

Barnt Green Parish Council

80 Hewell Road, Barnt Green, Birmingham, B45 8NF / tel: 0121 447 9893

Notice of Meeting

Members of Barnt Green Parish Council are hereby summoned to attend the parish council meeting to be held on **Wednesday 6th April 2016 at 7.00pm**

80 Hewell Road, Barnt Green, B45 8NF

Members of the public are welcome to attend and invited to participate during the adjournment of the meeting (agenda item 62 below) should they have any questions or comments to raise regarding matters on the agenda.

Agenda

The running order of the Agenda may be subject to change on direction of the Chairman and with the agreement of the parish councillors in attendance.

59 Apologies

To receive apologies and to approve the reason for absence.

60 Declarations of Interest

Council members are reminded of the requirement to:

- a) update their register of interests where necessary;
- b) declare any Disclosable Pecuniary Interests (DPI) in agenda items and their nature;
- c) declare any Other Disclosable Interests (ODI) in agenda items and their nature;
- d) provide to the Executive Officer as soon as possible before the meeting, or failing that, at the start of the meeting any written requests seeking a dispensation to be allowed to stay in the meeting to discuss and/or vote on a matter having declared a DPI or ODI.

Councillors who have declared a DPI, or an ODI which falls within the terms of paragraph 12(4) (b) of the Code of Conduct, are expected to leave the room for the relevant items unless granted a dispensation.

61 To consider any dispensations received in writing from parish council members.

62 Adjournment of meeting to hear from:

a) Members of the Public including:

- a1) Rachel Banner to talk about the Barnt Green Open Gardens, 2nd & 3rd July 2016
- a2) Paul Wright to talk about use of Parker's Piece playing field for u-12's league

b) County Councillor – Peter McDonald (Beacon division, Worcs CC)

c) District Councillor - Charles Hotham (Barnt Green & Hopwood, BDC)

63 Adoption of previous minutes

To consider adoption of the minutes of the ordinary parish council meeting held 02/03/2016 and the extraordinary parish council meeting held 15/03/2016

64 Chairman's Report

To receive a report from the Chairman

65 Executive Officer's Report

To be advised of any decisions taken under delegated powers since the last meeting and receive updates to ongoing matters; report attached.

66 Co-option to fill the current vacancies

There are 2 vacancies; co-option information available via website and Executive Officer.

67 Finance

- (i) To note the current financial position and bills for payment
- (ii) To note the financial year end draft position
- (iii) To complete the Annual Governance Statement (section 1 Annual Return)

Council Members: R Cholmondeley (Chairman), C Hotham (vice-Chairman), R Briggs, E Gumbley, J Jellie, S Whitehand + 2 vacancies

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68 Neighbourhood, Planning and Environment

- a) **To consider** the parish council's response to planning consultations received since last meeting, including:

Log026 / 16/0187	15 Sandhills Rd, B45 8NP	Proposed single storey rear extension and new patio area
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- b) **Parker's Piece footway** – to review footway installation.
c) **Parker's Piece** - To consider request for use of ground for u12's league football
d) **Barnt Green railway station** – To consider proposals for improvement
e) **Youth Group Voluntary Service** – To consider if / how to involve teenage volunteers
f) **Welcome Packs** – To agree support to St Andrews for provision of Welcome Packs
g) **SmartWater** – To consider purchase of SmartWater kits for distribution to residents
h) **Neighbourhood Plan** – update
i) **Hagley Railway station car park** – to provide comment to Hagley Parish Council on the experience of railway station car park charges in Barnt Green

69 Events

- a) To note successful completion of the Sport Relief Mile held 20/03/2016.
b) To receive feedback from the PACT meeting held 23/03/2016
c) To confirm arrangements for other events:
i) **Shindig Theatre** 'The Origin of Species' 16/04/2016
ii) **Community Walk** 23/04/2016, bus to Stoke Prior, walk back to Barnt Green
iii) **Annual Parish Meeting** 7.30pm Wednesday 27/04/2016, Friends Meeting House
iv) **Barnt Green Open Gardens** weekend 02/07/2016 and 03/07/2016 including:
- To agree to provide bunting at Millennium Park & bus shelter
- To agree to provision of floral display in St Andrews

70 Governance

- a) To consider setting up a committee / working-party to care for Parker's Piece and Millennium Park and to review the requirement for committees, for ratification at the Annual Parish Council meeting on 12th May 2016.

