

MINUTES of a Meeting held at Dunton Green Pavilion on Tuesday 9th October 2024 at 7.30pm

00. PUBLIC SESSION

None.

01. PRESENT / APOLOGIES

Present: Cllrs. Lockey, Hersey, Copeland, Carrol, Forster-Pearce, Norton, Gomes-Chodynietki

Apologies: Cllrs. England, Parker, Lapham, Clack (SDC)

In attendance: Tracy Godden (Clerk), Wendy Jackson (Bookings & Facilities Assistant), Cllr. Bayley (SDC)

In the absence of the Parish Council Chair, Cllr. Lockey (Vice Chair) chaired the meeting.

02. MINUTES OF THE COUNCIL

It was Resolved to approve and sign the minutes of the meeting held on Tuesday 10th September 2024 as a true and accurate record.

03. REQUESTS FOR DISPENSATIONS

None.

04. DECLARATIONS OF INTEREST IN AGENDA ITEMS

None.

05. GENERAL ADMINISTRATION

5.1 To receive updates from Kent County and Sevenoaks District Councillors

Cllr. Bayley confirmed that Local Government Boundary Review report is expected on 22nd October. There are likely to be changes to the boundaries of SDC's wards and it seems probable that Dunton Green will be affected. SDC has recommended that there be a reduction in the number of SDC councillors and so there are likely to be changes to the wards so that they are similar sizes. There will be a consultation on the proposals.

The new recycling bags have started to be delivered. Information for residents can be found on a Q&A section of SDC's website. It was noted that residents can continue to use clear plastic bags (even ones that they buy themselves), if they do not want to use the new green bags. There will be a wholesale review of waste collections coming.

Cllrs. Bayley and Clack continue to raise concerns about parking provision on developments, although Planning Officers cannot refuse planning permission if KCC has no objections. Like DGPC, Cllrs. Bayley and Clack are increasingly concerned about the impact of insufficient parking provision on already congested areas.

Cllr. Bayley was asked about park & ride and cycle route opportunities to help reduce the number of vehicles around Sevenoaks, as well as whether the Sevenoaks 20mph scheme is working. Cllr. Bayley advised that there are travel plans and that any local knowledge regarding where cycle routes could be sensibly installed should be sent to the team at SDC. It was noted that 20mph zones are not legally enforceable (without significant extra legislation), but that a report on how the scheme is working is due.

The Clerk asked Cllr. Bayley whether there was any additional information regarding the trees on the village green and SDC actually completing any works. Cllr. Bayley will follow up again as responses from the department involved had been unsatisfactory.

ACTION: KB

5.2 Learning Opportunities (Cllr & Staff): to consider what is available, booked or undertaken

The Clerk provided councillors with a hard copy of the latest KALC Training Bulletin and confirmed that bookings had been made for the Clerk and the Chair to attend several conferences and training sessions (as outlined in the accounts list in Item 11). The Clerk will forward the Bulletin by email.

ACTION: Clerk

06. DGPC REPRESENTATIVES – EXTERNAL BODIES

6.1 To consider feedback from any meetings attended by DGPC's representatives on external bodies and to note any meetings due to be attended

Cllr. Hersey confirmed that he had attended a meeting of the KALC Sevenoaks Area Committee and that there had been a lot of discussion regarding the changes to the National Planning Policy Framework (NPPF).

07. CLERK'S REPORT

Closed Churchyard - Complaints

Two people have contacted DGPC regarding the state of the churchyard. Both have been directed to contact SDC as SDC is responsible for the maintenance there.

Some years ago, DGPC worked with the North West Kent Countryside Partnership to clear a lot of the overgrowth. For a time, the churchyard was in a much better condition. SDC has allowed this area to become severely overgrown again, apparently doing little more than mowing (and the area being mowed getting smaller year by year).

Cllr. Bayley was asked to follow up at SDC to establish what maintenance is scheduled.

ACTION: KB

Members to consider whether NWKCP be contacted again with a view to a new project to try to get the churchyard in a better condition.

It was Resolved that DGPC liaise with the NWKCP to organise some work to be undertaken.

ACTION: Clerk

Hanging basket/shepherds crook poles

These should be installed w/c 7th October (subject to delivery). As a reminder, thirteen have been ordered. Six are to be located on Longford Meadow and will have new hanging baskets. The remaining seven will be used as spacers on the village green to assist with supporting festive lights.

