

UPPER CLATFORD PARISH COUNCIL  
MINUTES FROM THE (VIRTUAL) ANNUAL MEETING OF THE PARISH COUNCIL  
HELD ON WEDNESDAY 5<sup>TH</sup> MAY 2021  
AT 7.30 PM OVER ZOOM

MINUTES REMAIN A DRAFT UNTIL AGREED AS A CORRECT RECORD AT THE NEXT MEETING

Present:	Parish Cllrs P Heslop (Chairman) R Bennett, D Coole, C Eyre, H Folkard-Tapp, S Kennedy, N Shah, C Williams, A Wilson (from Item 2), TVBC Cllr M Flood, HCC Cllr A Gibson Minutes – C Emmett, Parish Clerk	
1	<b>Apologies for Absence</b> Cllr Lockhart	
2	<b>Councillors to elect a Chairman and Vice Chairman</b> 1. <b>Chairman:</b> Nominee – Cllr P Heslop. Proposer, Cllr Eyre. Second, Cllr Shah. . Agreed by all and duly appointed. Acceptance of Office proforma completion to follow. 2. <b>Deputy Chairman:</b> Nominee - Cllr S Kennedy. Proposer, Cllr Coole. Second, Cllr Williams. Agreed by all and duly appointed. Acceptance of Office proforma completion to follow.	
3	<b>To receive and accept declarations of interest</b> Cllr Wilson declared an interest in Items 8.1.a as a neighbouring property owner	
4	<b>Public Participation</b> 1. There were 7 members of the public attending, 2 of whom did not turn their camera or audio on. The Chairman asked those who wished to speak to introduce themselves. 2. Mr C Barlow spoke outlining his reasons for objecting to Item 8.i.a and c Planning Applications 21/01039/FULLN, Conservation and Ecological Enhancement at Bury Hill Farm and 21/00973/FULL Retirement dwellings at Sam Whites Hill. These can be seen at on the TVBC website at <a href="https://view-applications.testvalley.gov.uk/online-applications/applicationDetails.do?activeTab=documents&amp;keyVal=QR7871QCKPN00">https://view-applications.testvalley.gov.uk/online-applications/applicationDetails.do?activeTab=documents&amp;keyVal=QR7871QCKPN00</a> 3. Mrs J Hawkins spoke on her objections to Planning Applications 21/01039/FULLN, Conservation and Ecological Enhancement at Bury Hill Farm which can be seen at on the TVBC website at <a href="https://view-applications.testvalley.gov.uk/online-applications/files/9033D3D02C034BDA82422BA9B065AC83/pdf/21_01039_FULLN-MRS_JACQUELINE_HAWKINS_FULL_-1892297.pdf">https://view-applications.testvalley.gov.uk/online-applications/files/9033D3D02C034BDA82422BA9B065AC83/pdf/21_01039_FULLN-MRS_JACQUELINE_HAWKINS_FULL_-1892297.pdf</a> 4. As there were no other public comments, the Chairman proposed to take Item 8 as the next meeting point. Agreed by all.	
