

The **Minutes** of the **Annual Parish Council Meeting** held remotely
via Zoom on **Thursday 7th May 2020** at 7.30pm.

Present: Cllr Tyrone Ripley (Chairman), Cllr John Arnold (Vice Chairman), Cllr Pam Denny, Cllr Alan Horton, Cllr Gerry Lewin, Cllr Janet Marshall, Cllr Peter Masson and Cllr Gary Rosewell;
and Mrs Wendy Licence (Clerk).

Also present were two members of the public.

1. Apologies for absence

Cllr Ripley welcomed everyone to the meeting.

Apologies had been received from Cllr Neil Sheppard (work); apologies accepted.

Apologies has also been received from Ward Member Richard Palmer (at another meeting); apologies noted.

2. Election of Chairman

Cllr Horton **PROPOSED** Cllr Ripley for the Office of Chairman; **SECONDED** by Cllr Arnold:
AGREED UNANIMOUSLY.

Cllr Ripley was elected Chairman and will sign the Declaration of Acceptance of Office in the presence of the Clerk at the next physical Council meeting.

3. Election of Vice-Chairman

Cllr Ripley **PROPOSED** Cllr Arnold for the Office of Vice- Chairman; **SECONDED** by Cllr Denny: **AGREED UNANIMOUSLY.**

Cllr John Arnold was elected Vice-Chairman and duly signed the Declaration of Acceptance of Office in the presence of the Clerk at the next physical Council meeting.

4. Election of Representatives to outside bodies

It was **AGREED UNANIMOUSLY** that the following be elected to represent Upchurch Parish Council on outside bodies:

- a) KALC: Cllr Masson
- b) Police Liaison Officer: Cllr Marshall
- c) Highways: Cllr Arnold
- d) Village Hall Committee: Cllr Lewin

5. Allocation of Responsibilities – For the following:

It was **AGREED UNANIMOUSLY** that the following responsibilities be allocated:

- a) Paddock and Recreation Ground: Cllr Denny
- b) Allotments: Cllr Ripley and Cllr Masson
- c) Burial Ground and Churchyard: Cllr Marshall
- d) Internal Financial Controls (Internal Auditor): Mr Lionel Robbins
- e) Church Clock: Cllr Horton and Cllr Masson
- f) Footpaths: Cllr Masson
- g) Trees: Cllr Masson and Mr Cliff Hansford

6. To appoint Committees, Committee Chairmen and Vice Chairmen

It was **AGREED UNANIMOUSLY** that the following be elected to committees:

- a) Planning Committee: Cllr Rosewell (Chairman), Cllr Denny, Cllr Lewin, Cllr Masson, Cllr Marshall and Cllr Ripley.
- b) HR Committee: Cllr Ripley (Chairman), Cllr Arnold, Cllr Lewin and Cllr Marshall.

c) General Purposes Committee: Cllr Ripley (Chairman), Cllr Arnold, Cllr Denny, Cllr Lewin, Cllr Marshall, Cllr Masson and Cllr Rosewell.

d) Finance Committee: Cllr Ripley (Chairman), Cllr Arnold, Cllr Horton and Cllr Lewin.

7. Confirmation of Responsible Financial Officer (RFO)

Cllr Ripley **PROPOSED** that the Clerk be the Responsible Finance Officer; **SECONDED** by Cllr Horton: **AGREED UNANIMOUSLY**.

8. The General Power of Competence

Cllr Ripley **PROPOSED** that Upchurch Council, having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, adopts the General Power of Competence until the next relevant Annual Meeting of the Parish Council; **SECONDED** by Cllr Lewin: **AGREED UNANIMOUSLY**.

This concluded the business of the Annual Meeting of the Parish Council at 7.43pm, the evening continued with the monthly meeting of the Parish Council.

May Parish Council Meeting

Present: Cllr Tyrone Ripley (Chairman), Cllr John Arnold (Vice Chairman), Cllr Pam Denny, Cllr Alan Horton, Cllr Gerry Lewin, Cllr Janet Marshall, Cllr Peter Masson and Cllr Gary Rosewell;
and Mrs Wendy Licence (Clerk).

Also present were County Councillor Mike Whiting and two members of the public.

9. Apologies for absence

Apologies had been received from Cllr Neil Sheppard (work); apologies accepted.
Apologies has also been received from Ward Member Richard Palmer (at another meeting); apologies noted.

10. Declarations of interest

Cllr Horton, as a School Governor, declared a non-pecuniary interest in correspondence regarding a grant for hand gel in the parish as the school might be a recipient.

