

**PARISH COUNCIL MEETING**

Held on Thursday 6<sup>th</sup> June 2024, commencing at 7.30 pm. in the Village Hall.

*Full reports and supporting documents can be found on the Parish Council website under Meetings, June 2024 Meeting Pack. Paper copies are also available.*

**Present:**

Chair: Cllr Janice Muckian. Cllrs: Alison Bourne, Iain Lamont, Irene Mitchell, Mary Morrey, Jane Ranzetta, Chris Robinson and Michael Sherman. Six members of the public.

**Opening Statement by the Chair:**

The Chair began by welcoming everyone and introduced herself explaining to all present that this meeting is being recorded for the purpose of minute taking only and that after the minutes have been approved the recording will be destroyed. The Chair reminded all that this is not a public meeting, but a meeting of the Council held in public. Members of the Public were respectfully asked to maintain silence during the Council's deliberations and not to approach the Councillors. Councillors were requested not to engage with Members of the Public when Council is in session. All were asked to ensure that their mobile phone was on silent.

**1. Apologies and approval of Absences**

The Clerk explained that all Councillors are present except Cllr Domoney who had not responded to the summons to the meeting.

**2. Declarations of Interest**

Cllr Mitchell declared an interest in item 8b: 'Motion to include Water St Car Park within Babergh arrangements'.

**3. Requests for Dispensations**

The Clerk reported that none had been received other than those previously reported.

Council paused for a minute of silence to give thanks to all of those involved in the Normandy landings of 6<sup>th</sup> June 1944.

**4. To approve as accurate minutes of the 9<sup>th</sup> May 2024 meeting of the Council**

The Chair introduced the minutes emphasising that these had been on the Parish Council website for two weeks. The Clerk explained that one Member of the Public had been in contact suggesting minor clarifications and that those comments had been incorporated in the draft minutes. Cllr Mitchell highlighted the absence of the word 'all' in item 13b. The minutes were changed to include that correction.

**Motion:** to approve as accurate the minutes of the 9<sup>th</sup> May 2024 meeting of Council.

**Proposed:** Cllr Morrey

**Seconded:** Cllr Sherman

**Decision:** The minutes of the 9<sup>th</sup> May 2024 meeting of the Council were approved as accurate with no votes against. Cllrs Bourne, Ranzetta and Robinson abstained having not been present at that meeting.

**5. Public Participation Session**

The Chair reminded Members of the Public of the protocol for this session. Those who wish to ask a question or make a statement have three minutes. Matters raised must concern business on the agenda or local matters. If a question cannot be answered tonight Members of the Public should contact the Clerk with their name and contact details and will receive a written response within 28 days.

A Member of the Public asked whether the priority signs on Water St will be restored saying that in his opinion the lack of priority signs was leading to more drivers going onto the pavement.



The Chair responded that Council is prioritising the installation of the enhanced lorry signage and that the report had shown that there was little or no increase in conflicts consequent of the removal of the signs and that the conflicts are mainly related to lorry traffic. The aim is to reduce the number of lorries in Lavenham and stop the problem at source.

A Member of the Public informed Council that a meeting of the Trustees of the Lavenham Community Council had decided that should Babergh Council introduce charges to the Church St car park (with the local use concessions suggested) then the Community Council would pass control of its car park to Babergh Council.

## **6. Chairman's Announcements**

The Chair began by informing Councillors that Cllr Falconer had that day resigned from Council. She said that she will miss Cllr Falconer and that Council will miss her contribution, getting James Cartlidge interested in our lorry issues was, she said, a triumph of perseverance. She expressed hope that one day, at a time of her choosing, Cllr Falconer will return to Council. The Clerk will inform Babergh Council of Cllr Falconers resignation.

The Chair expressed her personal thanks and the thanks of Council as a whole to the Lavenham Volunteer Group for their recent endeavours including the tidying of the Cemetery and the clearing of the Melford Road path.

The Chair thanked the Clerk for arranging with Babergh Council the repair/replacement of street signs in Church St, Sudbury Rd, Water St and Weavers Close.

The Chair told Councillors that Babergh Council had informed the Parish Council that:

'Having considered all of the proposed modifications in the Examiners Report, and having also taken into account the views of the Parish Council on this matter, it is the District Councils decision that: LNP2 as modified to incorporate all of the modifications set out in the Independent Examiners Report dated 11 April 2024 complies with the Basic Conditions as set out in Paragraph 8(2) of Schedule 4B of the Town & Country Planning Act 1990 (as amended). Lavenham Parish Council are therefore instructed to amend their plan accordingly and, subject to the satisfactory completion of that task, the District Council will advance LNP2 to a local referendum covering the parish of Lavenham'.

The Chair reported that the task of incorporating the Examiners suggestions into the Plan is underway and that a short summary of the document will be available later in the summer which will answer the most frequently asked questions.

The Chair reminded Councillors that with regards to the proposed 20 mph scheme, the consultation period ended on 19<sup>th</sup> April 2024 adding that no further communication had been received from Suffolk County Council

The Chair spoke concerning the Gigaclear Fibre to the Premises (FTTP) project advising Councillors that further works are planned in the village and should any problems arise, the Gigaclear Community Engagement Manager (Andrew Lipski) can be contacted via the Lavenham Facebook page.

Council she said had written to the bus company asking them to clarify the rules about the bus stopping in a 'concessionary' manner in the High St between the stops.

