



**The Annual Meeting of the above Council
was held via Zoom, on **Wednesday 5th May 2021****

115/21 Chairman

1) To elect a Council member to Chair to the Council for the year until the next Annual Council Meeting 2022

2) The Chairman to take and sign the Declaration of Acceptance of Office

Cllr Charles Ellis joined the meeting at 18:09

Cllr Paul Bartlett nominated Cllr Alan Dean and Cllr Justin Armitage nominated Cllr Alan Cooper.

Voting took place and recorded as follows:

Cllr/Vote	Cllr Alan Dean	Cllr Alan Cooper
Cllr Alan Dean	x	
Cllr Alan Cooper		x
Cllr Carole White		x
Cllr Charles Ellis		x
Cllr Christie Haggis	x	
Cllr Ellie Crook	x	
Cllr Justin Armitage		x
Cllr Nathan Iliffe		x
Cllr Paul Bartlett	x	
Cllr Shafi Khan	x	
Cllr Sue Huntley		x
Cllr Mark Silvester	x	
Cllr Kate Leavey	x	
Cllr Chris Morley		x
Cllr Jane Martin	x	
Cllr John Seaton	x	

Cllr Alan Dean received 9 votes and Cllr Alan Cooper received 7 votes. Therefore Cllr Alan Dean elected as the new Chair.

Councillor Alan Dean signed the Declaration of Acceptance of Office.

Action: Declaration of Office to be sent to the Clerk.

116/21 Vice Chairman

1) To elect a Council member to Vice-Chair to the Council for the year until the next Annual Council Meeting 2022.

Cllr Ellie Crook nominated Cllr Jane Martin.

Cllr Alan Cooper nominated Cllr Carole White; however Cllr Carole White was unable to accept.

No other nominations were received, Cllr Jane Martin was therefore elected Vice Chair.

2) The Vice Chair to take and sign the Declaration of Acceptance of Office

Councillor Jane Martin signed the Declaration of Office.

Action: Declaration of Office to be sent to the Clerk.



117/21 To note those, present and record any apologies.

Members: Cllr Alan Dean (Chair), Cllr Alan Cooper, Cllr Carole White, Cllr Charles Ellis, Cllr Christie Haggis, Cllr Chris Morley, Cllr Ellie Crook, Cllr Jane Martin, Cllr John Seaton, Cllr Justin Armitage, Cllr Kate Leavey, Cllr Mark Silvester, Cllr Nathan Iliffe, Cllr Paul Bartlett, Cllr Shafi Kan, Cllr Sue Huntley.

Also present: The Clerk and Cllr Diccon Spain (Bockhanger).

118/21 To declare any Disclosable Pecuniary Interests (DPI), Other Significant Interests (OSI's) or a Voluntary interest relating to items on the agenda.

1) Updating of Declarations, to register any new interests or remove any interests.

Cllr Alan Dean, Cllr Alan Cooper, Cllr Carole White, Cllr Charles Ellis, Cllr Christie Haggis, Cllr Chris Morley, Cllr Ellie Crook, Cllr John Seaton, Cllr Justin Armitage, Cllr Kate Leavey, Cllr Mark Silvester, Cllr Nathan Iliffe, Cllr Paul Bartlett, Cllr Shafi Kan, Cllr Sue Huntley all registered a no change.

Cllr Jane Martin unaware of her current declarations declared self-employment, Jam Marketing and Federation of Small Business Small Advisers

Action: Cllr Jane Martin to check current and revise if necessary and send it to the Clerk if different from previously submitted.

2) To note the granting of any requests for dispensations and the decision. **None were requested.**

119/21 To consider and adopt the Minutes of the Ordinary Meeting held on 10th March 2021.

Note: An error here as 119/21 should read to consider and adopt the Minutes of the Ordinary Meeting held on 14th April 2021 and not the 10th of March 2021.

Proposed: By Cllr Alan Dean for the Minutes be moved to after 126/21 and seconded by Cllr Ellie Crook and Cllr Jane Martin, Cllr Mark Silvester and Cllr Sue Huntley seconded.