11. Minutes of the meeting on 5th March 2020

Cllr Lewin **PROPOSED** to accept the minutes of the meeting held on 5th March 2020 as a true record; **SECONDED** by Cllr Horton: **AGREED UNANIMOUSLY**. Cllr Ripley will sign the minutes as a true record of the meeting at the next physical Council meeting.

Public Time

No matters were raised from members of the public.

12. Correspondence

Cllr Ripley reported that KCCllr Whiting is offering grants of up to £500 to Parish Councils to purchase sanitisers. The surgery has said that they would like some and the larger bottles would be particularly useful for patients to use when they have to go to the surgery. The smaller bottles are useful for going out into the community.

Cllr Horton declared an interest in this item as he had spoken to his father-in-law who is chairman of the Patient Participation Group and has been told the surgery would be delighted

to receive hand gel for the surgery and also to be able to give to vulnerable residents. If given the sanitizer can only be used in the Parish and not given elsewhere.

Cllr Horton also declared an interest as School Governor and said the school would also be able to use the sanitizer as they are looking after children of key workers. The sanitizer would protect the youngest, the oldest and the most vulnerable within the community.

Cllr Ripley asked about the nursery.

Cllr Horton said that only the staff would be able to use it.

The Clerk said that she had spoken to the deputy manager and was waiting to hear back. The church support network might also be interested.

ACTION: Clerk to order sanitiser to be delivered to Cllr Ripley, Cllr Horton will assist with the distribution.

19.52- KCCllr Whiting arrived.

KCCllr Whiting had sent the following report:

Can I start by offering my sincere thanks to everyone who is volunteering or helping in whatever way they can to look after their communities. This dreadful virus is wreaking havoc for business, for families and, of course, is having a devastating effect on those who have lost their loved ones.

Help from parishes and parish councillors locally includes food and medicine deliveries to those shielding or isolating, a village pop-up shop and delivering advice leaflets to those who cannot access information online, which is really important. This is a tremendous effort by all concerned. The support you are offering your parishioners is vital and, I know, very gratefully received.

KCC is maintaining its front-line services best it can, and for example, has ordered over one million items of PPE for care workers and others on top of what government has provided. It is also providing support for business owners looking for advice about the very many government packages of help, and is working with the Districts and boroughs to signpost people to the help they need via the Kent Together scheme. I must congratulate Swale Borough Council on how quickly it has been able to step up to spend the tens of millions made available by government to support the community through its Community Hub and through business grants and business rate relief.

KCC has started work to look to the future and to have an economic recovery plan for Kent, so that we are best placed to get things back to normal as quickly as possible once restrictions are lifted. That is a huge piece of work and will need to include government at all levels, including of course Parishes, if it is to be successful. More as I get it.

Locally, I am pleased to have been able to source hand sanitiser from a local company. Both Borden and Hartlip have asked for supplies to distribute to those in need of it in their areas. I am able to use my KCC grant money to reimburse in full any cost to those parishes. If others would like to get involved then please let me know. If you have another community project that might benefit from grant funding then please let me know as soon as possible.

I am aware of concerns over fly-tipping. As always, the vast majority of this is being done by criminals, not law-abiding householders. Overall, I understand Swale's figure for flytipping incidents is less year on year than it was in 2019, however, any fly tipping is of concern. I have raised this at KCC and asked when it will be possible to re-open the Household Waste sites. I attach a briefing note from KCC on this, for your information. Currently KCC staff are assisting Swale in ensuring the roadside collections can continue, which is the Government's priority, and that the county's waste transfer sites are kept open. These transfer sites are where the waste collected from green, brown and blue bins at the roadside is taken, so it is vital these services are maintained. I have been told that KCC will open the waste sites as soon as it can, but is waiting on further advice from Government. Meanwhile, my advice to everyone

remains the same. If you are employing people to take waste away then please check they are fully licensed with the Environment Agency. This can be done at <https://environment.data.gov.uk/public-register/view/searchwaste-carriers-brokers>. Using an unlicensed carrier can result in large fines for householders.

The gas works on the A2 have caused less problems than anticipated due to the very low traffic levels. However, a number of HGVs have been minded to ignore the ban on using the A2 and the lanes either side. I have reported a number of incidents to the police, but they tell me generally the number of reports has been much lower than they anticipated. Breach Lane in Lower Halstow, School Lane in Iwade and Wormdale Hill/Bull Lane and Playstool in Newington seem to have been hardest hit, but, as I say, with far fewer incidents than during the last closure. The main works in the High Street Newington finished a week early and the road reopened to cars and light vehicles last week. However, it remains closed to HGVs, though I understand works will be completed and the road fully reopened in about a week.

