

SWANTON MORLEY PARISH COUNCIL MEETING MINUTES

MONDAY 8TH FEBRUARY 2021 AT 7.30PM

VIRTUAL MEETING VIA MICROSOFT TEAMS

Councillors Present: Mr R. Atterwill (Chairman), Mrs B O’Dowd (Vice Chair), Mr J Rodrigues, Mr J Keen, Mr G Curran, Mr J Venworth, Mr D Turner and Mr I Cawdron

Also in attendance: Mrs K. Pickard (Clerk) and District Councillor Richard Duffield and eleven members of the public

District Councillor Reports

District Councillor Richard Duffield reported that Breckland District Council have been working hard to support local businesses through the pandemic along with vulnerable people.

Councillor Duffield then reported that while working in the Village he was shocked at the level of speed of cars.

Councillor Atterwill agreed that this is an ongoing issue.

Councillor Atterwill reported that Breckland Council building control department are trying to recruit new officers, as there have been inspections that have not taken place.

Councillor Atterwill also reported that the shared services agreement with South Holland District Council is coming to an end. Breckland Council are having a period of reflection before seeing if there is going to be a further shared services agreement with a District Council closer to Breckland.

Councillor Atterwill then invited all present to join him in thanking all of the staff and volunteers who have been magnificent at Swanton Morley Surgery in the rollout of the vaccine process. Councillor Duffield and Councillor Atterwill agreed that this is a ‘well oiled’ machine, and they are a credit to Swanton Morley and the District.

Matters Raised Under Time Allocated to the Public

A number of the public participants attended to discuss a planning application on the agenda that they are opposed to at Frogs Hall Lane.

The reasons given were that an application for the site has previously been refused, it is not an isolated development and in that area of the village they are already under considerable pressure with flooding. Any extra development could exacerbate the problem.

The Applicants were also in attendance and were given the opportunity to address the concerns of the residents. They talked about the design and the concept of the development and also stated that they would like to enhance the local area and that there will also be ponds developed in the area to alleviate any additional surface water.

The issue of speeding was also discussed with two members of the public, as there are still ongoing concerns. Councillor Atterwill reported that there has been an application submitted to Norfolk County Council for Parish Partnership funding in order to provide further assistance with the speeding, this includes a further SAM2 sign and road markings outside Gooseberry Hill playground.

Councillor Turner reported that unfortunately, due to the Coronavirus pandemic, Norfolk Constabulary are unable to provide training for the volunteers of the Community Speedwatch, but as soon as this is

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permitted, this will be implemented in the village and the Parish Council are hoping that this will improve the situation.

The Meeting Went into Session

Two members of the public left the meeting

1. To Accept Apologies for Absence

Apologies were received from Councillor Cawdron who was going to be late. Councillor Westbury was not in attendance and apologies were not received

2. To Receive Declarations of Interest

Councillor Turner declared an interest in item 10c

3. Minutes from the Parish Council Meeting of 11th January 2021 to be Accepted, Initialled and Signed

Councillor Keen proposed that the minutes were a true and accurate record of the meeting, seconded by Councillor Turner, and carried. Councillor Atterwill signed the minutes.

4. Matters Arising from Minutes of 11th January 2021 (For Exchange of Information Only)

None were raised

5. Minutes from the Parish Council Budget meeting 20th January 2021 to be accepted, initialled, and signed.

Councillor Curran proposed that the budget meeting minutes were a true and accurate record of the meeting, seconded by Councillor Rodrigues and carried. Councillor Atterwill signed the minutes.

6. Matters arising from the minutes of the budget meeting on 20th January 2021

None were raised

Councillor Atterwill asked Councillors if there were in agreement, to bring forward items 9a and 12 due to the reason that there a number of members of the public in attendance wishing to specifically listen to the debate on these items.

All agreed

9. Land and Planning

a. To Consider Responses to Breckland District Council for the following Planning Applications

3PL/2021/0054/F – Woodgate Hall Farmhouse, Woodgate – Conversion of barn to one dwelling.

Councillor Atterwill reported that the only change to the previous application that was refused is the detail to the windows.

Councillor Cawdron suggested that as the Parish Council had no objections previously that the council respond the same.

Councillor Atterwill then read out the previous comments submitted on 15th October 2020 and 11th November 2020.