Proposed: By Cllr Alan Dean for the meeting to be split into two agendas and split between the Annual Meeting and a May meeting, seconded by Cllr Ellie Crook and Cllr Jane Martin, Cllr Mark Silvester and Cllr Sue Huntley seconded.

Agreed: Resolved and the Decision reached by all that moving the minutes would create a better break and difference in tone from Annual meeting to the May monthly meeting.

(After 126/21 the minutes were declared a true record and signed by the Chair and the meeting then moved to 127/21 Finance)

120/21 Committee Structure Recommendation – Council to consider and agree from the recommendations of the FGP committee.

(Discussion re removal of items to be deferred to an informal discussion on 9th June started at 18.25 and ended at 19:22)

Concern Raised: By Councillor Jane Martin that not all Councillors had reasonable time to read the External Review circulated to all Councillors for the Council meeting and circulated additionally to all for FGP and discussed at FGP on 28th April so a decision on 120/21 could not be discussed and should be therefore deferred to next suitable meeting.

Proposed: By Cllr Jane Martin and seconded by Cllr John Seaton to defer this committee structure agenda as many councillors have not read and therefore not fully interpreted the review.

Proposed: By Cllr Alan Dean and seconded by Cllr Jane Martin and Cllr John Seaton to hold an Exceptional virtual meeting in which items 120/21, 121/21, 122/21, 123/21, 124/21, 125/21 and 126/21 bringing back to Council to adopt decisions discussed and agreed at a July meeting.

Proposed: By Cllr Martin that a discussion virtually should be held as long as no decision making with all Councillors to discuss the future of the Council/Committees and structure especially in light of acrimony over the last 2 years.

Proposed: Items 120/21, 121/21, 122/21, 123/21, 124/21, 125/21 and 126/21 at a standalone virtual meeting and all current Terms of Reference for each of the committees, Committee Structure Committee



Membership, Standing Orders, Financial Regulations, Complaints Procedure and Code Of Conduct remains the same until brought back to Council for ratification and adoption on next Council meeting on or after 23rd June.

Raised by Cllr Cooper: The paper we are discussing here presented and recommended from the FGP committee proposed Option 3 extend the existing committees for 4 months.

Proposed: Cllr Jane Martin and seconded by Cllr Morley to continue with existing Committee structure as outlined in paper from FGP until a private meeting has taken place amongst Councillors virtually and a recommendation from that Working Group of the Full Council can be brought back to Council.

Concern Raised: By Cllr Alan Dean that no meetings of full Councils can take place at all until after 21st June under current restrictions of maximum of 6 only inside, so a June Council meeting is unable to take place until post 21st June.

Concern Response: Clerk advised meetings can take place inside as meeting of the Council can be considered as working meetings and as long as guidance is adhered to there is no reason the Council and all Councillors cannot meet inside at a meeting of Full Council can be held under current restrictions. Current numbers being 30.

Concern Raised: By Cllr Jane Martin that after raising this agenda with KALC, KALC advised Cllr Martin that they raised concerns re our agenda not including the AGAR and in fact and was disingenuous of the Clerk and was only done to force Councillors to meet against current Government guidance.

Concern Response: Clerk had taken advice from the Internal Auditor who considered that AGAR was not required at the Annual meeting but had to be discussed and agreed in a meeting held before 29th June, which she had already explained could be a face-to-face meeting and still comply with Government COVID regulations.

Action: Clerk to get advice received directly by Cllr Martin from KALC and share with all Councillors on the agenda and comments made re AGAR not being on the annual meeting agenda.

Action: Clerk to find the consequences of not meeting to sign the AGAR and discuss with the Chair as soon as possible; a meeting of the Council will be arranged if necessary and to be clarified as soon as is possible. Date of 23rd June to be put in diary tbc.