71 Councillors' reports and items for future agendas

Councillors may use this opportunity to:

- (i) report on meetings attended;
(ii) agree the attendance of councillors at forthcoming meetings –
(iii) report minor matters of information not included elsewhere on the agenda;
(iv) raise items for future agendas

72 Confidential item

The meeting will be closed to the public as per the Public Bodies (Admission to Meetings) Act 1960 to allow for the discussion of staff-related matters

73 Date and Venue of Next Meeting

The next meeting will be the Annual Parish Meeting on Weds 27th April 2016, 7.30pm.
The next parish council meeting will be the Annual Parish Council Meeting which will take place on Thursday 12th May 2016 at 80 Hewell Road, starting at 6.30pm.



Gill Lungley MILCM, Executive Officer

Barnt Green Parish Council, 30/03/2016

exec@barntgreen.org.uk / tel: 0121 447 9893

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Supporting notes to agenda for meeting 6th April 2016 From Gill Lungley, Executive Officer, BGPC

Agenda items 59 - 61 are standard items.

Item 62: The adjournment provides an opportunity for members of the public to speak to the meeting which helps to foster good relations with residents who would otherwise be unable to voice any concerns at any other point in the meeting. It is expected that parish councillors will take this opportunity to listen to parishioners concerns at this time however this is not a time for discussion on the various issues raised. Council members may ask the member of the public for clarification of the issues raised but are not expected to enter into in-depth talks or make any decisions at this point in the meeting.

- a1) **Rachel Banner** has been invited to talk about the plans for Barnt Green Open Gardens weekend, 2nd and 3rd July, including the suggestion for the parish council to install bunting at Millennium Park and bus shelter.
- a2) **Paul Wright** has been invited to talk about his request to use Parker's Piece playing field as the home ground for an under-12's football league team.
- b) **County Councillor Peter McDonald** is invited to provide a report on his work at County Hall on behalf of Beacon division constituents.
- c) **District Councillor Charles Hotham** is invited to provide a report on his work at Parkside on behalf of Barnt Green and Hopwood ward constituents.

Item 63: Previous minutes

There are two sets of minutes for approval – those of the ordinary meeting held 02/03/2016 and those of the extraordinary meeting held 15/03/2016 (for comment on planning applications)

Item 64: Chairman's report

Cllr R Cholmondeley will report.

Item 65 Executive Officer's report, as follows:

Previous minute no. 16/41b(2) Spending on consultants	Peter McDonald provided an explanation regarding his comment about WCC spending on consultants: "This was in response to a question I asked at Full Council. It should be on the Council's Web cam."
Network Rail: Hewell Lane bridge	Notice has been received that NR will start work on ensuring the bridge surround provides the required level of road safety expected; Hewell Lane is to be traffic-light-controlled for 4 weeks from 4 th April.
Out-of-hours emergency procedure	Parish Council was contacted over a weekend by resident concerned that trees were being felled in the Conservation Area, without permission. Emergency numbers are available on BDC (For Emergency Out of Hours please call: 01527 871565) and WCC (The Emergency Duty Team (EDT) provides an out of hours response, on behalf of Worcestershire Social Care Services and Herefordshire Children's Services, to emergency situations that arise outside normal Social Care office hours. The EDT can be contacted on 01905 768020 or fax 01905 768023.) websites; also the mobile no for BDC Planning Director is available.

