

Helsby Parish Council

Minutes of the Parish Council meeting held on Monday, 13th February 2017 at 7pm in Hillside Primary School

Present:

Cllr. Terry O'Neill – Chairman
Cllr. Alan Gardner
Cllr. John Kimpton
Cllr. Patricia Holder

Cllr. George Randles Vice-Chairman
Cllr. Tim Thorne
Cllr. Sarah Temple
Cllr. Sam Johnson

Cllr. Peter Duffy
Cllr. Chris Ellams
Cllr. Alan McKie

In attendance:

Mr Mike Garvey plus 4 supporters of Frack Free Frodsham & Helsby

Mrs Marj Thoburn – Helsby News

Mrs Michelle Massey, Mrs Helen McCord & Mr Nick Massey of the Ho Ho Helsby Event Group

Mr David Temple – resident

Chairman's announcements:

- The Chairman accepted the resignation (with immediate effect) recently received from Cllr. Lance Yates. He thanked him for the good work he had done for the community during his short term of office.
- Reminded all parish councillors about the importance of being respectful to each other, officers of the Parish Council and members of the community. He read out Section 7 of the Code of Conduct and that it was essential to allow people to speak and not to disparage what they said.
- He attended Frodsham Community Pride awards ceremony and was delighted to receive, on behalf of the residents of Helsby, the 'Good Neighbour' award. He was presented with a gold-framed certificate and a colourful hand painted plate.

1. Public Air Time – proposed by Cllr. Gardner, seconded by Cllr. Duffy and **RESOLVED – that the meeting be suspended for public participation – HPC16/17.**

- Mr Garvey presented the results of the survey which was specifically intended to gain Helsby resident's attitude to fracking. The data was produced and collated by an industry expert and paid for by the Group. Out of the 1200 surveys that went out, 676 validated responses were received. 1287 persons, aged 18 years and over, indicated their views. 9% thought fracking was a good thing, 79.7% bad and 11.3% no opinion. The Group had a number of aims one of which was that the Parish Council object point-blank to any fracking applications. He also suggested that the Environment Committee place it on the agenda for discussion. He would welcome the opportunity to attend at the start of the meeting.
- Ho Ho Helsby Christmas Event Group. Thanked the members of the Parish Council for their support. All the volunteers were willing to organise a larger event for 2017 which would take place on 2nd December 2017. The Group would build on last year's event which they estimated would attract around 750 people when, according to police sources, it was nearer the 2,500 mark. Spreading the word was key to the achievement of the festivities and the group's main aim this year was face-to-face interaction. They wished to continue their link with the Parish Council and were very grateful for the £3,400 budget that the Parish Council had put in place and they asked if the same arrangements could apply. Three Parish Councillors were members of the Ho Ho Helsby Group and would continue to send in regular reports.

- Mr Temple – requested update on 20mph proposals from Cllr. McKie as CWaC consultation did not meet 2013 Department of Transport guidelines. Cllr. McKie had met with the MP, Leader of the Council and the portfolio holder to seek clarification as to the adequacy of the proposal and subsequent decision to proceed with the 20mph on roads throughout Helsby with the exception of through routes. He was assured by the later that procedure had been followed and that objections were taken into account. He had another meeting planned with the Highways officer this week. Mrs Thoburn commented that a 20mph sign had been placed on Vicarage Lane which was a private road that was maintained by its residents.

Proposed by Cllr. Duffy, seconded by Cllr. Johnson and **RESOLVED – that Public Air Time be closed and the meeting reconvened – HPC17/17.**

