

THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Part I Meeting of Thorpe Willoughby Parish Council held at 7.30pm on Monday, 16 September 2013 at St Francis Church, Thorpe Willoughby, Selby.

In attendance: Two members of the Public were present
Mr S Peters – Clerk to Thorpe Willoughby Parish Council

Present: Cllrs Dowell (Chairman), Parkinson (Vice-Chairman), Burnell, Lunn, Noble, Heyes, Pearson & Lawton.

13/50 To receive apologies for absence and any declarations of interest

The Chairman welcomed all to the meeting. There was one apology received from Cllr Mrs Guest (family bereavement) which was accepted, and no declarations of interest given.

13/51 Public Session

A representative of the TWSA confirmed that the Draft Lease for the TWSA was now ready for signing by them and would proceed shortly. The representative also inquired about S106 set-aside money that will arise from the Linden Homes site. The Chairman explained that there is a strict criteria of what this money can be used for and that it had to be for Recreation Open Space for all the residents and excluded organisations where you needed to be a member. The Chairman said that the money would be ring-fenced and will not be available until a significant amount of houses are built & occupied.

The Chairman thanked the TWSA representative for his attendance and at that point he left the meeting.

Item (Minute: 13/56.1.1) was brought forward by the Chairman and discussed at this point. Pre-Application Consultation for residential development at JSR Farms' site, Field Lane, Thorpe Willoughby (previous application was refused)

Talk/discussion by Consultant (Mr R Borrows) acting for JSR Farms Ltd.

Mr Borrows explained the proposed layout and provided a coloured plan of the location that showed the Pig Breeding Centre coloured Red (which is where the residential development was proposed) and the adjacent agricultural land to the west coloured Blue.

A general discussion then followed and included:

- That Hambleton PC had also been consulted and that they did not want the development.
- That because Hambleton did not wish for a Parish boundary change, going to the Boundary Commission for a change was ruled out.
- There would be @ 50 Dwellings.
- JSR Farms were obliged to conduct pre-application inquiries with Parish Councils and were advised to try now for an application whilst the planning process is still fluid.
- Factors given include:
 - Low risk of flooding, unlike other sites in the district
 - Company wishing to spread out and disperse their larger sites

The Chairman explained that Hambleton Parish would gain and Thorpe Willoughby Parish would provide – if the parish Boundary was moved then it may be looked at differently by Thorpe Willoughby Parish Council.

Mr Borrows did say that his client may be open to selling the blue area to the Parish Council.

The Chairman thanked Mr Borrows and JSR Farms Ltd for involving the Parish Council and offering the possibility of acquiring the blue area of land, and all the Councillors thanked him for his attendance and giving his comments.

The Chairman thanked Mr Borrows for his attendance and at that point he left the meeting.

(N.B. Further discussions followed later in the meeting (Minute: 13/56.1.1))

13/52 To receive reports from Councillors and Community Police

Community Police – The Chairman said it was quiet in Thorpe Willoughby apart from a few garages being broken into by an out-of-county gang.

Two County Council/District Councillors – Covered the following points:

- Selby District Council is appealing for a 10 year land supply from members of the public for all development types (e.g. Housing) to go in their database even if applied before (if applied in the past need to do it again or be removed from the database).
- There will be no repeat of last year's grant to Selby District Council from central government to help with parish precepts, so last year's Parish Council rise was essential and may need to consider again this year. The District Council may have further cuts of @ 12.5% this year.
- It cost Selby District Council for last year's mistake with their tax leaflet which showed incorrect figures.
- The Parish Council's forthcoming Budget Review may be limited to a maximum of 1%, but the Parish Council is in a better position for reserves following last year's rise.

IT WAS RESOLVED: That the above information was noted.

13/53 To confirm the minutes of the Parish Council meeting held on 15 July 2013 as a true and correct record

IT WAS RESOLVED: That the minutes were accepted as a true and correct record of the meeting.

Prop. Cllr Pearson Sec. Cllr Mrs Parkinson

13/54 To receive items for discussion and decide further action where necessary:

54.1 To receive further information on the provision of a permanent Xmas tree by donation/CEF contribution – Update (Vice-Chairman).

