

**MINUTES OF THE MEETING OF GREAT BARTON PARISH COUNCIL ON
MONDAY 21st MARCH 2016 COMMENCING AT 7.15 PM**

	<p>Members Present: Councillor Eddie Gibson chaired the meeting together with Councillors Peter Fisk, Kate Trevitt, Maggie Dunn, Nicky Crouch and Matthew Parker. 4 members of the public were present.</p>	
1.0	Open public session (10 minutes)	
1.1	The problems with the drains on the section of road at the entrance to The Park (which is owned by Suffolk County Council) was raised. The Clerk will chase St Edmundsbury Borough Council to ask if this section of road can be included in the street sweeping schedule. Councillor Rebecca Hopfensperger will chase Suffolk County Council for written confirmation that this section of road is owned by Suffolk County Council and is included in their drain cleansing schedule.	LJH RH
1.2	The manhole cover on the A143/The Park junction will be repaired in 4-6 weeks.	LJH
2.0	To receive County Councillor's report from Rebecca Hopfensperger	
2.1	County Councillor Rebecca Hopfensperger updated the council on the flashing signs before the Bunbury junction – Suffolk County Council are arranging a speed survey to ascertain the level of the problem that the signs are seeking to resolve. They will then take a decision to do nothing or if there is a problem, to come up with some options. They commented that as the signs have not worked for over a year and there have not been any accidents, it might be that the current level of signage is adequate.	
2.1	A further update was provided on the 40mph buffer zone on Mill Road – Suffolk County Council had commented that they were sceptical about making a report to their Speed Limit Assessment Panel, even though they felt it would decrease speeds in the 30mph section. They felt that even with the full support of Councillor Hopfensperger, it was unlikely to go through and they would only then take the buffer to the extent of the houses in the vicinity of 'Vazon'. Taking it out further would definitely not be considered. After discussion, the Council decided they would like Councillor Hopfensperger to take this forward to ascertain the decision from the Speed Limit Assessment Panel. There were no discussions or decisions made relating to any financial cost to the Parish Council if this goes ahead.	
2.3	Councillor Hopfensperger also provided updates on the extra line on the council tax bill for the 2% adult social care precept; the responses to the West Suffolk Operational Hub consultation will be reviewed by the focus group . Over 50% of responses disagreed with bringing the 3 services together in one place. A majority wanted to keep the recycling centre at Rougham Hill. The Symons Farm site was the favourite alternative. St Edmundsbury Borough Council cabinet will review this at the end of June and it will then be ratified by full Council.	
2.4	The earth bund which is on the site proposed for the WSOH is a bank to screen the new buildings being erected by the farmer.	
2.5	Councillor Hopfensperger will chase the issue of the drains flooding outside the village hall and get updates on the pedestrian crossings at Mill Road and the A143.	RH
3.0	Presentation on the proposed 'Pump Track' for Icepits Wood from members of the Icepits Wood committee. Council to then consider resolving to progress the project; confirming they are happy with the quote received and that payment will be made from the S106 funds from Bertuna Close already reserved for this purpose	
3.1	Rob Crouch and Jamie Gilmour from the Icepits wood committee gave a presentation on the proposed pump track in Icepits Wood. They explained that the pump track is a continuous circuit for bikes where the pumping movement creates momentum, great for all ages for recreation and exercise, an increasingly popular form of cycling and a good meeting point. A map of the proposed track was shown. The surface will be kept as natural as possible with the top layer of soil scraped away and the track fashioned from hardcore layered with the compacted top soil. The surrounding area will be landscaped and the track will be maintained by volunteers. 3 quotations had been received. A proposed contractor was recommended, who was the only one willing to visit the site.	
3.2	The issue of whether planning permission was required was raised and this will be looked into. Councillor Nicola Crouch declared a personal interest in this project.	JG/ LJH
3.3	A survey had been carried out through children's groups in the village including The Den youth club and the Scout Group with overwhelming agreement to the project.	
