

BUCKLAND NEWTON PARISH COUNCIL
Minutes of Annual Parish Council Meeting
Tuesday 14 May 2024 at 7.00 pm – Parish Pavilion

Present: Chair Cllr Andy Foot (AF), Vice-Chair Cllr Mick Ames (MA), Cllr Mark Needham (MN), Cllr Christina Manny (CM), Cllr Chris Osmond (CO), Cllr Brad Perrett (BP), Cllr Nick Baker (NB)

Clerk - Sarah Mitchell (SM)

Three parishioners

Item	Detail	Action
	Cllr Foot welcomed everyone to the meeting. Housekeeping – Cllr Foot indicated fire exits and asked for all telephones to be switched to silent.	
2024/5-1	To Elect Chairman and signing of Declaration of Acceptance Cllr Andrew Foot was elected as Chairman and the Declaration of Acceptance was signed. <i>Proposed Cllr Osmond, Seconded Cllr Needham, AIF</i>	
	Questions and comments from members of the public Representatives from Environment Group gave an update, thanking the Council for involving them in the hedge planting on the Parish Paddock and advising that they have planted wild flowers and elms at Lydden Meadow. They explained that they are taking part in the Fly testing programme being led by the Dorset Wildlife Trust, which surveys fly larvae in rivers and is noted on the Dorset Wildlife Trust database. During the first round of testing they found a lot of river flies present on the Lydden. Members of the group have attended training relating to this.	
2024/5-2	To receive Apologies for Absence/Non-attendance and to consider/approve the reason given Cllr Lin Townsend Dorset Councillor – Chalk Valley – Jill Haynes – attending another Parish Council Meeting <i>The reason for absence was considered and approved</i>	
2024/5-3	To receive Declarations of Personal or Pecuniary Interests or Grants of Dispensation Cllr Ames – agenda item 2024/5-14	
2024/5-4	To approve and sign as a correct record the Minutes of the Last Full Council Meeting held on Tuesday 12 March 2024. The minutes were approved and signed. <i>Proposed Cllr Manny, Seconded Cllr Needham, AIF</i> Archive of minutes – it was agreed that minutes over 5 years old should be archived. <u>Action:</u> Clerk to contact Dorset History Centre.	SM
2024/5-5	Clerks Report and update on actions Highways, Rights of Way and Transport <ul style="list-style-type: none"> • Community Highways Officer has confirmed that the edge of the carriageway is due to be repaired at the bottom of the parish field. Cones have been placed there until the repairs are completed. Parish Assets <ul style="list-style-type: none"> • Independent Survey of the Play Area has been scheduled for May 	

	<ul style="list-style-type: none"> • Pavilion – Wessex Internet – awaiting information on process of how to get pavilion connected. Chased information in April, as nothing received chased again trying a different contact. • Parish Pavilion – since last meeting the pavilion has been used/hired by environment group (19.424) and Youth Club is using it on 11 May to serve refreshments at plant sale; a risk assessment has been provided. • Parish Pavilion – a water filling station has been fitted to the outside wall • Parish Paddock – 2 bags of bark has been used to mulch around new hedge plants <p>Financial</p> <ul style="list-style-type: none"> • Internal Audit – current auditor has confirmed that they are happy to continue. • Change of signatories – NatWest has confirmed that mandate has been completed and will be in contact if further information is required. • SSE – new contract has been confirmed which will run from 1.4.24 to 31.3.25. <p>Correspondence</p> <ul style="list-style-type: none"> • Hydro Electric Scheme – Parish Council has been forwarded response that Senior Enforcement Officer sent directly to parishioners in response to their concerns. It refers to the recent survey regarding the construction of the hydroelectric scheme. <p>Outstanding Actions</p> <ul style="list-style-type: none"> • Gate to go between Parish Field and Parish Paddock – Cllr Foot to action. • Notice Board to go into bus shelter – Cllr Ames to action. • Fingerposts – update noted 2024/5-16 • Noticeboard at shop – has now been mended. A new lock was required at a cost of £ 72.00. <i>Payment approved AIF</i> 	AF MA
2024/5-6	<p>To Elect Officers and confirm the roles and responsibilities of Councillors for the coming year.</p> <p>Vice Chairman - Cllr Mick Ames - Declaration of acceptance was signed. <i>Proposed Cllr Osmond, Seconded Cllr Manny, AIF</i></p> <p>Recreation Officer – Cllr Chris Osmond <i>Proposed Cllr Foot, Seconded Cllr Needham, AIF</i></p> <p>Rights of Way Liaison Officer - Stephen White <i>Proposed Cllr Ames, Seconded Cllr Manny, AIF</i></p> <p>Flood Warden - Doug Morse & Kevin Morse <i>Proposed Cllr Osmond, Seconded Cllr Needham, AIF</i></p> <p>DAPTC representative – Vacant</p> <p>Police Liaison Officer – Cllr Mick Ames <i>Proposed Cllr Foot, Seconded Cllr Needham, AIF</i></p> <p>Councillors signed their declarations of acceptance.</p>	
2024/5-7	<p>To receive the Chairman’s Annual Report</p> <p>Cllr Foot read his annual report; he thanked all the retiring Councillors for their hard work over the years, welcomed new Councillors Brad Perrett and Nick Baker and thanked all the returning Councillors for volunteering their services again. Appreciation and thanks</p>	