8	<b>Planning –</b> 1. <b>Planning Committee to report on applications</b> a. <b>21/01039/FULLN.</b> Conservation and Ecological Enhancement. Bury Hill Farm (To TVBC by 7 May 21) Cllr Shah stated that the Planning Committee recommended that UCPC <b>object</b> to 21/01039/FULLN for the following reasons: <ul style="list-style-type: none"><li>• Non-compliance with RLP policy E2 and UC NDP policies UC9 and UC12. Substantial harm to landscape character and Local Green Space.</li><li>• Inadequate information provided to assess compliance with RLP policy E9 and para 7.84; specifically, the impact upon remnant historic water meadow features.</li><li>• Non-compliance with RLP policy E5 and UC NDP policy UC13 (SINCs). Creation of a new biodiverse area does not enhance existing established biodiversity. The effect upon the Pillhill Brook SINC TV0609 is not mentioned.</li><li>• The requirements of RLP policies E5a and E5b to show that the advantages and location of the scheme outweigh any biodiversity impact have not been met - any gains are marginal, impacts are considerable.</li><li>• This application fails to address ‘Climate Emergency’ implications. No assessment of carbon storage within the existing landscape has been made.</li></ul> <b>Agreed. Clerk to submit objection drafted by Planning Committee.</b> b. <b>21/01099/CLPN.</b> Lawful Development Certificate for removal and replacement of rear extension. Ilex House, The Green. There were no legal reasons identified for objecting to this application. No further action required. c. <b>21/00973/FULLN</b> Erection of four retirement dwellings, associated parking and hard and soft landscaping works: Land At Sam Whites Hill, Upper Clatford (Due to TVBC by 21 May). Cllr Shah stated that the Planning Committee was not yet able to make any recommendation the Parish Council. d. <b>21/01157/FULLN.</b> Single storey extension. Rosewood, Highbury Rd (due to TVBC by 17 May). Awaiting Committee members views.	Cllk
5	<b>Councillors to propose committees and members portfolios</b> The following responsibilities were agreed: 1. <b>Finance Committee.</b> S Kennedy, A Wilson, C Williams, D Coole. 2. <b>Planning Committee.</b> R Bennett, C Eyre, R Folkard-Tapp, S Kennedy, N Shah, A Wilson. 3. <b>Trees Sub-committee of Planning Committee.</b> R Bennett, A Lockhart ( <b>Clerk to confirm</b> ) 4. <b>Covid-19 Support Committee,</b> R Bennett, C Eyre – <b>To be disbanded in June 21</b> 5. <b>Street Lighting,</b> A Lockhart ( <b>Clerk to confirm</b> ) 6. <b>NDP Steering Group,</b> C Eyre, R Bennett, N Shah – <b>To be disbanded following Referendum</b>	

	<p>7. <b>Pavilion &amp; Sports Field.</b> D Coole</p> <p>8. <b>Play Areas</b> (Inspections and management oversight) A Wilson, C Williams</p> <p>9. <b>Website.</b> C Eyre</p> <p>10. <b>Footpaths &amp; Highways.</b> R Bennett</p> <p>11. <b>Environment.</b> H Folkard-Tapp</p> <p>12. <b>Village Hall.</b> S Kennedy</p> <p>Clerk to amend website</p>	Clk
6	<p>1. <b>To approve the minutes from the Parish Council Meeting held on 14<sup>th</sup> April 2021</b> Cllr Coole proposed the acceptance of the minutes, seconded by Cllr Eyre. Agreed by all.</p> <p>2. <b>To Approve the minutes of the Extraordinary Council Meeting held on 22<sup>nd</sup> April 2021</b> Cllr Coole proposed the acceptance of the minutes, seconded by Cllr Bennett. Agreed by all.</p>	
7	<p><b>To receive the Clerk's progress report since the meeting held on 14<sup>th</sup> April 2021</b></p> <p><b>From 10 Mar 21</b></p> <p>12.4.b. Sports Field Utilities. Seek fixed term quotes from current electricity supplier. <b>Pending action</b></p> <p><b>From 14 Apr 21</b></p> <p>11.2. Railings Plaques. <b>Cllr Shah</b> would circulate the proposed design of each to Cllrs for comment. <b>Complete</b></p> <p>12.1. Debit Card. examine with the bank steps to restrict sums to £500 for single signature transactions. Discussed with Lloyds Business Manager 15 Apr 21 Wrote on 19 Apr 21. <b>Telecon made 4 May Pending reply.