It was noted that the poles had yet to be delivered and that the Clerk would chase this.

ACTION: Clerk

Recreation Ground tree maintenance

Additional tree works have been completed at the recreation ground.

Ide Hill Football Club

The club will not be using DGPC's facilities and the deposit that was paid has been reimbursed.

Social Club – car park and water

The Clerk is still waiting on an invoice for use of the car park as an overflow facility and information re proposed water charges for the allotments.

New fridge for Pavilion kitchen

A new fridge has been purchased to replace the old one (leaking, damaged seal) and is to be delivered this week (with the old appliance to be taken away).

08. COMMUNITY DEVELOPMENT & SAFETY

8.1 Anti-Social Behaviour – to note or consider any issues brought to the attention of the Parish Council and to note the latest Police newsletter

Further to the September meeting, Inspector Stubberfield had been contacted regarding lack of communication in

relation to ASB incidents. The response to the Clerk's email had been shared with councillors. It was noted that young people have been identified but it was unclear what the next steps would be. PC Wilson's latest newsletter was noted, as was information regarding tool theft from a van and about a group of people attempting to gain access to multiple vehicles (both incidents on the Ryewood estate).

8.2 DGPC funded Community Activities: to note any updates regarding youth and senior activities

It was noted that a new trainer has been found for the monthly Age UK Pop Up sessions and that they (with two volunteers) had attended the October Lunch Club to contact seniors who might be interested in the return of these sessions, which will commence again in November. The new team are very enthusiastic and experienced.

09. FINANCE

9.1 To receive a Bank Reconciliation (to the end of the previous month) and to acknowledge balance statement values have been verified.

The Clerk presented a bank reconciliation (30th September), and it was Resolved that it be accepted. Two Parish Councillors have verified all the bank balances stated on the reconciliations against the bank / investment statements.

BANK RECONCILIATION TO END 30/09/2024

Description	Value £	Value £
Cash in hand 01/04/2024		£212,640.96
ADD Receipts 01/04/2024 – 30/09/2024		£168,573.70
TOTAL		£381,214.66
SUBTRACT		
Payments 01/04/2024 – 30/09/2024		£116,785.77
A: Cash in hand 30/09/2024		£264,428.89
Cash in hand per Bank Statements		
NatWest Reserve 30/09/2024	£126,660.58	
NatWest Current 30/09/2024	£12,410.85	
CCLA Public Sector Deposit 30/09/2024	£85,357.46	
CCLA Local Authorities Property Fund 01/04/2024	£40,000.00	
TOTAL CASH IN HAND per Bank Statements		£264,428.89
Less unrepresented cheques		£0.00
TOTAL		£264,428.89
Plus unrepresented receipts		£0.00
B: Adjusted Bank Balance		£264,428.89

9.2 To agree a date for a Finance & General Purposes Committee meeting to discuss the 2025/26 Budget

It was agreed that a budget meeting should take place on Tuesday 3rd December 730pm at the Pavilion.

ACTION: CLERK

10. DONATIONS 2024/25

10.1 To consider donations to be made to charitable organisations and groups for the current (2024/25) Financial Year, including consideration of suggestions for additional support measures for local organisations that DGPC works with, reflecting on impacts of the cost of living crisis

It was Resolved to make the following donations/grants for the 2024/25 Financial Year:

DONATIONS	2024-25
Citizens Advice in North & West Kent	£500.00
West Kent Mediation	£150.00
Kent Surrey & Sussex Air Ambulance Trust	£200.00
RBL Poppy Appeal	£100.00

Kent Community Domestic Abuse Programme	£200.00
Sevenoaks-Samaritans	£250.00
West Kent Mind	£150.00
Victim Support	£100.00
Sevenoaks Volunteer Transport Group	£500.00
Holding On Letting Go	£100.00
Sevenoaks CFR	£400.00
Sevenoaks Larder	£250.00
Age UK Lunch Club (direct to volunteers)	£500.00
Baby Umbrella Charity	£300.00
We Are Beams Charity	£500.00
Kent Beekeepers Assoc (Asian Hornet Action)	£150.00
TOTAL DONATIONS	£4,350.00

GRANTS	2023-24
Kent Wildlife Trust (Sevenoaks)	£1,000.00
Dunton Green Primary School PTA	£1,000.00
Age UK - specifically for Dunton Green Pop Up	£1,000.00
TOTAL GRANTS	£1,000.00

ACTION: CLERK

Grants differ from donations in that donations tend to be much more general and flexible than grants. A donation can be used to support a nonprofit's programmes, services, or operating expenses. It is less common for a donation to have restrictions as to how the funds can be used.