Coronavirus pandemic is certainly dominating all that we do at the moment. The Government's strategy to save lives must be the right one and it means the lockdown might continue for some time to come.

Thank you again for all you are doing for your communities, please do not hesitate to contact me if I can help in any way.

KCCllr Whiting reported that Borden Parish Council now has hand gel and is making sure that all of their volunteers have it.

Cllr Ripley thanked KCCllr Whiting for attending and for his report.

SBCllr Palmer was unable to attend the meeting and sent the following report:

I hope everyone is well and keeping safe.

I apologise for being unable to attend tonight's Annual Meeting of the Parish Council however I am on the Local Plan Panel and will be attending the Local Plan Panel online meeting this evening. A brief report of activities with Upchurch is below.

Co-Op

I had complaints from the Co-Op and residents during April concerning deliveries being turned away from the Co-Op owing to cars parking and obstructing delivery access. I passed this onto SBC and Kent Police who both attended and provided cones. PCSO John Cork also became involved and the issue seems to have been resolved.

Covid-19

I have had a couple of requests for help/support from residents, but I pointed people towards the co-ordinator within the village.

Members Grants

The Members Grant is available now. So far from my Members Grant Fund I have pledged £600 to support the Upchurch Village Hall and I believe Cllr Alan Horton has pledged the same amount.

Waste Collection

There have been some issues with Brown Bin Collections reported to me. I reported the areas missed and Biffa did a follow up collection on the Saturday following the missed bin day. Waste collections are continuing, and it is good news that the Government pushed for Councils to reopen their Household Waste/recycling centre and Kent County Council is in the process of doing this.

Lockdown

Let us all hope this dreadful virus can be beaten and that we can all return to normality as soon as possible, but it is important to follow the Government's advice, so please all keep safe and take care

Cllr Ripley thanked SBCllr Palmer for his report.

SBCllr Horton confirmed that he has pledged £600 from his Members' Grant Fund to Upchurch Village Hall.

KCCllr Whiting reported that he has pledged £1,000 to Upchurch Village Hall.

Cllr Ripley reported that a resident has emailed concern regarding the trees at the golf course by Wallbridge Lane.

Cllr Denny said it looks like bark beetle.

Cllr Ripley said the trees are on private land.

KCCllr Whiting said that he was involved a couple of years ago. KCC can inspect the trees and, if deemed dangerous, can ask the landowner to take action.

ACTION: Clerk to report the trees to KCC and copy KCCllr Whiting into the email.

The meeting was adjourned for the national Clap for Carers.

13. Planning

i) To receive the minutes of the Meeting held on 23rd April 2020 and receive an update on planning matters

Cllr Ripley **PROPOSED** to accept the minutes of the meeting held on 23rd March 2020 as a true record: **AGREED UNANIMOUSLY**. Cllr Rosewell will sign the minutes as a true record of the meeting at the next physical Council meeting.

ii) 20/501701/FULL Minor material amendment to 16/506986/FULL (Demolition of no. 116 Oak Lane and construction of 2 no. three bedroom houses and 1 no. four bedroom with associated garages and parking.) to allow amendments to the proposed road widening and traffic calming measures.

Cllr Rosewell said the application is for minor amendments to the traffic calming scheme, the original proposal for the houses has already been permitted.

Cllr Horton said that there are a number of objections on the Planning Portal. The Parish Council is not qualified to comment on the traffic calming scheme. KCC Highways will ascertain if the proposed scheme is safe and whether it is appropriate. The Parish Council consulted with residents for its Parish Highways Improvement Plan and a scheme for traffic calming at this point was ranked third by villagers. It is usual for vehicles leaving a village to have priority as it keeps the village clear and slows incoming vehicles. Advice from an Officer at Swale Borough Council was that it would be best to hold vehicles before the Wallbridge Lane junction. There is great concern that vehicles mount the eastern kerb to avoid incoming vehicles which should wait. The scheme is the desire of the Parish Council and is supported by the public consultation.

Cllr Lewin said the scheme still allows traffic to exit and enter Oak Lane at the narrowest point and expressed concern that is an extra exit opposite entrances that already exist. There is concern that we fought for there to be no vehicles to exit the site onto Oak Lane.