Proposed: By Cllr Jane Martin as already proposed previously by Cllr Alan Dean to have the meeting in private virtually to discuss all items Committee structure, Committee Terms of Reference, Committee Membership, Financial Regulations, Standing Orders, Complaints Procedure and Code of Conduct. Additionally a small meeting of selected members for the AGAR.

Response to above Proposal: The meeting of a select number of Councillors cannot be called, therefore this cannot happen.

Revised Amended Proposal after all above discussed and none were voted on:

Proposal by Cllr Alan Dean and seconded by Cllr Jane Martin - an informal virtual meeting working group of all Council on 9th June to be held to cover all agenda items 120/21, 121/21, 122/21, 123/21, 124/21, 125/21 and 126/21 Committee structure, Committee Terms of Reference, Committee Membership, Financial Regulations, Standing Orders, Complaints Procedure and Code of Conduct and bring these forward with a recommendation and added to the next suitable meeting for agreement being the July Ordinary Council meeting. This proposal also incorporates the current committee structure remaining the same. And for the next Council meeting to be after 21st June.

Vote: 13 in favour, 3 abstentions

Agreed: Resolved that the item on Committee Structure be discussed at the informal Working Group Full Council on 9th June and be brought back to Council with recommendation from the working group to be then considered.

Action: Clerk to add to July Ordinary Council meeting, Committee structure agenda item following a recommendation from informal Working Group meeting of 9th June.

Proposal: By Cllr Chris Morley that then all items 121/21 to be amended per item and voted on individually, this was accepted by Chair and the meeting advanced to item 121/21 and then taken in turn.



121/21 Terms of Reference - to adopt the Terms of Reference for each of the committees

- 1) **Bybrook Bockhanger Community Facility**
- 2) **Communications**
- 3) **Environment and Open Spaces**
- 4) **Finance and General Purposes**
- 5) **Personnel and Development**
- 6) **Planning**

Proposed: By Cllr Morley, seconded by Cllr Charles Ellis and Cllr Justin Armitage and agreed unanimously that item 121/21 to be amended to read : Terms of Reference to adopt the **current** Terms of Reference for each of the committees. Vote: Agreed unanimously.

Agreed: Resolved that the current Terms of Reference will be adopted for now for each of the committees as listed above.

Action: Clerk to add to July Ordinary Council meeting agenda, to be considered with the recommendation received from the informal Working Group meeting of 9th June.

122/21 Committee Membership – to elect members to Committees and Outside Bodies.

- 1) **Bybrook Bockhanger Community Facility**
- 2) **Communications**
- 3) **Environment and Open Spaces**
- 4) **Finance and General Purposes**
- 5) **Personnel and Development**
- 6) **Planning**
- 7) **Kent Association of Local Council Ashford meetings**

Proposed: By Cllr Dean, seconded by Cllr Cooper and agreed unanimously that item 122/21 to read : to renew current members to Committee and Outside Bodies as per the existing membership until the July Ordinary Council meeting. Vote: Agreed unanimously.

Agreed: Resolved that the current Membership of all committees stands until the July Ordinary Council meeting of the Council.

Action: Clerk to add to July Ordinary Council meeting agenda to be considered with the recommendation received from the informal Working Group meeting of 9th June.

123/21 Standing Orders adoption: Council approves the revised Standing Orders 2021 v1.3 to come into force on the day following the Annual Meeting.

Proposed: By Cllr Morley and seconded by Cllr Alan Dean, that item 123/21 to read : Standing Orders adoption: Council approves the continuation of the existing Standing Orders until there is time for Councillors to further consider and recommend a draft for agreement at a future Council meeting. Vote: In Favour 14, 2 Against.

Agreed: Resolved that the current standing orders remain in place.

Action: Clerk to add to July Ordinary Council meeting agenda to be considered with the recommendation received from the informal Working Group meeting of 9th June.

124/21 Financial Regulations adoption: Council to adopt the revised Financial Regulations 4.2

Proposed: For continuation of existing, current Financial regulations and not to adopt these revisions 4.2 until the July Ordinary Council. Vote: Agreed Unanimously.