- The Chairman read out the list of Donations received from business and residents (as at 29 August 2013) which came to a total of £1,134.32.
- The Vice-Chairman updated everyone on the progress of the bid and that we are currently waiting to see if we are successful.
- The Vice-Chairman suggested that the Clerk should send thank you letters to all donators along with notices on both notice boards and an entry in the Monthly News, subject to the bid being successful.
- Following a discussion about safety and insurance it was decided that the Clerk should seek advice/costs from the Council's Insurance company for 2-3 days' work for digging a trench across the village green, for laying of a cable, and also for the CCTV at the village hall.
- The Vice-Chairman also suggested earmarking in the budget for contingency work up to £1000.
- The Clerk read out a draft letter of thank you to St Francis Church for siting the Christmas tree in previous years for Council's approval.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) The Clerk to send letters, place notices on both notice boards & add an entry in the Monthly News to thank all donators, and to send a letter of thanks to St Francis Church for siting the Parish Council's Christmas tree on their front lawn in previous years – subject to the bid being successful.
- iii) The Clerk to seek advice/costs from the Council's insurance company for 2-3 days' work for digging a trench across the village green, for laying of a cable, and also for the CCTV equipment at the village hall.
- iv) The Budget Review Group should consider earmarking up to £1000 for contingency work.

Prop: Cllr Lawton Sec: Cllr Lunn

54.2 To receive an update on the Monthly News –

The Chairman and Clerk updated everyone on the Monthly News including replacement adverts and a current vacant slot for an advert (the reserve list was now empty).

IT WAS RESOLVED:

i) That the above information was noted.

54.3 To receive further information on the provision of a new lease for the TWSA – Update (Clerk)

This item was discussed at the public session (Min 13/51)

The Clerk confirmed that the lease was with the Council's solicitor and was almost complete. The Clerk will continue finalising the lease as previously agreed.

IT WAS RESOLVED:

That the Clerk will continue liaising with the Council's solicitor and Thorpe Willoughby Sports Association to finalise the lease as previously agreed.

54.4 To receive further information on the Gardening Competition 2013 – Update (Clerk/Judges)

- The Clerk informed everyone who had won the three garden categories.
- A vote of thanks was given for the judges and also for the judge who presented the winners with cups and certificates at the village Carnival and who also judged the best float and helped with the children's races. The judges were impressed by some lovely gardens.
- The Clerk explained that he had retrieved the cups stored at the village hall, and had these engraved.

IT WAS RESOLVED:

i) That the above information was noted.

ii) That both judges were given a vote of thanks for judging the gardens and again for one of the judges for presenting cups/certificates at the village Carnival and also for judging the best float and helping with the children's races.

54.5 To consider the Parish Council vacancy for co-option:

The Clerk explained that the deadline for accepting applicants had been extended to Friday 18 October 2013 to give potential applicants the opportunity to attend the October Parish Council meeting.

IT WAS RESOLVED:

i) That this subject be deferred to the October Parish Council meeting.

54.6 To consider further information on S106 set-aside funding from Linden Homes for 149 dwellings on land south of Leeds Rd:

- It was noted that works on the site had commenced and that they were building in the corner of the field.
- The Chairman informed everyone that the developer was experiencing problems with the sandy soil.

IT WAS RESOLVED:

That the above information was noted.

54.7 To consider tree/bush maintenance in the village – Update (Chairman/Clerk)

- i) The Chairman updated everyone on the trees at four locations around and near the village green that was discussed and authorised at the last meeting for the Chairman/Clerk to proceed with if the quote was found to be satisfactory. The Chairman and Clerk thought the quote was fine and the works have now been done.
- ii) The Clerk raised the issue of overhanging branches onto Field Lane from the Wood Close properties. The Clerk confirmed that letters had been sent to the residents of

Wood Close and some works and progress had been made, and issues of ownership was under investigation.

- iii) The Chairman updated everyone on the grass cutting of the village green that was discussed and authorised at the last meeting for the Chairman/Clerk to proceed with if the quote was found to be satisfactory. The Chairman and Clerk thought the quote was acceptable and the contractor was asked to do cuts every two weeks for July, August & September (which is what adjacent parishes do).

The Clerk also found out what the extra cost would be if this increased cutting was for the whole year. The Clerk circulated to Councillors a copy of the original tender from earlier in the year amended to show a price of what the successful contractor would have quoted for doing the increased cutting. It was agreed by all that the current contractor would still have been successful due to his quote being the cheapest, but more importantly the number of cuts for the year would be around 17-18 whereas the previously used contractor did around 10-12 cuts per year.

