lanteglosbyfowey.org.uk/data/uploads/596.pdf">https://www.lanteglosbyfowey.org.uk/data/uploads/596.pdf</a>.</li> <li>• <u>St Saviour’s WCs</u> – provided by Cornwall Training &amp; Consultancy. <a href="https://www.lanteglosbyfowey.org.uk/data/uploads/595.pdf">https://www.lanteglosbyfowey.org.uk/data/uploads/595.pdf</a></li> <li>• <u>Frogmore WCs</u> – provided by Cornwall Training &amp; Consultancy. <a href="https://www.lanteglosbyfowey.org.uk/data/uploads/594.pdf">https://www.lanteglosbyfowey.org.uk/data/uploads/594.pdf</a></li> </ul> <p>e. <i>Publication Scheme</i> – Freedom of Information Act.</p> <p>f. <i>GDPR Data Audit</i> –</p> <p>g. <i>Unreasonably Persistent and/or Vexatious Complaints</i> –</p> <p>h. <i>Social Media</i> –</p> <p>i. <i>Complaints Policy</i> –</p> <p>j. <i>Staffing Committee</i> –</p>	Clerk
92/2020	<p><u>Information Only / Items for Future Agendas</u> –</p> <p>a. <i>Wall Opposite Greenbank Entrance</i> – stones in the wall have worked loose. The Clerk to advise Highways.</p>	Clerk
93/2020	<p><u>Diary Dates</u> – including any items received after the agenda had been published. <b>Details previously circulated</b></p> <p>a. <i>Full Council Meeting</i> – 27<sup>th</sup> October 2020.</p> <p>b. <i>Royal Cornwall Hospitals</i> – their Annual Public Meeting was held on 17<sup>th</sup> September 2020. Details previously emailed.</p> <p>c. <i>Carbon Neutral Cornwall Hive</i> – online event to be held on Saturday 26<sup>th</sup> September 2020, 1-4pm. Details emailed.</p>	

	d. <i>Cornwall Community Flood Forum</i> – 2020 conference to be held on Friday 6 <sup>th</sup> November to explore past, present and future. To enrol: <a href="https://www.eventbrite.co.uk/e/cornwall-community-flood-forum-digital-conference-tickets-120175324631?aff=ebdssbeac">https://www.eventbrite.co.uk/e/cornwall-community-flood-forum-digital-conference-tickets-120175324631?aff=ebdssbeac</a>	
94/2020	<u>Closed Session</u> – in view of the confidential nature of the business about to be transacted, namely quotations, it was <b>RESOLVED</b> that it is advisable in the public interest that the press and public be excluded and they were instructed to withdraw.	
95/2020	<u>WC Cleaning and PROW Contracts</u> – a. <i>PROW Contract</i> – it was <b>RESOLVED</b> to award the contract to A1 Tree and Grounds Ltd. at a total cost p.a. of £3,000 + VAT. The Clerk to provide the company with a contract and supporting documentation. b. <i>WC Contract</i> – the continuing COVID-19 pandemic had impacted on the terms of the Cleaning Schedule, i.e. two cleans are needed daily to comply with the PC’s risk assessments. Two tenders had been received and the Clerk to contact both and ask them to revise their figures in light of this requirement and advise the Clerk by 30 <sup>th</sup> September 2020.	Clerk  Clerk
96/2020	<u>Affordable Housing</u> – covered by Cllr. Hannaford’s report.	
97/2020	<u>Planning Enforcement</u> – Members received an update. Noted Cornwall Council had deemed planning enforcement matters to be confidential.	
98/2020	<u>Clerk</u> – it was <b>RESOLVED</b> to award the Clerk a further week’s leave to cover the workload during her August break.	
99/2020	<u>Meeting Closed</u> – 10.01pm.	

Signature: ..... (Cllr. Moore)  
Parish Council Chairman

Date: 27<sup>th</sup> October 2020