3.4	The Council resolved to accept the quotation for £15,000 (net) to build the pump track, with funds	

	already earmarked from Bertuna Close S106 payment £14,676 and the remaining £324 from the Icepits Wood reserve and to use the company suggested by the Icepits Wood committee. Proposed Councillor Kate Trevitt, seconded Councillor Maggie Dunn, unanimous decision.	
<u>3.5</u>	The Council were happy that although 3 full quotes had not been received, they had been sought from 3 suppliers, alternative procurement routes had been tried, through the potential use of suppliers on public sector framework contracts, again without success. The financial standing orders, sections 10.3 and 11.1 (ii) allows 1 quotation for 'specialist services'. The Council felt that due to the difficulty in securing genuine interest from suppliers in this market, this project reasonably qualified as the procurement of a 'specialist service'.	
<u>3.6</u>	The Clerk will confirm with Suffolk County Council that this project is acceptable under the terms of the lease.	LJH
<u>3.7</u>	The Clerk will confirm that the contractor can access the site along the Bridleway from Green Lane.	LJH
<u>3.8</u>	Once a date is confirmed, the Clerk will advise the farmer and the allotment association.	LJH
<u>4.0</u>	<u>To receive Borough Councillor's report from Sarah Broughton</u> Councillor Sarah Broughton had sent her apologies and a report : Devolution is going forward and Councillors will vote on this in June, the brown bin free service will end at the end of March and go forward by subscription and the A143, the pavement side, has been litter picked but the other side will need a rolling road block.	
<u>5.0</u>	<u>To receive police report</u> There had been 2 instances of burglary to dwellings since the last meeting. There was also a theft of some ornamental antique lamp posts from the church.	
<u>6.0</u>	<u>Chairman's welcome, reminder about the filming of meetings and to receive apologies for absence</u> Councillor Eddie Gibson welcomed everyone to the meeting. Apologies for absence had been accepted for Councillor Philip Reeve and Michele Faiers.	
<u>7.0</u>	<u>To receive Members Declarations of Interest and to consider any written requests for dispensation which have been received prior to the meeting.</u> Councillor Nicola Crouch had declared a personal interest in item 3 the pump track. Councillor Eddie Gibson declared a pecuniary interest in financial items 17 (viii) and (ix). No requests for dispensation were received.	
<u>8.0</u>	<u>To sign the minutes of the council meeting on 15th February 2016 and the minutes of the Icepits Wood committee meeting on 26th January 2016 to stand as an accurate record</u> The council resolved to sign the minutes of the Council meeting on 15 th February 2016 to stand as an accurate record. Proposed Councillor Maggie Dunn and seconded Councillor Kate Trevitt, unanimous decision from those present at the meeting. The minutes from the Icepits Wood committee meeting on 26 th January 2016 had not been received.	
<u>9.0</u>	<u>Items arising from February's Council meeting :</u>	
<u>9.1</u>	I. Update from Suffolk County Council on installing a 40mph buffer zone on Mill Road (8.0) – This was covered under item 2.1.	
<u>9.2</u>	II. Update on the old village sign being restored by West Suffolk College (11.3) – The sign had deteriorated too much for the college students to repair. A resident has offered to restore it.	
<u>9.3</u>	III. Feedback from the Village Hall Management Committee on erecting a mounting post for the VAS on the village hall playing field (11.4) – the Village Hall Management Committee agreed that a post can be put on the edge of the playing field. The Council will review once vehicle movement figures are available for Cox Lane.	
<u>10.0</u>	<u>Chairman's Report</u>	
<u>10.1</u>	Councillor Philip Reeve has sent a brief report: the focus group will be looking at the responses to the WSOH consultation and there is no change to site allocations in Gt Barton under the Strategic Housing Land Availability Assessment 2015.	