It was noted that the grant to the Kent Wildlife Trust has already been agreed and paid. The grant to the DGPS PTA is to support a specific IT project.

11. ACCOUNTS FOR PAYMENT

11.1 It was Resolved to note expenditure for September and October to date and to approve items for payment in October. A list of cheques, bank transfers and direct debits (with supporting documentation) was provided and signed off by two councillors.

Payment Type	Description	Net £	VAT £	Gross £
September Payments (reported at September meeting in <i>italics</i>)				
BANK TFR	<i>Sportsequip Boot scraper brushes (2 sets)</i>	<i>256.00</i>	<i>51.20</i>	<i>307.20</i>
BANK TFR	<i>Sam Rogers Treecare Station Road (The Crescent) Tree Maintenance</i>	<i>560.00</i>	<i>112.00</i>	<i>672.00</i>
BANK TFR	<i>Bishops Services Ltd (Bibby Factors Northwest Ltd) Pavilion cleaning, jet washing August 2024</i>	<i>923.39</i>	<i>184.68</i>	<i>1108.07</i>
BANK TFR	<i>KALC Planning Conference x 2 (late invoicing)</i>	<i>140.00</i>	<i>28.00</i>	<i>168.00</i>
BANK TFR	<i>KALC Internal Controls Training (late invoicing)</i>	<i>30.00</i>	<i>6.00</i>	<i>36.00</i>
BANK TFR	<i>Gardens of Kent Grounds Maintenance August 2024</i>	<i>4089.50</i>	<i>817.90</i>	<i>4907.40</i>
DEBIT CARD	<i>Adobe Systems Software Adobe Acrobat monthly subscription</i>	<i>16.64</i>	<i>0.00</i>	<i>16.64</i>
BANK TFR	<i>Mrs W Jackson</i>	<i>99.96</i>	<i>0.00</i>	<i>99.96</i>

	New cleaning kit supplies for changing rooms			
BANK TFR	Pyrovision Ltd Deposit for 2024 Fireworks event	2340.00	468.00	2808.00
BANK TFR	Safeplay Playground Services Ltd August H&S inspection of play equipment	152.00	30.40	182.40
BANK TFR	HMRC Shipley QTR 2 2024/25 PAYE Tax & NI payment	3200.85	0.00	3200.85
BANK TFRS	Staff Salaries & Expenses September 2024	3186.46	0.00	3186.46
DEBIT CARD	Amazon Pavilion supplies	19.30	3.86	23.16
BANK TFR	KCC Procurement Services Photocopier leasing charges	82.52	16.50	99.02
DD	People's Partnership Pension payment September 24	302.90	0.00	302.90
DD	SAGE UK Ltd Payroll software	10.00	2.00	12.00
DD	Npower (was E.ON) Unmetered Electricity Supply August 2024	70.83	3.54	74.37
DD	Heliocentrix Ltd IT Support	77.00	15.40	92.40
DD	Smartest Energy Pavilion Gas Supply August 24	147.69	7.38	155.07
DD	Castle Water Pavilion Water August 24	44.44	0.00	44.44
BANK TFR	Ide Hill Football Refund of deposit	550.00	50.00	600.00
DD	EE Mobile phone contract	11.12	2.22	13.34
BANK TFR	The Original Tree Surgeons Tree maintenance in Recreation Ground	375.00	75.00	450.00
BANK TFR	Mrs W Jackson Padlock/chains for fireworks event (MUGA)	22.98	0.00	22.98
BANK TFR	Lewis Ross Music Entertainment for the firework event	160.00	0.00	160.00
BANK TFR	KALC Staff Training – Health & Wellbeing Conf (Clerk) Oct '24	50.00	10.00	60.00
BANK TFR	KALC Staff Training – Clerks' Conference Nov '24	70.00	14.00	84.00
BANK TFR	KALC Rights of Way Paths (Staff & Cllr Training) Dec '24	140.00	28.00	168.00
BANK TFR	KALC Climate Change (Staff & Cllr Training) Nov '24	140.00	28.00	168.00
BANK TFR	KALC Cllr Training – Chairmanship Conference Feb '25	70.00	14.00	84.00
DD	Lebara Mobile phone contract	4.12	0.83	4.95
DEBIT CARD	Amazon Glowsticks for fireworks event	32.46	6.51	38.97
DEBIT CARD	Amazon Glowsticks for fireworks event	22.49	4.50	26.99
DD	Hugofox Ltd Website (duntongreenpc.org.uk)	19.99	4.00	23.99
DD	Smartest Energy Pavilion Electricity Supply	769.17	153.83	923.00