	<p>was noted for volunteers - Doug and Kevin Morse (Flood Wardens), Stephen White (Rights of Way Liaison Officer) and Jeremy Collins (Website Administrator) who give their time and expertise in the above mentioned roles. Thanks was also given to the Clerk, for supporting Councillors and keeping the Council running smoothly. Councillor Foot said that Councillors should take pride in what has been achieved over the past year.</p> <p>Clerk has produced an annual report covering the year ending 31.3.24, which was circulated to Councillors prior to the meeting.</p> <p><u>Action:</u> Clerk to put the asset section in the LVN, advising that full report can be seen on website.</p> <p><u>Action:</u> Full report to go on website and noticeboards.</p>	<p>SM</p> <p>SM</p>
2024/5-8	<p>To agree in principle meeting dates for the coming year</p> <p>It was agreed to keep meeting on the second Tuesday of every other month at 7.00 pm in the Pavilion.</p> <ul style="list-style-type: none"> • Tuesday 9 July 2024 • Tuesday 10 September 2024 • Tuesday 12 November 2024 • Tuesday 14 January 2025 • Tuesday 11 March 2025 • Tuesday 13 May 2025 	
2024/5-9	<p>To resolve to reaffirm Buckland Newton Parish Council Standing Orders, Financial Regulations, Code of Conduct and Scheme of Delegation</p> <ul style="list-style-type: none"> • Standing Orders – adopted 13 March 2019 – agreed to reaffirm • Code of Conduct – adopted 22 February 2022 - agreed to reaffirm • Scheme of Delegation – adopted 4 May 2021 – agreed to reaffirm. • Financial Regulations – adopted 10 September 2019 – agreed to reaffirm until new regulations are adopted. New regulations have been produced by Nalc. It was agreed to defer adoption of new regulations to next meeting to allow time for them to be reviewed. • General Power of Competence – The Council is eligible to use this as the Clerk is CiLCA qualified and all Councillors have been elected (rather than co-opted). <p><i>Proposed Cllr Ames, Seconded Cllr Manny, AIF</i></p>	
2024/5-10	<p>To review and re-affirm current policies</p> <ul style="list-style-type: none"> • Risk Assessment – reviewed, approved and adopted • Governance internal controls – reviewed, approved and adopted • Policies - reaffirmed <p><i>Proposed Cllr Needham, Seconded Cllr Manny, AIF</i></p>	
2024/5-11	<p>To review committees and their terms of reference</p> <p>The Council does not have any committees.</p> <p>It was agreed that the Chair and Vice Chair will conduct Clerks Appraisal and any issues relating to the Clerk.</p>	
2024/5-12	<p>To receive reports from</p> <p>Cllr Jill Haynes – Chalk Valley Ward, Dorset Council</p> <ul style="list-style-type: none"> • Reports received are circulated to Councillors and put on the website. <p>Community Police Officer</p> <ul style="list-style-type: none"> • 03/02/2024 Henley – blocked badger sets. • 06/02/2024 Suspicious incident – Land Rover with four people wearing balaclavas, two were dropped off into a field. Possible hunt saboteurs 	

