

KINGSNORTH PARISH COUNCIL

Minutes of meeting held on Thursday 26 March 2009 at Kingsnorth Sports Pavilion

Present: Mrs A Hicks (Chairman), R Gardner, J Holland (left at 6.50pm returned at 7.45), N Shorter, J Wedgbury, Mrs L Bourne, N Firman (RFO), Mrs D Alsop (Clerk left at 10pm), J Sheehan (7.15) M Ciccione (7.20 left at 9.45)

Apologies: S Bates (on holiday), M Angell (another meeting), P Davison (another meeting), P Bartlett (another meeting), T Horsman (wife's illness)

In Attendance: P Beasley (Community Warden), A Penfold (Barratts Item 1), P Clark (Barratts Item 1), D Morrin (Item 2)

1. **Proposal for Community Hall on Brisley Farm by Barratts:**

The Chairman handed this section over to RG to lead on this issue. AH and JW did not take part in the discussions.

Barratts confirmed that they would supply a fully completed building with lighting, plumbing, heating system, toilets, fully fitted kitchen, security system, shutters etc., and confirmed that they are responsible to ensure that the hall meets all legislation needs for a public hall. There will be a parking area with 12 spaces and also a private play area for the community building, which would need to be supervised. Barratts were asked to send copies of their plans to KPC, which they agreed to do. The hall will be built towards the end of the development and the timescale is March/April 2011. The freehold of the community hall, play area and car park will be transferred to KPC. Barratts will not be making a maintenance grant to KPC. LB asked about a traffic calming contribution and Barratts said they would be speaking to KCC. Barratts stated that the hall would not be built unless there was a management plan of the hall and the parking spaces in place which they asked KPC to provide in order for them to submit it with their planning application.

2. **Proposal for football coaching sessions from Dan Morrin of Charlton Athletic:**

Dan Morrin, the coach for Ashford area, gave a presentation on behalf of Charlton Athletic. He stated that their sessions attracted young people thereby keeping them off the streets. PB confirmed that there were fewer incidents in the neighbourhood which the sessions were being carried out. Dan also reported that the sessions enabled the youth to build relationships and that bridges were built between different age groups. The older youth were respectful of the younger and the younger became less afraid of the older and would home together after the session. In addition Charlton Athletic offer the young people the opportunity to take Level 1 coaching certificate, which although is hard work, helps them to mature and enables them to then help out with the sessions and in some cases be hired and paid by CA. PB fully supported the work CA has achieved in the sessions and the resulting reduction in crime, gang friction etc.

3. **APOLOGIES FOR ABSENCE:** As recorded above.

4. **DECLARATIONS OF INTEREST:** JW 1, 18:2, NS 17, 18:1, AH 1, 18:1, JS 18:1, MC 17+17a (Rec. Centre), JH ABC Councillor

5. **COMMUNITY WARDEN'S REPORT:** PB reported that vehicles had been using a field which had become very muddy. As this is part of an active footpath and bridal pathway, he was working towards getting it sorted. Charlton Athletic - RG stated that PB's contribution was very important in the local community. PB indicated that he would make the same commitment as last year.

6. **OPEN FORUM:** no members of the public were present.

Rec. Centre: JW reported that there have been reactions to the increased rates and three cancelled bookings. MC added that the increase was necessary in order to cut the deficit in preparation for when ABC ceases to subsidise.

7. **MINUTES:**

1. Approve minutes of meeting held 26 February 2009: Pages 1643-1650 JW proposed, RG seconded and all agreed that the minutes were correct.

2. Churchyard Minutes 19 February: All members of this committee agreed that these were correct.

3. Ratify Staffing Minutes 18 February: Subject to 'health and safety' being amended to 'health and safety policy', RG proposed and AH seconded the ratification of these minutes.

8. MATTERS ARISING FROM PREVIOUS MINUTES:

8.4.1 Authorisation for a suitable plaque to go on litter bin Pound Green to be organised by NS: Carried forward.

9: Churchyard Sub-Committee: MC still trying to arrange a three-way meeting. MC

9. CORRESPONDENCE RECEIVED:

- ABC letter re litterbin and dog bin provision in 2009/10: Any future bins would not be paid for or emptied by ABC.
- KCC letter re Common Land/Village Green Seminar 14 May: Noted
- Parish News:
- Clerks Information Day 19 May: Noted
- Norwich Union/Came & Co. 'Your Parish Council Key Features': Noted
- Sentry GroundCare – details of services: Keep on file.
- KCC/Energy Saving Trust-offering a personalised home energy report: Noted
- Ashford Citizens Advice Bureau-flyer for notice board:
- Fieldwork magazine: Noted
- Mobile Police Station Programme: Put on website and inform Kentish Express?
- Kent Health Watch-posters for notice boards:
- Various emails have been circulated to PC's such as Trading Standards, Try Angle awards, play equipment free course, Kent Link's quarterly event on 6 April, Kent Link Bulletin-issue 9.

