

**DITTON PARISH COUNCIL**

MINUTES OF THE **ANNUAL PARISH COUNCIL MEETING** OF DITTON PARISH COUNCIL, HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON **MONDAY, 22<sup>ND</sup> MAY 2023**

PRESENT: CLLRS. J LOVER, N NEWMAN, MRS J DEARDEN, A R MULCUCK, M J PORTER,  
MRS A THROSSELL & D ADLINGTON & J COX *FROM 7.40PM*  
MRS N GREENAWAY [CLERK OF THE COUNCIL]  
TMBC BOROUGH CLLRS R CANNON, S HAMMOND & C WILLIAMS

**PART I****1. OPENING OF MEETING**

The outgoing Chairman opened the meeting at 7.30pm.

**2. APOLOGIES**

Apologies were received from Cllr Laidouci. The previously notified reason for absence was **ACCEPTED** and **APPROVED** and recorded in the absence book Ref. 516.

**3. DECLARATION OF ACCEPTANCE OF OFFICE & UNDERTAKING TO OBSERVE THE CODE OF CONDUCT – ALL MEMBERS**

All Members declared the undertaking and duly signed the register in the presence of the Clerk.

**4. DECLARATION OF UNDERTAKING TO OBSERVE STANDING ORDERS AND FINANCIAL REGULATIONS – ALL MEMBERS**

All Members declared the undertaking in the presence of the Clerk.

**5. ELECTION OF CHAIRMAN FOR 2023/2024**

Cllr Newman was **NOMINATED** by Cllr Mrs Dearden and **SECONDED** by Cllr Porter. There being no further nominations, Cllr Newman was duly **ELECTED** Chairman of the Council for 2023/2024.

**6. ELECTION OF VICE-CHAIRMAN FOR 2023/24**

Cllr Porter was **NOMINATED** by Cllr Lover and **SECONDED** by Cllr Mrs Dearden. There being no further nominations, Cllr Porter was duly **ELECTED** Vice-Chairman of the Council for 2023/2024.

**7. DECLARATION OF ACCEPTANCE OF OFFICE - CHAIRMAN & VICE-CHAIRMAN**

Cllrs. Newman and Porter duly signed their Declaration of Acceptance of Offices in the presence of the Clerk.

Cllr Mulcuck expressed thanks to Cllr Lover for his work as Chairman for the last four years. All members reiterated the sentiment and joined in thanking Cllr Lover.

## 8. **VACANCIES – (ARISING AS INSUFFICIENT CANDIDATES FOR ELECTION)**

It was **NOTED** there were five vacancies as a result of insufficient candidates standing for election and the vacancies could be filled immediately by co-option. The Clerk confirmed that the vacancies would be advertised and so far one application had been received from Mr James Cox who was present this evening.

**RESOLVED** to co-opt Mr James Cox on to the Council.

Cllr Cox signed his Declaration of Acceptance of Office and undertaking to observe the code of conduct in the presence of the Clerk.

## 9. **APPOINTMENT OF COMMITTEES FOR 2023/2024**

[a] Planning - 11 Members

[i] MEMBERSHIP

Cllr A R Mulcuck  
Cllr A Laidouci  
Cllr D Adlington

Cllr Mrs J Dearden  
Cllr Mrs A Throssell  
Cllr J Cox

Cllr M Porter [Ex-Officio]  
Cllr N Newman [Ex-Officio]

[ii] ELECTION OF CHAIR

Cllr Newman was **NOMINATED** by Cllr Porter and **SECONDED** by Cllr Mulcuck. There being no further nominations, Cllr Newman was duly **ELECTED** Chairman of the Planning Highways and Transportation Committee for 2023/2024.

Vice-Chair to be elected at the first Meeting of the Committee

[b] Community Centre - 7 Members

[i] MEMBERSHIP

Cllr Mrs J Dearden  
Cllr Mr J Lover  
Cllr D Adlington  
Cllr J Cox

Cllr Mrs A Throssell  
Cllr M J Porter [Ex-Officio]  
Cllr N Newman [Ex-Officio]

[ii] ELECTION OF CHAIR

Cllr Mrs Dearden was **NOMINATED** by Cllr Lover and **SECONDED** by Cllr Porter. Cllr Porter was **NOMINATED** by Cllr Mrs Dearden and **SECONDED** by Cllr Cox. Voting took place resulting in a majority vote for Cllr Mrs Dearden. Cllr Mrs Dearden was duly **ELECTED** Chairman of the Community Centre Committee for 2023/2024.