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	This information will be added to the parish council's website and a similar message on the office answer-machine
Office waste collection service	This service has been renewed: weekly collection, cost £81 for a roll of 52 orange sacks.
External audit seminar	EO is to attend seminar by Grant Thornton on the new procedure for external audit, Monday 11/04/2016
Day's leave	EO is to attend a networking event for SLCC/NALC officers on Thursday 14/04/2016, taken as 1 day's leave.
CALA/Foxhills development	The agreement for the sale of freehold property known as Car Park at Fiery Hill Road is proceeding via appointed solicitors
Digital Inclusion – community bus	BDHT are to tour the district with the Community Bus offering help and advice on using online services; drop-in session has been arranged for Tuesday 19 th April at BG Social Club between 1.30pm – 3.30pm.
RoSPA inspection	The annual inspection is due before this meeting; EO will report back then.
Hewell Road bollards	No progress to report.
Flagpole	A possible site for a flagpole is corner of Orchard Croft with Hewell Rd; EO to check ownership / highways issues.
Meeting with village retailers	Letter issued to all village retailers; no interest received in a meeting to discuss plans for the future and limited response in offer of free hanging basket! EO to visit each to determine outlook.
SmartWater	This topic is to be discussed in more detail at agenda item 68g; EO has purchased a SmartWater kit for the defibrillator unit (and PC office equipment) for £15.
Bulletin, issue 45	This has been distributed. Next issue is due to be ready for distribution end of May – all offers for content welcome!
Play surface, Parker's Piece	A hole has appeared in the surfacing under the basket ball net on Parker's Piece; the EO has arranged for Wicksteeds to attend to repair, £272
Lengthsman scheme	WCC have advised the Lengthsman scheme is to continue for 2016/17 but paperwork has been delayed.
General correspondence received and circulated to members	<ul style="list-style-type: none"> • WCC Audit of Flood Actions Groups • Directory of services for mental health issues • Woodland Trust tree planting project (WCC, Deb Dale) • Police report / crime stats - Feb update • Sajid Javid MP – monthly newsletter • Planning decision notice re 28 Bittell Road • BDHT Digital Inclusion survey results • BDC Invite to Chairman's dinner at Grafton Manor • WCC Minerals & Waste annual report • Lickey Hills Society newsletter March 2016 • Easter hunt at Bishops Wood • Spinal Injuries Association, Fish & Chip supper • Worcs Mineral Local Plan, call for sites response • Ramblers Association response to Network Rail proposals following closure of footpath over the railway line • BDC St George's Day celebrations in Bromsgrove • BDC Queen's 90th birthday beacon in Bromsgrove • S Worcs Development Plan reports • WCC Scrutiny Panel – Wants Your Views • Police & Crime Commissioner - contact by prospective candidates

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Concerns raised by residents and dealt with; for report only	<ol style="list-style-type: none">1. Persistent wood burning of trees being felled in Fiery Hill Road (referred to Worcs Regulatory Services and BDC planning enforcement)2. Report of regular drug mis-use/abuse at station; referred to Safer Neighbourhood Team3. Car parking issues at station – could charge be reduced? Or BT land opened up for car parking?4. Flooding to rear of 7 Blackwell Road – referred to NWWM and WCC Environmental Services5. Call for double-yellow lines on one side of corner of Orchard Croft / Hewell Road to reduce nuisance caused by parents of school children parking in such a way as to inconvenience residents & other road users.
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Agenda item 66: Co-option to fill two vacant seats

New poster was put on the parish notice board and vacancies advertised in the letter to the village businesses but no application has been received in the office. Members are urged to consider seeking suitable candidates since the current under-capacity means a reduction in service.

Agenda item 67: Finance

- i) Current financial position – see separate spreadsheet
- ii) Financial year end; draft report to be presented at the meeting
- iii) To complete the annual Governance Statement which asks the council to respond 'yes' or 'no' to 9 questions as follows:

Councils are expected to make a number of representations and assertions in eight statements of assurance. Members are to acknowledge their responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2016 that:

1. 'We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.'