<u>11.0</u>	<u>Neighbourhood Plan update: (i) Registering the plan with St Edmundsbury Borough Council (ii) The plan for the public meeting on 23rd March.</u>	
<u>11.1</u>	The plan is being registered with St Edmundsbury Borough Council on 21 st April 2016. The delay is due to a query regarding the land in the North East development being included in the NP area.	
<u>11.2</u>	There was a discussion on the Neighbourhood Plan meeting on 23 rd March.	

12.0	Updates on village projects:	
12.1	i. There were no further updates on the feasibility and cost of land exchanges between the Gt Barton Thanksgiving Fund and the Scout Group from St Edmundsbury Borough Council despite the Clerk chasing this item on a regular basis. The Clerk will contact St Edmundsbury Borough Council's legal team directly.	LJH
12.2	ii. Council to confirm if they wish to purchase the carpark on School Road from Havebury Housing, to confirm the financial details including cost of purchase and solicitors costs (for Havebury Housing and the Parish Council) & to appoint a solicitor to act for the Parish Council – The Councillors discussed this matter along with how many parking spaces it would provide for the residents of Forge Bungalows and for the village, who will maintain the carpark, whether it could then be leased on to another community group, would it provide good value for money as the reality of it could be that residents only have access to 4 parking spaces, will there be any covenants on the agreement, what are the expectations of the developer of Forge Bungalows and what will happen if the Parish Council doesn't purchase it? The Councillors were not happy to appoint a solicitor and incur costs, until a draft agreement had been seen. The Clerk will contact Havebury Housing.	LJH
13.0	Councillors Reports	
13.1	Councillor Nicky Crouch had completed her 2 day Councillor course and found it very informative.	
13.2	Councillor Matthew Parker offered to look into attaching the 2 new playground signs, to the railings. These signs were provided free of charge by a resident of Fornham St Martin. A letter of thanks will be sent.	LJH
13.3	The Clerk thanked Councillor Peter Fisk for spraying the edges of the Matta tiles at the playground and for planting a new tree at Conyers Green.	
14.0	Community Governance Review - Council to consider the recommendations from West Suffolk for North East Bury, the number of Councillors and the name of the 2 wards for Gt Barton.	
4.1	The Council resolved to accept the recommendations from the Community Governance Review : (1) The "Moreton Hall" Vision 2031 growth site be retained in Rushbrooke with Rougham Parish within a newly created parish ward and the external boundaries between Bury St Edmunds, Gt Barton and Rushbrooke with Rougham Parishes be amended (2) The "North-East Bury St Edmunds" Vision 2031 growth site be retained in Gt Barton Parish within a newly created parish ward. The Council decided this area should be called Great Barton Severalls. Proposed Councillor Nicky Crouch, seconded Councillor Matthew Parker, unanimous decision. The existing village should be ward A and Gt Barton Severalls ward B.	
14.2	St Edmundsbury Borough Council had suggesting a split of 9 Councillors from Gt Barton and 2 from Gt Barton Severalls, to be reviewed in 5 years. The Parish Council agreed with this split.	
14.3		
14.4		
15.0	Clerk's Report	
15.1	The Clerk reported on the following: the levels in the playground following the mole attack, traffic speeds approaching Fornham Road junction, the meeting with Suffolk County Council regarding rural broadband speeds is being arranged by Councillor Rebecca Hopfensperger.	
15.2	School Lane /Downing Drive footpath – Information had been received from Suffolk County Council that if the path moves from its existing route, a diversion order under the Highways Act, to move a Right of Way will be needed. This is carried out by the District Council and would incur a fee of approximately £2,500 paid for by the Parish Council. Suffolk County Council asked if the route needed clarification of legal alignment from the definitive map ? Does the definitive map need modifying or correcting – if so this is done through the prioritising process, as it is an expensive resource. Out application may not be processed for many years. This item will be discussed again at May's meeting.	LJH
15.3	VAS battery life – Radarlux have moved their operations for the UK to Germany and the Clerk is liaising with them regarding the current battery life.	LJH
15.4	The new notice board for School Road has been ordered.	
15.5	Suffolk County Council will provide a quote for widening the School Road footpath. Drainage works will take place this month along the front of the School.	
