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## Minutes of a Meeting of North Hinksey Parish Council held on Thursday 16<sup>th</sup> July 2020 at 8pm via video conference

**Those Present:** Cllr Kay (Chairman), Cllrs Allen, Bastin, Berrett, Blase, Bolder, Church, Dowie, Dykes, Fairclough, Jones (part meeting), MacKeith, Potter, Rankin.

**In Attendance:** Helen Broughton (Locum Clerk), County Cllr Judy Roberts and 5 members of public.

**20/42: Apologies for Absence**

District Cllr Debby Hallett, and District Cllr Emily Smith.

**20/43: Declarations of Interest in Items on the Agenda**

Cllr Rankin declared an interest in item 20/54 on the agenda relating to a payment for caretaker cover, the nature of his interest being that the payment was for his father.

**20/44: Approval of the Draft Minutes of the Council Meeting 25<sup>th</sup> June**

Version 3 of the draft minutes of the Council meeting held on 25<sup>th</sup> June had been circulated in advance of the meeting.

Councillor Dowie had requested that his comments made under item 20/34 (Botley Bridges) be recorded. A vote was taken to agree the requested amendment. There was one vote in favour all other councillors were against, so this amendment was REJECTED.

A further amendment had been requested as noted below to item 20/35 (Accounts for Payment). A vote was taken to agree the amendment. All Councillors were in favour, so this amendment was APPROVED.

PART 1 of the minutes of the June Council meeting were APPROVED by all Councillors other than Councillors Dowie and Allen, subject to an amendment to the last line of item 20/35 to read '*Cllr Dowie requested details of a payment relating to the Allotments and was advised to write to the Clerk and Cllrs Kay and MacKeith.*'

**20/45: Draft Minutes:**

Draft minutes of the following meetings were noted:

- i. Planning Committee held on 9<sup>th</sup> July 2020 (to be approved in Committee)
- ii. Botley Traffic Advisory Committee meeting held on 3<sup>rd</sup> July 2020

**20/46: Urgent Business Approved by the Chairman of the Parish Council**

It was unanimously agreed to include the following two items on the supplementary agenda:

- i. Expenditure by the allotments committee
- ii. Request for use of the Louie Memorial Playing Field for a Zumba class

**i. Expenditure by the allotments committee**

Cllr MacKeith, Chair of the Allotments Committee, requested approval by the Allotments Committee for the following expenditure:

- a) Scything in the nature reserve and Community Orchard at a cost of £240.00
- b) Hedge and grass to be cut back on the Nature Reserve and Orchard (roadside) at a cost of £150+vat
- c) Purchase of Yellow Rattle Seed at a cost of £24.00

Cllr MacKeith also reported that branches had been removed from the Memorial Garden at a cost of £100.00 plus vat and confirmed that all the above works were included in the management plan.

Proposed by Cllr Fairclough to approve the above expenditure. This was seconded by Cllr MacKeith and the vote was unanimously in favour, so the proposal was APPROVED.

**ii. Request for use of the Louie Memorial Playing Fields**

A request had been made for a Zumba class to be held on the Louie Memorial Playing Fields during the summer. A Risk Assessment had been requested, supplied and circulated to the Council in advance of the meeting. There was some discussion as to the quality of the risk assessment and amendments that would make it more robust. It was suggested that for consistency the Council separately produce a Risk Assessment template to go on the website.

Proposed by Cllr Rankin that approval be given for the fitness class to take place on the Louie Memorial Fields this summer on the proviso that a revised Risk Assessment is provided taking into account Council's comments. This was seconded by Cllr Fairclough and the vote was unanimously in favour so was APPROVED.

**20/47: Matters raised by Members of the Public**

The following questions were raised by members of the public and had been circulated as a Supplementary Agenda item:

The Chair of the Neighbourhood Watch Committee, Voirrey Carr, had submitted a question but since then had been corresponding with Councillor Potter. Although she was interested to hear the discussion on this item later on the agenda, she withdrew her question.