</b></p> <p>12.1. Internal Audit &amp; AGAR. comments and AGAR would be presented prior to the next meeting. Report and AGAR presented on <b>Complete</b></p> <p>12.2.a. Consider frequency of future meetings once permission for virtual meetings lapses. <b>Complete pending PC Meeting</b></p> <p>12.2.c. Consider necessary delegations if meetings are to occur less than monthly <b>Complete pending PC Meeting</b></p> <p>13.1 Salary and PAYE invoices and cheque to be rectified and re-presented to signatories. <b>Complete</b></p> <p>13.2.a Flower show grant. Payment. <b>Pending Cheque sigs</b></p> <p>13.3.d. Extraordinary Meeting was to be called for Thu 22 Apr 21. <b>Complete</b></p> <p>14.2. Seesaw. Check availability of local servicing teams and grease points for the seesaw. <b>Pending email 4/5/21 response</b></p> <p>16.2.a. SID Foundry Rd. Cllr Bennett would look at alternative positions to then be arranged with Highways. <b>Complete pending works</b></p> <p><b>EM 22 Apr 21</b></p> <p>4. Submit a statement to the SFO alleging that AGR and its agents fraudulently misled a public enquiry based OR sought to mislead us. <b>Pending</b></p> <p>4. Engage a Litigation Finance Company to prepare a case for submission to the High Court. <b>Complete</b></p>	Clk
9	<p><b>Neighbourhood Development Plan Steering Group Report</b></p> <p>1. Cllr Eyre reported that:</p> <p>a. The Referendum was tomorrow, 6 May 21. No advertising had been done lest it be deemed improper following advice from TVBC.</p> <p>b. None of budget yet spent.</p> <p>2. Council agreed that the SG was to be disbanded following the Referendum but prior to that all parishioners on the database are to be asked permission for retention of their details for future contact by the Parish Council.</p>	
10	<p><b>Covid-19 Support (Group) Committee</b> It was agreed that the group was to be dissolved but permission be sought to retain database contact information.</p>	
11	<p><b>Borough Councillor to provide a monthly report</b></p> <p>1. Cllr Flood reported</p> <p>a. Incident of car crime, possibly attempted catalytic converter thefts by 4 men at approximately 9pm on 4 May. Beware! Park with care (close to walls/fences if possible) and be alert to men in panel vans casing the area.</p> <p>b. TVBC plan to re-wild (not cut) certain grass areas, approximately 7-hectares, to allow for 'urban meadow' eco-systems as part of combating the climate crisis. These will be unmown until September before being cut and collected: allowing grasses and plants to develop providing valuable habitat for insects and birds. At the end of the summer, a decision will be made to continue to manage these spaces as meadow, reseed with a wildflower mix to improve the wildlife value, or discontinue. If the pilot is successful, then the longer-term plan will see the scheme extended. Working with Hampshire County Council we also hope to include roadside verges which will enable a connected network of wildlife-rich green spaces to be established. This does not mean whole areas of recreation land will be left unmown: relatively small parcels of land and areas at the edges of parkland are involved.</p> <p>2. Cllr Coole reported:</p> <p>a. The Charlton Athletic Club will be closed for 4 weeks for refurbishment.</p> <p>b. TVBC are putting together their next 'Time Capsule' which will be sealed for 40 years. Contribution items will be considered.</p>	
12	<p><b>County Councillor to provide a monthly report</b> Cllr Gibson reported:</p> <p>1. Footpath contact in HCC/Highways. He would report back to the Clerk after further liaison.</p>	

	<div>2. Immigration Centre. The proposed immigration centre at Barton Stacey will not be going ahead.</div> <div>3. NDP Referendum Promotion. The NDP Referendum in some other parishes is being actively promoted.</div> <div>4. Report. He had emailed a report to Cllrs summarising:<div><div>a. Cllr career summary</div><div>b. Hampshire Facts and Figs</div><div>c. Public Health – COVID 19 – HCC Helpline for frail and vulnerable. <i>Contact details?</i></div><div>d. Budget 21/22 – 4.99% rise of which 3% is for adult care as requested by Govt.</div><div>e. Climate Change</div><div>f. Countryside and Parks</div><div>g. HCC Farms Policy</div><div>h. Ticks &amp; Lyme Disease</div><div>i. HWRC – Book Recycling slot</div><div>j. Highways</div></div></div> <div>The Chairman thanked both Cllr Flood and Cllr Gibson for their input and both left the meeting.</div>																																									