Vice-Chair to be elected at the first Meeting of the Committee

[c] Open Spaces & Amenities - 7 Members

[i] MEMBERSHIP

Cllr Mrs J Dearden  
Cllr D Adlington  
Cllr A R Mulcuck

Cllr Mrs A Throssell  
Cllr N Newman [Ex-Officio]  
Cllr J Cox

[ii] ELECTION OF CHAIR

Cllr Mrs Throssell was **NOMINATED** but declined the nomination. As no further nominations were made Cllr Cox said he would be happy to take the Chair. Cllr Cox was **NOMINATED** by Cllr Porter and **SECONDED** by Cllr Mrs Dearden. There being no further nominations, Cllr Cox was duly **ELECTED** Chairman of the Open Spaces & Amenities Committee.

Vice-Chair to be elected at the first Meeting of the Committee

[d] Personnel Committee – 7 Members

[i] MEMBERSHIP [Chair & Vice-Chair of Council + Cttee Chairs + 3]

Cllr Mrs J Dearden  
Cllr Mr J Lover  
Cllr J Cox

Cllr Mrs A Throssell  
Cllr M J Porter [Ex-Officio]  
Cllr N Newman [Ex-Officio]

[ii] ELECTION OF CHAIR

Cllr Mrs Dearden was **NOMINATED** by Cllr Mrs Throssell and **SECONDED** by Cllr Lover. There being no further nominations, Cllr Mrs Dearden was duly **ELECTED** Chairman of the Personnel Committee for 2023/2024.

Vice-Chair to be elected at the first Meeting of the Committee

[e] Finance & Administration Committee - 7 Members  
[Chair & Vice-Chair of Council + Cttee Chairs + 3]

Cllr N Newman [Chair]  
Cllr Mrs J Dearden  
Cllr Mr J Lover

Cllr M J Porter [Vice-Chair]  
Cllr Mrs A Throssell  
Cllr J Cox

[f] Allotment Managers [3]

Cllr Mrs Dearden

Cllr Mrs Throssell

Cllr Cox

[g] Sub-Committees (Current)

(i) QUARRY WORKING PARTY (2 MEMBERS + VOLUNTEERS)

**RESOLVED** not to form this committee unless necessary as previous volunteers are not currently available.

10. **APPOINTMENT OF REPRESENTATIVES TO OTHER BODIES**

- (a) Kent Association of Local Councils T&M Committee - Cllrs. Mrs J Dearden & Newman
- (b) T & M BC Parish Partnership – Cllr Mrs J Dearden
- (c) T & M Crime Prevention Panel – Vacancy
- (d) T & M Standards Committee – Cllr Newman

## **PART II**

The Chairman moved that item 17 on the Agenda be brought forward to allow the Borough Councillors to attend to other issues.

### 11. **REPORTS FROM BOROUGH & COUNTY COUNCILLORS**

The three newly elected Councillors for Aylesford South and Ditton introduced themselves – Rob Cannon [returning councillor previously Ditton], Steve Hammond and Colin Williams [both returning councillors, previously Aylesford]. They advised they looked forward to working with the parish council and were here to help in anyway.

Members of Ditton Parish Council and the Clerk then introduced themselves.

Matters raised were:

- Concerns about the cabinet member for planning, Area 3 now down to 14 from 20. Cllr Cannon advised that all applications would go to the Area Committee and not the cabinet for decision.

Cllr Mrs Dearden congratulated all three new Borough Councillors on their election.

### 12. **DECLARATION OF MEMBERS' INTERESTS**

There were no declarations of interests.

### 13. **CONFIRMATION & SIGNING OF MINUTES OF PARISH COUNCIL MEETING HELD ON 3<sup>RD</sup> APRIL 2023**

The minutes of the meeting held on 3<sup>rd</sup> April 2023 were **CONFIRMED** and **SIGNED** as a true record.

### 14. **MATTERS ARISING**

#### Minibus – Item 422(b)

Information regarding funding for a minibus which had previously been circulated, was **READ** and **NOTED**. Cllr Mrs Throssell thanked Cllr Newman for the research into this. It was **NOTED** that current funding had ended but that Cllr Newman had registered an interest should more become available he also advised there was currently a two year wait on new minibuses. Cllr Mulcuck expressed concern about the cost to the parish should a minibus be purchased. Cllr Cox asked if it would be fare paying but it was confirmed that nothing had been decided and would not be unless the project proceeded.