**Questions from Andrew Pritchard:**

**Question 1.** *Lockdown and the need for social distancing has shown the huge value of open spaces such as the Louie Memorial Fields for exercise while social distancing by a wide range of ages, resulting in much greater and regular use of the Upper Field throughout the day by more parishioners than ever before. Would the Parish Council agree that this valuable resource should be devoted to such use rather than for hire to a private company (Acer Trust), most of whose potential users come from outside the Parish. What consultation measures is it proposing to undertake to ascertain parishioners' views about the proposed continuing use of the field by the Acer Trust, given that its existing use of this Field, which was left to the parish*

*for parishioners' enjoyment and not for profit, was opposed by a substantial number (over 150) of parishioners.*

Councillor Potter responded that the Louie Memorial Playing Fields have brought enormous benefit to parishioners of all ages during lockdown, as they do during normal times. This was why the Council continued to invest in improving facilities at the Louie Memorial Playing Fields, so that it can continue to serve its important function of supporting the well-being of all local residents, including school-aged children, for current and future generations.

But this is not a question of EITHER parishioners OR school-aged children using the Louie Memorial Playing Fields; as an open public space, all are able to benefit from its use at all times. Nor does a shared-use agreement with our local secondary school privatize use of the space. Acer Trust is "a company limited by guarantee and an exempt charity" (see its latest filed accounts) that, like other academy trusts, is a non-profit organisation established for educational purposes.

The initial agreement with Acer Trust for Matthew Arnold School's use of the football pitch and MUGA during PE lessons was reached after a parish-wide consultation in 2017. The results of that consultation are available on the NHPC website: [https://northhinksey-pc.gov.uk/wp-content/uploads/old\\_site/Files/Louie\\_Memorial/NHPC%20public%20consultation%20Sept%202017%20-%20summary%20of%20results%20for%20website.pdf](https://northhinksey-pc.gov.uk/wp-content/uploads/old_site/Files/Louie_Memorial/NHPC%20public%20consultation%20Sept%202017%20-%20summary%20of%20results%20for%20website.pdf)

Less than 20 of the parish's approximately 5,000 residents opposed the agreement through the consultation, which was widely advertised through a letter delivered to all households, an article appearing in the *Sprout*, and multiple announcements on NHPC's website and Facebook page.

The figure of 150 referred to is presumably from the signatories of a petition that came to council in July 2017 calling for a public consultation on the agreement to be held. NHPC clearly responded to this, with a strong majority of consultation respondents in support of the agreement with Matthew Arnold School. The school's use of the playing fields is restricted to the football pitch and MUGA only, at limited times of day, during term time only. Through subsequent reviews of the agreement over the last three years, the Council has been satisfied that the school's use of these designated areas within the upper playing field has in no way prevented use of Louie Memorial Playing Fields by other parishioners. Conversely, the agreement provides increased access to open green space for the parish's secondary school students, the majority of whom attend Matthew Arnold School.

**Question 2.** *Would the Parish Clerk recommend to other Parishes a process whereby items are presented on meeting Agendas without supporting papers, but still requiring Councillors to make peremptory decisions on them at a meeting when they have not been given proper time to make carefully considered decisions on the implications (including financial ones) - such as item 5 ("Matthew Arnold School Lease") under item 20/53: Council Matters on the agenda for the 16 July 2020 meeting . Does the Clerk also recognise that this procedure effectively prevents Parishioners from submitting questions on the items, and is this the aim of the procedure, which appears fundamentally undemocratic.*

The Clerk responded that ideally papers are circulated with the agenda but can follow on as soon as they are made available. If the Council does not feel it has had the papers in sufficient time to make a decision at a meeting it does not have to do so. Information from the

Matthew Arnold School was not obtained in time to make a final decision on the lease at this meeting, so that matter will be handled in NHPC's September meeting.

**20/48: Questions raised by Councillors:** The following questions had been circulated as a Supplementary Agenda item.

Cllr Dowie asked the following questions:

*Q1. Some NHPC business is taking place outside of publicly advertised NHPC meetings (including decisions on publicly accessible events on NHPC land and decisions to spend money). There is no agenda, incomplete/insufficient information, no proper debate and no approved written record of discussions or decisions made. If this is permitted, what legislation, regulations and Standing Orders apply?*

Cllr Kay referred to section 85 of the Standing Orders - Delegation of Urgent items. The Clerk had agreed this as urgent business and all councillors were invited to comment and provide approval. After the extensive risk assessment provided by the event organisers was amended to take into account several further issues raised by Councillors a clear majority of Councillors did indicate their approval via e-mail for the event to go ahead. The fact that this was a charity event, not being run by a profit-making organisation, people were not being charged for entry, and other users of the Playing Fields such as walkers were not being unduly impeded in their use of the Playing Fields all helped to identify this as clearly being a community event that the Parish Council would be expected to support. We should always remember that as a Council we are here to support parishioners and the local community as a whole, and whilst we must adhere to our Standing Orders and other policies we should always seek to find solutions, not to actively seek excuses for doing nothing or blocking appropriate community activities which we should be encouraging. Regarding decisions to spend money note that Financial Regulations Section 3.4 explains the 3 Chairmen Rule for authorising expenditure up to £5,000 on urgent matters.