- iv) The Vice-Chairman suggested that this subject should be discussed at the forthcoming Budget Review Group and raised a concern about lack of grass cutting of the small area at the top of Beechfield Close and asked the Clerk to look into it.

IT WAS RESOLVED:

- i) That the above information was noted.
ii) That the Clerk will continue to monitor/research the issue of overhanging branches onto Field Lane from the Wood Close properties.
iii) That the issue of tree/bush maintenance works should be discussed at the forthcoming Budget Review Group meeting.
iv) That the Clerk will investigate if the area of land at the top of Beechfield Close is on the Parish Council's map of areas under its control and liaise with the grass cutting contractor.

- 54.8 To consider a request by Selby Dial for a donation :
The Councillors decided not to give a donation.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
ii) That a donation would not be given.

- 54.9 To consider procedural/format changes to council business to comply with the law and to consider best practise:

The Clerk had previously circulated a list of taster questions for a bit of fun.

The Chairman suggested leaving it until the October meeting to give everyone time to think about it and due to the amount of information at this meeting (mainly due to no August meeting). He stressed that it was not a quiz but a light hearted thought provoking exercise.

The Clerk discussed a few separate issues:

- Did every councillor have access to the Council's "Standing Orders" (a requirement by Law) – it was confirmed that the "Standing Orders" are on the Council's website and so are available to everyone.
- That members of the public are best not named in the minutes to avoid any risk of a legal challenge if an item came before a court of law.
- That it is not best practise for Councillors to be named due to the potential risk of abuse (particularly on a contentious issue). At a previous meeting it had been minuted that Councillors wished to have names so that they knew who said what. The Clerk suggested a compromise could be considered where they could keep it as it is but to **not** name a Councillor on a contentious issue.

A discussion then took place and a councillor proposed that all names be removed in the body of the minutes except for Proposing and Seconding and this should simplify matters. A vote then followed and 7 voted for the change and 1 abstained.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the names of the General Public and Councillors shall not be shown in the minutes apart from the Councillors names being listed at the attendance at the start of the Minutes and when Councillors Propose and Second an item.

Prop. Cllr Pearson

Sec. Cllr Mrs Parkinson

- 54.10 To consider consultation on proposed reductions to bus service subsidy (Aug 2013):
The two County Councillors explained to everyone about the reduced funding subsidy by NYCC and that it is up to the bus company to run a service and decide which routes to run and which to delete/amend. Following a general discussion it was decided that it did not affect this parish.

IT WAS RESOLVED:

That the above information was noted and no further action was required.

- 54.11 To consider the findings of the two review groups held prior to this meeting on Financial Risk Assessment and General Risk Assessment:

- 54.11.1 **Financial Risk Assessment:** The Chairman ran through the Financial Risk Assessment with everyone and the findings of the Review Group meeting held prior to this meeting (7:00pm-7:20pm). The main point raised was the increased values for liability that the renewed insurance had given in July 2013 and needed changes to the policy adopted in March 2013. The Clerk had circulated a revised Policy for consideration and the Review Group recommended the revised policy.
The Council considered the recommendation and unanimously agreed to accept the revised policy document.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the recommendation of the Review Group be accepted and the revised Financial Risk Assessment Policy be approved and replace the current policy. It was then signed/dated by the Chairman & Clerk. (a copy to go on the village website to replace the existing one)

Prop. Cllr Lawton

Sec. Cllr Noble

- 54.11.2 **General Risk Assessment:** The Chairman ran through the General Risk Assessment with everyone and the findings of the Review Group meeting held prior to this meeting (7:20pm-7:30pm). The main issue raised was that the CCTV equipment at the village hall was not included; otherwise everything else in the policy was legal and acceptable. The policy needs to go back to the October meeting to approve an amended policy that includes the CCTV.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the recommendation of the Review Group be accepted and a revised General Risk Assessment Policy shall be prepared (to include CCTV) for approval at the October meeting, (a copy will then go on to the village website to replace the existing one once signed).