Cllr Rosewell said the site already has planning permission for the houses which have entry and egress onto Oak Lane. The amendment is for the road layout only. Some residents do not want the scheme as it is. The Council can say that it has concerns with the layout and leave it to KCC Highways' expertise.

Cllr Horton said it would be appropriate to ask if KCC Highways consider it to be safe at this point.

Cllr Lewin said the application raises a fundamental issue- when the Parish Council makes a consultation response are we making it on behalf of residents or on behalf of ourselves. If the Council is doing it on behalf of residents some concern needs to be expressed.

Cllr Ripley said it should not impair residents' access to their properties.

Cllr Rosewell said the comments on the Planning Portal are from residents who live opposite the site and planning permission has already been granted for the houses. Residents are concerned that vehicles frequently mount the pavement.

Cllr Lewin declared a pecuniary interest in the matter as being a close neighbour to the site.

Cllr Lewin asked who the Council is responding for. We need to add concern to support residents' views about an additional exit at that very narrow point despite the traffic calming.

ACTION: Cllr Rosewell to draft and circulate response prior to submission.

20.24pm- KCCllr Whiting left the meeting

iii) Ref: 20/501183/FULL

Address: Caravan Storage Area Otterham Quay Industrial Estate Otterham Quay Lane Upchurch Kent ME8 7UX

Proposal: Change of use of land for the siting of up to 36no. specialist residential mobile homes with associated services, access, parking and turning area.

Cllr Rosewell informed Members that there are objections lodged on the Planning Portal. If it is permitted it should have similar conditions to those of Beckenham Park which has age restrictions and dogs are not permitted.

Cllr Lewin said that if there were restrictions regarding residence the proposal would have some merit, if the units were available to everyone it would be totally inappropriate because of the lack of infrastructure and services.

Cllr Rosewell said that Medway Council has raised concern that the residents would use their services and have asked for S106 money if permitted.

Cllr Lewin said the Parish Council should object to the proposal as tabled due to the lack of information and also due to the lack of services and infrastructure.

It was **AGREED UNANIMOUSLY** to object to the proposal due to the lack of information, lack of services and cohesion with the local community.

ACTION: Cllr Rosewell to draft and circulate response prior to submission.

14. Allotments

Cllr Masson reported that concern has been raised about the bees swarming, this has occurred on two previous occasions. The owner is being contacted. There have been a few enquiries about vacancies and this will be looked into, it is difficult to see what plots are being used at this present time. There has been a complaint about rats at the site because of the chickens but people are allowed to keep chickens at the allotments. There are issues with people wanting to pass their plots on and they have been advised that this cannot happen until the Clerk knows whether someone has given up their plot.

ACTION: Clerk to send details of allotments to Cllr Masson and Cllr Ripley.

Cllr Masson reported that one of the tenants has laid hard core at the site entrance and has also repaired the fence.

Cllr Ripley thanks Cllr Masson for his report.

15. Finance

i) Cheques for approval and signature

Chq no	Payee	Reason	Amount
3873	KALC <i>Paid out of meeting</i>	Burial Ground Management Course	£72.00
3874	TiksPac UK Ltd <i>Paid out of meeting</i>	Rental- 2 stations	£720.00
3875	Mr T Honeyman	Village Caretaker	£73.89

	<i>Paid out of meeting</i>		
3876	Mrs W Licence <i>Paid out of meeting</i>	Expenses and salary adjustment	£54.84
3877	HMRC <i>Paid out of meeting</i>	PAYE & NI	£168.24
3878	Vincent James Landscapes <i>Paid out of meeting</i>	<u>Recreation Ground</u> 2 x cuts at £90.00 = £180.00 Cut and treat weeds along fence line area. £40.00 <u>Paddock:</u> 2 x cuts at £50.00 = £100.00 <u>Allotment Periphery:</u> 1 x cut at £10.00 <u>Old, New, Churchyard and Burial Ground:</u> 2 x cuts at £150.00 = £300.00 Clear fallen branches as per quote = £80.00 Total	£710.00
3879	CR & SJ Bearup Ltd <i>Paid out of meeting</i>	Removal of trees at allotments	£540.00
3880	KALC <i>Paid out of meeting</i>	Subscription	£920.69
3881	CPRE <i>Paid out of meeting</i>	Subscription	£36.00
3882	Diocesan Registry <i>Paid out of meeting</i>	Consecration of rose beds in Burial ground	£900.00
3883	Mrs J Marshall	Travel to KALC Burial Ground Management Course	£15.30
3884	Vincent James Landscapes	<u>Recreation Ground</u> 2 x cuts at £90.00 = £180.00 <u>Paddock:</u> 2 x cuts at £50.00 = £100.00 <u>Allotment Periphery:</u> 1 x cut at £10.00 <u>Old, New, Churchyard and Burial Ground:</u> 2 x cuts at £150.00 = £300.00 Total	£580.00
3885	Upchurch Village Hall	Hall hire for March meeting	£32.00
3886	Mrs W Licence	Expenses and salary adjustment	£68.53
3887	HMRC	PAYE & NI	£136.08
3888	Business Stream	The Paddock water supply	£21.84
3889	CANCELLED		
3890	Zurich Municipal	Insurance	£1,331.57