15/10/2020 – ‘The view is that the application will bring back into use an existing barn and the proposals are generally acceptable however we wish to ensure that any ecological requirements particularly in relation to the Bats is a condition of any planning permission. There seems to be some contention from the neighbour about the close proximity to their property. A fence is now in place’.

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11/11/2020 – ‘There was concerns raised regarding the capacity of surface water and foul drainage in the area being an issue, and if the development has any environmental forms of heating’

Councillor Cawdron proposed that the Parish Council respond with no objections referring to the previous conditions submitted seconded by Councillor Keen and carried.

3PL/2021/0051/F – Land on the edge of Woodgate, alongside Frogs Hall Lane – Whole life-zero-carbon dwelling with detached garage set within a substantial natural landscaping and ecological enhancements scheme.

Councillor Venworth reported that he had spoken to some of the residents in Woodgate and the general view is that they are opposed to this planning application. The reasons given were the fear of further development on the site, the use of a greenfield site for an unnecessary development, poor quality of the access road and the possibility of additional flooding.

Councillor Venworth also stated that this is outside the settlement boundary and does not fulfil any local housing needs.

Councillor Turner agreed that the proposed development is outside the settlement boundary therefore does not comply with the Neighbourhood plan.

Councillor Curran agreed with the points made in the public participation and the settlement boundary and feels that this application should be responded with an objection based on this.

Councillor Rodrigues also agreed with the issue of the settlement boundary and feels that this would potentially be an open door for developers if the Council approved it.

In terms of planning policies Councillors agreed that this application does not comply with the Neighbourhood Plan policy 1 (Settlement boundary), Local plan policy HOU 03 (settlement boundary for local service centre villages), ENV05 (Environmental policy that links with the Breckland landscape sensitivity) and following the previous planning application for this site that went to appeal, the planning officer did not feel this was a sustainable location due to no footpath and track roads.

Councillor Curran also felt that this does not comply with the NPPF as it is not an isolated development.

Councillor Venworth proposed that the Parish Council respond as an objection on the grounds of Neighbourhood plan policy 1, Breckland Council Local plan policies HOU03 and ENV05, reference to the original appeal reason deeming this not a sustainable location, and NPPF not an isolated development as it is surrounded on three sides, seconded by Councillor Rodrigues and carried.

One member of the public left the meeting

12. Flooding in the Village

Councillor Venworth, the Clerk and Councillor Atterwill had produced a draft report that was circulated to Councillors ahead of the meeting for consideration. The Clerk shared this on the screen for discussion.

There are seven issues that are detailed in the report:

1. Frogs Hall Lane – waste water flooding
2. Frogs Hall Lane – surface water flooding
3. Surface water running down Woodgate Road
4. Flooding at the junction of Woodgate Road and Woodgate Lane
5. Flooding on the land adjacent to Norwich Road
6. Woodgate Park – attenuation pond
7. Field surface water entering Woodgate Road

Councillor Atterwill went through each issue in detail.

The actions that are detailed in the report are:

1. Request information from Anglian Water regarding the upgrade of the pumping station
2. Request a site visit with Anglian Water to discuss remedial works required
3. To extend the kerbing on Frogs Hall Lane to an existing storm drain (The Clerk has received confirmation of this agreement)

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4. Arrange site visits with Landowners to discuss suitable attenuation ponds and any other remedial works to improve the situation

Councillor Atterwill confirmed that in the week leading up to the meeting, Councillor Venworth, Councillor Atterwill and the Clerk were successful in making progress to improve the situation, including approaching highways for an agreement to extend the kerbing on Frogs Hall Lane, contacting Anglian Water to attend the site and repair the pumping station, and to request a site visit from Anglian Water. Contact has also been made with one landowner with suggestions of ways to improve the drainage. He has agreed to help and set up a site inspection of his land.

Councillor Atterwill had enquired with the Anglian Water engineer repairing the pumping station if the pumps had been replaced when the Woodgate Park development was built and the engineer responded that the pumps weren't but the impellers on the end of the pumps look like they have been.

Councillor Atterwill then reported that he had obtained 16 sand bags from Breckland Council and delivered them to a resident so that they could be positioned at the end of the driveway to help divert the water, and the Parish Council has now purchased a further 27 empty sand bags from Jewsons that have been delivered to another resident who will fill them up with sand and distributing them to residents who require them in an emergency.

Councillor Curran proposed that the report is approved and circulated to Anglian Water, Norfolk County Council Highways, County Councillor Bill Borrett and Breckland District planning department along with the residents of Woodgate, seconded by Councillor Rodrigues and carried.