DD	Onecom Ltd Broadband and Telephone at Pavilion	95.23	19.05	114.28
DEBIT CARD	John Lewis New fridge for Pavilion kitchen	290.79	58.16	348.95
BANK TFR	Gardens of Kent Grounds Maintenance September 2024	3659.50	731.90	4391.40
BANK TFR	CJS Plants Ltd 13 x hanging basket shepherds crook poles	2275.00	455.00	2730.00
BANK TFR	CJS Plants Ltd Hanging baskets and plants Winter 2024/25	3350.00	670.00	4020.00
October Payments to date				
DEBIT CARD	Adobe Systems Software Adobe Acrobat monthly subscription	16.64	0.00	16.64
DD	Hiscox Annual Insurance Premium Monthly Payment	463.28	0.00	463.28
BANK TFR	Phoenix Emergency Medical Services First Aid cover for Fireworks event	300.00	0.00	300.00
BANK TFR	Streetlights Annual Maintenance Contract (payment 2 of 2)	880.02	176.00	1056.02
BANK TFR	Kent County Playing Fields Association Annual subscription 2024/25	20.00	0.00	20.00
BANK TFR	Bishops Services Ltd (Bibby Factors Northwest Ltd) Pavilion cleaning, jet washing September 2024	978.39	195.68	1174.07
BANK TFR	Pyrovision Ltd Balance for 2024 Fireworks event	2340.00	468.00	2808.00
BANK TFR	SDC Emptying of dog waste bins & litter picking	425.10	85.02	510.12
DEBIT CARD	Post Office Counters Postage	4.05	0.00	4.05
BANK TFRS	Staff Salaries & Expenses September 2024	3316.64	0.00	3316.64
BANK TFR	Spy Alarms Ltd Annual Intruder Alarm Maintenance and Dualcom Monitoring Contract	1006.00	201.20	1207.20
BANK TFR	Spy Alarms Ltd Annual Fire Alarm Maintenance Contract	521.00	104.20	625.20
BANK TFR	Spy Alarms Ltd Annual CCTV Maintenance Contract	252.00	50.40	302.40
DEBIT CARD	Kent Wildlife Trust Donation for the Sevenoaks Wildlife Reserve Forest School (as agreed July 2024)	1000.00	0.00	1000.00
BANK TFR	UK Power Networks (Operations) Ltd Services in relation to the replacement of two lighting columns (Pounsley Road/Ivy House Lane)	6482.00	1296.40	7778.40
October Payments (expected but unconfirmed/not yet paid as at 04/10/24)				
DD	People's Partnership Pension payment October 24	310.43	0.00	310.43
DD	SAGE UK Ltd Payroll software	10.00	2.00	12.00
DD	Npower (was E.ON) Unmetered Electricity Supply Sept 2024	73.13	3.66	76.79
DD	Smartest Energy Pavilion Gas Supply Sept 24	243.90	12.20	256.10
DD	Castle Water Pavilion Water Sept 24	20.35	0.00	20.35

DD	EE Mobile phone contract	11.12	2.22	13.34
DD	Lebara Mobile phone contract	4.12	0.83	4.95
DD	Heliocentrix Ltd IT Support	77.00	15.40	92.40
DD	Heliocentrix Ltd Microsoft 365 Licences	24.72	4.94	29.66
DD	Hugofox Ltd Website (duntongreenpc.org.uk)	19.99	4.00	23.99

ACTION: CLERK

12. PLANNING

12.1 CURRENT PLANNING Applications were considered, and it was resolved to agree recommendations as listed below.

12.1a Planning Application 24/02413/HOUSE

Location: Pounsley House Pounsley Road

Development: Extend roof, insert new dormers, roof lights, and Juliet balcony. Demolish side extension, to be replaced with new single storey, flat roofed, extension with roof lanterns. New rear conservatory to replace existing. Infill extension to rear. Changes to fenestration. Demolish existing garage and laundry building and construct ancillary annexe building. Demolish two outbuildings. Erect two new free-standing car ports.