2. Apologies for absence. Received and accepted from Cllrs. Crossley-Jones, Hulse and MacPherson.
3. Declarations on interest. Cllrs. McKie, O'Neill and Randles declared non-pecuniary interest in Item 14 as all were Executive Members of the Helsby Community Sports Club.
 - 3.1 Code of Conduct and adoption of CWaC Members' Complaints Procedure. All members were sent CWaC procedures via email prior to the meeting. Cllr. Duffy was the elected Parish Representative of the CWaC Standards Complaints Panel. He gave an example of the recent case, in a neighbouring council, and the need to have a procedure in place about complaints against parish councillors. The CWaC policy on the aforementioned was supported by ChALC and NALC. Any additions to the way Helsby Parish Council conducted its business would need to be approved by the Parish Council and incorporated into Standing Orders. Proposed by Cllr. Randles, seconded by Cllr. Temple and **RESOLVED – that Cllr. Duffy circulate his recommendations for adoption of a Complaints Procedure relating to the conduct of Parish Councillors for discussion at the next full council meeting – HPC18/17.**
4. Police Matters
 - 4.1 PCSO Kopczyk's report:
 - Community Speed Watch – two members of the community were now fully trained;
 - Panna Cage Football – on 16th Feb PCSOs would be in Helsby High School all day engaging with the pupils through the use of Panna Cage football. This helped to reduce ASB in children and PCSOs were working with the school to promote Panna Football in the local area. They are looking for funding to run events for the remainder of the year. Cllr. Temple recognised the potential for Parish Council involvement and thought it would be a good one for the 5-year plan.
 - Hillside Primary School – trialling one-way system;
 - Horns Mill Primary School – impact week starting 27th Feb tackling parking and road safety;
 - Sandringham Avenue – since PCSO spoke to Barkers about the uninsured / untaxed cars being left at the junction with Crescent Drive, the problem appeared to have gone away.
 - Back Crosland Terrace – parking complaints. PCSO posted advisory letters through all doors.
 - Helsby Quarry – evidence of cycles and ramps.
 - Minor road traffic collision at traffic lights on 10th Feb. Driver arrested for driving under the influence of alcohol.
 - Driver Engagement Day planned for 4th March in Helsby. Police will be on the lookout for

speeding, using mobile phones whilst driving and not wearing seat belts.

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- Bike Marking Sunday, 5th March Helsby High 9am – 12 noon.
- Social Media: PCSO now had access to Chester Facebook and Twitter accounts. He was using these to promote work that he was doing in Helsby.
- Local Beat meetings for March. 11th JTO Tea Rooms at 11am & 17th 3pm Library.

4.2 Cheshire Constabulary – PCSO meeting. Cllrs. O'Neill and Duffy will be attending a meeting with Superintendent Peter Crowcroft (arranged by Cheshire Association of Local Councils) on Tuesday, 14th February at 6 pm along with representatives from other Town/Parish councils who part fund a PCSO.

4.3 Principal of intelligence lead policing. Sergeant Wilson invited councillors to have the opportunity to come out on patrol with him in the next month or so to see how this worked. Cllrs. McKie, Thorne, Holder, Ellams and O'Neill asked to be involved.

5. Minutes of the previous meeting. Proposed by Cllr. Randles, seconded by Cllr. Gardner and **RESOLVED – that the minutes of the Helsby Parish Council meeting held on 9th January 2017 be accepted as an accurate record and duly signed by the Chairman – HPC19/17.**

6. Matters arising from the previous meeting.

6.1 Eccies. The Chairman reported that the Eccies was on a valuable piece of land (owned by the Parish Council) and that the building was now not being used for its intended purpose. As far as it was possible to ascertain, Mr Walker was not able to re-open the building due to licencing conditions but he was looking at options to sub-let. Cllr. Temple reported that the electricity supply, for the adjacent Air Quality Monitoring Unit, came from the Eccies and it was important to maintain said supply. There were a number of options that the Parish Council considered however, being mindful that the building could fall into disrepair if unoccupied for any length of time, it was proposed by Cllr. Johnson, seconded by Cllr. Ellams and **RESOLVED – to write to Walkerbar, pointing out the obligations imposed by the lease, and to require the lessee to continue to operate the building as licensed premises – HPC20/17.**

7. Minutes of the Parks, Cemetery & Allotments Committee meeting held on 23rd January 17. Cllr. Temple presented the minutes that included the following recommendations:

7.1 Grass Maintenance contract 2017. Proposed by Cllr. Temple, seconded by Cllr. Gardner and **RESOLVED – that the Parish Council, in accordance with the Local Government Act 1894 s.8(l)(i) ss.A, employ the services of Northwich Town Council for the grass maintenance contract for the 2017 growing season costing £4,201 + VAT which covered the Parish Field, Children's Play Area, Eccies and Sherwood Court – HPC21/17.**

7.2 Slow Worms. Proposed by Cllr. Temple, seconded by Cllr. Gardner and **RESOLVED – to write to the Old Chester Road Allotment Association to thank Mr David George for undertaking the Slow Worm count in 2016 – HPC22/17.**

7.3 Honda Mower. Proposed by Cllr. Temple, seconded by Cllr. Gardner and **RESOLVED – that the Parish Council, in accordance with the Local Government Act 1894 s.8(l)(i)**

ss.A, purchase a Honda Mower HGR416SK £389 incl VAT from Duttons Mower World – HPC23/17.