- 54.12 To consider a response on the Public Right of Way between Meadow Drive and Leeds Rd from Highways and to approve a letter to go in the Monthly News and on both notice boards:
The Chairman explained to everyone about the above and that the Clerk had prepared a notice to display on both notice boards and an item to go in the monthly news to inform residents about this Public Right of Way. After a short discussion it was agreed by the Council to proceed. The Vice-Chairman suggested that a copy of the poster be sent to the resident who had raised this issue on many occasions.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the poster be displayed on both notice boards by the Clerk and an article included in the Monthly News. The Clerk will also email a copy of the poster to the concerned resident who had raised this issue on many occasions.

Prop. Cllr Mrs Parkinson

Sec. Cllr Dowell

13/55 To receive items for information:

55.1 To discuss the winner of the Villager of the Year 2013 competition and retrieval of the plaque from the previous winner, and the village hall cabinet (Chairman/Vice-Chairman/Clerk)

The Chairman explained the following:

- No Nominations had been received so competition carried over to next year.
- The Shield had not yet been retrieved from the previous winner and may be lost?

The Clerk said that the Chairman of the VHMC had suggested that the glass cabinet in the village hall was underused and could be used to display winners of Villager of the Year? A short discussion then followed.

IT WAS RESOLVED:

- i) That the above information was noted
- ii) That the competition will be carried over to next year.
- iii) To continue seeking the Shield.
- iv) To leave consideration of using the village hall cabinet until later.

55.2 To receive further information on a problem vine to rear of 10 Londesborough Grove - Update (Cllr /Clerk)

A Cllr confirmed that the vine was dying and when it is eventually removed it may also require the removal of the thorn trees underneath it.

IT WAS RESOLVED:

That the above point was noted and the Cllr/Clerk to keep Councillors informed of progress.

55.3 To receive further information on the July play area inspection (Chairman/Vice-Chairman)

The Chairman/Vice-Chairman concluded that no further action needed to be taken.

IT WAS RESOLVED:

- i) That the above information was noted

55.4 To discuss the Park Rota - Update (Chairman)

The Chairman explained that the rota was working fine and the new Cllr on the rota was doing well.

IT WAS RESOLVED:

- i) That the above information was noted

55.5 To receive update on complaint at 8 Fordlands & site meeting (Vice-Chairman)

The Vice-Chairman explained about this item and the 2 site meetings held, the latter with a representative of the company who had supplied the saplings. An email to the complainant was read out detailing the conclusions of the company representative, briefly confirming that the plants could not have survived due to the overhead large canopy of the existing hedge blocking both light and nourishment. It also confirmed that no planting was allowed in the roadside verge as this was the responsibility of NYCC Highways.

IT WAS RESOLVED:

- i) That the above information was noted

- 55.6 To receive information on a request to North Yorkshire Highways by residents at Chestnut Forge, Dam Lane for double white lines northwards from Thorpe Hall Crossing on Dam Lane:
The Chairman explained the problem and the Clerk read out a letter from Highways that confirmed that Highways intend to replace the broken white line with a solid line preventing vehicles from overtaking (no timescales given).

IT WAS RESOLVED:

- i) That the above information was noted

- 55.7 To receive the external auditors report on the Annual Return for year ending 31 March 2013 and to approve concluding the audit:

The Clerk explained that the external auditor had inspected the Annual Return and was sound and the certificate signed. The Notices were ready to be posted on the notice boards for the statutory period of a minimum of 14 days. The only area to consider looking at is that the CCTV needs adding to the assets list (as highlighted on the previous year's audit). It was agreed by all that the Clerk will finalise the Annual Return and post the notices.

IT WAS RESOLVED:

- i) That the above information was noted
ii) That the Clerk will finalise the Annual Return and Post the statutory notice on the notice boards commencing 17 September for a minimum of 14 days.

Prop. Cllr Heyes

Sec. Cllr Mrs Parkinson

13/56 Planning:

- 56.1 To receive updates on any existing planning applications/information:

56.1.1 Pre-Application Consultation for residential development at JSR Farms' site, Field Lane, Thorpe Willoughby - Talk/discussion by Consultant (Mr R Borrows) acting for JSR Farms Ltd – this was discussed at the start of the meeting.

The Council considered this again and felt that no further action should be taken unless the parish boundary could be changed to include this site within Thorpe Willoughby (which would be unlikely) because the parish would not gain full benefit. It was felt that consideration should be given for the option for purchasing the attached greenfield agricultural land (coloured blue on the plan) for potential ROS options for when the S106 Set-aside money is made available.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
ii) That no further action should be taken with regards to the potential housing site but to consider options for purchasing the attached greenfield land (currently farmland adjacent to the west of potential housing site) for potential ROS provision for when the S106 set-aside money becomes available from the Linden Homes residential development site.