### 15. **MINUTES OF MEETINGS HELD DURING APRIL 2023**

#### (a) For Confirmation & Signing

- (i) Planning Committee Meeting, 17<sup>th</sup> April 2023

The above minutes were presented by Cllr Newman and **CONFIRMED** and **SIGNED** as a true record.

(ii) Open Spaces & Amenities Committee, 17<sup>th</sup> April 2023 – herewith

The above minutes were presented by Cllr Mrs Throssell and **CONFIRMED** and **SIGNED** as a true record.

16. **CORRESPONDENCE**

(a) For Noting

The following items were **CIRCULATED, READ** and **NOTED**:

Local Councils: Update, April & May 2023

Clerks & Councils: Direct, May 2023, Issue 147

Ditton C of E Junior School: Thank you for Coronation Donation

KALC T&M Cttee: Minutes of meeting 30/03/2023

KALC: Benefits of Membership

Summer Events

TMBC: Funding for community groups

Notification of Disclosable Interests

(b) For Decision [Copies herewith]

Resident: Request for access to property from NRRG

The Clerk advised that a resident had asked about access to enable some work to be carried out to the rear of their property. The Clerk said she had asked for more detail and a full plan of what is proposed as they had already arranged for a digger to be delivered that had caused damage to the grass at the entrance to the recreation ground. Members agreed that it sounded as though what is proposed would be too great an undertaking and cause too much damage and disruption to the recreation ground but they would consider further information if it was submitted.

Resident: Remembrance Bench outside Kilnbarn

The Clerk reported that the family of a former regular Kilnbarn customer would like to put a memorial bench on the recreation ground just outside the Kilnbarn.

**RESOLVED**

to accede to this request subject to a suitable bench and location being agreed.

17. **FINANCE**(a) Accounts for Payment**RESOLVED** the following payments be **APPROVED** and **RATIFIED**:-**April Payroll Summary**

Monthly	Gross	£21,964.91
	Net	£18,385.81

**Accounts for Payment****April Accounts (approved and paid 05.05.23)**

<b>Community Centre</b>				
KCS	Cleaning/Stationary		190.25	
		VAT	38.05	£228.30
Capital	Cleaning & Consumables		159.60	
		VAT	27.43	
			37.41	£224.44
Envirocure	Legionella testing		48.75	
		VAT	9.75	£58.50
Dorrell	Floor Refurbishment		7425.00	
		VAT	1485.00	£8,910.00
<b>Bar</b>				
Lansdell	Bar Stock		242.00	
			81.63	
			169.83	
			201.95	
		VAT	122.39	£817.80
<b>F&amp;A</b>				
DCK	Year End Closedown		1916.20	
		VAT	383.24	£2,299.44
<b>OSA</b>				
Glasdon	Litter/Cigarette Bins		986.91	
		VAT	197.39	£1,184.30

**April Deposit Refunds**

31.03.23	Carman Room 24.03.23	£50.00
19.04.23	Oaken Hall 08.04.23	£50.00

(b) Direct Debit Payments**RESOLVED** the following Direct Debits be **ACCEPTED** and **APPROVED**:-**April Direct Debits**

31.03.23	Natwest	Bank Charges	£110.03
31.03.23	Paymentsense	Till Stationary	£86.16
31.03.23	NCS	Equipment Hire	£29.22
31.03.23	NCS	Telephone	£63.36
03.04.23	TMBC	Business Rates	£352.00
11.04.23	Siemens	Equipment Lease	£72.13

11.04.23	Siemens	Equipment Lease	£900.00
11.04.23	Commercial Services	Energy supply	£2,568.65
11.04.23	Rentokil	Washroom services	£247.24
11.04.23	Use Your Local	Kilbarn website	£234.00
11.04.23	TV Licence	TV Licence	£159.00
11.04.23	SKY	Sky subscription	£378.70
11.04.23	Carlsberg	Bar Stock	£938.37
14.04.23	Commercial Services	Energy supply	£75.56
17.04.23	Bankline	Monthly charges	£61.25
17.04.23	Safety Effect	H&S	£114.00
17.04.23	Sage	Monthly subscription	£216.00
17.04.23	DHFE	Equipment rental	£369.60
17.04.23	WEX	Fuelcard	£50.09
17.04.23	Paytek	Card charges	£54.00
18.04.23	Carlsberg	Bar Stock	£970.48
18.04.23	FDMS	Card charges	£178.71
19.04.23	BT	Telephone charges	£202.49
19.04.23	Powys CC	DBS check	£30.00
20.04.23	Heineken	Equipment rental	£828.00
24.04.23	Host My Office	Computer support	£371.76
24.04.23	EDF	Streetlight Energy	£161.50
25.04.23	NEST	Pension contributions	£740.20
25.04.23	BOC	Bar Gas	£143.52
25.04.23	Carlsberg	Bar Stock	£1,503.46
27.04.23	BT	BT Sport subscription	£416.69
28.04.23	Natwest	Bank charges	£123.39
28.04.23	NCS	Equipment hire	£29.22
28.04.23	NCS	Telephone	£64.94
28.04.23	Veolia	Refuse collection	£491.93