Councillors agreed to the signing of the cheques.

ii) To consider the insurance renewal

Cllr Ripley informed Members that the insurance renewal is cheaper than last year.

16. Paddock and Recreation Ground

i) To receive an update

Cllr Denny reported that everything was fine at The Paddock and Recreation Ground. The tape around the play equipment, to stop children from playing on it during the Government lockdown, has been renewed. The grass has been cut. The fence at the back of Bishops lane has been down but has been resolved. Not many people are using the areas since the lockdown. The bags have been replenished in the Tikspac at the Recreation Ground. Only one of the Tikspac stations has been installed, there needs to be one near Bradshaw Close. Cllr Rosewell said that he will install the second Tikspac when the Government lockdown has been lifted.

Cllr Horton said the Community Warden has noticed there has been an increase in dog fouling since the lockdown and that she thinks it would be helpful to have bins at Gore farm Hill at the 90° bend in Chaffes Lane and also at the entrance to Street Farm off Poot Lane. The problem is getting the bins emptied. It is possibly not the right time to do this during the COVID-19 pandemic.

Cllr Denny said the Council has spent a lot of money on Tikspacs and there needs to be bins. The Clerk said that she has enquired but has had no response.

ACTION: Clerk to chase Swale Borough Council.

ii) To consider quotation for adult fitness equipment in The Paddock

Councillors considered the quotation for the fitness equipment which will be funded by the S106 money from Kent Terrace.

Cllr Ripley **PROPOSED** to accept the quotation for Option 1 from Streetscape for £11,495, subject to meeting the representative; **SECONDED** by Cllr Horton: **AGREED UNANIMOUSLY**.

Cllr Denny will tweak the proposal if necessary.

Cllr Ripley thanked Cllr Denny for her sterling work.

17. Burial Ground and Churchyard

Cllr Marshall informed Members that she had met with the Archdeacon of Maidstone, the Ven Stephen Taylor and Bishop Rose, the new Bishop of Dover, for the consecration of the rose beds in the Burial Ground. The area will not be available to use until registered with the Diocesan Registrar.

Cllr Marshall said the audit of the headstones and plots is pending.

Cllr Ripley thanked Cllr Marshall for her sterling work and for her report.

18. Church Clock

Cllr Horton reported that the clock is functioning really well. There was an issue with the chimes but this has now been resolved.

Cllr Horton said that the Council was trying to get a plaque for the eastern side of the church door to commemorate the refurbishment of the clock for the centenary of the end of the great War. The Parochial Church Council had agreed to this and applied for a Faculty. The Diocese wanted to know if this would need planning permission. Swale Borough Council Planning said that they required a full architect's report and a planning application, this would be very expensive and might not get approval so it would not be appropriate to pay for this.

Cllr Lewin **PROPOSED** that some recognition of the act placed internally in the church; **SECONDED** by Cllr Horton: **AGREED UNANIMOUSLY**.

ACTION: Clerk to contact the church.

19. Highways and Street Lighting

Cllr Arnold informed Councillors that the contractor has a problem sourcing the parts for the upgrade of the street lighting. Due to a huge increase in the cost of Air Freight due to the COVID-19 lockdown the parts will now be delivered by sea.

Cllr Horton reported that the micro-system installed at the bottom of Chaffes Lane and in Bradshaw Close is working well.

Cllr Arnold said the issue of the missing street light in Windmill Hill is ongoing and that he has spoken to EDF Customer Support. The Clerk is chasing the insurance claim.

Cllr Arnold said that he is trying to get KCC Highways to adopt the light on the traffic calming speed cushion at the end of Church Farm Road as this is their responsibility. This has been logged on the KCC Highways portal.

ACTION: Cllr Arnold to give the report numbers to KCCllr Whiting.