Agreed: Resolved that the current Financial Regulations stand.

Action: Clerk to add to July Ordinary Council meeting agenda to be considered with the recommendation received from the informal Working Group meeting of 9th June.



125/21 Complaints Procedure – Council agrees to adopt the new Complaints procedure with immediate effect

Proposed: By Cllr Dean, all in favour of deferring to a later meeting in the future and discuss at the informal Working Group meeting of 9th June.

Agreed: Resolved that the Complaints procedure would be discussed at the informal meeting on 9th June and brought back to the July Ordinary Council meeting with a recommendation from this Working Group.

Action: Clerk to add to July Ordinary Council meeting agenda to be considered with the recommendation received from the informal Working Group meeting of 9th June.

126/21 Code of Conduct – Council agrees to adopt the new code of conduct with immediate effect

Proposed: By Cllr Dean, all in favour of deferring to a later meeting in the future and discuss at the informal Working Group meeting of 9th June.

Agreed: Resolved that the Code of Conduct would be discussed at the informal meeting on 9th June and brought back to July Ordinary Council meeting. The existing code of Conduct stands.

Action: Clerk to add to July Ordinary Council meeting agenda to be considered with the recommendation received from the informal Working Group meeting of 9th June.

Cllr Huntley lost sound and removed herself from the meeting temporarily.

The order of the agenda then reverted back and the meeting moved back to item 119/21.

To consider and adopt the Minutes of the Ordinary Meeting held on 10th March 2021.

Note: An error here as 119/20 should read to consider and adopt the Minutes of the Ordinary Meeting held on 14th April 2021.

The Minutes were moved to after 126/21 and at this point the minutes were declared a true record and signed by the Chair.

Cllr Sue Huntley returned to the meeting at 19.25

Concern Raised: That the annual meeting minutes of 9th May 2019 were not signed.

Concern Response: The annual meeting minutes signed by the Chair on 12th June 2019.

Proposed: Cllr Alan Dean proposed the agenda would change to this point onwards in the following order: 128/21 Public Open Session, then 127/21 Finance, 129/21 Preparations for moving to face to face meetings, 130/21 Level of delegation temporary increase for non-meeting months and then 140/21 to exclude public and then 141/21 Allotments Professional Fees, 142/21 Items for Inclusion on next month's agenda, 143/21 Date of Next meeting (21st of June or after) and 144/21 To close the meeting. This proposal was seconded by Cllr Jane Martin. Vote: 15 in favour, 1 against.

Agreed: Resolved to move to the proposed order and all other items deferred to later meetings or decided in another manner.

Concerns Raised and Noted by all: By Cllr Seaton raised a concern that some Councillors were determined and had set out to sabotage this meeting.

The meeting then moved to 127/21 Finance.



127/21 Finance:

1) **Payments** - Council to **authorise** payments as per document (circulated).

Agreed: The payments were agreed unanimously.

Action: Resolved Clerk to make payments.

Name	Reason	Gross
Staff	Salary	£2452.73
National Allotment Society	Annual Membership	£66.00
Magee Gammon	Salary calculations	£1071.60
Giff Gaff	Mobile phone – Clerk	£6.00
Metro	Bank Fees	£20.00
Microsoft	MS365 licences	£79.68
Sainsburys	Food Donations	£45.00
Fareshare	Food Donations	£100.00
Equals Card	Top up	£499.73
SLCC	External review	£2448.00
SLCC	Training courses – CILCA	£410.00
Epson	Printing	£16.49

2) **Reconciliation** - Council to **note** expenditure and income to date and bank reconciliation as at 31/03/21.

Noted: Council noted by all.

Action: Clerk to consider details against budget line on reconciliation papers to assist Councillors in future.