56.1.2 Notice of appeal by Prowind Hambleton – site at Scalm Park for wind turbine.

56.1.3 2013/0729/FUL (8/34/381A/PA) – 27 Fox Lane – Approved

IT WAS RESOLVED:

- i) The above information was noted.

- 56.2 To consider the following new planning application(s) received:

56.2.1 2013/0729/FUL (8/34/381A/PA) – 27 Fox Lane – Parish Council has no objections (one Cllr raised concern over car parking).

56.2.2 2013/0776/FUL (8/34/387/PA) – 18 Sandway Drive – Parish Council has no Objections.

56.2.3 Consultation on application for designation of a neighbourhood area for Appleton Roebuck with Acaster Selby.

IT WAS RESOLVED:

- i) The above information was noted.
- ii) That because there was no August meeting and the deadlines for comments was before this meeting, all Councillors were informed about the two applications and asked for their views before this meeting. The Council has no objections to both applications and one Cllr raised a concern over parking.
- iii) No comments to be made on the proposed designation of a neighbourhood area for Appleton Roebuck with Acaster Selby

13/57 To consider the following new correspondence received since the last Meeting and decide action where necessary:

- 57.1 YLCA Information: - Information previously circulated was noted and a brief discussion took place regarding:-
The "Good Councillors Guide" 4th edition, previously circulated to all in electronic form. The Clerk explained that the hard back version was now available, but Councillors felt that the electronic version was sufficient. The Selby Branch meeting is on 16 October and the Clerk inquired if anyone wished to attend or send apologies – apologies would be sent.
- 57.2 Selby District Council Web-Site information - Information previously circulated was noted and No action required.
- 57.3 Selby AVS: - Information previously circulated was noted and it was noted that the heritage lottery funding would not apply to our parish - No further action required.
- 57.4 4 x other additional pieces of information previously circulated were noted along with one that was not circulated by Healthwatch North Yorkshire. The Clerk confirmed that a poster had been pinned on the open notice board as requested, and two leaflets were offered to anyone that wanted one – No further action required.

IT WAS RESOLVED:

That the above points were noted and the Clerk to keep Councillors informed of progress.

13/58 Financial Matters

58.1 To approve a list of payments made or to be made, with VAT, as advised by the Clerk and signed by the Chairman as follows:

Payee	VAT/Other £	Total £	Chq.No.
Fasprint (Monthly News August/September 2013) (Invoice No Inv-2474)	-	441.00	1512
N Keeper (Litter Picker)(August Salary)	-	100.00	1513
S M Peters (August Salary)	-	490.50	1514
RSS I & M Inspection-North (Inv # 025421)(Chq made payable to Hags-Smp Ltd)	10.00	60.00	1515
N Keeper (supply of refuse sacks for litter picker)	0.50	2.98	1516
S M Peters (stationery expenses with receipts - July)	-	7.55	1517
Brayton & District Joint Burial Authority (precept for 2013-2014)	-	1,544.20	1518
S M Peters Cobblers Last (engraving for TW Gardening Comp 2013 Cups x 3)	-	25.50	1519
PKF Littlejohn (External Audit of Annual Return for Year ending 31 Mar 2013) (Inv # SB20130276)	40.00	240.00	1520
St Francis Church - Hall Hire (Feb-July 2013)	-	120.00	1521
N Keeper (Litter Picker) (September Salary)	-	100.00	1522
S M Peters (September Salary)	-	490.30	1523
Autela Payroll Services (Inv #4376)(Qtr Jul-Sept 2013)	5.43	32.52	1524
HMRC for Qtr 2 (July-Sept 2013)	-	353.20	1525
S M Peters (stationery expenses with receipts - August)	9.59	70.66	1526
TOTAL =	£65.52	£4,078.41	

58.2 To receive an account status of the current Bank Statement giving a balance of **£20,221.70** as at **23 August 2013**, and having been checked and signed by the Chairman.

IT WAS RESOLVED: That the accounts/cheques presented be approved.

Prop. Cllr Pearson

Sec. Cllr Lunn

58.3 To approve the revised pay scales under the national agreement – from 1 April 2013 and the Chairman to confirm with Autela Payroll Services.