Cllr Ripley thanked Cllr Arnold for his sterling work and for his report.

20. Footpaths

Cllr Ripley informed Members that PROW ZR10, off Forge Lane, has been reported again to KCC PROW who have made a site visit and has advised that the issue has now been resolved and the report closed. The trees that were obstructing the eastern end of the footpath have been removed. The route through the garden is passable despite the gate and a couple of fence panels falling down. The landowner has been contacted and requested that fence be repaired as soon as possible.

Cllr Denny said that she had been there since the KCC PROW visit and the footpath is still not accessible. When the restrictions have been lifted there must be a site meeting with a KCC PROW officer.

ACTION: Clerk to arrange a meeting.

Cllr Ripley informed Members that the Golf Club had closed the public footpath following the actions of a few irresponsible people who used the golf course as a country park during the Government lockdown. KCCllr Whiting has had confirmation from the Cabinet Member at KCC responsible for Public Rights of Way that the golf club cannot close the footpath. KCC officers were going to discuss the issue with the golf club.

Cllr Masson reported that there have been a lot of complaints because of dog walkers letting their dogs off the lead along PROW ZR16 which runs from The Three Sisters to the Golf Club. Dog fouling is a major problem along the lane and some dog walkers are allowing their dogs to foul in people's gardens. Also, some people are putting the dog waste bags in trees as well as a box inside the gate to the Golf Course and this is a health hazard as the box is full.

Cllr Ripley said that the box is on private land and the responsibility of the land owner.

Cllr Horton said KCC PROW maintains the footpath; the landowner is responsible for the bin; the Swale Borough Council Dog Warden is responsible for problems with dogs.

Cllr Rosewell said there is no signage in the lane, this could help with the problem.

ACTION: Clerk to ask the Community Warden for some "No dog fouling" signs.

21. Environment

Cllr Ripley said the planter and barrier baskets are due by the end of May.

22. Reports from representatives

i) Village Hall Representative

Cllr Lewin said that as no meetings can be held, the committee is using telephone conferencing. Cllr Lewin reported that he had completed a monthly inspection. The main work is funding the project of work on the Village Hall and contributing to the strategic plan of what to do first. The County Councillor and Ward Members have pledged £2,200. There is another charity which might also be able to help with a grant. The Village Hall Committee is very active even though the hall is closed.

Cllr Ripley thanked Cllr Lewin for his report.

ii) KALC

Cllr Masson said there was nothing to report as meeting have been suspended.

iii) Police Liaison Officer

Cllr Marshall reported that, in March, there had been a burglary in Upchurch Fish Bar; vehicle crime in Oak Lane; a van broken into at the Golf Club; a vehicle broken into in Ham green and a vehicle theft in Poot Lane. There has been an issue with youths using catapults; a nuisance vehicle in Church Farm Road; a suspicious van in Beckenham Park (vehicle details have been given to the Police; and a suspicious male at the Coop. there have been no reports of anti-social behaviour. COVID-19 breaches can be reported to 101-online.

Cllr Ripley said there has been a lot of equestrian crime locally.

Cllr Horton said there are currently a lot of problems across the rural working community as people think they can walk anywhere across farms. Some farmers have had irrigation systems tampered with.

23. Matters arising

Cllr Arnold said that he had been tasked with looking at IT equipment for the Parish Council. The Council needs a new laptop, printer and mouse and it will cost approximately £900. MicroSoft has a scheme for free Windows 10 and MicroSoft 365 for not-for-profit organisations and this is being researched.

Cllr Horton said the Clerk needs the appropriate technology to do the job.

Cllr Arnold said that he will put forward a proposal for equipment for up to £900; **SECONDED** by Cllr Horton; **AGREED UNANIMOUSLY**.

Cllr Arnold said that he is unable to post the agenda on the noticeboard.

The Clerk said that advice from NALC is that during the current COVID-19 crisis the agendas do not need to be put on notice boards for remote meetings and that posting on the Council website is sufficient. This is to reduce the risk of spreading the virus.

Cllr Denny said the hedge at the junction of Wallbridge Lane and Oak Lane is getting overgrown making it difficult for drivers to pull out.

ACTION: Clerk to report.

Cllr Ripley said the Clerk is due her annual appraisal.

It was agreed to defer this until restrictions have been lifted.

24. Date of next meeting Thursday 4th June 2020 at 7.30pm

There being no further business, the meeting closed at 9.23pm

Signed as a true record of the meeting:

Chairman

Date: 4 June 2020