13	<div><b>Governance.</b></div> <div>1. <b>Resolution. To confirm acceptance of Standing Orders, Financial Regulations and Risk Management Policy.</b> Proposed by Cllr Kennedy, Seconded by Cllr Wilson. Cllrs approved documents without amendment. <b>Resolved.</b></div> <div>2. <b>Declarations of Pecuniary Interest Review.</b> Cllrs were asked if there were any changes needed to their forms. Cllr Folkard-Tapp stated she had change employment. The remainder all declared no changes were necessary.</div>																																									
14	<div><b>Finance:</b></div> <div>1. <b>Internal Audit Report</b> The Internal Auditor's report had been sent to all Cllrs. He had no points to bring to the attention of the Council.</div> <div>2. <b>Annual Governance &amp; Accountability Return:</b> To receive and approve:<div><div>a. <b>Sect 1 Governance Statement FY 20/21.</b> The Chairman asked all if they were content with the draft presented and to complete boxes 7 &amp; 8 YES. Proposed by Cllr Heslop, Seconded by Cllr Bennett. <b>Approved</b></div><div>b. <b>Sect 2 Accounting Statements FY 20/21.</b> Presented by email on 21 Apr 21. Cllr Coole proposed acceptance of the Accounting Statement, seconded by Cllr Kennedy. <b>Approved.</b></div></div></div> <div>3. <b>To receive and approve the financial statement for 1 Apr 21 – 30 Apr 21</b> The Clerk asked Cllrs to note:<div><div>a. Payment of Salary and PAYE figs shown under Expenditure are the corrected figs for which the cheques were signed.</div><div>b. Payments. Will be paid by cheque following discussion with the Business Banking officer this morning as the Clerk needs to be an authorised signatory to do over the counter FPS. It was therefore recommended that we move to Internet banking and the Clerk becomes one of the signatories (needed to set up payments). Agreed. <b>Mandates to be raised.</b></div><div>c. Zoom. It was agreed to <b>discontinue the Zoom subscription.</b></div><div>d. Budget.<div><div>i. The virement to Legal agreed on 22 Apr 21 at the EM has been actioned.</div><div>ii. RFO recommends Council approves transfers of £1000 each to BBPF/AVPF and Pavilion from Earmarks to cover Inspections and other works not yet specified. Proposed by Cllr Coole, Seconded by Cllr Wilson <b>Agreed</b></div></div></div></div><div>4. <b>To approve payments to be made.</b><table><tr><td>PV</td><td>Chq No.</td><td>Payee</td><td>Amount</td></tr><tr><td>7</td><td>2222</td><td>J.K. Murray (Audit)</td><td>£215.00</td></tr><tr><td>8</td><td>2223</td><td>HALC (HALC/NALC subs)</td><td>£474.99</td></tr><tr><td>9</td><td>2224</td><td>HCC (St Lights Oct20-Mar21)</td><td>£1,188.51</td></tr><tr><td>10</td><td>2219</td><td>All Saints Church (grant Flower Show)</td><td>£50.00</td></tr><tr><td>11</td><td>2220</td><td>C Emmett (Salary, OTime, Exp)</td><td>£562.07</td></tr><tr><td>12</td><td>2221</td><td>HMRC (PAYE)</td><td>£138.20</td></tr><tr><td>14</td><td>2225</td><td>H Folkard-Tapp (Plants BWB)</td><td>£199.51</td></tr><tr><td colspan="3">Payments raised since last meeting</td><td></td></tr><tr><td colspan="3">Card DDZoom (1-31 May 21)</td><td>£14.39</td></tr></table></div><div>5. <b>Solar Farm – Community Benefit</b> Cllr Heslop informed all that a QC had been commissioned as agreed at the EM on 22 May 21 and Goodworth Clatford PC updated and asked to consider a contribution at their next PC meeting. Cllr Eyre reported that AGR's reply to K Malthouse MP contradicted points made by their solicitors, SPB. The MP will be responding.</div></div>	PV	Chq No.	Payee	Amount	7	2222	J.K. Murray (Audit)	£215.00	8	2223	HALC (HALC/NALC subs)	£474.99	9	2224	HCC (St Lights Oct20-Mar21)	£1,188.51	10	2219	All Saints Church (grant Flower Show)	£50.00	11	2220	C Emmett (Salary, OTime, Exp)	£562.07	12	2221	HMRC (PAYE)	£138.20	14	2225	H Folkard-Tapp (Plants BWB)	£199.51	Payments raised since last meeting				Card DDZoom (1-31 May 21)			£14.39	Clk