15.6	Mill Road pedestrian crossing point – Suffolk County Council have been approached for funding to	

<u>15.7</u>	go with Councillor Rebecca Hopfensperger's £2,000.00.																																													
<u>15.8</u>	Suffolk County Council is looking at whether the advanced illuminated signs, just past the Bunbury crossroads, can be repaired and the vegetation trimmed back.																																													
<u>15.9</u>	Confirmation is still awaited from Suffolk County Council that the drains at the entrance to The Park, which are on Highways land, will be included in the cleansing schedule and that the rural sweeping schedule can also include this section of The Park. This is to keep the drains free in this area, which have become blocked, causing a house to flood.																																													
<u>15.9</u>	Councillor Philip Reeve is reviewing the safety assessment by Kier for the proposed additional pedestrian crossing on the A143.																																													
<u>16.0</u>	PROCEDURAL MATTERS																																													
<u>16.1</u>	i. The Council confirmed the format for the Annual Parish Meeting, speakers and how to promote it.																																													
<u>16.2</u>	ii. Council resolved to amend the wording in their Standing Orders, following changes to the threshold for contracts (Financial Standing Orders were amended 15/2/16). This related to standing order 18 (a)(v) 'procurement and award of contracts covered by the 2015 Regulations which have an estimated value of £25,000 must satisfy the requirements of the 2015 Regulations which includes use of the Contracts Finder website' 18 (c) 'Financial regulations shall confirm that a proposed contract for the supply of goods, materials and services and the execution of works with an estimated value in excess of £25,000 shall be covered by the 2015 Regulations which include the use of the Contract Finders Website' 18 (d) (vii) 'the tendering process will make reference to the terms as laid out in the Bribery Act 2010'. Item 18(f) was reworded : The 2015 Regulations are engaged where the value of a contract for (a) public works, public service or public supply contract with an estimated value of £25,000 or more and (b)(i) a public works contract with an estimated value of currently £4,104,394 or more of (ii) a public service or public supply contract with an estimated value of currently £164,176 or more. The financial thresholds for proposed contracts in (b) are set by the European Commission and are confirmed by the Public Contracts Directive 2014/24/EU. The thresholds will be adjusted every 2 years and will usually take effect on 1 st January. Proposed Councillor Maggie Dunn, seconded Councillor Nicky Crouch, unanimous decision.																																													
<u>16.3</u>	iii. Council resolved to allow the Clerk to carry forward 10 hours holiday to the next financial year. Proposed Councillor Maggie Dunn, seconded Councillor Nicky Crouch, unanimous decision.	LJH																																												
<u>17.0</u>	Finance:																																													
<u>17.1</u>	(i) Payment of Accounts and VAT being reclaimed																																													
	The Council resolved to pay the following accounts. Proposed Councillor Maggie Dunn, seconded Councillor Nicky Crouch. Unanimous decision.																																													
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<u>17.2</u>	(ii) To receive a Financial Report from the RFO including bank balances																																													
	The clerk reported the bank balances as at 29/2/16:																																													
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	Other Credits received		
	Total	£1.71 interest to business reserve a/c	
	Items Paid/owed from newsletter	Invoices from winter edition sent out – payments still awaited.	
17.3	<u>(iii) Reconciling cashbook to bank statements for February 2016 and signing the bank reconciliation which has been prepared by the Clerk and checked by a rota of 3 Councillors.</u>		
	The bank reconciliations for February 2016 had been checked by Councillor Maggie Dunn, completed and signed.		