[11/10/24]

Recommendation: Objection. The plans do not support claims within the application proposal documents in relation to the size of the car ports and the new ancillary building, or the extent of the development in general. The Parish Council remains concerned that this is still a sizeable development within the Green Belt and as such would expect that the District Council ensures that the proposals do not contravene the limits that apply.

ACTION: CLERK

12.1b Planning Application 24/02412/CONVAR

Location: 12 Barretts Road

Development: Variation of condition 2 (approved plans) and condition 3 (materials) of 24/00721/HOUSE (Single storey rear and side extension with rooflights and roof lantern) with amendment to front bay from paint to render ground floor, side elevation from painted brick and roof alterations.

[14/10/24]

Recommendation: Support

ACTION: CLERK

Cllr. Bayley leaves the meeting.

12.1c Planning Application 24/02377/FUL

Location: 136 London Road

Development: Application for works already constructed to provide two car parking spaces.

[18/10/24]

Recommendation: Comments Only. The plans for this application show that the proposed mirrors do not intrude into the access road. There must be an assurance that this is the case. The mirrors, if they do protrude at all, pose a serious hazard to pedestrians using the Public Right of Way that runs directly adjacent to the property boundary and to vehicle users accessing the recreation ground car park. Access to the recreation ground for pedestrians and vehicles must not be compromised at all. And any protrusion of mirrors would mean that they are no longer within the property boundary.

ACTION: CLERK

12.1d Planning Application 24/02499/LDCEX

Location: 22 Mill Road

Development: Lawful development certificate for dining area extension.

[22/10/24]

Recommendation: No comment**ACTION: CLERK****12.2 PLANNING NOTIFICATIONS** Decisions from SDC or the Planning Inspectorate were noted.**12.2a Planning Application 24/01714/HOUSE**

Location: Pounsley Studio Pounsley Road

Development: Demolition of garage building to be replaced with new proposed single storey garage

PLANNING PERMISSION REFUSED On the grounds that the proposal is 1) contrary to policy EN1 of the Sevenoaks Allocations and Development Plan and contrary to Sevenoaks Residential Extension Supplementary Planning Guidance; 2) contrary to policy GB3 of the Council Allocations and Development Plan, the Sevenoaks Development in the Green Belt Supplementary Planning Document, and against the overarching aims of the NPPF.

12.2b Planning Application 24/01966/HOUSE

Location: 1 Meadow View London Road

Development: Demolition of conservatory, front store, and outbuildings. Construction of two storey rear extension. Additional fenestration on side elevation.

PLANNING PERMISSION GRANTED**12.2c Planning Application 24/01967/HOUSE**

Location: 2 Meadow View London Road

Development: Demolition of existing single storey rear extension and erection of two storey rear extension. Additional fenestration on side elevation.

PLANNING PERMISSION GRANTED**12.2d Planning Application 23/03696/FUL**

Location: Unit E Ryedale Court Riverhead

Development: Proposal for a three storey extension and flat roof third storey to provide 8 flats, with associated landscaping works, cycle and refuse storage.

PLANNING PERMISSION GRANTED**12.3 STREET NAMING & NUMBERING** To note new addresses allocated by SDC to the village.**12.3a Site - 5 Lennard Road**

The existing 5 Lennard Road has had an existing extension removed and a new additional dwelling built in its place. New dwelling to be known as 5A Lennard Road.

Noted.

12.4 NATIONAL PLANNING POLICY FRAMEWORK (NPPF)

It was noted that a consultation over the summer had sought views on the Government's proposed approach to revising the NPPF to achieve sustainable growth in the planning system.

13. RECREATIONAL FACILITIES AND COMMUNITY AMENITIES**13.1 Christmas Lighting project – to receive an update**

KCC's contractors are working on the load testing and a report is due. DGPC's festive lighting contractor is establishing where underground utilities are located on the village green, as the Christmas tree will be held in place with ground anchors.

ACTION: CLERK**13.2 Pavilion changing room showers - to receive an update**

Now that there is no football club playing this season, the urgency to get the repair to the showers completed is less although the work does still need to be completed. The Bookings & Facilities Assistant is still awaiting an update from the contractor and will follow up on completion of all outstanding works.