	<ul style="list-style-type: none"> 29/03/2024 Buckland Newton – theft of heating oil 	
2024/5-13	To receive Financial Report and to approve the Annual Accounts	
1	<p>The Parish Clerk gave the financial report, outlining that the main income for the year was the precept, CIL payment and donation from The United Charities of Buckland Newton. The main expenditure has been Clerks Salary, Repairs and Maintenance and Insurance of village assets. The end of year accounts show a figure of £ 16925 to be carried forward.</p> <p>Bank Accounts Reconciled 31.3.23 Nat west Current = £ 3543.30 Nat west Deposit = £ 10170.49 (Sir William Aykroyd’s legacy and Project support fund) Nat West Project Fund = £ 3210.81</p>	
2	Confirmed that Buckland Newton Parish Council does not have a conflict of interest with the external auditor BDO LLP.	
3	<p>To review and approve internal audit – The accounts have been reviewed by the internal auditor and all is in order. The Council were congratulated on a concise and accurate set of accounts.</p> <p><i>Proposed Cllr Osmond, Seconded Cllr Needham, AIF</i> <u>Action:</u> Clerk to ask internal auditor to invoice Council for work carried out. If not received, Clerk to arrange a thank you to the agreed value.</p>	SM
4	<p>To approve Section 1 of the Annual Return 2023-2024 – Annual Governance Statement was approved and signed.</p> <p><i>Proposed Cllr Ames, Seconded Cllr Manny, AIF</i></p>	
5	<p>To approve Section 2 of the Annual Return 2023-2024 – Accounting Statements were approved and signed.</p> <p><i>Proposed Cllr Ames, Seconded Cllr Manny, AIF</i></p>	
6	<p>To approve External Audit 2023-2024 – As annual expenditure is over £ 25,000 the accounts will be subject to an external audit carried out by appointed auditors BDO LLP; no conflicts of interest declared. External Audit approved.</p> <p><i>Proposed Cllr Foot, Seconded Cllr Osmond, AIF</i></p>	
7	<p>To review and approve the asset register – reviewed and approved.</p> <p><i>Approved - Proposed Cllr Foot, Seconded Cllr Needham, AIF</i></p>	
8	To review and approve signatories – signatories are Cllr Foot, Cllr Needham, Cllr Ames, Cllr Manny and Clerk. The bank confirmed that mandate had been received. Further verification is required, awaiting link.	
9	<p>To review and approve DD’s, SO, subscriptions and donations – <i>Approved - Proposed Cllr Osmond, Seconded Cllr Foot, AIF</i></p> <ul style="list-style-type: none"> DD – ICO subscription SO – £50 project fund (play area) Donations – post office village hall £150.00 Donation – village website cost Subscription – DAPTC Subscription – SLCC 	