3) **Bank signatories**

a) **FGP invites Council to authorise two councillors as verifiers for payments from the Council's Metro Bank accounts, one of whom will generally be a back-up for the other**

b) **FGP invites Council to authorise one of those two councillors to act as verifiers for payments online from the Council's Metro Bank accounts**

Cllr Alan Dean advised he would still be able to take on the role as previously agreed at Council as signatory and online banking Verifier.

Cllr Shafi Khan volunteered and will be added as additional signatory only.

Agreed: Resolved to add Cllr Alan Dean as previously agreed to online bank as the verifier and a signatory and Cllr Shafi added as an additional supporting signatory and would visit the bank together when appropriate to do so.

Action: Clerk to check Metro still have papers re Cllr Alan Dean being added and advise Cllr Dean way to proceed. Cllr Dean will take on role as online and signatory.

Action: Clerk to sort mandate in readiness for Cllr Shafi Khan.

Note: This will be after the minutes have been verified as Metro bank will need to see true and verified copies of minutes to be able to proceed with additions of Cllr Shafi Khan and Cllr Alan Dean.

4) **Council annual memberships, monthly payments, direct debits, and subscriptions – Council to receive and agree the information**

Agreed: Resolved by Council agreed to annual subscriptions and noted the regular payments

Action: Clerk to adjust where possible these regular items to standing orders or direct debit

5) **Annual Insurance – to receive and approve**

Cllr Martin raised a point of order at 19:55 that she may lose internet connection as her PC was running low on battery and would therefore switch off camera.

Proposed: To move this item to after exclusion of the public so as can be discussed in detail around quotes.

Agreed: Resolved unanimously to delay until after the public has been excluded.

During the course of discussions within 129/21 the agenda temporarily reverted back to this item. Present at the meeting at the time were 9, Cllr Alan Dean, Cllr Alan Cooper, Cllr Justin Armitage, Cllr Chris Morley, Cllr Sue Huntley, Cllr John Seaton. Cllr Charles Ellis, Cllr Jane Martin and Cllr Kate Leavey



Proposed: That the current insurance provider be used as laid out in the recommended paper and analysis of other 4 providers from the Clerk at this years reduced rate. Seconded By Cllr Chris Morley and Cllr John Seaton.

Vote: (Taken at 21:00) Against 1, no abstentions, therefore the motion carried with 8 in favour.

Agreed: Resolved to use current insurance provider.

Action: Clerk to action payments and instruct insurance provider as appropriate.

6) Yearend figures –

a) Council to consider and agree recommendations for underspend

Agreed: Resolved Council agreed recommendations for underspend as detailed

b) Council to note monies transferred to reserves and consider and agree carry over figures to 21/22 financial year due to payments that were agreed but not fulfilled in 20/21.

Agreed: Resolved Council agreed to carry over figures to 21/22 due to payment issues and recommendations detailed and outlined by the Clerk

c) Council consider and agree for virements to ensure there is no overspend

Agreed: Resolved to make the small one virement adjustment as recommended by the Clerk

Note: Council to note that with the carry over figures budget lines will look different from those agreed at December meeting as these carry over figures will be added per line to each budget line.

128/21 Public Open Session For members of the public to ask questions regarding items on the agenda.

No members of the public present.

Raised by: Cllr Diccon Spain raised the importance of spending the Precept this year.

Council Response: This is a key focus for this year.

Cllr Paul Bartlett left the meeting at 20:23

Cllr Jane Martin at 20:23 announced she may need to leave the meeting extremely soon.

Cllr Shafi Khan left the meeting at 20:25

Cllr Carole White, Cllr Christie Haggis, Cllr Nathan Iliffe and Cllr Ellie Crook left the meeting at 20:27.

129/21 Preparations for returning to Face-to-Face meetings - Council to note as outlined.

At this point 10 Councillors remained: Cllr Alan Dean, Cllr Alan Cooper, Cllr Justin Armitage, Cllr Chris Morley, Cllr Sue Huntley, Cllr Mark Silvester, Cllr John Seaton, Cllr Charles Ellis, Cllr Jane Martin, Cllr Kate Leavey.

