

Blofield Parish Council

Minutes of the Meeting of Blofield Parish Council on Monday 12th February 2024 from 7.30pm – 11.00pm in Blofield Courthouse.

PRESENT

Sarah Dhesi, Stuart Smith, Yvonne Burton, Stella Shackle, William Crane and Paul Culley-Barber and Sarah Osbaldeston (Clerk) and Eleanor Bannister (Clerk).

1. Welcome and Introduction to the meeting by the Chair, Stuart Smith.
2. **TO CONSIDER APOLOGIES FOR ABSENCE**
 - 2.1. Mary Moxon listened to the meeting online but did not take any part in voting.
 - 2.2. Joseph Scholes sent his apologies which were accepted by the parish council.
3. **TO CONSIDER A REQUEST FROM JOSEPH SCHOLES FOR A SIX-MONTH SABBATICAL FROM THE PARISH COUNCIL**
 - 3.1. Following a brief discussion, Sarah Dhesi proposed the council accept the request and allow a six-month sabbatical with a review in place in the September meeting. The council unanimously resolved to approve this proposal and in addition, agreed this position would be reviewed if a large number of parishioners came forward interested in being parish councillors and filling all our vacancies.
4. **TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION ON ITEMS ON THE AGENDA**
 - 4.1. Items 13, 14, 18, 20, 27, 29 - Paul Culley-Barber declared a pecuniary interest.
 - 4.2. Item 29 – Yvonne Burton declared a pecuniary interest.
5. **OPEN FORUM - FOR PARISHIONERS TO RAISE QUESTIONS ON AND/OR MAKE STATEMENTS ABOUT MATTERS ON THE AGENDA AND TO RECEIVE A REPORT FROM THE DISTRICT COUNCILLOR AND COUNTY COUNCILLOR**
 - 5.1. Four parishioners were present at the meeting.
 - 5.2. County Councillor Andrew Proctor sent his apologies and sent a detailed report for the council.
 - 5.3. District Councillor Paul Newstead was present and reported that the MP Jerome Mayhew has contacted the education trust who has confirmed that Pupil Admission Number (PAN) reduction at Hemblington Primary School for year 2025/2026 is not a precursor to closure of the village school and they will ensure the school remains sustainable in the future with planned numbers that will enable the Trust to meet the needs of the community and the children attending. Academy trusts are required by law to consult on their PAN every 7 years. Two parishioners attended and raised significant concerns regarding speeding on Woodbastwick Road through Blofield Heath.
6. **TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 15th January 2024**
 - 6.1. The council resolved to approve the minutes of the meeting held on 15th January 2024 and the minutes were duly signed by the chair.
7. **TO REPORT ON MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA**
 - 7.1. Yvonne Burton reported that she has chased the environmental agency about the pollution in the ditch at Marty's Marsh but heard nothing back yet.
 - 7.2. Mary Moxon reported that many parishioners in Blofield Heath have said how lovely the repaired village sign looks.
 - 7.3. The Keep Blofield Special Group have funding for bin liners, yellow vests, pickers and bulbs using the pride of place grant. Clerk (SO) to action.
 - 7.4. The council agreed to install another post for the missing dog waste bin along the southern path parallel to the A47. Broadland District Council will then replace the bin and contact Hopkins Homes regarding installing a dog waste bin on their site.

8. PLANNING

8.1. Application: 2024/0169

Proposal: Construction of oak framed two bay car shelter (Retrospective)

Location: 6 Library Close, Blofield, Norfolk, NR13 4SH

The Parish Council agreed to make the comments below given various concerns which it would appreciate being addressed. It also requests that BDC Planning visit the site to ensure previous conditions are being met and complied with (in relation to application 20210129), including ensuring the site is not over-developed and trees are being planted as per condition 4. The concerns include:

- **Trees:** The 2-bay car shelter is close to a number of large trees. Confirmation requested that there has been no tree root damage and that Condition 4 of application 20210129 has been met.
- **Location:** Plans indicate that it is in the front garden. Confirmation requested that it will not be visible from the road.
- **Soundness of structure:** Concern that the structure will not withstand strong winds and could cause damage. (There is a significant roof surface area that does not appear to be secured at the front of the bay. Depth of foundation appears limited, and concern raised regarding the security of the spikes holding the structure to the ground.)
- **A Condition** is requested that at a later date prevents the structure from being enclosed.
- **Condition 5 of previously approved application 20210129:** This mentions the parking and tuning area shall be retained for that specific use. Could BDC Planning please check the implications in relation to this application.