(c) BACs Payments Paid

The following BACs Payments were **READ, NOTED** and **APPROVED:-**

**April BACS Payments (not previously listed)**

31.03.23	Unison	Subscriptions	£86.25
31.03.23	Kent & Sussex	Bar Stock	£292.41
14.04.23	M Lancely	Kilbarn Disco	£200.00
14.04.23	HMRC	PAYE/NI contributions	£4,425.96
14.04.23	KCC Pension	Pension contributions	£1,235.70
17.04.23	SGB Prestige	Uniform	£351.05
17.04.23	Kent & Sussex	Bar Stock	£1,003.24
19.04.23	P & L Services	Machinery servicing/repairs	£1,549.90
21.04.23	Ditton Church Pre-school	Coronation Donation	£50.00
21.04.23	KALC	Annual subscription	£1,627.54
21.04.23	Lansdell	Bar Stock	£115.24
21.04.23	Kent & Sussex	Bar Stock	£458.06
21.04.23	Ditton Infant School	Coronation Donation	£100.00
21.04.23	DMS Graphics	Music in Park banners	£144.00
21.04.23	CPRE	Annual subscription	£60.00
21.04.23	Muddy Puddles	Coronation Donation	£50.00

21.04.23	Ditton Junior School	Coronation Donation	£100.00
21.04.23	BSS Stocktaking	Stocktake	£120.00
21.04.23	KD Drainage	Drainage repairs	£516.00
25.04.23	T Beurtridge	Bar services	£185.64

(d) Debit Card Payments

**RESOLVED** the following Debit Card payments be **ACCEPTED** and **APPROVED**:-

**April Debit Card**

05.04.23	Screwfix	Floor paint	£44.99
05.04.23	B&Q	Repair sundries	£32.20
05.04.23	Timpson	Memorial Plaque	£104.99
05.04.23	RBLI	Coronation Plaques	£115.59
06.04.23	Screwfix	OSA sundries	£24.58
11.04.23	Amazon	Prime membership	£8.99
11.05.23	Tesco	Bar sundries	£53.11
13.04.23	TMBC	Event Licence	£21.00
13.04.23	Cash	Petty Cash	£200.00
14.04.23	Screwfix	Repair sundries	£30.39
17.04.23	Tesco	Bar sundries	£47.26
20.04.23	NBB Matting	Cigarette Bin	£110.94
20.04.23	Amazon	Mobile phone	£55.99
24.04.23	Screwfix	Workwear	£47.99
24.04.23	Tesco	Bar sundries	£56.38
27.04.23	Euro car parts	Vehicle sundries	£108.09

(e) Insurance Renewal

The Clerk advised that quotes had been received to renew the Council's main policy at £9,966.33, the motor policy at £1,168.01 and £696.90 for the engineering policy. It was noted that the Council is in the final year of a three year agreement with the current provider.

**RESOLVED** to accept the quotes and renew all policies through Gallagher.

(f) Investment

It was noted that the dividend received on 31<sup>st</sup> March 2023 was £4,949.88.

(g) Risk Identification and Management Summary

**RESOLVED** to accept, approve and sign.

(h) Review of Effectiveness of Internal Control and Internal Audit – for approval and signing

**RESOLVED** to accept, approve and sign subject to the Chairman's review.

18. **NEIGHBOURHOOD POLICING/COMMUNITY WARDEN REPORTS**

No report available. The Clerk advised that the KCC Warden was continuing to hold the "Chat and Chill" coffee mornings and was looking into starting a new computer club.