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8. Minutes of the Human Resources Committee meeting held on 30th January 2017. Cllr. Duffy presented the minutes that included the following recommendation:
 - 8.1 Pensions. Proposed by Cllr. Duffy, seconded by Cllr. Ellams and **RESOLVED – that the Parish Council, in accordance with the Pensions Regulator November 2011, that in respect of the Parish Clerk, Helsby Parish Council will pay 2.7% of total pay to ensure that employer contributions are in line with the current provisions for the Clerk's pension – HPC24/17.**

9. Burial Grants. Proposed by Cllr. Randles, seconded by Cllr. Temple and **RESOLVED – that Helsby Parish Council, in accordance with s.214 of the LGA1972 and the Local Authorities Cemeteries Order of 1977, approve the application for Grant of Exclusive Rights of Burial for a term of 75 years for Plot CRS4 (Cremated Remains Strip) in Helsby Public Cemetery, Old Chester Road received from Mr Arthur D Jones of Linden Drive Helsby – HPC25/17.**

10. Councillor's surgery. Cllr. Duffy presented the report from the surgery held on 4th February that he attended along with Cllr. O'Neill:

Latham Avenue resident

 - Boulders on grass verges. Request to send in complaint to CWaC. Cllr. McKie mentioned that there are various methods of preventing parking on verges. Placing bollards and grasscrete would have to be funded by the resident. Tarmac would not be considered due to utilities underneath.
 - Gypsy liaison – request for reassurance that the May deadline was adhered to. Lincoln Court Residents Association
 - Residents hoped that the trees outside the building would not be removed;
 - Lower Robin Hood Lane - street name plate still not replaced;
 - Request that pavement from Chester Road to Community Centre be cleaned;
 - Requested update on Horse & Jockey site;
 - Bus timings – the resident was given a copy of emails that had been passed between CWaC and the Parish Council;
 - Scout HQ security light. Request that it be checked as it was coming on constantly.

11. Cheshire West and Chester Council
 - 11.1 Executive Meeting – Cllr. McKie reported that the next meeting would be all about the budget of £3.9m. He did not envisage any changes.
 - 11.2 Speeding Primrose Lane. Highways had written with a proposal that if, Cllr. McKie put £1,000 (out of his Discretionary Fund) towards the cost of an interactive sign, would Helsby Parish Council contribute the remainder of the 50% cost expected from the community; CWaC paying the other 50%. The PC's contribution to a circular sign would be £1,819.39 or £2110.18 for the rectangular version. Cllr. McKie confirmed that his funding had to be paid out before end January so the money was no longer available. The next round of funding was April and could be £5k but this was not definite. Proposed by Cllr. Randles, seconded by Cllr. Duffy and **RESOLVED – that the Parish Council postpone part-funding an interactive speed sign for Primrose Lane until the agreed option to consider part-funding grasscrete scheme for verge outside No. 59 (to**

park police camera van) as part of a scheme identified by CWaC and approved by the Police, had been pursued – HPC26/17.