For clarification, Cllr Dowie asked how councillors will know when urgent business has been discussed outside of meetings. The Chairman agreed that this should be made clear and be reported back through the Clerk's report or an agenda item at the following Council meeting.

*Q2. NHPC has Financial Regulations to ensure that the Parish Council operates on good financial management principles and systems. In what way(s) does the existence of a budget remove the need to abide by NHPC Financial Regulations (in particular, Section 5, Banking Arrangements and Authorisation of Payments) and allow the Chair of a Committee (acting on their own) to authorise payments?*

The Chair advised that in the instance being referred to, when a Committee Chair had referred to authorising payments, incorrect terminology was being used rather than inappropriate action. The total process of agreeing for any works to take place through to paying for them consists of multiple stages and much of the process is managed by the Clerk, although the initial assigning of a budget always requires approval by Councillors, and a Councillor will always be needed as a second cheque signatory.

In the case in question the Committee Chair should have described their action as carrying out matching the invoice, works and budget category, and not, as incorrectly stated, the

authorising of payment. This was not a serious issue as such because a Councillor stating that they have authorised payment of an invoice doesn't actually make that so. The last stages of the process when the payments are made are controlled by the Clerk in conjunction with another cheque signatory. Payment will therefore not be made until the Clerk is satisfied that the full process has been carried out correctly up to that stage.

The Chair urged all Councillors to both understand our policies and procedures relating to financial matters, and to make a concerted attempt to use the correct terminology when communicating with others on this topic. The same requirement for attention to detail applies to Councillors accusing others of inappropriate behaviour.

Councillor Dowie asked for clarification whether the existence of a budget allowed the Chair of a Committee to authorise payments? Councillor Kay confirmed that it did not.

*Q3. Section 64 of Standing Orders (Part II) states that "a member may for the purpose of his duty as such (but not otherwise), inspect any document in possession of the Council or a committee, and if copies are available shall, on request, be supplied for the like purpose with a copy". Why have Councillors not been allowed to inspect, request copies and be supplied with complete and unedited correspondence and information relating to the linked issues of the proposed Pavilion redevelopment and the Scout Hut lease?*

Cllr Kay responded that although Cllr Dowie has requested a large number of documents over time he was not aware of any recent instances where Cllr Dowie had requested specific documents and not been supplied with copies. His last request that Cllr Kay was aware of was for the deeds mentioned in the Assets Register, and copies of these documents together with other related ones have been circulated to all Councillors over the past two weeks. Cllr Kay noted that Section 64 of Standing Orders does state "for the purpose of his duty as such (but not otherwise)". The level of requests for information and documents received from Councillor Dowie would be hard to justify as essential to carry out his duties and is far in excess of requests from any other Councillor over recent years. He confirmed that Cllr Dowie could make a request and where appropriate would be supplied with information.

#### **20/49: Reports from County & District Councillors**

District Councillor reports had been circulated.

The County Councillors' report had been circulated and County Cllr Judy Roberts drew attention to the following:

- The motion not to hold elections in May 21 had been withdrawn.
- A bid for the Governments cycling and walking grant resulted in only half the money being awarded. An improved bid is being submitted for tranche 2.
- Botley Library has not been included amongst the first library branches to open.
- The yellow lines in North Hinksey Lane and Lime Road will now be on the agenda for the meeting on 17<sup>th</sup> September as officers are still working on the presentation.
- Active Travel Plan consultation is on the website.
- A new initiative of in house Supported Accommodation for 16 and 17 year olds will become available from 1<sup>st</sup> October.

The deadline for the Active Travel Plan was queried as the Coalition for Healthy Streets and Active Transport had been advised it was the August 7<sup>th</sup> and the County Councillor

said this was in fact correct. It was also asked if the Council should put in a request for 20mph for the Elms Rise area and the County Councillor said that this could be done.

The Chair informed the Council that there was £52k available for the four bus stops and shelters around the Botley Centre redevelopment either side of Westway and in Westminster Way. The Chair was to arrange a meeting between himself, the County Councillor and the Clerk to discuss this further. Councillors were asked to send any suggestions on the bus stops to the Clerk and Chair. When they would be replacing the bus shelter in Westminster Way that had been destroyed needs clarifying.