Concerns Raised: The Level of Risk Assessment present is not adequate and Cllr Dean offered his skills as an area of his particular expertise.

Action: Cllr Alan Dean will revise the current Risk Assessment for an after 21st June to June end meeting.

Action: Clerk to continue to look for alternative venues.

Cllr Mark Silvester left the meeting at 20:45.

Cllr Jane Martin again relayed that she still may need to leave the meeting soon at 20:49.

The meeting then reverted back to 127/21 Insurance under Finance.

After the vote on insurance provider under 127/21 Finance, the meeting resumed back to this item at 21:02

Proposed: by Cllr Alan Cooper and seconded by Cllr Alan Dean to works towards a potential meeting in person of 23rd June. If can be cancelled on full understanding the consequences of not meeting for the AGAR the June meeting will be.

Vote: All in favour (9 present)

130/21 Level of delegation temporary increase – Council agrees to agree the temporary delegations with immediate effect as recommended by FGP committee

Proposed by Cllr Alan Dean to progress as per the delegated powers outlines, seconded by Cllr Alan Cooper, Cllr Chris Morley, Cllr Charles Ellis and Cllr Justin Armitage



Vote: Unanimously voted in favour

Agreed: Resolved to adopt the level of delegation temporary increase.

The meeting then moved to 140/21

- 131/21 Maximising benefit from IT systems: Council agrees to create a Task and Finish Group to advise the Clerk on how she and Council might get the most effective usage from IT systems already purchased and from incremental improvements to these; and to advise the Clerk on options for combining remote and actual attendance at meetings when regulations permit this. The Group will consist of no more than 3 councillors and 1 non-councillor; will work with the Clerk according to her priorities; and will report back to Council no later than June with interim recommendations and September to assess whether its work is complete.**
Note: The item was not discussed and will be added to the next suitable meeting agenda.
Action: Clerk to add to next suitable meeting agenda.
- 132/21 Crime Prevention: Council is invited to consider and agree the proposals as outlined in the document circulated by the Crime Prevention Task and Finish Group.**
Note: The item was not discussed and will be added to the next suitable meeting agenda.
Action: Clerk to add to next suitable meeting agenda.
- 133/21 Communications Strategy and Action Plan: Council to discuss and consider revised Communications Strategy and Action Plan.**
Note: The item was not discussed and will be added to the next suitable meeting agenda when documents presented.
Action: Clerk to add to next suitable meeting agenda when document/s received.
- 134/21 Powers and Duties of Local Councils policy: Council to consider this list of Powers of a Parish Council as a policy.**
Note: The item was not discussed and will be added to the next suitable meeting agenda.
Action: Clerk to add to next suitable meeting agenda.
- 135/21 S106 – Council to consider Section 106 funding report following the 6th of April Planning Committee meeting and the Environment and Open Spaces Committee 7th April and agree actions as appropriate.**
Note: The item was not discussed and will be added to the next suitable meeting agenda.
Action: Clerk to add to next suitable meeting agenda.
- 136/21 Training and Development Policy v2.2: Council approves and adopts the revised policy.**
Note: The item was not discussed and will be added to the next suitable meeting agenda.
Action: Clerk to add to next suitable meeting agenda.
- 137/21 Conningbrook Park Task and Finish Group Terms of Reference: Council to approve and to adopt the policy with revision of date of review (item 6) from January 21 to June 21**
Note: The item was not discussed and will be added to the next suitable meeting agenda.
Action: Clerk to add to next suitable meeting agenda.
- 138/21 Council Monthly Reports: To consider/note information received relevant to the Council and agree any action necessary.**
1) Correspondence received.
2) Ward Councillor Reports
Note: The item was not discussed and will be added to the next suitable meeting agenda.
Action: Clerk to add to next suitable meeting agenda
- 139/21 Action log: Council to review of action log, to discuss developments for items to then be considered for motion for next or future meeting or to note and be recorded as complete.**
Note: The item was not discussed and will be added to the next suitable meeting agenda.
Action: Clerk to add to next suitable meeting agenda.
- 140/21 To exclude the public under Public Bodies (Admission to Meetings Act) 1960 and sections 100 & 102 of the Local Government Act 1972.**



Agreed: Resolved at 21:09 members of the public were excluded.