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- 11.3 A5117. The CWaC Principal Engineer had written saying that following the Parish Councils objection to the proposed 50mph speed reduction, discussion was held regarding the A56 from the A5117 junction at the traffic lights to the existing 30mph speed limit beyond Primrose Lane being assessed separately for the appropriate speed limit rather than just being included in the proposed 50mph limit. The Principal Engineer therefore asked if the Parish Council still wished to uphold its objection to the 50mph limit on the A5117 from J14 to the A56. Mr Mark Jones – CWaC Engineer has also written saying that the length of A56 from A5117 junction to Primrose Lane has been assessed as appropriate for a 40mph speed limit and would the Parish Council support this change to the speed limit. Proposed by Cllr. Randles, seconded by Cllr. Johnson and **RESOLVED – that CWaC be advised that 1. Helsby Parish Council upheld its objections to reducing the speed limit to 50mph on A5117 from J14 to traffic lights; 2. Helsby Parish Council agreed with the proposal to reduce speed limit to 40mph from traffic lights to 30mph roundels just past the Primrose Lane junction – HPC27/17.**
- 11.4 Electoral Review of Cheshire West and Chester Council. Cllrs. Hulse, Holder and the Parish Clerk attended the briefing. The Local Government Boundary Commission for England was currently undertaking an electoral review. The review was due to commence in March 2017 and was expected to be completed by February 2018 in time for the local elections in May 2019. They want a ward pattern that would be the best for the future (i.e. fairly distributed amongst electors). It was essential that any comments must be quality not quantity or petitions. It was recommended that comments must also say what is agreeable to each Parish Council. Cllr. McKie was asked to enquire why this review was taking place so soon after the last one.
- 11.5 Community Infrastructure Levy (what developers had to pay the local authority for each new dwelling calculated at £110 per sq mt of floor space). Cllr. O'Neill reported that CWaC hoped to have this in place by March 2017. Helsby would benefit by having a made Neighbourhood Plan.
12. The Marshes Community Benefit Fund – closing date for 1st round of funding was 28th Feb.
13. Frodsham Wind Farm. Cllr. McKie reported that the next meeting was in March when Cllr. Eleanor Johnson would be elected as Chairman. He recommended as many people attend as possible as the Vice-Chairman would be elected and it would be beneficial if someone from Helsby could step up to the role.
14. Helsby Community Sports Club – Cllr. Randles reported that a Beer Festival had been arranged for 3/4th March. Brookhouse were obtaining bids from national house builders for the 120 dwellings. CWaC was reviewing leisure facilities and that he and Cllr. O'Neill were co-ordinating meetings with the various sporting bodies to meet any shortfall in funding.
15. Helsby Community Association
- 15.1 Membership fee. Proposed by Cllr. Gardner, seconded by Cllr. Ellams and **RESOLVED – that the Parish Council, in accordance with s.143 of the Local Government Act 1972, renew membership of Helsby Community Association costing £12 – HPC27/17.**

15.2 Cllr. Holder gave a full report which included that keys for the Fire Exit door were given to all users as a means to get in, the hall was available Mon/Tue afternoons, an advert would be placed to recruit new members and the committee declined the electrical Smart Meter offer due to the complications of the existing set up.

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16. Weaver & Sandstone Cycle Forum. Cllr. Duffy reported that the group were waiting on CWaC to confirm whether Network Rail were interested in opening up the Helsby to Mouldsworth (Cheshire Line) for recreational use. Cllrs Ellams, Duffy and Mr David Temple had been investigating potential cycle routes but much would depend on funding. The Forum would be able to apply to the Marshes Community Benefit Fund. If Cheshire Line was opened up from Tesco going further back, it could access areas to create parking spaces.

17. Protos – Cllr. Temple reported the following:

- Air Quality Monitoring Forum meeting held on 2nd Feb including CWaC Environmental Protection Unit and Ricardo (the consultants working for Peel). The current monitoring was not quite as much as that recommended by Prof. Laxen as CWaC already had Sox and NOx inform in the area. The Eccies unit was continually monitoring particles and the heavy metals, which were connected to incinerators, and dioxins had been sent away for analysis. The results would be communicated via the Air Quality England website. CWaC would have a link to that and this could also be the case for the Parish Council.
- The current Eccies monitoring was a condition of the Biomass planning permission to gather data for a year before the facility was operational. The Energy from Waste facility would be operational in 2021. Air monitoring data would need to be gathered for a year before then for a baseline reading. The EfW planning permission had a condition to consider an additional monitoring unit, which could be at the High School or Weaver Vale Primary School in Frodsham
- The next meeting would take place in February 2018 when reports for all species being monitored should be in and a recommendation could be made at the meeting about publishing the report.
- Discretionary grant will open up to Helsby in 2018.
- The main Community Forum meeting would be taking place on 22nd Feb 17.