8.2. Application: 20240203

Proposal: Single storey rear extension with pitched roof

Location: Lyndale, Woodbastwick Road, Blofield, Norfolk, NR13 4AB

The Parish Council has no comment on the application, however, should any aspect of the application change the council would like to be informed.

8.3. Application: 20240298

Proposal: Two storey rear extension and front porch

Location: 29 Danesbower Close, Blofield, Norfolk, NR13 4LR

The Parish Council has no comment on the application, however, should any aspect of the application change the council would like to be informed.

8.4. Application: 2024/0235

Proposal: Single storey rear extension and alterations to the front porch

Location: The Paddocks, 11 Stocks Lane, Blofield, Norfolk, NR13 4JZ

The Parish Council has no comment on the application, however, should any aspect of the application change the council would like to be informed.

8.5. Application: 2024/0270

Proposal: Single storey rear extension

Location: 5 Pound Lane, Blofield, Norfolk, NR13 4NB

The parish council agreed to make the following comment. The height of the proposed extension appears to be higher than the existing attached garage so could BDC Planning please confirm that this will not cause overshadowing for the neighbour, given its proximity to the boundary. If there are any further changes to application, could the Parish Council please be informed.

8.6. Application: 2023/3682 – further comments

Proposal: Variation of conditions 2 & 3 of 20230128 - (2) variation of design, internal layout and re-orientation of dwelling on site (3) - material schedule

Location: Clarks Loke House, Clarks Loke, Blofield, Norfolk, NR13 4QU

The parish council agreed to resubmit their original response to this application and request that BDC Planning also make sure that the 'passing facilities' conditions proposed by NCC Highways are adhered to.

- 8.7. Application: 2024/0028 – further comments
 Proposal: Detached double garage
 Location: 5 Stocks Lane, Blofield, Norfolk, NR13 4JY
The Parish Council agreed to submit the following comment. It has come to the Parish Council's attention (since submitting its original response on 18/1/24) that there is a potential issue of overshadowing, so could BDC Planning please confirm that overshadowing is not an issue before approval.
9. **TO CONSIDER FEEDBACK ON ANY PLANNING APPLICATIONS RECEIVED SUBSEQUENT TO THE PUBLICATION OF THIS AGENDA**
- 9.1. No applications were received after the date.
10. **TO RECEIVE AN UPDATE ON THE YARMOUTH ROAD MISSING FOOTPATH, WOODBASTWICK ROAD MISSING FOOTPATH AND OTHER PLANNING MATTERS AND AGREE NEXT ACTIONS**
- 10.1. **Woodbastwick Road footpath** - work on this will commence on the 19th February to 22nd March 2024. The road will be closed for this period of time. The council agreed to request that the flooding is addressed at this junction at the same time. In addition, the council requested the 30mph sign is relocated as part of this works if possible (it will need to be moved somehow to accommodate the new path). Clerk (EB) to make requests.
- 10.2. **Yarmouth Road footpath** – it appears that this was a condition as part of the supermarket planning application which is not being progressed. With regards to 20211493 (the EV charging station) the council agreed to write to the BDC planning department to request a condition applied of the addition of a footpath joining up the village of Blofield to these new facilities. It is a significant safety issue with no footpath and increasing facilities in this area. In addition, there is no bus route to service this road. Clerk (EB) to draft and circulate a draft response and submit. In addition, circulate to Brundall Parish Council and Postwick with Witton requesting their support too.
- 10.3. **Dawsons Way appeal (20211717)** - the Planning Inspector declined to determine the appeal regarding the discharge of condition 3 of planning permission 20202164 which required the verification of the drainage strategy. The applicant was requested to submit a S73 application to remedy the outstanding condition but has declined to do so. BDC has reported that they have found no evidence that the system is not operating as designed. As a result, it is not considered necessary or expedient at this point to take formal enforcement action which would have to specify required works. This does not prevent enforcement action from being taken in the future if required. This affects the adoption of the road by NCC and the onsite water supply and drainage systems by Anglian Water. Clerk (EB) agreed to liaise with Paul Newstead to raise this with BDC.
- 10.4. **Oak tree concerns** (between 40 Blofield Corner Road and the Bennetts development) - Broadland District Council has confirmed that although the tree is very close to the new property being built on the Bennetts development it does not infringe any planning permission and therefore no further action can or will be taken by the District Council.
11. **TO RATIFY SECOND COMMENTS SUBMITTED ON PLANNING APPLICATION 2023/3461 DOGGY DAY CARE App. 2023/3461: Change of use from agricultural land to a dog day care facility. Erection of a single storey building and a dog exercise/agility field | Heathlands Laundry Lane Blofield Norfolk NR13 4SB.]**
- 11.1. This application has been called into the planning committee. A councillor will attend if possible, on the 28th February 2024. The council unanimously resolved to ratify the following comments submitted to the BDC planning department in late January 2024.
- 11.2. *It has come to Blofield Parish Council's attention that after the end of the public consultation, two further documents: Background Papers, K Traffic management plan and the Noise and Traffic management statement, were uploaded onto the portal, published on 15/1/24 and 16/1/24 respectively.*
- 11.3. *The Parish Council notes that the applicant admits that noise and traffic are key obstacles to be overcome within this application.*