*Two members of the public left the meeting
District Councillor Duffield left the meeting*

7. Finance

a) Accounts to Approve for Payment:

The Clerk had sent the bank reconciliation and a full report of monthly payments against budget to Councillors ahead of the meeting for consideration.

The Clerk confirmed there had been no further invoices received since publishing the agenda.

Two members of the public left the meeting

Councillor O'Dowd proposed that the payments are made seconded by Councillor Rodrigues and carried.

Payee	Detail	Payment Method	Total Amount Payable	Of Which VAT Reclaimable
Staff remuneration	PAYE Month 10 – under contract	BACS	£3314.29	
CGM	Grasscutting	BACS	£627.97	£104.66
BT	Telephone line	DD	£113.36	£18.89
E.On	Streetlight electricity	DD	£69.70	£3.43
S2 Computers	IT support	DD	£144.24	£20.24
AT Coombes	Tree work Village green (pre-approved)	BACS	£756.00	£126.00
East Anglian Air Ambulance	S137 Donation	BACS	£50.00	

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Citizens Advice Bureau	S137 Donation	BACS	£50.00	
Community First Responder	S137 Donation	BACS	£50.00	
Viking	Printer ink, files, stamps	BACS	£152.20	£19.71
Jewson	Hessian Sand Bags	BACS	£29.70	
Mole Country Stores	Mole Repellent (Electric)	BACS	£39.16	
		Total	£5396.62	£275.82

b. Income to be reported

Income Received From	Details	Amount
Allotment holder	Allotment fees	£1589.00
Burial Ground	Burial fees	£75.00
SMFC	Manns Lane field rental	£330.00
Barclays Bank	Bank interest	£3.51
		£1997.51

c. To Appoint an Internal Auditor for the 2020/2021 Financial Year

The Clerk reported that there had been communication with a number of internal auditors. Two are unavailable, and two have provided quotations. The Clerk was still awaiting the third quotation, which was not received prior to the meeting. Councillor Atterwill suggested that this item is deferred until March in order for the Clerk to receive the third quote. Councillor O'Dowd agreed that a third quote should be considered.

Councillor O'Dowd proposed that the item is deferred until March to consider the third quote seconded by Councillor Turner and carried.

8 Policies

a. To Agree to Adopt the Standing Order with one Amendment from NALC

The Clerk reported that there had been an amendment to the Model Standing orders, on page 20. The content change relates to the threshold levels; contracts and public procurement. The document with the tracked change had been sent to Councillors ahead of the meeting for consideration.

Councillor O'Dowd proposed that the amended document is adopted by the Parish Council seconded by Councillor Rodriques and carried.

Two members of the public left the meeting

9. Land and Planning

c. To Receive a report on Planning Decisions by Breckland Council

3PL/2020/1375/F – Angel Cottage – Hoe Road South - Outbuilding to provide a double garage & home office

Permission granted

d. To Discuss Correspondence received from Hopkins Homes regarding Street Names

Councillor Atterwill reported that correspondence had been received from Hopkins Homes regarding the suggested street names that were submitted by the Parish Council after the January meeting.

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Breckland Council are happy with Marsham, Myhill, Sadler and Sommerville and have requested information on the reason for the suggestion.

However, Northall is already in use in the local area (Northall Green) and Breckland Council have stated that they cannot have the same name used twice due to the emergency services apparently being unable to find the correct address.

Breckland Council have requested a further suggestion.

Councillor Venworth referred to the original names on the list as there were two further suggestions of Hudson and Carrick.

Councillor Atterwill explained that Mr Carrick wasn't very keen on the idea and the name 'Hudson' is already commemorated at Darbys.

Councillor Cawdron asked if the option of using the first name would be considered, Councillor Atterwill responded that it would however as her first name was 'Rosemary' this could be referring to anyone, rather than Rosemary Northall specifically.

Councillor Curran suggested looking at the Neighbourhood plan to see if any names would be possible.

Councillor Keen suggested using a more current name that the parishioners would relate to.

Councillor Cawdron suggested the name 'Strickland' after Dr Paul Strickland, who was a local Doctor at North Elmham and Swanton Morley surgeries for a number of years.

Councillor Turner also agreed.

Councillor Keen proposed that subject to the family's approval, the Parish Council suggest 'Strickland' as the replacement street name for the new development seconded by Councillor Rodrigues and carried.