10. FINANCE:

1. To approve payments and receipts, bank reconciliations etc. and other financial matters since the last meeting:

RFO submitted the following for approval:

Bank Reconciliation as at 27 February 2009

	£
Balance at bank 01.04.08	107,548.22
Total income per cash book	68,856.21
Total expenditure per cash book	<u>(82,390.22)</u>
	<u>94,014.21</u>

Bank Statements @ 27.2.09

	£
Lloyds TSB - 30-day account	91,754.02
Lloyds TSB - Treasurer's account	5,115.84
Bank of Ireland	<u>320.88</u>
	97,190.74

Less total of unpresented cheques:

	Cheque No.	
Aline Hicks (Meeting Expenses with Clerk, Fin Off & CJA)	1677	48.19
Swift Security (Jan inv)	1689	314.64
G Blackmer (Caretakers Feb salary)	1690	327.82
P Cleave (Cleaners Feb salary)	1691	370.13
D Alsop (Clerk's Feb net salary)	1692	502.50
N Firman (Fin Officer's Feb net salary & Exps)	1693	500.70
D Alsop (expenses)	1694	124.72
D Thompson Bench repair and fit new one when supplied	1695	774.62
D Alsop (petty cash)	1696	53.59
EDF Energy	1697	132.57
G Blackmer (expenses)	1698	<u>27.05</u>
		<u>(3,176.53)</u>
		<u>94,014.21</u>

Payments and Receipts - March 2009

			Includes
			reclaimable
Cheques issued:	Cheque	Amount	VAT
Payments approved 9th	No.	£	£
Mar:			
D Thompson (emergency repair to play area trip hazard)	1699	301.47	39.32
Swift Security (Feb inv) Canceled incorrect invoice	1700	314.64	
KALC (local council admin book)	1701	51.95	
Payments approved 17th			
Mar:			
SALC (LEGAL & Finance training for 4)	1702	276.00	36.00
KCC (pavilion supplies)	1703	20.36	
British Telecom (for pavilion alarm dec -feb)	1704	55.92	
Swift Security (Feb inv)	1705	275.31	
Payments for approval 26th Mar:			
G Blackmer (march gross salary)	1706	327.82	
P Cleave (march gross salary)	1707	370.13	
D Alsop (march net salary)	1708	634.38	
N Firman (march net salary)	1709	596.98	
British Gas (Nov - Feb)	1710	365.63	
A Hicks (chairman's allowance- flowers Val Horsman)	1711	16.98	
Pararail (boiler service)	1712	111.55	
Siemens (copier rental)	1713	202.06	26.35
D Alsop (Petty Cash)	1714	34.33	3.35
N Firman (expenses)	1715	51.42	2.31
HMRC (Tax and NI liability for Clerk & RFO - Dec-Mar)	1716	1,283.59	
		4,975.88	107.33

Receipts:

Bank Interest received in February	£
Lloyds 30 day	7.43
Bank of Ireland	0.28
	7.71

Other Payments due soon or for consideration:

Electrical Testing (due 10/3/09)	£
Extinguisher testing (done)	286.33
KCC - Playground Safety Checks (year from 1.4.09- alternative being sought)	116.00
Website Maintenance	300.00
	300.00

Other payments identified after the distribution of the derks notes included; Clerks expenses £28.43, Basic Allowance (A Hicks) £100, Backdated mileage allowance increase for cleaner £5.98 and Basic Allowance (J Holland) £150. All agreed.

2. Inspection of play equipment: NS had spoken to a ROSPA representative regarding training, but this could prove costly. AH proposed that NF should confirm the contract with KCC for £300 per year for monthly inspections commencing 1 April 2009. RG will complete his last inspection on 3 April. All agreed. **RFO/RG**

3. Temporary repairs to area around play equipment by David Thompson: NF reported that a bill had been received for this of £262+VAT and that this had been paid using the Clerk's authority to pay emergency repairs of under £350.00. NS stated that a figure of £100 for labour had been mentioned for the emergency repairs to be carried out. However, a more permanent satisfactory repair has been completed which justified a higher payment. A proposal was made by RG to wait for the ROSPA report before taking any further action. All agreed.