IT WAS RESOLVED: That the revised pay scales under the national agreement (from 1 April 2013) be approved and the Chairman to confirm with Autela Payroll Services.

Prop. Cllr Lawton

sec. Cllr Heyes

58.4 To receive notification of VAT repayment

The Clerk confirmed that the Parish Council had received a £3,012.20 VAT repayment

IT WAS RESOLVED:

i) The above information was noted.

13/59 To receive representative reports:

Brayton Burial Board: The two representative Councillors confirmed that:

- The rodent problem in the graveyard had been resolved, so the notices on the notice boards can now be removed.

- No exceptions for a burial fee would be allowed as it was setting a dangerous precedent. (an extract from the minutes of the Brayton Burial Board was read out to confirm this).
Details of graveyard costs will be circulated to everyone.

VHMC: The Chairman confirmed that there were problems with the CCTV at the village hall and that Swat Security may be needed to fix it. This may incur costs for the Parish Council because the CCTV is Parish Council property. The Chairman will ask for a quote.

The Chairman also reported that a monkey tile was missing from the play equipment. The Chairman will report at a later meeting on the carnival.

Apart from the above all the other Councillors had nothing further to report

IT WAS RESOLVED:

- i) That the above points were noted

13/60 To receive the Clerk's report

The Clerk then reported on various items:

- i) Complaint from a resident about the hedge adjacent to the gardening club land
The Clerk explained that he had now confirmed with the resident that the hedge was the resident's problem and that there were no hedgerow orders or preservation orders on the hedge and that it was therefore his responsibility to maintain it – the matter is now resolved.
- ii) NYCC – Selby Area Committee: The Clerk confirmed the result of the election to fill the vacancies for two co-opted members: Mr Hindle (Womersley Parish) and Mrs Liz Johnson (Brayton Parish).
- iii) Reference for Litter Picker: The Clerk confirmed that he had given a reference (as line-manager) and that the litter picker's work would be unaffected.
- iv) Overgrown hedge alongside the new Linden Homes development: The Clerk explained that several calls had been made with the Highways department to get the above hedge and grass cut, particularly where the footpath narrows along that stretch of road. The matter is in hand and had received guarantees that this matter is being treated seriously and will be resolved shortly.
- v) Staff Appraisals: The Clerk explained that a 6 month Appraisal was conducted in March 2013 and that the next yearly appraisals will be in March 2014. Preparation for the next appraisals shall commence early next year where the litter picker will need informing. The Chairman & Vice-Chairman requested copies of the signed appraisal forms for their records.
- vi) Moles on Village Green: The Clerk pointed out the problem of moles on the village green and after a brief discussion by Councillors the Chairman concluded that it was best to leave this matter for now.
- vii) Complaint about a smoking generator at the rear of Londesborough Grove by the Ghost House during the carnival: The Clerk explained that this complaint had been passed to the VHMC to action as part of their carnival preparations.
- viii) Grassed area adjacent to the Linden Way play area: The Clerk explained that he had received another request for this area to be cut and tidied up, and again the person making the complaint had been referred to the Parish Council by Selby District Council. The Clerk confirmed with the person that Herron Homes were responsible for this area and nothing to do with the Parish Council and had copied in Selby District Council to point out this fact (which they are aware of).

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Clerk will provide the Chairman & Vice-Chairman with signed copies of the appraisal forms for their records, and prepare for the next annual appraisal early next year (to be held in March 2014) and to inform the Litter Picker in advance.

13/61 To receive agenda items for next meeting

The Chairman asked Councillors for agenda items for the next meeting apart from those already identified and apart from: Discussing the findings of the Budget Review Group (under Part II of the agenda), no more were given. Members can email the Clerk if they wish to ask for additional items later. The two County Councillors informed everyone that they may be late for the October meeting.

13/62 To receive any further comments from the public [for information only; Clerk to note]

None

13/63 To confirm the date of the next meeting as **Monday 21st October 2013**: – 7.30pm at St Francis Church, Fox Lane, Thorpe Willoughby

(Members of the Budget Review Group were reminded of the forthcoming meeting that will take place at 6.30pm on Monday, 14 October at the Clerk's home.)

13/64 Close of meeting – the Part I meeting closed at 10.00pm

PART II – CONFIDENTIAL MINUTES TO FOLLOW SEPARATELY