- 11.4. *The applicant has stated that the license for the doggy day care premises will not be applied for until after planning permission is obtained, and changes have been made to opening hours, the removal of floodlights and the suggestion of doggy pickup vehicle to reduce traffic.*
- 11.5. *However, these changes do not alter most of the objections raised by the Parish Council in its email of 7th December (below) and the Parish Council Planning group is concerned by the:*
- *Lack of a business plan confirming business case / need.*
 - *Continued concerns related to noise, access and effluent/business waste disposal which have not been addressed and.*
 - *In relation to access, the plan provided indicates only two households would be impacted (74 and 76), but this is not the case. At present there are 4 houses and two businesses, (retail unit and livery business) and 2 storage barns operating along the unmade single-track section of Dawsons Way. Due to the fact that the road has not currently been adopted by Highways, when one adds in the additional 12 properties from Dawsons Way, plus number 80 Blofield Corner Road which is accessed off the lane, this is already well in excess of the numbers that are permitted access along a private lane.*
- 11.6. *Therefore, the Parish Council believes the application should be rejected, including on the grounds of noise, no access along Dawsons Lane, highway safety, no waste disposal plans, and inadequate premises proposed to satisfy animal welfare requirement for 30 dogs. Please can the above be noted and addressed.*

**12. TO RECEIVE AN UPDATE ON THE INSTALLATION OF THE MARGARET HARKER HALL AND HEATHLANDS PLAYGROUNDS AND AGREE ANY NECESSARY ACTIONS
HEATHLANDS COMMUNITY CENTRE**

- 12.1. The Heathlands Playground installation has been completed. The grass has not fully recovered and will be monitored for improvement in the Spring.
- 12.2. EIBE have offered to support an opening event with balloons and goodies bags etc. Heathlands Management committee has suggested the 12th April 2024 midday. Clerk (EB) to ensure National Highways are invited.

MARGARET HARKER HALL

- 12.3. The Margaret Harker Hall Play area has been completed and is open to the public. It is very popular.
- 12.4. An outstanding list of snagging items is being worked on by the contractor including replacement of the swing chains in the over 5's play area and an alteration to the access gate for the under 5's area.
- 12.5. The recovery of the grass and areas where the wetpour joins will be monitored for recovery in Spring.

'OLD SCHOOL SITE PLAY AREA'

- 12.6. A meeting will take place with the contractor on the 'old school site' on the 21st February 2024 to discuss the construction plan. Stuart Smith to list items for discussion, including a 4-week construction plan with 2 weeks contingency and access to the site. Yvonne Burton, William Crane, Stuart Smith and Sarah Dhesi will attend this meeting.

13. TO RECEIVE AN UPDATE ON THE COUNCIL PLANNING APPLICATION FOR THE 'OLD SCHOOL SITE' (2023/3727) AND AGREE ANY NECESSARY ACTIONS

- 13.1. Clerk (EB) has responded to all comments that have arisen on the planning application. The council are awaiting an updated response from NCC Highways.

14. TO RECEIVE AN UPDATE ON THE FEASIBILITY STUDY AND COMMUNITY SURVEY AND AGREE NEXT ACTIONS

- 14.1. The parish council has reviewed in detail the output from the community survey and feasibility study. It has sought guidance from Broadland District Council Section 106 officer and BDC Planning as well as the FMG planning/feasibility consultant.
- 14.2. Following a detailed discussion, Sarah Dhesi proposed (seconded by Will Crane) the council take the following actions in 14.3 - 14.7. The council unanimously resolved to approve this proposal.