10	<p>To approve the financial statement and agree actions – April financial statements for all bank accounts and bank reconciliation were circulated prior to the meeting.</p> <p><u>Reconciled Accounts to 30 April 2024</u></p> <table border="0"> <tr> <td>Number 1 Account – Precept Funds</td> <td></td> <td>£ 8333.66</td> </tr> <tr> <td>Number 2 Account - The Aykroyd Legacy and Project Support Fund.</td> <td></td> <td>£ 10183.11</td> </tr> <tr> <td>Number 3 Account - Project and Maintenance Fund</td> <td></td> <td>£ 3260.81</td> </tr> </table> <p><u>Invoices Paid</u></p> <table border="0"> <tr> <td>Dorset Council – grass cutting</td> <td>£ 1034.93</td> <td>E57 – 22.3.24</td> </tr> <tr> <td>HMRC</td> <td>£ 1.67</td> <td>E58 – 22.3.24</td> </tr> <tr> <td>DAPTC – Donation towards election videos</td> <td>£ 30.00</td> <td>E59 – 22.3.24</td> </tr> <tr> <td>DAPTC – FOI Training Clerk</td> <td>£ 32.00</td> <td>E60 – 22.3.24</td> </tr> <tr> <td>Clerks Wages + WFH + overtime + Exps (Feb)</td> <td>£ 793.07</td> <td>E61 – 22.3.24</td> </tr> <tr> <td>HMRC</td> <td>£ 113.99</td> <td>E63 – 2.4.24</td> </tr> <tr> <td>Reimbursement Cllr Ames Roundabout repairs</td> <td>£ 58.75</td> <td>E64 – 2.4.24</td> </tr> <tr> <td>Clerks Wages + WFH + overtime + Exps (Mar)</td> <td>£ 1359.15</td> <td>E65 – 2.4.24</td> </tr> <tr> <td>LKW – Water filling station at Pavilion</td> <td>£ 634.80</td> <td>E4 – 18.4.24</td> </tr> <tr> <td>The Fusion Workshop – fingerpost letters</td> <td>£ 564.40</td> <td>E3 – 18.4.24</td> </tr> </table> <p><u>Paid under delegated powers</u></p> <table border="0"> <tr> <td>Sturminster Newton Building Supplies – bark chippings</td> <td>£ 153.65</td> <td>E1 – 18.4.24</td> </tr> <tr> <td>Water2business (supply to pavilion)</td> <td>£ 146.29</td> <td>E2 – 18.4.24</td> </tr> </table> <p><u>Invoices to be approved</u></p> <table border="0"> <tr> <td>Renewal of Website domain name</td> <td>£ 33.59</td> <td></td> </tr> <tr> <td>Renewal of SSL Certificate for website</td> <td>£ 116.40</td> <td></td> </tr> <tr> <td>AC Powder Coatings Ltd</td> <td>£ 419.87</td> <td></td> </tr> <tr> <td>DAPTC – Annual Subscription and Mailbox</td> <td>£ 323.72</td> <td></td> </tr> <tr> <td>Clerks Wages + WFH (Apr)</td> <td>£ 474.56</td> <td></td> </tr> </table> <p><u>Monies Received</u></p> <table border="0"> <tr> <td>Dorset Council – 1st half Precept</td> <td>£ 6339.50</td> <td></td> </tr> <tr> <td>Interest (Jan)</td> <td>£ 11.10</td> <td></td> </tr> <tr> <td>Interest (Feb)</td> <td>£ 7.98</td> <td></td> </tr> <tr> <td>Interest (Mar)</td> <td>£ 7.30</td> <td></td> </tr> <tr> <td>Interest (Apr)</td> <td>£ 12.62</td> <td></td> </tr> </table> <p><i>Financial report approved - Proposed Cllr Needham, Seconded Cllr Osmond, AIF</i></p>	Number 1 Account – Precept Funds		£ 8333.66	Number 2 Account - The Aykroyd Legacy and Project Support Fund.		£ 10183.11	Number 3 Account - Project and Maintenance Fund		£ 3260.81	Dorset Council – grass cutting	£ 1034.93	E57 – 22.3.24	HMRC	£ 1.67	E58 – 22.3.24	DAPTC – Donation towards election videos	£ 30.00	E59 – 22.3.24	DAPTC – FOI Training Clerk	£ 32.00	E60 – 22.3.24	Clerks Wages + WFH + overtime + Exps (Feb)	£ 793.07	E61 – 22.3.24	HMRC	£ 113.99	E63 – 2.4.24	Reimbursement Cllr Ames Roundabout repairs	£ 58.75	E64 – 2.4.24	Clerks Wages + WFH + overtime + Exps (Mar)	£ 1359.15	E65 – 2.4.24	LKW – Water filling station at Pavilion	£ 634.80	E4 – 18.4.24	The Fusion Workshop – fingerpost letters	£ 564.40	E3 – 18.4.24	Sturminster Newton Building Supplies – bark chippings	£ 153.65	E1 – 18.4.24	Water2business (supply to pavilion)	£ 146.29	E2 – 18.4.24	Renewal of Website domain name	£ 33.59		Renewal of SSL Certificate for website	£ 116.40		AC Powder Coatings Ltd	£ 419.87		DAPTC – Annual Subscription and Mailbox	£ 323.72		Clerks Wages + WFH (Apr)	£ 474.56		Dorset Council – 1 st half Precept	£ 6339.50		Interest (Jan)	£ 11.10		Interest (Feb)	£ 7.98		Interest (Mar)	£ 7.30		Interest (Apr)	£ 12.62		
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11	<p>To consider quotes for renewal of Insurance – Current insurers Clear Councils (formerly BHIB) have quoted £ 603.73 for one year renewal or £ 575.80 for a three year renewal. Zurich have quoted £507.00, for basic package without cover for zip wire (this would be extra). After discussion it was agreed to remain with Clear Councils as they have provided a good service over the past three years.</p> <p><i>Proposed Cllr Needham, Seconded Cllr Manny, AIF</i></p> <p><u>Action:</u> Clerk to clarify that the amount of £ 575.80 would be the same for all three years.</p>	SM																																																																											
12	<p>To approve monthly payment of Clerks Wages & WFH payment for the year – as Council is meeting bi-monthly it was agreed that Clerk could pay current contracted monthly wage (28 hrs) and agreed working from home expenses without seeking further authorisation each month. Any overtime or other expenses will reviewed and be approved at the next full council meeting.</p>																																																																												