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15	<div><b>Playing Fields</b></div> <div>1. <b>To report the Monthly Monitoring of Play Park Equipment</b> Cllr Wilson reported that he had inspected on Mon 3 May 21 and all equipments were serviceable. Cllr Williams stated that she had yet to complete her inspection. [Afternote: Inspected on Thu 6 May and the following points noted:<div><div>a. Roundabouts seats splits no different from last time</div><div>b. Baby Swing seat rubber is starting to split near where chain comes down.</div><div>c. Someone has defaced the sign as you enter the little park and pulled the part of that says no dogs allowed. Is a new sign required. [Afternote: Fitted 9 May 21]</div></div></div> <div>2. <b>Anna Valley Playing Field.</b> Nothing reported.</div>																																									

	<p><b>3. Balksbury Bridge Playing Field</b> Cllr Wilson suggested we should consider re-introducing the swings removed previously, when social distancing restrictions are lifted. To be reviewed at next meeting. He also noted that the grass is wearing badly and noted that despite the SW signs at the entrance to the park, children had been seen in the brook.</p> <p><b>4. Sports Field</b> Cllr Coole stated he had nothing to report. Cllr Heslop asked if it was appropriate to allow private barbeques at the table and bench. It was agreed that this was a public open space and provided no damage was done and debris cleared, if was allowed.</p>	
16	<p><b>Trees and Open Space</b></p> <ol style="list-style-type: none"> <li>1. Brook Way Bottom Underplanting – Cllr F-Tapp reported that plants were on order and that she would coordinate volunteer planting. Cllr Bennett commented that the Conservation Group were happy to do the job.</li> <li>2. Brook Way Bottom Replacement Tree. Cllr Bennett was looking into the matter.</li> <li>3. Hornbeam on The Green. Cllr Bennett stated that TVBC might provide a replacement.</li> <li>4. Storm Damage. Cllr Eyre noted that some trees had blown down on Bury Hill Ring. Cllr Bennett stated he was aware and had discussed it with the landowner who was responsible. It was not blocking the footpath.</li> </ol>	
17	<p><b>Footpaths and Highways</b></p> <ol style="list-style-type: none"> <li>1. <b>Cllrs to report any footpath issues</b> Nothing reported.</li> <li>2. <b>Road Safety</b> <ol style="list-style-type: none"> <li>a. '20 is Plenty'. Cllr Coole asked when the sign would be put up on Balksbury Hill Rd. <b>Cllr Bennett agreed to do it shortly.</b></li> <li>b. Road Surfaces. A former Cllr had emailed concerns about potholes on the Salisbury Rd from Balksbury Bridge Rd (AA PC area) and the delay in re-surfacing of Village St from the top of Sam Whites Hill to Water Lane as proposed by Highways some years ago. He had been advised to report potholes on the HCC website. The latter point is to be raised with the new HCC Cllr at the next meeting.</li> </ol> </li> <li>3. <b>Report any street lighting issues</b> Nothing reported.</li> </ol>	
18	<p><b>External Committees and Events</b></p> <ol style="list-style-type: none"> <li>1 <b>Report on changes to the website</b> Cllr Eyre reported that he would move the Covid items to a less prominent position on the site</li> <li>2 <b>Cllr Mrs Kennedy to report of upcoming events at the Village Hall</b> Cllr Kennedy agreed to confirm availability of the Hall and covid measures required.</li> <li>3 <b>Cllrs to Report on other meetings</b> Cllr Heslop reported on a meeting held on 29<sup>th</sup> April 2021, of Parish Council Chairs from Amport, Monxton, Thruxton, Abbots Ann, Upper Clatford, Quarley and Kimpton and a representative from Test Valley Borough Council (TVBC) who resolved to work together to encourage Southern Water to follow through on each of six commitments: <ol style="list-style-type: none"> <li>a. Capital investment for wastewater infrastructure fit for current and evolving future wastewater needs;</li> <li>b. Assurances regarding the quality of the water in Pillhill Brook and transparency of the water test regime and results that demonstrate this.</li> <li>c. Compliance with the Environment Agency regulatory requirements, through their over pumping operations, during monitoring of water quality, and through their Infiltration Reduction Plan (IRP);</li> <li>d. A commitment to stop over-pumping and – in extreme circumstances – only to over-pump when necessary to prevent loss of service to their customers or flooding;</li> <li>e. Consultation with PCs before the execution of any necessary, temporary further works;</li> <li>f. Engagement with their customers now and continued engagement and communications with them and with Parish and TVBC representatives through the execution of their future plans.</li> </ol> SW have offered a meeting with Lawrence Gosden who is their Director of Wastewater and Asset Management. He is ultimately responsible for all wastewater operations including the sewerage network, wastewater pumping stations, treatment works, and energy and recycling centres. He is also responsible for the asset management and capital investment activity associated with those assets. </li> </ol>	SK