10. To Consider Matters for Attention for the Following Parish Assets:

a) Churchyard at All Saints' Church

i. To consider quotations for mole catching in the Churchyard

Councillor Atterwill reported that there had been reports of moles in the Churchyard.

The Clerk had received three quotations from Pest Control services to remove them:

Bracken Pest Control £240 – whole churchyard, £160 carpark half.

RP Environmental Services – £20 per mole

Wright Pest Control - 4/6 weeks work with frequent visits £265

Annual contract with frequent visits £400

The Parish Council already owns nine mole deterrents, six are solar powered and three are battery operated (this includes two new ones purchased by the clerk for this purpose).

These are designed to send out a signal which deters the moles from that specific area.

Councillor Cawdron does not find that the deterrents are very effective and feels it would be better to hire a company to remove them.

Councillor Turner agreed.

Councillor Curran suggested that the mole deterrents are trialled this month to see if they have any affect.

Councillor O'Dowd agreed that the Parish Council should try the deterrents first.

Councillor Atterwill proposed that when the snow has cleared, he will position the deterrents in the church yard and monitor the effectiveness with a view to discussing a mole catching service at the March meeting, seconded by Councillor Keen and carried.

b) Swanton Morley Cemetery

Councillor Curran had nothing to report.

c. Swanton Morley Allotments

i) To Consider Correspondence for the Management of the Allotments

The Clerk had sent a number of documents to Councillors ahead of the meeting for consideration. These were:

- A proposed Privacy Policy
- A proposed Allotment Policy
- Allotment Tenancy Agreement with tracked changes
- An internal allotment procedure for office use only

The Clerk produced each document on the screen for discussion.

One member of the public left the meeting

Allotment procedure suggested amendments:

To remove Cllr Turners name and replace with 'A Councillor is delegated this task each year at the annual meeting of the Parish Council held in May'.

Allotment Policy document suggested amendments:

To remove Councillor Turners name on page 3 and replace with 'The designated Cllr appointed annually at the annual meeting of Swanton Morley Parish Council who is responsible for the management of the Parish Council allotments supported administratively by the Parish Clerk and Assistant Clerk'.

Councillor Curran suggested an amendment to section 1.2 to the wording of allocation of plots to non-residents. This is to read '10% of plot holders, rounded up to the nearest whole number'.

Tenancy agreement suggested amendments:

On page 2, - to remove the word 'Livestock'.

Section 4.5 – keep in line with policy 4 of the Allotment Policy document

Allotment Privacy Notice

No changes required.

All agreed to the suggestions.

Councillor Atterwill suggested that a lot of the tenancy agreement could refer to the policy document. The Council could then add a revision and adoption date and then it could be used to form part of the tenancy agreement, instead of having two separate documents.

Councillor Turner agreed.

Councillor Atterwill proposed that the Clerk feeds back the amendments to the Administrator and the revised documents are sent to Councillors for adoption at the March meeting, seconded by Councillor Turner and carried.

Councillor Keen experienced technical difficulties. Councillors received a message from him explaining if he could not re-enter the meeting then he sends his apologies. This was accepted by the Council.

11. Swanton Morley Playing Fields and Village Green

i) To Consider a quotation to replace a swing seat in Gooseberry Hill Park.

Councillor Atterwill reported that when he visited Gooseberry Hill play park he noted that one of the cradle swing seats is now worn and is exposing some rusty metal.

The Clerk obtained one quotation from the company who maintain the equipment in Gooseberry Hill.

This was from NGF Play at a cost of £105.90 + VAT per seat.

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Councillor Atterwill asked Councillors if they would consider replacing both seats as they come as a pair.

Councillor Venworth asked what the condition was of the second seat, Councillor Atterwill responded that at this present time, it is still in a usable condition however these are 10-12 years old and it will eventually end up in the same condition as the damaged one.

Councillor O'Dowd asked if it wouldn't be prudent to replace both at the same time rather than waiting for the second seat to become rusty.

All agreed.

Councillor Cawdron suggested that the Clerk obtains two further quotations in line with the Financial regulations and asked what the budget figure was for the Open spaces.

Councillor Keen is still unable to re-join the meeting and sent a message in to all Councillors that there was nothing further to report with Gooseberry Hill play ground and he is in favour of replacing both swing seats.

Councillor Atterwill responded to Councillor Cawdron that there was still a sum of £6570.62 for this financial year.