17.4	<u>(iv) Reserves – consider budgets & review spending against them.</u>		
	RESERVE	BALANCE	
	Small Projects	£12,444 Items withdrawn in last month: Trf to misc items to cover SEBC litter pick £140, title deeds for houses around School Lane/Downing Drive footpath £60, cost of uncontested election £21, mending VAS pole on Fornham Road £22, tree for Conyers Green £65 (earmarked ; £3,000 School Lane Footpath; VAS poles £450; School Rd notice board £660 = £8334)	
	Neighbourhood Plan	£4,191	
	Youth Project	£1,038	
	General	£25,595	
	Allotments	£ 740	
	Asset maintenance	£ 3,811	
	Asset acquisition	£4,356	
	Village Sign	£444 balance earmarked for restoring the old sign.	
	Icepits Wood	£10,245 - Funds trf in from S106 Bertuna Close £14,676 and withdrawal £50 weed killer and £5,700 net figure for tree works by Gadd Brothers (which is being reclaimed from Suffolk County Council).	
	Total reserves	£62,816	
	_Amounts rounded up to nearest pound.		
17.5	<u>(v) Consideration of weekly and monthly risk assessments including confirmation of which assessments have been carried out.</u>		
	Weekly assessments of the playground have been carried out and a monthly assessment by St Edmundsbury Borough Council. No new items were brought up.		
17.6	<u>(vi) Consideration of payment to Clerk for work carried out for Neighbourhood Plan</u>		
	The Council resolved to pay the Clerk 8 additional hours for work carried out for the Neighbourhood Plan. Proposed Councillor Nicky Crouch, seconded Councillor Maggie Dunn, unanimous decision.		
17.7	<u>(vii) Only 1 quote for the land maintenance contract for the village had been received although 3 quotes had been sought. The Council resolved to agree in principle to continue the contract with Vertas, as the full financial figures were not available. Proposed Councillor Nicky Crouch, seconded Councillor Maggie Dunn, unanimous decision. The Council will confirm this decision, with the full financial figures at their meeting in April.</u>		
	Councillor Eddie Gibson had declared a pecuniary interest in the following items and left the room.		
			LH
			LH

	Councillor Maggie Dunn took over chairing the meeting.		
17.8	(viii) Quotes were reviewed for the repainting of the swings and the Council resolved to accept the quote from a local contractor for £286.42. Proposed Councillor Nicky Crouch, seconded Councillor Kate Trevitt, unanimous decision.		
17.9	(iv) Only 1 quote had been received for installing the one-way signs on Elms Close, although other quotes were sought. The Council resolved to accept this quote for £232.68. Proposed Councillor Nicky Crouch, seconded Councillor Kate Trevitt, unanimous decision.		
	Councillor Eddie Gibson returned to the meeting.		
17.10	The Council will review the cost of repairing and replacing the playground spinner with the worn bearings at the May meeting.		
18.0	Planning – Council to sign the planning committee meeting minutes from 8th February 2016 to stand as an accurate record of the meeting.		
18.1	The Council resolved to sign the planning committee meeting minutes from 14 th March 2016 to stand as an accurate record of the meeting. Proposed Councillor Maggie Dunn, seconded Councillor Nicky Crouch, unanimous decision.		
	Gt Barton Parish Council had no objections to the following Tree Protection Order applications:		
18.2	35 Conyers Way	DC/16/0408/TPO	(i) Fell 1 Poplar (5 on plan) and 1 Scots Pine (1 on plan), (ii) 1 Ash (3 on plan) Reduce crown by 25% and remove overhanging limb, (iii) Maple (4 on plan) Crown raise to 3 metres, (iv) Reduce height of laurel hedge to 2.5 metres and (v) Reduce Cypress tree to height of hedge
18.3	38 Conyers Way	DC/16/0320/TPO	Oak (T2 on plan, T2 on Order) - Reduce height by up to 20% with thinning by up to 40% and cut back lower limbs to previous pruning point
18.4	Roundstone House, Livermere Road	DC/16/0335/TPO	(1) Yew tree – reduce in height by approx 2 metres and prune into a ball (2) Group of Holly trees – fell to ground level and grind out stumps/.