- 14.3. The council will continue with plans for a type of 'community hub', reviewing the gaps in services that the other facilities are not meeting. To move forward, the council will write a robust business plan outlining what a new facility could offer, and how it would meet gaps in local provision currently, and anticipated gaps over the next 5+ years.
- 14.4. In addition, in order to stand the best chance of obtaining funding both a unique selling point and a steady income are required.
- 14.5. A further key to any new facility is flexibility and the phasing of development as funding becomes available.
- 14.6. The council agreed to continue to ring fence the CIL and the remaining S106 funds until the above plans are developed and costed.
- 14.7. The council agreed to make contact with those parishioners who expressed an interest in the project (from the survey) to get them involved.
- 15. TO RECEIVE AN UPDATE ON THE BRIDGE PROJECT AND AGREE NEXT ACTIONS**
- 15.1. Planning approval is paused awaiting clarification on the water voles. A further survey will take place on the 5th April 2024 and the planning has been extended until 30th April 2024. It is still hoped installation of the bridge will be possible in summer 2024 but this is subject to water voles.
- 16. TO CONSIDER QUOTATIONS FOR THE CHURCHYARD WALL REPAIRS, FUNDING OPTIONS AND AGREE NEXT ACTIONS**
- 16.1. A number of quotations have been obtained for the churchyard wall repairs. After a detailed discussion, the council unanimously resolved to appoint RJ Bacon Ltd (recommended by the church diocese) to carry out a small section of repair to the cost of £6,000 in September 2024. The total cost of repairs has been quoted at £29,958 +VAT. In the meantime, it was agreed that Yvonne Burton and Stella Shackle would work on grant applications and the position would be reviewed in June 2024 considering any successful grant applications.
- 17. TO APPROVE INVOICES FOR PAYMENT, NOTE COUNCIL FUNDS AND REVIEW INTERNAL MONTHLY CHECKS**
- 17.1. The council noted the payments previously agreed and made at the end of January 2024, #161 - #162 totalling £57,633.22 (Appendix A). These are for the interim EIBE Margaret Harker Hall Play invoice and materials for the village sign repair.
- 17.2. The council unanimously resolved to approve all payments presented of vouchers #163 - #178 totalling £6,397.63 (Appendix A). Clerk (SO) to arrange payments.
- 17.3. The clerk (SO) reported that the library is thrilled with the drinks supplies for the library users.
- 18. TO CONSIDER ARBORICULTURAL QUOTATIONS FOR TREE WORKS ON OLD SCHOOL SITE TO ALLOW PLAY EQUIPMENT INSTALLATION**
- 18.1. The council discussed the arboricultural quotations for site visits required for the play equipment installation. The council unanimously approved the day rate of £522+VAT (£261+VAT half day rate), the final costs will depend on the number of, and length of visits required.
- 19. TO CONSIDER A FUNDING REQUEST FROM HEATHLANDS COMMUNITY CENTRE FOR FINANCIAL SUPPORT WITH THEIR CAR PARK EXTENSION**
- 19.1. The council noted the funding request. The council has no significant funds available in the small grant budget for 2023/24. The council will provide details to Heathlands Community Centre of any grant opportunities it sees.
- 20. TO RECEIVE AN UPDATE ON PLANTATION ROAD IMPROVEMENTS IN RELATION TO THE NEW / OLD SCHOOL SITES**
- 20.1. The detailed road improvements map was reviewed by the council. It is unclear what is happening with the bus shelter outside the doctors surgery. Clerk (EB) to contact NCC Children's Services to discuss.
- 20.2. In addition, the council would like to tie in the works required for the 'old school site' entrance dropped curb etc by using the same contractor at the same time to save costs. Clerk (EB) to discuss this with NCC Children's Services.

The council unanimously resolved to extend the meeting beyond 10pm in order to complete the agenda and suspended standing order item 3w.

21. TO CONSIDER CORRESPONDENCE FROM NCC HIGHWAYS REGARDING CHANGES TO THE KINGS HEAD JUNCTION AND AGREE A RESPONSE

21.1. Following a detailed discussion, the council considered all the options and agreed its preference for the 4-way crossing with separate red pedestrian crossings installed. The council unanimously resolved to write to NCC Highways regarding its preferred option detailing the reasons why. The council unanimously agreed not to contribute to these road improvements. Clerk (EB) to draft a response and circulate to the parish council for agreement. In addition, the council agreed to circulate the email to Brundall Parish Council and to our County Councillor Andrew Proctor and District Councillor Paul Newstead requesting their support.