Answering 'yes' to this first statement means the parish council has prepared its accounting statements in accordance with the Accounts and Audit Regulations.

2. 'We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.'

Answering yes to this second statement means the council has made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge. The Independent Internal Auditor has been appointed to carry out an audit of the Parish Council's internal controls and an annual report based on the tests from section 4 of the annual return is expected after 19th May 2016 (last year's independent internal audit was completed on 16th April 2015)

Members have also considered the effectiveness of their own financial control arrangements, agreed at the meeting held 2nd March 2016 and to the appointment of the independent internal auditor on the appropriate basis.

3. 'We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.'

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Answering yes means the council has only done what it has the legal power to do and has complied with proper practices in doing so.

4. 'We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.'

Answering yes to this statement means the council has given all person interested the opportunity to inspect and ask questions about this authority's accounts. Last year's inspection period (for the 2014/15 accounts) was held between 15/04/2015 – 28/05/2015; this year's inspection period (for 2015/16 accounts) will include the first ten working days of July and is likely to commence on 10th June.

5. 'We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.'

Answering yes to this statement means the council has considered the financial and other risks it faces and has dealt with them properly. The council's Operational Risk Assessment was agreed at the meeting held 2nd December 2015; effective insurance is in place via Zurich plc and the council's Financial Controls are considered adequate (as approved at meeting held 2nd March 2016).

6. 'We have maintained throughout the year an adequate and effective system of internal audit of the Council's accounting records and control systems'

Answering yes to this statement means the council has arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.

Members appointed Diane Malley to carry out the independent internal audit and she provided a report dated 16th April 2015; Diane has been appointed to do the same for the 2015/16 accounts and a report is expected 19th May 2016..

7. 'We took appropriate action on all matters raised in reports from internal and external audit.'

Answering yes to this statement means the council has responded to matters brought to its attention by internal and external audit. Last year's internal audit report concluded with the comment: 'In general the accounting records are well kept and are of high quality.' The External Auditor, Grant Thornton (appointed by Audit Commission) provided an unqualified opinion.

8. 'We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.'

Answering yes to this statement means the council has disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.

9. Is not relevant for Barnt Green Parish Council which relates to Trust funds, in that the parish council has not been a sole managing trustee during the 2015/16 financial year for any Trust Fund.

Approval of the statement is recorded with reference to the minute number and date of meeting, and is signed by the Chairman and Clerk.

If any response to the 8 statements is 'No' the council is asked to provide explanations to the external auditor on a separate sheet for each 'no' response and to describe how the council will address the weaknesses identified.

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Agenda item 68.

a) Planning consultations :

Log026 / 16/0187	15 Sandhills Rd, B45 8NP	Proposed single storey rear extension and new patio area
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Details circulated 30/03/2016 and currently available online:

<http://appuview.bromsgrove.gov.uk/online-applications/> - application references 16/0187. Plans will also be available at the meeting.

b) Review of footway installation

Members have been asked to provide an opinion on the new installation, as per photo...



In general members have recorded they are pleased with the installation but 2 issues have been put forward with regard to:

- 1) Water (admittedly unusually high volume directly after completion of path) en route from west to east towards water course causes the path to become 'spongy';
- 2) Piles of soil have been left alongside the path which could be dispersed of more appropriately.



Members are asked to comment; to also bear in mind the offer of a youth group voluntary service, as item 68e) below.

c) Parker's Piece request for use as home ground for u12's league football: Members are asked to consider the email below received from Paul Wright, 25/02/2016:

Dear Barnt Green Parish Council,

I am writing to ask if you can kindly add my enquiry/ item to the agenda of your next Parish Council meeting in March.