	Gt Barton Parish Council objected to the following planning application:		
18.5	38 Conyers Way	DC/16/0463/HH	Two storey side extension (demolition of existing single storey extension) - Resubmission of DC/15/2499/HH
	They reiterated their objections from the previous application:		
	The proposed extension does not accord with the adopted policy DM24 – regarding the extension to the existing dwelling and does not respect the scale and design of existing dwellings, being overdeveloped on the Northern side of the site. The proposed extension does not accord with the adopted policy DM24 in relation to overlooking, as the Juliet balcony with double glazed side windows are thought to be too intrusive and will adversely affect the residential amenity (garden) of occupants of nearby property.		
	They also added that the changes to the roofline were not distinctive enough, the erosion of an important gap between 38 and 40 Conyers Way, particularly at 1st floor level, is to the detriment of the character of the area and contrary to policy DM24.		
	There were no objections to the following application but it was noted that the application is not in keeping with the houses in the surrounding areas:		
18.6	7 Diomed Drive	DC/16/0442/HH	Extensions to existing dwelling consisting of (i) 2 storey side extension (ii) single storey side extension incorporating garage (iii) rear and front extensions (iv) external alterations
18.7	The Comments for the Strategic Housing Land Availability Assessment (SHLAA) from 2015 will be reiterated for 2016, as no further sites have been raised in Gt Barton.		
18.8	The Council did not wish to make any further comments on the following appeal which has been sent to the Secretary of State:		
	Land adj. To 2 Oaks, East Barton Road	DC/15/0885/FUL	1 no. 2 storey dwelling

LJH

<p>18.9</p>	<p>The following application had been approved by St Edmundsbury Borough Council:</p>				
	<table border="1"> <tr> <td data-bbox="341 262 676 353"> <p>Pathways pre-school</p> </td> <td data-bbox="681 262 904 353"> <p>DC/16/0038/FUL</p> </td> <td data-bbox="909 262 1449 353"> <p>Proposed single storey side extension to provide before and after school care for Years 5 and 6</p> </td> </tr> </table>	<p>Pathways pre-school</p>	<p>DC/16/0038/FUL</p>	<p>Proposed single storey side extension to provide before and after school care for Years 5 and 6</p>	
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<p>19.0</p>	<p><u>Correspondence</u></p>				
<p>19.1</p>	<p>A correspondence list had been circulated.</p>				
<p>20.0</p>	<p><u>Urgent Business</u></p>				
<p>20.1</p>	<p>The Icepits Wood committee will review a Beech tree in Icepits Wood that is diseased.</p>				
<p>20.2</p>	<p>There was a discussion on selling the wood which has been left over following the recent tree works. This will be added to the agenda for April.</p>				
<p>20.3</p>	<p>The Freedom church tried to use the defibrillator following a person collapsing. The system failed when the operator did not have the code for the machine. Councillor Peter Fisk will raise with the Village Hall Management Committee.</p>	<p>PF</p>			
<p>20.4</p>	<p>Councillor Nicky Crouch asked the Council to consider a second defibrillator on the other side of the village. This item will be raised in May.</p>				
<p>21.0</p>	<p><u>Closing Public Session</u></p>				
	<p>No further items were raised.</p>				
<p>22.0</p>	<p><u>Date of next meeting</u></p>				
	<p>The next meeting will be on Monday 18th April 2016 at 7.00pm in the village hall followed by the Annual Parish Meeting at 8.00pm.</p>				
	<p>There being no further business the meeting finished at 10.35 pm.</p>				
	<p>.....Sign & Date</p>				
	<p>.....Print name.</p>				
	<p>CHAIRMAN</p>				
	<p>Minutes signed as confirmation that they are a true record.</p>				