4. Quotes for bench outside Village Hall and installation of rubbish bin: NF had obtained a quote from Streetmaster of £498 + delivery of £68 totalling £566 and offered documentation identifying two alternative but higher cost options. NS proposed RG seconded that this be ordered from Streetmaster. NS agreed to take delivery and NF agreed to ask David Thomson to install it and also enquire about the installation of the rubbish bin. **RFO**

5. Report on assessment of Internal Controls Working Group: NF reported that a meeting attended by NF, AH, JS and DA had reviewed and updated the notes of the previous meeting held a year ago, which were distributed along with a new list of Internal Controls. NF stated that a risk assessment still needs to be done fairly soon and it was agreed to set up a second working party. NS, AH, RG, and JS volunteered to be part of this together with NF and a meeting will be arranged. AH pointed out that she did not feel it was necessary to have two Clerks in attendance. It was agreed to adopt the new Internal Controls.

6. Transfer of funds to fixed deposit at Lloyds (NF): NF reported that the fixed deposit for a month was in place to 5 April, but that he had declined the automatic roll over which he would do on a monthly basis. He also reported that he saw little point in having a 30 day account with so little interest, so had altered this to instant access. All agreed that this was the right decision to take. NF advised that he had spoken to NatWest about alternative banking arrangements following recommendation from Great Chart. The NatWest representative had offered to attend a future meeting and had outlined an account offering higher interest with instant access would be available, but at a cost of £10 per quarter. **NF.** RG indicated that NF would need authority to roll over the fixed deposit, NF advised that this would subsequently be requested once the NatWest offering became clearer. NS supported.

7. Signing of contracts for Clerk and Finance Officer: AH informed the Council that both Clerk and RFO now have contracts.

8. Street signs (Magpie Hall Rd and Stubbs Cross): Authorisation was given for the purchase of the signs. Proposed by NS and seconded by JS. **RFO**

9. Monitoring of electrical inspection: NS agreed to go over electrical report to see what they said and make sure any actions needed take place and we are secure. Once the report has been checked and found correct the invoice can be paid. AH authorised NS to let NF know if OK to pay. **NS**

10. Any other financial items to be raised:

AH suggested that the office staff have the NALC folder about Local Governance. JW proposed and JS seconded.

VAT:

1) NF raised his concern that the reclaim of the VAT for the recent purchase of chairs for the Recreation Centre on behalf of the trustees was not in accordance with the rules. NF also reported that at the Legal and Finance training day attended two days previous, it was identified that this type of transaction was invalid. Presenter Mark Mulberry (advisor to Surrey LAC) subsequently advised that the most efficient way to correct the transaction was for KPC to repay the VAT reclaimed to HMRC. This would mean that the purchase of the chairs which had cost £2,628 (inc VAT) of which £2,237 (excl VAT) had been received from the Recreation Centre, would lead to £391 being unrecovered. This effectively results in the £391 being donated to the Recreation Centre. All agreed.

2) NF stated KPC is not VAT registered for the Pavilion so cannot claim back VAT on any purchases for the building. It was agreed that NF would explore registration. **RFO**

Charlton Athletic presentation. AH proposed having them on a Tuesday from 14 April to last Tuesday in September. All agreed and AH asked NF to write and arrange. **RFO**

11. ANNUAL PARISH MEETING: It was decided that this would be held at Furley Park School on 21 May 2009 at 7 pm. The Clerk was asked to invite Kent & Medway Safety cameras to be present in the car park at 6 pm to inform members of the public. Other suggestions were discussed – invite County Councillor to give a report but no questions, AH to give a report for KPC, Furley Park school council would like to give a presentation to everyone. NS suggested asking the community what they want such as equipment on the Playing Field, their views on another Churchyard and send invitations to local groups. The meeting can be publicised in hot news on the website, notice boards etc. AH asked

NS to write up an invitation and the Clerk to write to Paul Ketley (Furley Park School) requesting the use of the school for the evening. **NS/Clerk**