Councillor Turner suggested that further to the agreement to replace both of the swing seats and the confirmation that the funds are available in the budget, that the Clerk circulates two further quotations when they are received, and an electronic agreement is made to be recorded at the March meeting. This is due to the health and safety aspect of the issue.

All agreed

12. Swanton Morley Common Lands

Nothing to report

f) Streetlights

i. To receive an update on the installation of the new streetlights on Wensum Gardens

Councillor Atterwill reported that the contractors had been on site and one of the residents expressed some negative feelings about the new streetlights.

The resident had then contacted Councillor Atterwill later in the day and Councillor Atterwill explained to him the design of the streetlights and the height of the columns. The resident was then put at ease and asked if the Parish Council would consider allowing him to display the original street light columns in his garden.

Councillor Atterwill confirmed that the contractor would be removing them for scrap and that they had agreed to this.

Councillor O'Dowd would like a vote recorded.

Councillor Atterwill and the Clerk also reported that the electricity supply and the replacement heads would be installed on 22nd February.

Councillor O'Dowd proposed that the old street light columns are donated to the resident seconded by Councillor Venworth and carried.

g. Meadowview Estate (Davidson Park)

Nothing to report

h. Village Paths

Councillor Atterwill reported that there are some Walsingham Way signposts that have been installed on Rectory Road and at the bottom of Primrose Hill.

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The Clerk confirmed that the Parish Council had been approached at the end of 2019 for some information on the footpaths in Swanton Morley. Councillor Westbury had been involved in a meeting concerning this with the promoter of the scheme

Nothing further was reported.

Councillor Atterwill requested that the Clerk finds out more about the route in order to promote it.

i) Noticeboards

This replacement noticeboard was deferred until the March meeting

Councillor Venworth reported that when he tended to the noticeboards in the Village that there was one on Woodgate that is quite small and does not hold very much information.

Councillor Venworth asked if it was worth looking into replacing this one as well to the same specification as the other noticeboards in the village as it is currently attached to a property.

Councillor Atterwill provided some information on the origin of the noticeboards where some years ago a project was undertaken, and this resulted in the installation of aluminium noticeboards.

The residents of Woodgate then approached the Parish Council and requested a noticeboard to be positioned within Woodgate, however they were not keen on the aluminium design.

Councillor Atterwill then suggested that Councillor Venworth could liaise with the residents in Woodgate and look at other locations for a larger noticeboard that is not attached to a property.

This would then perhaps standardise the designs in the village.

6. Highways

a) To Receive Reports of Highways Faults / Matters for Attention

Councillor Curran then raised an issue with the paths on Gooseberry Hill being covered in chippings where the contractors are carrying out building work. One of the issues is that the chippings that were placed on the road when it was re-laid are now on the pathway.

Councillor Cawdron agreed that it is difficult to push a wheelchair along the gravel.

The Clerk is to contact Wensum Homes regarding the pathways.

Councillor Atterwill then reported that the ditch on Tuddenham Road where the side of the road is collapsing is progressively worse, the Clerk will contact Highways and request a firm date due to the safety aspect.

Hoe Road East, Rectory Road end there are large potholes forming.

Outside the Cottages on Town Street opposite the entrance to the garage, there is a manhole that appears to have sunk

At the location of the pedestrian crossing the road is breaking up

Councillor Turner reported that during the first phase of the Hopkins Homes development they employed a road sweeper to tidy up the roads on a regular basis, however during this phase there has not been on one site. This is resulting on lots of debris and clay coming down from the site, this has now resulted in the drains being full of debris and silt so Highways will need to visit the village and clear the drains out.

The contractors have been driving onto the new kerbing and now there is mud on the road and the pathways that need clearing.

Councillor Atterwill reported that he has seen a road sweeper around the entrance to the site, and also reported that he had witnessed an oil truck delivering to a property who had also used the verge to park the vehicle.

Councillor Atterwill then responded that he will be contacting Hopkins Homes regarding the contractors travelling up Manns Lane and using excessive speed and he has offered to include the issues raised.

All agreed

Councillor Atterwill is also making enquiries with Norfolk County Council regarding the regularity of cleaning out gullies.

Councillor Turner reported that the gullies on the corner of town street and rectory road outside a neighbouring property are both full.

Councillor Atterwill reported that he believes Highways should be putting a camera down the drains to locate the issue for a permanent solution. The Clerk will follow this up.