18. Ho Ho Helsby Christmas Event Group – already discussed in Item 1.

19. Miscellaneous Matters

19.1 Cheshire & Warrington Carers request for funding to support families in rural areas including Helsby. Proposed by Cllr. Temple seconded by Cllr. Ellams and **RESOLVED - that the Council, in accordance with Section 137 of the Local Government Act 1972, should incur the following expenditure which, in the Council's opinion is in the interest of the area and its inhabitants and will benefit them in a manner commensurate with the expenditure to donate the sum of £150 to Cheshire and Warrington Carers Trust – HPC28/17.**

19.2 Helsby Station Ticket Office. The current office was in a building that was going to be sold at auction and we would be given 28 days to vacate. Options discussed were applying for a Public Works Loan Board loan to buy the building at auction, using the downstairs for Parish Council use and the upstairs as a self-contained rentable apartment. The other option was renting the old Ticket Office until an office would be provided in the new sports development. It was proposed by Cllr. Kimpton, seconded by

Cllr. Randles and **RESOLVED – that the Parish Council in accordance with s.111 of the LGA 1972 apply to Network Rail for the lease of the Helsby Station Ticket Office on the following terms:**

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Tenure: Rolling full repairing tenancy subject to three months' notice by the Tenant at any time.

Rent: £5000 per annum plus VAT (payable monthly) increasing annually in line with the Retail Price Index plus 1%

Insurance: £124 per annum (payable monthly)

Deposit: Three months minimum subject to credit checks

Costs: £395 plus VAT (arrangement fees)

HPC29/17.

The Parish Council would require 'Change of Use' from A1-A4 to B1 class.

20. Transport Matters – Cllr. Ellams reported the following:

- The changes to the Chester Service (now running at 1 per hour) was a commercial decision
- Attended a meeting organised by Mark Warren about parking in Helsby & Frodsham. The results of the parking consultation, paid for by CWAC, showed that both areas were extremely short on parking and that there was a possibility of parking charges coming in. Frodsham Ward Councillor proposed that Helsby should increase its precept to buy land for a car park. Cllr. Ellams took issue with this suggestion arguing that "why should the local community have to pay for a car park that everyone else would use?". It was up to CWaC, ARRIVA & Network Rail to put in the infrastructure in time for the opening of the Halton Curve. The station could also get a lot busier when the toll charges apply for the Mersey Crossing
- Liverpool John Lennon Airport. The Civil Aviation Authority was carrying out a survey to maximise the use of air space. Cllr. Ellams had not heard any further information relating to the near misses. Rail tickets could now be purchased to get you straight to the airport alighting at Liverpool Park Way then getting a bus to the airport.
- Complaints about HGV's using lay-by next to filling station. PCSO would be asked to check if overnight parking was allowed. United Utilities had released the land for footpath from lay-by to school
- Encirc – Cllr. Johnson attended the recent Liaison Committee. Encirc employed 900 people at the Elton works. The rail link was bringing in 60,000 tonnes of sand from Norfolk per annum. This was not at capacity but would be at the end of the year.

21. Cheshire Association of Local Councils – Cllr. O'Neill reported the following:

- At the last AGM a resolution was passed to change the frequency of board members. Elections will now take place at the next AGM. There are currently 13 Board Members. 5 will have to stand down and 4 will be re-elected. It was important to have a balanced board with equal members from Cheshire East and Chester West & Chester

- There had been a slowdown of councils applying for Local Council Award Scheme and Cllr. O'Neill suggested that Helsby reviews its appetite for applying in 12 months' time. Proposed by Cllr. Temple, seconded by Cllr. Johnson and **RESOLVED – that the Parish Council reviews its consideration to apply for Local Council Award Scheme in 12 months' time – HPC30/17.**

22. Planning

22.1 The following new applications were fully discussed:

App No.	Application Address	Proposed Development	Ward member recommends
16/05566/REM	INEOS Site, Meres Edge	Reserve matters for 69 dwellings	No objections
16/05673/FUL	Steppingstones, Hill Road North	Two storey side extension	The Parish Council will be objecting on the grounds of adverse environmental impact of greenbelt

22.2 The following planning decisions were duly noted:

16/04914/FUL Ideal Gardens Turf Centre (change of use of part to joinery workshop) Approved
 16/05448/FUL Hillside Primary School (extension to timber framed canopy) Approved

22.3 Fields on corner of The Rock and Robin Hood Lane. Cllrs. O'Neill, Randles, Temple and Mr Rob Mackenzie attended an information gathering session with representatives of Cranford Estates and Trafford Housing Trust. The full notes have been circulated to members of the Parish Council. **Members of the public can request the notes by emailing helsbyparishcouncil@btconnect.com or by phoning (01928) 726433.** Cranford Estates have an option on the land although it is not signed and sealed. This may be one of several sites they are looking at.