12. HIGHWAYS & FOOTPATHS:

1. Street furniture:

a) Notice Board at Brisley Farm (junction of Harrow Way): JH reported that the key holder had lost the key. AH asked the Clerk to arrange for a locksmith to visit the site and provide keys. **Clerk**

b) Bus shelter signs: NS suggested obtaining 6 laminated No Smoking Signs. NF to investigate previous supplier. **RFO**

2. Safe route to school:

This was highlighted in the public forum on 29 Jan. MA had pursued. AH has visited ABC and found that there are S106 funds which can be released to KCC for this project, but to date no plans have been forthcoming. AH suggests the PC writes to KCC supporting a safe route from Brisley Farm using existing cycle link in Marino Drive to link up with Britannia Lane. **Clerk**

3. Queens Head Crossroads: It was suggested that the Clerk write to Lois Jarrett to enquire if there any funds in the 106 pot which can be released to KCC for this purpose. There was an accident at the crossroads before Christmas. **Clerk**

4. Street clamping (RG): RG presented photographs which he had taken of street clamping signs which have been placed at the Bridgefield Estate by the roundabout, which are quite unpleasant. RG felt that although these are unadopted roads, a letter should be sent to Ray Wilkinson ABC and the developers Persimmon and Bryant Homes to ascertain whether they are justified and legal. **Clerk**

5. Any other Highways matters:

1) KCC Parish Report: List of repairs noted.

2) JH had received a complaint on grass cutting in Park Farm that there was grass everywhere. JW agreed to look into this and report. **JW**

13. PLANNING:

The Chairman handed this section over to RG to lead on this issue. She did not take part in the discussions.

1. New Applications:

a) To be considered: 0900225/AS – Plots 160-162, 19-21 Rutledge Avenue Kingsnorth. An advertisement application for one non-illuminated flag pole sign and one non-illuminated free standing sign. **Support on condition of non-obstruction of sight lines.**

09/00034/AS/TP – 2 Shepherd Close, Kingsnorth, T1 Oak-reduce boughs by 50%, T2 Oak-reduce by 30% lower bough, T3 Oak-crown lift 2 lower boughs. **Support conditional on Tree Preservation Officer's views.**

09/00035/AS/TP – 3 Shepherd Close, Kingsnorth, T1 Oak – crown lift 1 bough. **Support conditional on Tree Preservation Officer's views.**

b) Received and requiring a response to ABC before this meeting:

09/00167/AS – 1 Collingbourne, Kingsnorth. Child minding for no more than 4 children at any one time 5 days a week between 7am and 6.30pm. **No comment.**

09/00175/AS – 69 Washford Farm Road, Kingsnorth. Proposed two storey side extension and rear single storey extension. **No comment.**

09/00190/AS – 86 Washford Farm Road, Kingsnorth. Revised scheme to approved planning application 08/00616/AS to permit use of extension as a separate dwelling with two bedrooms. **No comment.**

2. Decisions:

08/01774/AS – 18 Claygate, Kingsnorth. Change of use from amenity land to garden including new fence arrangement – **granted subject to conditions**

09/00055/AS – Stumble Place, Finn Farm Road, Kingsnorth. Change of use to a mixed use of residential and business. Storage for 6 vehicles to include space for the parking of 1 taxi (retrospective) at Stumble Place, Finn Farm Road, Kingsnorth - **granted subject to conditions**: 1) No more than 5 cars for sale and 1 taxi shall be on the site at any one time and 2) The car sales/taxi business shall be carried out solely by the occupants of Stumble Place.

09/00092/AS – 10 Orchid Court, Kingsnorth. Erection of a two storey rear extension – **granted subject to conditions**

08/00929/AS – Roundabout at junction of Bluebell Road, Moat Field Meadow and Forestall Meadow. Appeal – 4 signs to be positioned on the roundabout – **allowed**. Consent is for five years from the date of this decision and is subject to the five standard conditions set out in the Regulations.

08/00839/AS – Appeal – Barn Owls, Finn Farm Road, Church Hill–take down existing workshop and construct a new building to form a guest annex to the main house – **appeal dismissed**.

14. **BRISLEY HALL:** AH & JW declared an interest and after some deliberation so did JH. AH also highlighted the fact that at a recent SLAC Finance & Legal training day, Hedley's Solicitors had advised that although Borough Councillors with Planning responsibilities would normally be required to leave the room, in this case, because the nature of discussion would focus on costs and purely the Parish implications, all three councillors could remain and contribute to the discussion.