22. TO RECEIVE AN UPDATE ON A MEETING REGARDING A FOOTPATH FROM BLOFIELD TO BLOFIELD HEATH

22.1. Broadland District Council (BDC) contacted the parish council to discuss a footpath link between Blofield Heath and Blofield. Connecting the two villages is highlighted in the Greater Norwich Infrastructure Delivery Plan 2022 under 'scheduled infrastructure project', and Helen Sibley has confirmed a footpath has been highlighted in the Eastern Broadland Green Infrastructure Plan.

22.2. A meeting has taken place between the BDC and council representatives. Various points were discussed at the meeting, and it was agreed that BDC would talk to Norfolk WAG to understand what help landowners could be offered, review the local walking/cycling strategy and obtain feedback from the local Highways Engineer. In addition, they would draft a letter to send to the local landowners. BDC indicated that some funding contributions would be required from the parish council.

23. TO NOTE CONCERNS OF PARISHIONERS REGARDING DROPPED CURBS ON PLANTATION ROAD AND AGREE ANY NECESSARY ACTIONS

23.1. Clerk (EB) advised the council about the number of concerns raised by parishioners regarding the missing dropped curbs on Plantation Road since the road changes. This makes it very difficult for wheelchair users to access the doctors surgery. Clerk (EB) advised that the dropped curbs will be reinstated when the new school Plantation Road improvements are made. Clerk (EB) to update parishioners.

24. TO NOTE SPEEDING CONCERNS ON WOODBASTWICK ROAD, DISCUSS THE SETUP OF SPEED WATCH AND THE REALLOCATION OF THE INSTALLATION OF THE PORTABLE SPEED SIGNS

24.1. The council discussed the possibility of moving the 30mph speed sign at the entrance to Blofield Heath (near RenEnergy) further South. Clerk (EB) to contact NCC Highways regarding this as part of the path creation taking place over the next month.

24.2. The portable SAM2 signs were discussed. William Crane agreed to take on the management and location of these on a regular basis. These can be located at various locations throughout both villages and must be moved on a monthly basis. This will provide data for the police to use and identify locations for their speed checks.

24.3. There is some interest in setting up a Speed Watch team again within the parish.

24.4. The council obtained the flashing speed reduction signs (at school times) on Woodbastwick Road under the Parish Partnership Scheme a couple of years previously. The council agreed to discuss speed reduction measures again when it next meets with the NCC Highways engineer.

25. TO RECEIVE AN UPDATE ON MARTY'S MARSH, UPDATE ON TREE WORKS AND AGREE ANY NECESSARY ACTIONS

25.1. A working party took place on Saturday 10th February 2024 carrying out hedging work, and scything. Rob Christie has agreed to run the working parties for the next couple of months.

25.2. The council agreed to carry out the agreed tree works on Wednesday 14th February 2024 and requested the chippings are left on site for the paths.