I am writing as the manager of Barnt Green Colts, a local community Under 12's local Football team, to ask if the Baptist Church Football Pitch could be brought up to a standard to enable us to play F.A. League matches on it, and making it our official home pitch on a Sunday morning, for the forthcoming season 2016/17.

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The Barnt Green Colts Under 12s are currently in their second season in Division 5 of Central Warwickshire Youth Football League, playing home games at Alvechurch Middle School. We are looking for a new football ground/ pitch in Barnt Green village.

As you are probably aware the current football pitch, on the playing fields behind the Baptist Church, comprise of two sets of football posts (Looking rather neglected and having seen better days) and no markings to identify it as a football pitch.

With your approval and support we would like to bring it up to an acceptable standard to enable your local children to play competitive league football matches on it and transform the pitch to its former glory!

What's needed?

1. To roll and cut the grass (I understand the fields are cut quite regularly?)
2. Mark out the pitch with white lines
3. New football post's and nets

The Benefits

- We could make this currently neglected piece of grass a valuable community space
- Barnt Green Colts would have a home pitch to use in Barnt Green
- Other community groups could use it

I would be keen to come along to your meeting and answer any questions that you might have and see how the club and I can work with the Parish Council on this and other community projects.

End.

- d) Barnt Green railway station. Following a meeting on site with Cllrs Hotham and Gumbley, Cllr R Cholmondeley has produced a report (below) on how the station could be improved. It is suggested this should be taken to London Midland for negotiation or be forwarded to the new franchise agreements.

IMPROVEMENTS TO BARNT GREEN RAILWAY STATION

Context

- Improvements to the service on completion of the Bromsgrove electrification makes Barnt Green a junction station. Facilities should reflect this.
- From the Parish Council perspective, the neighbourhood plan addresses public transport and encourages its use.

Station Access

- Additional access to the station is sought by way of a new stepped access to Platform 3 from the Redditch end of the platform. There is the possibility of gaining access to car parking facilities close to such an entrance which will ease the parking and traffic congestion linked to commuter on street parking in Barnt Green.

Cycle Racks

- Presently, there are cycle racks at Platform 4 only. However cyclists approach the station from the Platform 1 entrance and chain their cycles to the safety barriers or the fencing. Cycle racks are sought on Platform 1, preferably under the footbridge steps.

Ticket Machines

- Presently the only ticket machine is on Platform 3. On completion of the Bromsgrove electrification, there will be 1 train per hour from Platform 1 to Birmingham. Already, when travelling to Redditch from Platform 4, passengers have to go to the central Platform 3 to obtain a ticket. Additional ticket machines are needed on both Platforms 1 and 4.

Electronic Train Information Boards

- On completion of the Bromsgrove electrification, more electronic train information screens are needed covering all platforms. Timetable and platform number screens are needed on

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Platform 1 as well as the current Platform 4. The next train information screen is needed on all platforms (not just Platform 3 as at present).

Shelters and Seating

- Although there are 3 shelters, that between platform 2 and 3 at the foot of the footbridge steps is positioned so that trains cannot be seen approaching Platform 2. An additional shelter needs to be positioned facing Platform 2.
- There is no seating other than in the shelters. Two bench seats should be added to each of Platforms 1, 3 and 4. (It is recognised that Platform 2 is too narrow).

Lighting

- The lighting needs to be reinstated at the southern end of Platform 1, together with the quality of the platform tarmac once electric trains start running from Bromsgrove.
- The ramp to Platform 1 requires better lighting. Although there is a lamp at the bottom of the ramp on the platform, it does not illuminate the ramp on which a light is required or as a minimum at the top end of the ramp by the post box.
- The light at the top of the ramp at the southern end of Platform 2 does not light the steps and needs to be brighter.

RC14.03.16

End.

- e) **Youth Group voluntary service:** an email sent to the Chairman from Barnt Green Baptist church minister – Robert,

This is a young teens group from Small Heath Baptist who come to the Bilberry Centre every year. Rather than me get caught like I was a couple of years ago and ringing various people to find someone gutting a house, or sending them to Rowney Green to clear the church yard, thought I'd ask you first!