RG re-iterated that it was essential that KPC was seen to be acting properly and avoid any possible criticism.

RG summarised earlier discussions with Barratts, that the KPC understanding was that a completed building with services (plumbing, heating, wc, etc.) would be provided and only the furnishing and white goods would need to be purchased on day 1. A confirmation letter of this position would be sent by Barratts.

The timetable of the development currently suggests that the community hall will be built and completed towards the end of the programme, which indicates Q1 2011. There would therefore need to be some budgeting requirements for the 2010/11 Financial Year.

JH highlighted to the meeting that there is a now defunct local residents association in the Brisley area with some orphaned funds (£300-£400) and this could be used for furniture etc. NS countered that should be retained for usage by the residents or users of the hall for equipment associated with the activities within the hall. The later suggestion was met with general agreement around the table.

It was also suggested by NS that any costings should be prepared on the basis that KPC would be solely responsible and would not rely on outside funding.

NF estimated that if tables, chairs and white goods were required, then a start up budget in the region of £2,500 - £4,000 would be required. JH thought that was a bit too much.

NF continued identifying running costs from KPC experience at the Pavilion, information received from Mike Angell re the Village Hall and the Rev Sheila in respect of the churches experience were approx £13,000, £11,000 and £8,500 respectively. The Rev suggested that £10,000 was a conservative workable estimate.

Income was then discussed, NF indicated that this would depend on the type of use made of the hall and indicated that Barratts had said that ABC were going to place restrictions on this, although there was some disagreement from some councillors. Consideration was given to a £5 per hour rate and usage of 20 hours per week in the first year. This would give an income of approx £5,000. NS suggested that this could increase over time.

It was then proposed that a vote take place with the Borough Councillors abstaining. NS, LB, RG and JS approved in principle to adopt the hall.

Barratts needed to know the decision of the council, but this could only be notified once the minutes of this meeting had been approved.

The name of the hall was raised by both JH and NS as a very important issue. This would need consideration at a later date avoiding indications that it was purely for use of one part of the Parish. KPC should ensure that it is part of the naming process.

- 15. CONTRACTS POLICY (NS):** NS had previously distributed a paper at the last meeting and did not get much response. AH had directed NS to the financial regulations adopted by KPC last September to ensure consistency. Although initially this was not done, both NF and NS countered that this policy should be seen as complementary and putting flesh on the bones of existing regulation.
 NF raised the points surrounding lower value purchases particularly in the £500 - £1000 range. It was suggested that over £1,000 3 quotation/prices would be required from suppliers whereas below £1,000 and above £500 it should be sought as good practice but not compulsory.
 NF suggested that further discussion on this paper would fit in well with the forthcoming working party work on risk assessments. This was agreed by all.
- 16. PLAYING FIELD:**
- 1. Free ROSPA Signs:** AH reported that the application was handed to ABC in person, as these free ROSPA signs were available on a first come first served basis.
- 2. Maintenance of field:** AH indicated that due to the recent weather the field should be slit again. After declaring an interest, NS countered that seeding should be done at the same time as good practice, after being invited to comment due to his knowledge in this area, by RG.
 Timing was discussed as a letter had been handed in earlier in the meeting from Ashford Dynamo's stating that because of postponements between November and February, there was a need to play on the 3rd and 10th of May to complete their fixtures for the season. Councillors were unaware of this state of affairs from earlier in the season, although the letter had indicated that some correspondence regarding drainage grants had been sent to the previous clerk. This did not appear to have been relayed to councillors.
 Councillors are concerned that timing is critical for the quality of the maintenance programme. It was unanimously decided that this would be delayed to May 11th in this instance, but would not want to be deferred in future years. NF to write a letter to Ashford Dynamo's informing them of this decision. **RFO**
 AH proposed that D Thompson be approached to do slitting again this year. NS abstained from this discussion due to a relationship with the provider of the equipment.
- 3. Strimming of Pavilion and picnic etc. areas:** Strimming, Cutting and spraying of weeds by Bill Holland was suggested by AH. NF highlighted the loose terms of the instruction, but this was countered with an outline of the frequency of work that normally happens. Discussion then moved on to the next item.
- 4. Basketball post:** This has been repaired and replaced by NS
- 5. Litter bin:** AH reported on the action to re-site a litter bin at the lower end of the field which had been filled with dog *!?!#!
- 6. Arson:** On 17th March four youths were apprehended by one of our Parish Councillors on his way to a PC meeting at the Pavilion at about 1.45pm. The Councillor found them setting fire to the grass on the unused field that KPC are proposing to take over as another football pitch. The Councillor then called the appropriate agencies. It also emerged that these youths had set fire to the oak tree beside the pill box and the fire brigade had to dampen it down. It is understood that the Councillor had to go to the Ashford Police Station to make a statement. PC Sheppard has advised KPC that the incident number is FX/4646/09 for our insurance purposes. The tree warden for Shadoxhurst has been contacted to see if he will do us a favour and assess the damage and public safety aspect of the tree. KPC has been advised that of the four youths all from Christchurch School, two have been released, one has received a warning and the fourth has to report to the Chief Constable to have his final warning. Earlier in the day these same youths were caught on CCTV around the Imagine building.
- 17. GREEN SPACE REVIEW:** NS reported that last year MC and he had put a proposal together on behalf of KPC which was received by ABC, along with a few other organisations. NS stated that KPC are now required to commit to a pre-qualification questionnaire by 12 noon on 17 April which would then lead to a more formal proposal. After discussion it was decided to form a sub-committee to further explore the possibility of taking over the management of the buffer zone Westhawk open areas. MC, NS, LB, JW, RG, JS agreed to form this sub-committee and AH agreed to be an exofficio member. JH proposed that this committee have delegated powers and RG seconded.
- 18. REPORTS:**
- 1. Kingsnorth Primary School (NS):** NS reported that the school has been performing well. Recent Head interviews were unsuccessful and the post had been re-advertised for interviews in April.
- 2. Furley Park School (TH):** - JW reported that there had been an under-spend on the current budget and that a Sure Start initiative for level 3 was under way.