19	<p>Correspondence and E mail</p> <ol style="list-style-type: none"> <li>1. 14 Apr. Playsafety. Notification of play area inspection in May for Upper Clatford Parish Council. Responded not accompanied and old May Pole not to be inspected as a 'play equipment'</li> <li>2. 15 Apr. S Water. Request To Participate In A Stakeholder Survey: Your Views On Southern Water. Passed to Chairman to complete.</li> <li>3. 15 Apr. HCC Highways (MW). RE: Railings. Referred to the 'local highways' office.</li> <li>4. 16 Apr. Internal Auditor. Urgent Massage (IT hack)</li> <li>5. 19 Apr. S Water (FC). Pillhill Brook Pollution. Response to Chair.</li> <li>6. 19 Apr. Letter to Lloyds Business Banking.</li> <li>7. 20 Apr. S Water (FC). Pillhill Brook pollution. Unable to state date for stopping over-pumping.</li> <li>8. 20 Apr. KirbyGas. Gas Safety Inspection Due 13/05/21. Requested visit.</li> <li>9. 21 Apr. Parishioner. Parking on The Green</li> <li>10. 21 Apr. TVBC. Upper Clatford Article 4 request update. Copied to NS.</li> <li>11. 21 Apr. IA. Internal Audit Report.</li> <li>12. 25 Apr. Sp Asst to K Malthouse MP via Chairman. Cowdown Solar Park (Case Ref: KM16729). Included Chairman's response.</li> </ol>	

	<p>13. 26 Apr. Playsafety. Notification of play area inspection in May for Upper Clatford Parish Council – Obsolete May Pole in AVPF not to count as play eqpt.</p> <p>14. 28 Apr. Nurse Care Plus Ltd. Care at home Nurse Plus. Advertising enquiry.</p> <p>15. 28 Apr. Highways Ops Cen. 18001194 - Foundry Road – No permission required from HCC for rails on private land.</p> <p>16. 1 May. Parishioner. Work in Watery Lane.</p> <p>17. 4 May. AG. HCC Cllr Report.</p> <p>18. 4 May. Telecon Lloyds Business Banking.</p>	
	<p><b>Projects</b></p> <p>1. Railings – Cllr Shah stated he was awaiting a reply from TVBC regarding the need for planning permission. The Clerk noted that Highways had stated that as long as the railings and placards are on private land (i.e. Off the public Highway) then no permission or licence is required from Hampshire County Council.</p>	
	<p><b>Future Meetings and Delegations</b> The Chairman asked Cllrs what their views were as we were obliged to hold physical meetings. Views varied from meeting monthly in the Village Hall to delaying as long as possible. Communication difficulties were anticipated should wearing of masks be necessary and concerns were expressed by those who travelled abroad as part of their work. It was clear that a meeting in June would need to be based on a risk assessment. It was agreed to cancel the June meeting. Cllr Coole proposed and Cllrs Wilson seconded a proposal to grant the following delegations under Fin Regs paragraph 4 until the next meeting.</p> <ol style="list-style-type: none"> <li>1. Salary – Standing authority to pay</li> <li>2. Overtime, Office Expenses – As approved by Chairman monthly</li> <li>3. Grounds Maintenance (incl sports field) and Dog Bins, Street Lighting – Clerk for TVBC contract and HCC Lighting as approved (within budget limits)</li> <li>4. Footpaths, Tree Maintenance, Street Lighting</li> <li>5. Pavilion Running Costs, BBPF/AVPF, NDP – Chairman or Portfolio Holder (within budget)</li> <li>6. Subscriptions, Projects – Chairman (within budget limits)</li> <li>7. Transfer from Reserves – Full Council NO DELEGATION</li> </ol> <p>Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman. Two authorised signatories will still be required on cheque or bank transfer. <b>Proposal Agreed.</b></p>	
	<p><b>Councillors to request any items to be included within the agenda for the Meeting to be held Wednesday 14<sup>th</sup> July 2021</b></p>	

**Meeting Closed at 9:23pm**