Footpaths? Anything else I can get them to be challenged by? Very well organised group, and great fun. They usually come last week of July first week August.

If you've got nothing, I'll get them spring cleaning the church!

We'd like to do some acts of service in the locality again this year – rather like a few years ago – remember we did a house clean-up for someone in your congregation.

Do you know of any mission opportunities – sick folk who'd appreciate a garden clean up, you know the sort of thing – something a handful of young people could spend 2-3 hours doing and make a good difference and be a good witness?

Members are asked to consider supporting this request.

- f) **Welcome Packs.** St Andrews church is producing Welcome Packs for all new residents and has asked the parish council to support these by providing the plastic wallets in which the packs will be distributed. Likely costs will be advised at the meeting. Members are asked to approve this request.
- g) **SmartWater.** Cllr Hotham asks the parish council to support the provision of SmartWater kits to all residents, on a rolling programme of one-third at a time. Kits cost £8.90 each.
- h) **Neighbourhood Plan update.** Cllrs R Cholmondeley and S Whitehand have met with the main local groups in the parish and will report on those meetings.
- i) **Hagley Railway Station car park.** The council has been asked to provide a report to Hagley PC on its experience of having a charged-for car park at the station, which is being mooted for Hagley.

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Agenda item 69:

- a) To note successful completion of the Sport Relief Mile held 20/03/2016.
The weather was fine, no one was injured, £280 was banked in support of Sport Relief (£150 from Meadow Farm Butchers and £130 from donations collected in the bucket!) and the daffodil lines in Millennium Park have been relocated. As the lead organiser Mike Dickinson provided experienced and competent advice and support to all taking part in the race itself and to the marshalling team and supporters. The total raised by the Barnt Green Sport Relief Mile will not be known until June.
- b) To receive feedback from the PACT meeting held 23/03/2016: Cllrs Hotham and Gumbley to report.
- c) To confirm arrangements for other events:
 - i) **Shindig Theatre** 'The Origin of Species' 16/04/2016
 - ii) **Community Walk** 23/04/2016, bus to Stoke Prior, walk back to Barnt Green
 - iii) **Annual Parish Meeting** 7.30pm Wednesday 27/04/2016, Friends Meeting House
 - iv) **Barnt Green Open Gardens** weekend 02/07/2016 and 03/07/2016. Members are asked...
 - To agree to provide bunting at Millennium Park & bus shelter
 - To agree to provision of floral display in St Andrews

Agenda item 70: Governance

- a) To consider setting up a committee / working-party to care for Parker's Piece and Millennium Park and to review the requirement for committees, for ratification at the Annual Parish Council meeting on 12th May 2016.
- b) To note the website review and Community Emergency Plan are ongoing.

Agenda item 71: Reports and items for future agendas...

Members are asked to submit comment.

Agenda item 72: Confidential item

Members of the public will be asked to leave the meeting to allow for discussion of a confidential matter that relates to staffing with regard to the provision of staff pension and to the annual review of salary. Separate report to be issued in due course.

Agenda item 73: Next Parish Council meeting is to be held on THURSDAY 12th May 2016 to follow the Annual Parish Council meeting (includes election of Chairman, committees, review of Standing Orders etc.) that **starts at 6.30pm**

Please note the Annual Parish Meeting (for the discussion of parish affairs) will be held on Wednesday 27th April at the Friends Meeting House, Sandhills Lane, starting at 7.30pm. Speakers invited and so far accepted include Richard Dugdale (rail improvements), Rachel Banner (Open Gardens).

End of report.
Gill Lungley
Executive Officer
31/03/2016

Council Members: R Cholmondeley (Chairman), C Hotham (vice-Chairman), R Briggs, E Gumbley, J Jellie, S Whitehand + 2 vacancies