3. North Weald Parish Forum (RG): – RG reported there is a website for councillors to refer to - www.kent.police.uk which gives public access to find Parish and crime data. The February meeting also highlighted that the crime figures for the month had suffered a spike upwards from 20 to 30 cases. Precise details were unknown, but PC Matt King did suggest that it was connected with the Bridgefield Estate, identifying bad design and empty properties being the cause.

4. Play Risk Seminar (NS): Play Risk Seminar – Playing with Risks, NS had attended on 23 March and gave positive feedback. A copy of documentation obtained at the meeting was made available. The following aspects of the meeting were mentioned:

- KCC has no formal play strategy.
- Children would prefer to play outdoors without adult supervision.
- There has been a reduction in the roaming area of children over the last 4 generations from 1 mile to within eyesight.
- Natural play facilities cost half of formal play areas.
- ROSPA also attended and highlighted a Risk Benefit Assessment, which gave a more balanced view whilst managing risk.
- Why litigation may occur; such as negligence of operators, failure of systems, lack of inspection training and failure to comply with the law.

It was also recognised that this had a great relevance to the development of the new playing field.

5. Legal & Finance Training Day, Tenterden, Tuesday 24 March: Reported by AH. NF and DA also attended on 24 March. This day was most beneficial with the following topics included; Risk Assessment, VAT, Internal Audit, Code of Conduct, Employment and Village Greens/Commons.

Specific issues reported included: the use of Risk Assessment charts to identify impact of risk and probability of occurrence. Levels of general reserves were suggested at 4 -6 months normal expenditure and that specific reserves should be created where necessary. Contributing to outside bodies should be considered only for bodies with consistent aims. Registering for VAT could be beneficial. New employment regulations were to be introduced on 6 April particularly for matters of grievance – where the processes were more employer friendly. – AH had proposed purchasing a flow chart prepared offer by the solicitor presenting the final item – this was met with a lukewarm response.

6. KALC Wednesday 25 March: No attendance.

7. Any other reports to which the Parish has sent a representative: NS had attended the open day at the highways depot, where a new process of managing and planning highways issues was demonstrated. Expectations were for a go live date of the end of April. Parish Councils will be given access to a portal to log problems and view progress updates including pictures taken 'before and after'.

19. QUESTIONS TO BOROUGH AND COUNTY COUNCILLORS RELEVANT TO THE PARISH: There were no County or Borough Councillors present apart from those who are also Parish Councillors. There were no questions.

20 ITEMS FOR NEXT AGENDA: Health and Safety policy, Internal audit report.

The meeting closed at 11.10 pm

Next main Parish Council Meeting – Thursday 30 April 2009