	<i>Proposed Cllr Foot, Seconded Cllr Ames, AIF</i>	
2024/5-14	To consider and agree any actions in relation to Planning Matters	
1	P/HOU/2024/02358 – 6 DUNTISH OAKS, FACTORY LANE, DUNTISH, DORCHESTER, DORSET, DT2 7DR Erect first floor extension to existing garage and install solar pv array <i>Comments by 22 May 2024 – Parish Council supports as it does not affect the neighbours or aesthetic of setting.</i> Cllr Ames registered an interest and left the room while the application was being discussed.	
2	<u>Response made under delegated powers</u> P/FUL/2023/03905 – BROCKHAMPTON DAIRY FARM, BROCKHAMPTON, BUCKLAND NEWTON, DT2 7DJ Demolition of agricultural building and erection of 2no. dwellings and the change of use of agricultural land to residential garden land. <i>Comments by 1 May 2024 – The Parish Council are disappointed that the revisions made to the above planning application have not taken into account previous comments submitted by the Council; the revisions still do not comply with Policy H2.</i>	
3	<u>Notification for information purposes only</u> P/TRT/2024/01436 – The Rectory, Buckland Newton, Dorset, DT2 7BY T1 & T2 Ash – Fell	
2024/5-15	To consider and agree any actions in relation to Highways and Rights of Way	
1	Road Closure at Duntish and along B3143 to crossroads in the village – Parish Council received complaints from parishioners as they had not received any information about logistics of road closure. Clerk contacted Highways department, who chased contractor. Letters have now been distributed to parishioners and the school.	
2	SID – Cllr Ames to remove SID for the duration of the road closure so that it is not damaged and give it a full charge.	
3	Potholes are increasing around the village. <u>Action:</u> Clerk to contact Highways Liaison Officer highlighting safety concerns, as you do not know how deep they are when it is raining. <u>Action:</u> Clerk to put notice in LVN, encouraging members of the public to report any potholes they are aware of.	SM SM
2024/5-16	To consider and agree any actions in relation to Parish Matters	
1	<u>Parish Pavilion</u> <ul style="list-style-type: none"> • Cllr Baker to mend and fit lights in the pavilion. • Cllrs agreed that John Baker should retain pavilion key, so that users of pavilion may collect from him. • Water filling station has been put on the outside wall. Cllr Ames has informed the head teacher who will let pupils know that it has been done, as it was an idea/request from them. • Clerk raised concerns over the weekly electricity readings. After discussion it was decided that the usage was from the hand drier and lights. • Internet – Wessex Internet has advised that internet will be provided for £ 1.00 per month. The Council has to apply for a voucher that will be valid for 12 months. The voucher will cover all the installation apart from an activation fee of £ 49.00 + VAT. At this time Wessex Internet cannot give an exact timeline as they 	NB