22.4 Planning Portal on Helsby Website. Cllr. Ellams was working on a new method of communicating comments between ward members when a planning application was received. This was timely as CWaC would not be sending out hard copies of plans from 13.02.17 unless specifically requested – duly noted.

23. Accounts

23.1 Internal Audit 31st March 2017. JDH Business Services of Mold had quoted £246 + VAT and that they remained independent of the Parish Council. Proposed by Cllr. Randles, seconded by Cllr. Johnson and **RESOLVED – that the Parish Council, in accordance with the Accounts and Audits Regulations 2003, employ JDH Business Services of Mold to undertaken the internal audit of the Parish Council's accounts 31st March 2017 – HPC31/17.**

Banking procedures – Internet Banking. Proposed by Cllr. O'Neill, seconded by Cllr. Temple and **RESOLVED – that the following new procedures for payments by internet banking be approved with immediate effect – HPC32/17:**

- a) **To pay employees on the last working day of each month. If that falls on a Friday, Saturday or Sunday – payment will be made on the Thursday before to fit in with office opening hours. The Parish Clerk will complete a bank transfer in the presence of two official signatories. All three will write their initials on the payslips in the usual way and the procedure will take place in the Parish Office.**
- b) **To pay invoices by bank transfer (when possible) every two weeks on a Thursday. The Parish Clerk will complete a bank transfer for each invoice in the presence of two official signatories. All three will write their initials on the invoices and the procedure will take place in the Parish Office.**

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- c) **For any payment where the bank details are not shown on the invoice, payment will be made by cheque. The Parish Clerk will write out a cheque for each invoice in the presence of two official signatories. All three will sign the cheque. The invoices and cheque counterfoils will be initialled in the usual way and the procedure will take place in the Parish Office.**
- d) **The Parish Council will be sent a list of the payments made during the time since the last meeting. The List will be included in the agenda for the full Parish Council meeting. Before the Parish Council meeting starts, the Chairman of the Parish Council and/or the Chairman of the Finance Committee will check the list to ensure that all payments are corresponding.**

23.2 Bank Reconciliation. The Chairman checked the figures against the corresponding bank statements and confirmed that they were correct. Proposed by Cllr. Gardner, seconded by Cllr. Duffy and **RESOLVED – that the Bank Reconciliation Sheet detailing £178,279.41 held in balances as at 13th February 2017 be accepted as accurate and that bank statements be initialled by the Chairman – HPC33/17.**

23.3 Payments for January – early February 2017. Proposed by Cllr. Duffy, seconded by Cllr. Randles and **RESOLVED – that the following payments totalling £5,536.06 be passed for payment – HPC34/17:**

Chq	To whom paid	Particulars of payment	Amount
503 7	Northwich Town Council	Signs for Sherwood Court	1,734.00
503 8	Employees	January 2017 – salaries	1,868.06
	HM Revenue & Customs	PAYE & NI on above salaries	483.85
-40	North West Air Ambulance	Donation towards running costs	250.00
504	Charit	Water – Queens Drive Allotments	67.19
1	United Utilities	Health & Safety Training – Cllr. Ellams	35.00
504	Ches Assoc of Local Councils	Annual equipment maintenance	195.83
2	Duttons Mower World Limited	Same	159.97
504	Duttons Mower World Limited	Travel expenses Sound and Christleton	28.80
3	Mr T J O'Neill	Domain Name renewal	16.78
504	Mr C Ellams	Various including stationery and keys	23.04
4	Jeanette E Hughes	Annual membership fees 2017	12.00
504	Helsby Community Association	January office rent	300.00
5	Strong Brickwork & Construction	Quarterly Calls and rental	127.88
504	BT Group PLC	Community Centre – electricity	106.00
6	Scottish Power	Community Centre – water	26.38
504	United Utilities Water	Internet services - quarterly	101.28

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24. Date of the next meetings: Health & Safety Committee 27th February 2017
Environment Committee 27th February 2017
Parish Council 13th March 2017

Chairman's signature..... Dated.....