## 19. PLANNING, HIGHWAYS & TRANSPORTATION MATTERS

### (a) Election of Vice Chairman

Cllr Laidouci was **NOMINATED** by Cllr Mrs Throssell and **SECONDED** by Cllr Lover. There being no further nominations, Cllr Laidouci was duly **ELECTED** Vice-Chairman of the Planning, Highways and Transportation Committee for 2023/2024.

### (b) Plans Received for Comment

#### TM/23/00855/PDVLR - 55 Fernleigh Rise Ditton Aylesford Kent ME20 6BS

Prior Notification for Residential Extension: (Part 1 Class A): Single storey rear extension to a depth of 4m, maximum roof height of 3m, and eaves height of 3m

<https://publicaccess2.tmbc.gov.uk/online-applications/PLAN/23/00855/PDVLR>

**RESOLVED** NO OBJECTION.

#### TM/23/00878/FL - 53 Bell Lane Ditton Aylesford Kent ME20 6BT

Single storey rear extension with flat roof and roof lights (revision to TM/23/00152/FL)

<https://publicaccess2.tmbc.gov.uk/online-applications/PLAN/23/00878/FL>

**RESOLVED** NO OBJECTION.

#### TM/23/00880/TPOC - 5 Sheldon Court Ditton Aylesford Kent ME20 6AL

1 x Pine tree overhanging neighbouring property. Proposed works - reduce overhang by 2 metres to alleviate excessive debris and allow safe enjoyment of the outdoor space (standing in Group G6 of the Tree Preservation Order)

<https://publicaccess2.tmbc.gov.uk/online-applications/PLAN/23/00880/TPOC>

**RESOLVED** NO OBJECTION SUBJECT TO TMBC TREE OFFICER'S APPROVAL.

#### TM/23/00931/LDP - 60 Bell Lane Ditton Aylesford Kent ME20 6BT

Lawful Development Certificate Proposed: Addition of roof windows and loft conversion to a habitable space

<https://publicaccess2.tmbc.gov.uk/online-applications/PLAN/23/00931/LDP>

**RESOLVED** NO OBJECTION.

It was noted a further application for the same property [60 Bell Lane] had been received for a single storey rear extension and it was likely there would be no objection but this would be confirmed at the next meeting to ensure any neighbour comments are noted.

#### TM/23/00965/TPOC - 62 Acorn Grove Ditton Aylesford Kent ME20 6EW

T1 - Oak (applicant's ref) - Reduce overall crown by 30% to reduce considerable over shading and excessive debris. Stands in area W1 of Tree Preservation Order

<https://publicaccess2.tmbc.gov.uk/online-applications/PLAN/23/00965/TPOC>

**RESOLVED** NO OBJECTION.

### (c) Plans dealt with under delegated power

The following were **READ** and **NOTED**:

#### TM/23/00805/TPOC - 42 Acorn Grove Ditton Aylesford Kent ME20 6EW

T1 and T2 Ash tree stumps - fell to ground level and re-plant with Field Maples - standing in area W1 of Tree Preservation Order

<https://publicaccess2.tmbc.gov.uk/online-applications/PLAN/23/00805/TPOC>

**RESOLVED** No comment subject to review to be completed by the Tree Warden

TM/23/00807/FL - Development Site South Of Brampton Field Between Bradbourne Lane And Kiln Barn Road Ditton Aylesford Kent

Removal of condition 26 (highways improvements) pursuant to planning permission TM/18/02966/OA (Outline Application: Development of the site to provide up to 300 dwellings (Use Class C3) and provision of new access off Kiln Barn Road. All other matters reserved for future consideration)

<https://publicaccess2.tmbc.gov.uk/online-applications/PLAN/23/00807/FL>

**RESOLVED** The Parish Council is concerned how the conditions that were placed can now be removed after the extensive consultation that took place when the application first came in. We are also concerned that Kent County Council have now suggested no objection which is a conflict of interest based on there now being no requirement of KCC completing work that has been urgently required. The conditions have also removed the monitoring of pollution in the area (where known to be one of the most polluted spots in the county)

1. We echo the comments of East Malling and Larkfield parish council. We are as concerned over the removal of condition 26 requiring the completion of works to change the junction of the A20 at Quarry Wood. Its concern arises from the fact the A20 eastwards from the Parish is, with the M20, the main road for our residents going into Maidstone and also the main bus route.
2. It's understanding from Press reports is that matters have moved on since 9th November 2022 letter quoted by the applicant. Our understanding is the scheme for a "lozenge roundabout" has been cancelled following public consultation.
3. It is further understood the intention is to re-phase the traffic lights.
4. It is of concern that it appears KCC have cancelled the roundabout without taking Condition 26 into account and being clear what is now to be done. This is a most unsatisfactory position and KCC should in response to this application give a clear statement of what it proposes. This should include how the regular flooding of the A20 here is to be addressed which it was understood was in hand as part of the previous scheme.
5. In making these comments our perception is that while traffic along the A20 did decline as a result of Covid it has reverted to its pre-Covid levels. As KCC has created this position it should urgently do fresh traffic studies.