**20/50: Review of Actions**

19/49 **LM Field Zip wire repairs** - completed

19/70 **Pavilion Planning Application** - carried over

19/98 **Burial facilities** – carried over

19/158 **COUNCIL MATTERS:**

**1) Measures to counteract the impact of the Coronavirus covid-19:**

*Resolution – set up NHPC Zoom account - actioned*

*Resolution - cheque signatory – partly actioned but still in progress, carried over*

**7) Neighbourhood Plan letters to the Vale and Government** – carried over

19/178 **COUNCIL MATTERS**

**7) Request from Citizens Advice North Hinksey for financial support** – actioned

20/32 **CLERKS REPORT**

**4) Training** – Clerk to circulate details of training courses - actioned

20/34 **COUNCIL MATTERS:** all of these items had been actioned

**8) Clerk to respond to NALC Model Member Code of Conduct consultation**

**11) Cllr Berrett to update Key Objectives**

**12) Kennington Health Centre**

**13) Tree survey** - Clerk and Cllr Potter to arrange

**17) Matthew Arnold School Lease** - Cllrs to liaise with Cllr Potter with concerns

20/41 **Scouts Hut Lease** – Chair to write to Vale of White Horse to advise of the situation if legal proceedings are initiated by the Scouts – actioned.

**Cllr Jones left meeting at this point, at 8.37pm**

**20/51: CLERK'S REPORT**

The Clerk reported that a revised public notice for inspection had been placed on the website (due to an error in the original) and the period of public rights was now running from 20<sup>th</sup> July to 21<sup>st</sup> August. Three parishioners had requested inspection of the accounts so far.

Arrow Accounting are insisting their contract was not terminated and that the Council should therefore pay their internal audit fee. The Clerk was investigating.

The Bowel Cancer charity clothes sales in the Playing Fields had taken place at the weekend.

**20/52: COUNCIL MOTIONS:** there were none.

**20/53: COUNCIL MATTERS**

**1. Key Objectives**

Cllr Berrett briefed the Council on an updated set of proposed new key objectives for the period up to 2023.

Since the last meeting objective No. 1 'to endeavour to conduct all council business in an open and transparent manner throughout the council term' had been added.

Further suggested changes were:

No 1: to add 'make councillors aware of all training opportunities and encourage them to participate', to include the minutes, to mention the Clerk, and to remove the word endeavour.

No. 4: amend actions to '2020 and ongoing'

No 5: that the allotments committee be included in the Committees/Individuals responsible column.

Proposed by Cllr Berrett that the key objectives, subject to the above changes, be approved. Seconded by Cllr Fairclough. Cllr Dowie voted against and Cllr Allen abstained. All others were in favour, so the motion was APPROVED.

## **2. Reopening of the Louie Memorial Playing Fields play equipment and car park**

Cllr Potter updated Councillors on the present situation regarding the reopening of the Louie Memorial Fields and car park. Identified maintenance issues with play equipment had been undertaken and all equipment appeared to be operating safely. It had been recommended that the rope bridge be replaced in the future but there were no immediate safety concerns. The Zip wire had been fixed and was operational. Old signage required replacing asap to advise on the gate opening and closing times. The ROSPA annual inspection will take place later this month.

Concerns raised by the Chair of the Neighbourhood Watch Committee had been circulated to the Council. Main safety issues for the Council to consider were the volunteers minimising contact with surfaces to avoid the spread of infection, maintaining an up to date registry in the event of a localised covid outbreak and signage clearly indicating the role of the gate keyholders.

The Council discussed safety including cleaning of play equipment, provision of hand sanitiser and signage. It was not considered feasible to have the play equipment cleaned daily. New signage advising users on Covid safety measures was suggested. Cllr Potter and the Clerk would liaise with the Chair of the Neighbourhood Watch on a contact register for keyholders.

Cllr Fairclough proposed that subject to signage being ready the Louie Memorial Playing Fields be opened on Saturday 18<sup>th</sup> July with no other additional measures. Cllr Berrett seconded the motion and all others were in favour. The motion was therefore APPROVED.

Cllr Potter proposed that the car park opening regime resume at the same time that the playing fields re-open. Cllr Fairclough seconded the motion and all others were in favour. The motion was therefore APPROVED.

## **3. Scout Hut Lease:**

Cllr Kay updated the Council on the current situation regarding the Scout Hut lease. He had circulated a paper with the new draft lease (including a new plan), and the old lease.