25.3. Yvonne Burton reported that the new path is working really well.

- 26. TO CONSIDER A DEFIBRILLATOR REQUEST AT NORWICH CAMPING AND LEISURE, AND REVIEW LOCATIONS NEAR THE 'OLD SCHOOL SITE'**
- 26.1. Clerk (EB) advised that if Norwich Camping and Leisure could install the defibrillator on the outside of the site so it was available to everyone 24 hours a day then National Highways may be able to consider funding. Clerk (EB) to update Norwich Camping and Leisure.
- 27. TO CONSIDER COMMUNICATION OF THE PUBLIC CONSULTATION, AND PLAY EQUIPMENT INSTALLATION**
- 27.1. The council agreed to do the next newsletter after the open events and detail information about the two new play areas and information from the public consultation.
- 28. TO NOTE EEL PASS MEETING NOTES AND AGREE ANY NECESSARY ACTIONS**
- 28.1. Work on the eel tiles continues. Yvonne burton provided an update from the meeting, and it is hoped that something will be installed soon at a minimal cost to the parish council.
- 29. TO RECEIVE AN UPDATE ON THE A47 ALLOTMENTS WORKS AND NOTE THE CADENT LEGAL CORRESPONDENCE**
- 29.1. Galliford Try reported that the water tank and car park surfacing repairs, and moving the heritage trees will be taking place w/c Monday 19th February 2024.
- 29.2. National Highways are considering our loss of rent requests.
- 29.3. The outcome of the appeal is still outstanding.
- 30. TO AGREE A MEETING WITH THE MARGERT HARKER HALL TO DISCUSS THEIR VACANCIES**
- 30.1. Following a brief update, Sarah Dhesi agreed to meet with the Chair of Margaret Harker Hall to get an update on their vacancies and plans to recruit.
- 31. TO NOTE THE COURTHOUSE MANAGEMENT COMMITTEE MINUTES AND AGREE ANY NECESSARY ACTIONS**
- 31.1. The parish council noted the minutes from the Courthouse Management Committee and agreed to pay £713 +VAT for the cost of flushing the heating system through. The council would greatly appreciate any contribution towards this and or the alarm system recent overhaul.
- 32. TO RECEIVE AN UPDATE FROM THE TOWN AND PARISH FORUM ON 6TH FEBRUARY**
- 32.1. Mary Moxon provided a written update from the recent meeting.
- 33. TO CONSIDER ANY REPAIRS TO THE WYNGATES GATE**
- 33.1. Stuart Smith reported that the broken part can be purchased for £120, and he will install it. The council unanimously resolved to approve this proposal.
- 34. TO RECEIVE AN UPDATE FROM THE LOCAL AUTHORITY CLUSTER MEETING ON 16TH JANUARY 2024**
- 34.1. Stuart Smith provided a written report from the cluster meeting.
- 35. TO RECEIVE THE CLERK'S REPORT & CORRESPONDENCE**
- 35.1. Parishioners have contacted the council interested in helping to run a new community facility.
- 35.2. A parishioner has raised concerns over exiting Garden Road onto the Street. Clerk (SO) to contact NCC Highways to see if the hedge requires cutting.
- 35.3. The doctors surgery has emailed to say thank you for the parish council's supporting letter in support of the pharmacy application.
- 35.4. The tree warden has recently planted three replacement oaks alongside three of the original standard trees which had failed on the Wyngates 3 site. In addition, he pruned and staked two briars which had fallen over.
- 35.5. Friends of Marty's Marsh have worked at Wyngates Area 3 to spread chippings that have been delivered there to mulch around the trees.

- 35.6. The Conservation Volunteers (TCV) Norfolk have been in touch with the parish council and are able to help with the National Highways Biodiversity Project if this goes ahead.
- 35.7. Parishioners are concerned about what is happening with the old school building (that was built in 1877) once the new school is built and in use. This land and buildings are owned by Norfolk County Council Children’s Services who will determine their new use once the school moves.
- 35.8. The council agreed to apply for a free portrait of His Majesty the King. Clerk (SO) to action.

36. ITEMS FOR NEXT AGENDA

- 36.1. All ongoing projects.

37. TO CONFIRM THE DATE OF THE NEXT PARISH COUNCIL MEETING

- 37.1. Monday 11th March 2024 at 7:30pm at Blofield Courthouse

38. TO CONFIRM THE DATE OF THE ANNUAL MEETING OF THE PARISH

- 38.1. Thursday 14th March 2024 at 7:30pm at Blofield Courthouse

39. TO RESOLVE TO PASS A FORMAL RESOLUTION (UNDER THE PUBLIC BODIES AND ADMISSIONS TO MEETINGS ACT 1960) TO EXCLUDE THE PRESS AND THE PUBLIC FOR THE REMAINING AGENDA ITEMS

40. TO RECEIVE A STAFFING ANNUAL REVIEW UPDATE AND AGREE ANY NECESSARY ACTIONS

- 40.1 The Chair presented to the Council a confidential summary of the recent one-to-one annual review meetings with both clerks conducted in December 2023 and reported that they were regarded as satisfactory performance.
- 40.2 As a consequence, the Chair proposed the following salary increases, seconded by Vice Chair Sarah Dhesi and unanimously agreed by the Council:
 - Sarah Osbaldeston, as Clerk and RFO, moves an increment higher from April 2024 (to SCP31).
 - Eleanor Bannister as Clerk moves to one increment below Sarah Osbaldeston from April 2024 (to SCP30).

There being no further business the meeting closed at 11pm.

Signed.....

Dated.....