TM/23/00823/TPOC - 1 Oak Drive Larkfield Aylesford Kent ME20 6NN

T1- Beech (applicant reference). This mature, established & healthy tree stands atop the small, upwardly sloping & enclosed rear garden. The applicant seeks a crown reduction of approx 50%. The current height from its base is 20m with a lateral spread of 14m. Proposed height & spread is 12m & 7m respectively. T1 of TPO

<https://publicaccess2.tmbc.gov.uk/online-applications/PLAN/23/00823/TPOC>

**RESOLVED** No comment subject to review to be completed by the Tree Warden

TM/23/00834/FL - Park Farm Cottage Bradbourne Lane Ditton Aylesford Kent ME20 6PE

Proposed demolition of existing dwelling and the erection of 2no semi detached dwellings, with associated landscaping and parking

<https://publicaccess2.tmbc.gov.uk/online-applications/PLAN/23/00834/FL>

**RESOLVED** The council are concerned about the development of a property within a private industrial area. The area has no clear detail of what future development of this area will be (especially since EMR are looking to sell land and have a track record of selling large parts of land within the last ten years).

The building plan shows the splitting of existing utilities to expand for two residential properties. We are not sure if there is suitable facilities to cater for this. We are not sure there if there is any plans to sell the properties commercially when the land is private and have

heavy restrictions. We are also concerned about the large restrictions on access for building work to take place.

The property is located next to an industrial area which means it would not be seen to be in a good location for residential properties (especially if children live there)

(d) TMBC Area 3 Committee [email from Cllr Newman herewith]

**READ** and concerns about the new leadership at TMBC planning were **NOTED**. The Chairman said he hoped to arrange a meeting with the new Chair of the TMBC Area 3 Committee shortly.

(e) Levelling Up [draft email herewith]

Following an article highlighted by Cllr Mulcuck, it was agreed to send the draft email regarding "levelling up" to Tracey Crouch MP. It was suggested this also be forwarded to the Maidstone MP as she will be the MP for Ditton when the electoral boundaries are changed.

20. **DITTON GAZETTE - SPRING/SUMMER EDITION**

It was **NOTED** that it had been agreed to delay the edition to go out mid June time to hopefully enable more organisations to submit information and to enable reports/photos of upcoming events to be included.

21. **MATTERS ARISING FROM "CORRESPONDENCE FOR NOTING"**

There were no matters arising.

Cllr Mulcuck asked if there had been any update on looking into 20mph speed limit for the village. The Clerk advised there would be a lot of work and expense to progress this including a public consultation. She advised contact had been made with KCC Highways about road markings to slow traffic in St Peters Road.

Cllr Porter asked if there would be a further consultation on double yellow lines and the Clerk advised that this would likely happen but the Council could put forward suggestions.

22. **PERSONNEL AND F&A COMMITTEE MEETINGS**

It was agreed to hold these meetings on Monday 26<sup>th</sup> June at 7.30pm.

23. **DELIVERY OF AGENDAS/MINUTES**

The Clerk asked if members would be happy for agendas and minutes to be delivered by email to save the Grounds Staff time. There would still put paper copies on the noticeboards and paper copies would be available in the office to collect and at the meetings.

**RESOLVED** to agree to agendas and minutes being delivered by email but Councillors must acknowledge receipt of documents.

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**The Chairman to move that *due to the confidential nature of the following items of business the remainder of the meeting will exclude the press and public in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and Standing Orders 27 & 50.***  
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24. **STAFF MATTERS**

Grounds Staff Vacancy – Applicants/Interviews

It was **NOTED** there had been a good response to the advertisement for a new Groundsman. It was agreed the Chair of Personnel, the Clerk and Grounds Supervisor undertake interviews.

25. **CLOSURE**

The meeting closed at 8.54pm.

Chairman  
5<sup>th</sup> June 2023

DRAFT