Councillors were asked to CONSIDER the circulated new draft lease and AGREE the final wording for submitting to the Scout Association for their agreement and subsequent signing.

It was suggested that at commencement of the new lease any documents relating to insurance be requested from the Scouts, including 3 years of safety inspections. This was part of the current lease agreement but had not been actioned in the past. Other than a typo under section 4b which should refer to 4a there were no other comments.

It was proposed by Cllr Kay that the draft lease be accepted and sent to the Scouts for their consideration prior to signing by the Scouts and the Council representatives, subject to the amendment to section 4b. This was seconded by Cllr Fairclough. Cllr Allen voted against, Cllr Dowie abstained and all others were in favour, so the motion was APPROVED.

#### **4. 4<sup>th</sup> Oxford Scout Group request for funds**

Councillors were asked to CONSIDER a request by the 4<sup>th</sup> Oxford Scout Group in a previously circulated letter dated 29<sup>th</sup> June 2020 for compensation identified by the 1954 Act, which they calculated as £6,200, and the legal advice provided by Knights solicitors.

Councillor Kay referred to the legal advice from Knights stating that as the Scout Association did not issue legal proceedings in relation to the Council's section 25 notice, they cannot now claim compensation under the 1954 Act. Knights also advised against using the term compensation should the Council separately decide to provide other support funds to the Scouts, and suggested that this matter should be dealt with totally apart from discussions relating to the lease.

It was generally felt that any request for compensation should also be totally divorced from any subsequent consideration for funding by the Scouts, that there was no legal basis for paying compensation, and that the Scouts should be treated as any other organisation regarding a separate grant request, and could apply when they wished.

PROPOSED by Cllr Fairclough that the Clerk write to the Scouts to inform them that the Parish Council does not intend to pay compensation as there are no legal grounds to do so. This was seconded by Cllr Berrett and the vote was unanimously in favour so was APPROVED.

#### **5. Matthew Arnold School Lease**

Cllr Potter briefed the Council on proposed changes to the terms for the Matthew Arnold School lease. A draft lease had not yet been received from the school so would not be voted on at this meeting. She had received correspondence on the morning of this meeting, as circulated, clarifying that the school did not intend to ask for increased use of the grass football pitch but were requesting:

1. Access to the MUGA all day (up to 3pm).
2. A lease term increased from 18 months to 4 years.



It was confirmed that if the school wished to use the football pitch for after school match fixtures, they had to get agreement from the Chair of the Pavilion Trustees, and this had not been requested at all in the past 2 years.

It was clarified that a 4 year lease period had been a mutual suggestion to fit in with the Council cycle. It was the view of the majority of councillors that no issues had come to light during the previous shorter leases and that a 4 year lease should now be agreed.

Cllr Fairclough proposed that the lease term be extended to 4 years. This was seconded by Cllr Blase. Councillors Allen and Dowie voted against and all others were in favour, so the motion was APPROVED.

Cllr Kay proposed that extended use of the MUGA from 9am to 3pm by the Matthew Arnold School be allowed. This was seconded by Cllr Fairclough. The vote was unanimously in favour, so the motion was APPROVED.

#### **6. Clerk / RFO replacement**

Cllr Kay informed the Council that 2 applications had been received for the role of Parish Clerk/RFO. Interviews will take place in the next couple of weeks and Councillors would be kept informed of the results.

#### **7. Coronavirus Covid-19**

Cllr Berrett said that the Botley Responders operation was continuing, although quieter.

#### **8. Seacourt Hall**

Cllr Berrett reported that Seacourt Hall would not be opening until 1<sup>st</sup> September at the earliest. The Community Fridge can continue until the end of August. Government advice has been reviewed and all appropriate sanitation, signage, cleaning and instructions will be followed.

#### **9. Neighbourhood Plan**

Cllr Kay reported that there was no final referendum version of the plan yet but hoped that changes would be completed before the next meeting.

#### **10. BTAC report**

Cllr MacKeith reported back from the BTAC meeting held on the 3<sup>rd</sup> July and the draft minutes had been circulated with the agenda.

Botley Road Corridor has now started at the junction by the Park and Ride. Inclusion of Old Botley into the corridor arrangements as requested by NHPC is being discussed. That section will be addressed in February 2021 and Cllr Roberts has undertaken to ensure that the Parish Council is included in any discussions before plans are finalised.

The City Council enforces parking but cannot do so where the lines have worn away. They are in the process of engaging new contractors and Cllr MacKeith therefore felt it was a good time to write to the City Council to request that parking regulations are enforced.