	<p>still have some infrastructure to do. It was agreed that Clerk should apply for the voucher.</p> <p><u>Action:</u> Clerk to apply for voucher</p> <p><u>Action:</u> Clerk to confirm how long the charge of £ 1.00 per month will remain in place.</p>	<p>SM</p> <p>SM</p>
2	<p><u>Parish Paddock</u></p> <ul style="list-style-type: none"> • Thank you to Environment Group and Forest School for mulching around the newly planted hedge. • Extra bark for mulching – it was agreed not to buy and lay extra bark at the moment, as it was felt it would not be effective at this time. 	
3	<p><u>Parish Pound</u></p> <ul style="list-style-type: none"> • Parish Pound has been strimmed. <p><u>Action:</u> Clerk to contact parishioner who did the strimming last year to ascertain whether they are happy to continue and ask them to provide an invoice for the work.</p>	<p>SM</p>
4	<p><u>Play Area</u></p> <ul style="list-style-type: none"> • Cllr Ames has completed repairs to the roundabout. • Independent Safety check is due to be carried out in May • No issues raised from weekly checks. 	
5	<p><u>Fingerposts</u></p> <ul style="list-style-type: none"> • John Baker will complete refurbishment of fingerposts. Cllrs agreed that he may purchase nuts, bolts and postcrete as necessary to complete the job. 	
6	<p><u>Environment Group</u></p> <ul style="list-style-type: none"> • A request has been made for the Parish Council to pay for a fly testing kit costing £ 109.00. Questions were raised during discussion, which the Council would like clarification on before making a decision. <p><u>Action:</u> Clerk to seek advice on whether the money can be spent if it has not been budgeted for and if there is not a grant policy in place.</p> <p><u>Action:</u> Clerk to contact environment group to ascertain whether anyone from the parish can join the group and if so, how they do that. Whether meetings are advertised and if the group has a bank account.</p>	<p>SM</p> <p>SM</p>
7	<p><u>Wild Flower Strip</u></p> <ul style="list-style-type: none"> • FWAG has advised that the fertility of the grass verge needs to be reduced enabling wildflowers to grow. <p><u>Action:</u> Clerk to contact environment group to see whether they would be interested in helping – cutting and collecting the grass.</p>	<p>SM</p>
8	<p><u>Parish Field</u></p> <ul style="list-style-type: none"> • Goal posts – Parish Council has received a request for football goal posts to be put on the parish field. Cllr Perrett has offered to sponsor some posts, if any do not already exist. To be an agenda item for next meeting. <p><u>Action:</u> Cllr Ames to ascertain in there are goal posts being stored at the village hall</p> <p><u>Action:</u> Cllr Perrett to source costs of new posts.</p>	<p>MA</p> <p>BP</p>
2024/5-17	To consider all correspondence received for decision, consultation and information	

	<ul style="list-style-type: none"> • Fair funding for Dorset – petition (circulated 21.3.24) • Revised duty of 'relevant authorities', including Town and Parish Councils, toward National Landscapes (formerly known as AONBs) (circulated 21.3.24) • Open Letter to Spencer Flower about Dorset Local Plan 06-03-24 (circulated 21.3.24) 	
2024/5-18	To discuss co-option of vacant seat The Parish Council is able to co-opt for the existing vacant seat on the council.	
2024/5-19	Other matters for information - Agenda Items for Next meeting <ul style="list-style-type: none"> • Annual Parish Meeting – to be held in June. Action: Clerk to ask proposed speaker (Clear skies initiative) whether they are able to do 4 June, if not 11th would be second choice. 	SM
2024/5-20	Date of next meeting Tuesday 9 July 2024	

The meeting concluded at 9.10 pm.

Signed: _____

Date: _____