ACTION: BFA**13.3 Village green trees – to receive an update**

As referred to under Item 5.1a, the Clerk had asked SDC councillors to obtain information regarding scheduling of tree maintenance on the village green (having had no response in several months from the department at SDC). It was still unclear when the limited amount of maintenance offered would be completed. The Clerk will submit a Freedom of Information request for additional information regarding maintenance of these trees if there is any further delay.

ACTION: CLERK**13.4 Extension Land project – to note the agreed date for the ONH Planning for Good workshop for councillors**

It was confirmed that the workshop will take place on Tuesday 19th November at 7pm at the Pavilion.

ACTION: ALL**14. HIGHWAYS & TRANSPORTATION (INFRASTRUCTURE)****14.1 Streetlight Replacements Ivy House Lane & Pounsley Road– to ratify the instruction of the contractors to deal with these safety compromised columns following additional information regarding the costs**

Members had approved the payment of £7778.40 and the instruction to UKPN which will allow the replacement of two damaged street lighting columns by DGPC's contractor Streetlights. This decision was Ratified.

15. EVENTS**15.1 DGPC Events: to note/consider feedback/updates/requirements:****15.1a Annual Fireworks Event Saturday 28th September 2024: feedback on this year's event**

There was discussion about the event and feedback was noted. The Clerk will update the event planning document for this event, and this will then be available to members for review via SharePoint.

It was agreed that the event should be repeated in 2025 (last Saturday of September), and this will be factored into next year's budget.

ACTION: CLERK

15.1b To discuss Remembrance Day arrangements and confirm the date for the Christmas Singalong
Cllr. Lockey is not available to lead the Remembrance Day Service this year and another councillor will need to take this on, it being a very important event in the village calendar. The Clerk will message all councillors seeking a volunteer, so that arrangements can be made with assistance from Cllr. Lockey. The Clerk will contact St. Mary's and other participants and will complete the Order of Service.

ACTION: PL/CLERK

It was agreed that the Christmas Singalong will take place on Friday 20th December at 6.00pm on the Village Green. Details of the event will be agreed at the November meeting.

ACTION: CLERK

It was also noted that the clocks go back at the end of the month and that the clock on the War Memorial will need to be adjusted. Cllr. Hersey will contact Cllr. Lapham to make arrangements. If Cllr. Lapham is unavailable, other councillors have offered assistance.

ACTION: GH/AL

Cllr. Gomes-Chodynieski leaves the meeting.

16. CORRESPONDENCE & COMMUNICATIONS

16.1 Members considered or noted correspondence received since the September 2024 meeting (not already covered by an agenda item)

16.1a Clerks & Councils Direct – September 2024 edition

16.1b Member of the Public [Letter] – Concern about the state of the closed churchyard

16.1c SDC [Email]– Information regarding funding for Neighbourhood Plans

16.1d SDC [Email] – Policy reviews: Licensing & Gambling (Comments until 12/11/24)

16.1e KCC [Email] – Local Transport Plan consultation (closes 08/10/24)

16.1f SDC [Email] – Silver Sunday Programme 2024

16.1g CPRE – Countryside Voices Autumn/Winter 2024

16.1h Resident [Email] – Complaint regarding trees on or near Longford Spinney

16.2 Dunton Green News (newsletter): to note copy deadline for Winter edition (1st November) and to nominate councillors for articles for the Winter 2024 and Spring 2025 editions

Whilst members indicated that they are or would be working on articles, there was no confirmation of topics being undertaken. The Clerk will follow up so that there is a record of who is undertaking to do what. Councillors are to provide articles by early November latest.

ACTION: CLERK/ALL

16.3 New DGPC domain (duntongreen-pc.gov.uk). Update re website, new email addresses and IT support arrangements

The website requires further updating. Anyone having issues with their email or with Microsoft Authenticator should contact the contractor directly as they are extremely helpful and will assist with resolving problems. The old physical server is no longer required as all files are now saved to the cloud. The server failed (the drive with the operating software failed, which meant that the server could not be accessed by staff; files were successfully retrieved however).

ACTION: CLERK/ALL

17. CO-OPTION

No applications for consideration.

18. DATE OF NEXT MEETING

17.1 Scheduled: November 12th, 2024 (7.30pm)

19. PUBLIC SESSION

None.

The meeting closed at 8.55pm.

Chairman _____

Date _____