Proposed by Cllr MacKeith that the Parish Council write to City Council requesting that parking regulations are fully enforced around the Botley Centre and the north end of North Hinksey Lane. Councillor Fairclough seconded and this was unanimously APPROVED.

#### **11. F&GP Committee report**

Cllr Kay reported back from the F&GP Committee meeting held on the 16<sup>th</sup> July on the Q1 account reports.

- CIL monies were likely to be in excess of the budgeted £10k over the year.
- The salaries figure was expected to be greater due to the requirement for locum clerks and doubling up of clerks during the recruitment period.
- Legal fees were £2,409 against an indicated budget of £2,000 however £6,642 is in earmarked reserves for legal fees that should be transferred across.
- Allotments income will be considerably lower as it was agreed not to charge any rental on allotments this year.
- Signs and noticeboards were over budget as approval had been given for 2 new noticeboards, while the original budget was for just 1 noticeboard.
- The use of 'committed expenditure' as a report heading is to be clarified.

#### **12. Oxford Green Belt Network (OGBN) subscription**

The Council was asked to CONSIDER a subscription to OGBN at a cost of £15.

Proposed by Cllr Church that the Council subscribe to OGBN at a cost of £15. This was seconded by Cllr Kay and unanimously APPROVED.

### **20/54 Accounts for Payment**

Cllr Rankin had declared an interest in a payment for the caretakers' holiday cover and took no part in the discussion or decision on that item.

Proposed by Cllr Kay and seconded by Cllr Blase that a payment for £82.96 be approved for the caretaker cover. This was unanimously APPROVED.

The following payments had also been circulated with the supplementary agenda.

Proposed by Cllr Kay to approve the payments below. Seconded by Cllr Potter and unanimously APPROVED.

NHPC Zoom a/c - reimbursement H.B.	143.88
N.H. Conservation volunteers grant	200.00
Botley Bridges grant	5000.00
Seacourt Hall toilet rolls	543.60
PC World print cartridges reimbursement CR	124.99
Botley PO postage reimbursement CR	12.69
SLCC S Henley June salary	3570.00
RBS Annual fee	148.80
SLCC Clerk job advert	390.00
G Sillman inv. J929 padlock keys	63.10
G Sillman inv. J930 bench repair	110.00
G Sillman inv. J931 path clear & play equip inspection	684.00
BGG grass cutting inv 1393/20 LMPF	360.00
BGG grass cutting inv 1394/20 NH Village Green	84.00

OALC Training	42.00
BC Fridge replacement cheque as 'Food for Charities'	1500.00
VOWHDC dog bins	322.92
Caretaker salary July	248.88

**20/55 Other Documents & Letters Received:** there were none.

**20/56 Date of Next Meeting:** Thursday 10<sup>th</sup> September 2020 at 8pm. Venue tbc.

### End of Open Meeting

The Chairman, Cllr Kay, then informed the meeting that the Council was required to pass a resolution under the Public Bodies (Admission to Meetings) Act 1960 Section1, extended by the Local Government Act 1972, Section 100, that the following items are confidential as they involve approving part 2 minutes of the previous meeting. Councillors SUPPORTED this resolution.

All members of the public were requested to leave the meeting at this point.

## PART TWO - CONFIDENTIAL MEETING

Councillors were reminded that papers/discussions under this heading are and must remain confidential, unless the Parish Council agrees to release them into the public domain. Any disclosure of confidential papers or discussions without the express permission of Council is a breach of the Parish Council's Code of Conduct and its Standing Orders.

**Those Present:** Cllr Kay (Chairman), Cllrs Allen, Bastin, Berrett, Blase, Bolder, Church, Dowie, Dykes, Fairclough, MacKeith, Potter, Rankin.

**In Attendance:** Helen Broughton (Locum Clerk)

**20/57: Apologies for Absence:** Cllr Jones

**20/58: Declarations of Interest:** There were none

**20/59: Approval of the Draft Minutes of the Council Meeting 25<sup>th</sup> June 2020 Part 2**

One change had been requested by Cllr Dowie to minute 20/41(c)

The majority were in favour of the amendment and the part 2 minutes were therefore

APPROVED subject to a change to the minute to read '*Cllr Dowie was offered the opportunity to take part but declined and stated that he did not want to be part of a group that was helping to terminate the Scouts' protected tenancy*'.

**The meeting closed at 10.30pm.**