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The Clerk also reported that the drain issue outside the garage and the village shop have been programmed by highways to be cleared.

Councillor Atterwill asked Councillor Cawdron if the hedge on Bedingfield has been cut back, Councillor Cawdron confirmed that it has not, the Clerk is to send further correspondence.

Councillor Rodrigues reported a pothole at the top of the village near the entrance to Lincoln House

7. To receive an update to the extension of the Volunteer scheme in the Village to build community involvement

i. To Receive a Recommendation to plant Woodland Trust trees

Councillor O'Dowd reported that the trees are in very good order ready for when the government ease the restrictions in order to plant them.

Councillor O'Dowd then reported that there are still some requests coming in for the volunteers, however the numbers are considerably reduced at the moment, this is possibly due to the weather.

The Clerk then advised Councillor O'Dowd that there was a member of the public observing the meeting who has been in touch with regards to volunteering and helping in the community.

Councillor Atterwill invited the member of the public to speak.

The gentleman introduced himself and confirmed his interest in becoming more involved.

Councillor O'Dowd asked if he could send his availability and sort of tasks he would be willing to do, to the Clerk to be considered.

Councillor Turner then asked the member of the public for his assistance in the allotments to place some 6 inch posts and to remove the water tanks, the member of the public agreed to help.

Councillor O'Dowd asked if he could plant trees and he agreed.

Councillor Atterwill asked for a proposal to extend the meeting past 9.45pm. Councillor O'Dowd proposed the meeting be extended seconded by Councillor Rodrigues and carried.

13. To Discuss the Content of the Mardler publication for March 2021

Councillor Atterwill suggested that the publication is pushed back to April to coincide with the Annual Parish Meeting.

All Agreed.

The Clerk requested any suggestions to be included in the Mardler is emailed to the Clerk and Administrator.

8. Correspondence (For Exchange of Information Only)

The Clerk raised the matter of the Annual Meeting of the Parish Council that is due to be held in May.

Under the Coronavirus Act 2020, the Secretary of State has published meeting regulations that remove the requirement to hold annual meetings and allow virtual meetings up until 7th May 2021.

The Clerk is in touch with NALC and SLCC to be informed if there is an extension to this date.

Councillor Atterwill reported that he had spoken with Democratic Services at Breckland Council where it is thought that there will be an update provided in April.

The meeting was then suspended for further time allocated to the public

Nothing further was added

16. Any Item to be Reported for the Next Agenda

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Councillor Atterwill was contacted by the Strategic Housing Manager at Breckland Council following a housing needs assessment that was carried out in the village in conjunction with Community Action Norfolk.

Hastoe Housing then carried out a survey in the village for possible exception sites.

Breckland Council and Hastoe Housing have now had a meeting and are very keen to look at Swanton Morley options in more depth, to see if any of the sites that were identified at the time of the survey are suitable.

A member of Breckland Council would like to attend the March meeting to discuss exception sites.

Appoint an Internal Auditor

An update on purchase of replacement swing seats

An update on the Moles in the Churchyard

Adoption of the allotment management documents

17. To Confirm the Date & Time of the next Meeting of the Parish Council to be Held on Monday 8th March at 7.30pm

All agreed

18. To Receive a proposal to close the meeting to the press and the public for item 19 for the reason that the content relates to staff matters (Permitted under section 1, para 2 of the Public Bodies (Admission to Meetings Act 1960).

Councillor Rodrigues proposed that the meeting is closed to the press and public seconded by Councillor Venworth and carried

One member of the public left the meeting

19. Staff Matters

Councillor Atterwill had circulated an email prior to the meeting following a conversation with the administrator regarding the recruitment for the Assistant Clerk position and the practicalities of performing a handover during the period of the pandemic.

The result of this was that conversation was that both Councillor Atterwill and the Administrator felt that it is in the interest of both parties for the Administrator to remain on the Council staff supporting the Clerk while the Village Hall is closed, and a handover with any new member of staff is unable to take place. Councillor Atterwill had previously advised the Clerk and Councillors of this by email.

Councillor Atterwill suggested that Councillors review this at the end of March, following the Government announcement on lifting the pandemic restrictions.

The advertisement, Job description and Person Specification is all in place for when the restrictions allow.

Councillor Turner proposed that the staffing structure remains as it is to be reviewed at the end of March seconded by Councillor Rodrigues and carried.

The meeting closed at 10pm

_____ (Chairman) _____ Date