Concern Raised: By Cllr Jane Martin that this meeting would not be legal if continue

Concern Response: Agreement to be taken from Councillors to extend the meeting so as the item on allotments 141/21 can be discussed.

Cllr Martin advised that she now has to leave the meeting as her device had run out of energy. Cllr Martin left at 21:13

Proposed by Cllr Alan Cooper and seconded by Cllr Alan Dean to extend the meeting until after Allotment's decision reached.

Concern raised: By Cllr John Seaton that the Clerk was trying to vote and she had absolutely no right to vote, she has no right to vote and should not and making this Council an absolute farce.

Concern Response: The Clerk responded that we had not moved to vote and never does vote nor ever has, and therefore the Clerk asked it to be recorded on record that this was an unfair accusation towards the Clerk. Chair confirmed that a vote had not yet been taken. To note the Clerk is permitted to raise her hand so as to inform the Chair she has something to add to the meeting.

Concern Raised: By Cllr Kate Leavey that the meeting just needs to be got on with and be 1.5 hours only

Concern Raised: By Cllr John Seaton that the meeting and agenda was deliberately planned

Concern Raised: By Cllr Alan Dean that the meeting had been deliberately planned also that this agenda item be discussed last to force a late agreement through.

Concern Response: This agenda item was scheduled at the end of the meeting as at a previous meeting concerns were raised that the exclusion was earlier and therefore this meeting the item was moved back to the end as previously seen. It is recommended by SLCC that sessions that need to exclude should take place towards the end of the meeting to ensure public are not having to be admitted and then readmitted.

Proposed by Cllr Alan Cooper and seconded by Cllr Alan Dean to extend the meeting until after the Allotments.

Vote: Vote 4 in favour, 2 against and no abstentions. Cllr Alan Dean and Cllr Kate Leavey did not vote and therefore the proposal carried and the meeting moved to 141/21.

141/21 Allotments Professional Fees – to discuss and agree re quotation for professional fees in the transfer of allotments. This item was discussed after 143.21

Cllr Seaton left the meeting at 21:20. 7 members now present. (Cllr Alan Dean, Cllr Kate Leavey, Cllr Alan Cooper, Cllr Justin Armitage, Cllr Sue Huntley, Cllr Charles Ellis, and Cllr Chris Morley)

Proposed by: Cllr Alan Cooper and seconded by Cllr Chris Morley for Council to authorise the Clerk to accept the recommended quotation at £850 +VAT (i.e. £1700) + disbursements.

Vote: *During the vote Cllr Martin returned to the meeting at 21:25.* In Favour 7 and 1 objection.

Agreed: Resolved to approve the recommended procurement.

Action: Clerk to take this forward and complete necessary paperwork for the work to commence as soon as is possible.

142/21 Items for inclusion on the next agenda. Items would now currently include Vexatious Policy, Bybrook-Bockhanger Community Facility Public Consultation, Recommendation from 9th June Informal discussions on (Committee Structure, Terms of Reference per Committee, Committee Membership, Standing Order, Finance Regulations revision, Code of Conduct and the Complaints Procedure and Return to Face to Face meetings), Communications Strategy, Maximising IT, Crime Prevention, Conningbrook Park Terms of Reference, Powers and Duties Policy, s106, Training and Development Policy, Agar

Note: The item was not discussed and will be added to the next suitable meeting agenda.

Action: Clerk to add all to future meeting agendas

143/21 Date of next meeting. The next meeting 23rd June - tbc and then 9th July

Action: Cllr Alan Dean will look at and review the Risk Assessment and an action plan for Council meeting proposed for 23rd June.

144/21 Close of Meeting. The meeting closed at 21:30.



DRAFT