The Chair concluded by reminding Councillors that the Clerk had advertised that Council is once again able to Council to award support to local groups and organisations with the policy and application form on the Parish Council website and the closing date is Monday June 24<sup>th</sup> 2024.

## **7. Local Authority Councillors' Report**

District Cllr Clover read his report to the Meeting highlighting that Capital Grants of up to £10,000 are now available to assist community groups in making improvements and repairs to social infrastructure including village halls, play areas, sports clubs and recreational facilities.





District Cllr Clover informed Councillors that, in compliance with Government legislation, Babergh is to introduce a new waste collection service which ultimately could comprise an up to five bins per household system. Food waste will be a new separate category to mitigate against food going into landfill and household glass collection is to be introduced alongside the present other three bin collections. The implementation of this new service is scheduled for 2026.

He told Councillors that the Babergh District Council Annual Meeting had taken place on Monday 20<sup>th</sup> May 2024. Cllr Deborah Saw had been elected as the new Council Leader with a proposal to elect Cllr Holt as Chair of the Overview & Scrutiny Committee, on the basis that he was outside the Coalition, receiving strong support but having been narrowly defeated.

Cllr Mitchell asked Cllr Clover the size of the Grants Fund. Cllr Clover advised that he did not know but would report later.

Cllr Sherman asked if a risk assessment had been done concerning the proposed bin collections particularly in respect of pavements being blocked with extra bins and vermin control. Cllr Clover replied that he would report back. He emphasised that these were Government requirements.

The Clerk explained that County Cllr Lindsay was unable to attend due to his General Election commitments and highlighted the key points of his report.

His group (Green, Liberal Democrats and Independent) had proposed a motion for council on Thursday 23<sup>rd</sup> May 2024 to lobby the government for improved funding for local authorities. The motion had been seconded by the Conservative administration and voted through unanimously in the Chamber..

Students he wrote now have to be in education or training up to the age of 18 with Suffolk receiving no funding from the government to pay for the transport of post 16 students. In 2023-24, the average cost for a "mainstream" seat was £1,701 and the average cost for a Special Educational Needs (SEND) student seat was £11,819.

The proposal approved by Cabinet was for the charge for a mainstream seat to rise to £1,050 a year, which is a £90 increase from last year. There will be no increase for SEND students so their seats will remain at £780 a year. The 50% reduction in charge for families on a low income and in receipt of free school meals will continue for another year.

Cllr Lindsay concluded by informing Councillors that Suffolk has produced a new SEND strategy with input from children, parents, carers and members of staff who work in SEND services which aims to improve services in several areas where they have been criticised by inspectors: communication, outcomes for SEND children and improved timeliness and quality of Education, Health and Care Plans (EHCPs) and Annual Reviews.

#### **8. Proposed introduction of car parking charges by Babergh District Council**

The Clerk outlined the proposals from Babergh Council of £1 for up to 2 hours rising to £2.50 for all day parking. Annual Parking permits would cost £250.

The Clerk explained that the first option is that these charges are reduced by offering two hours free parking to users of the Community Centre, Pre School, Library, and Surgery (most probably via check-in machines in the buildings) and that the cost of the annual parking permits be reduced to approximately £95. These concessions, he said, have been achieved as a result of negotiations between the Parish Council and Babergh Officers funded by an agreement to extend charging to Sundays.

He commented that the Parish Council currently receives approximately £18,000 annually of visitor donations for use of the car parks and toilets which supplement the Precept income. The imposition of car parking charges is anticipated to lead to a very significant fall in these donations.

Option 2 he said is to continue to negotiate with Babergh requesting further mitigations and changes to the mitigations. He explained that Babergh Officers had made it clear that no further significant mitigations are possible without additional funding being available.



Within Option 2 he explained that the PC needs to decide whether it is going to continue to offer free parking in the Water St Car Park or permit Babergh Council to introduce charges there also and use these revenues to fund additional mitigations.

If the Water St Car Park remains free it will, he said, fill with relatively long-stay vehicles e.g. those car sharing for journeys to Stansted Airport and become the preferred parking for many visitors.

He added that congestion and the potential for accidents and damage to pavements and buildings on Water St will increase as car drivers check first whether there are any Water St spaces available and that increased usage of the car park will increase wear and tear on the shingle surface and the protective membrane below. If car parking charges are introduced in Water St, then the charges will be payable, for legal reasons, to Babergh not the PC. The PC would be able to ask Babergh to contribute towards these increased maintenance costs.

The third option is that Babergh Council has said it 'would be prepared to remove the proposed Lavenham changes should the Parish Council be prepared to offer £67,500 in year 1 rising to £75,000 in year 3 (these figures are open to downward negotiation) to Babergh Council as a subsidy'.

Such an arrangement, he said, would allow the allow the Community Centre and Surgery to continue to allow un-restricted free parking in their car parks, if Babergh introduce car park charges in the Church St Car Park these organisations will have no choice but to include their car parks within the Babergh arrangements. The alternative would be for them to construct entrance gates or impose the charges themselves to avoid their car parks being abused. He referred to the motion passed by the Lavenham Community Council confirming this.

Additionally, such an arrangement, he said, would:

- a) Not encourage additional on-street parking which will make it more difficult for residents to find places to park near their homes and near the shops and further put pressure on Market Place.
- b) Allow the Parish Council to continue to receive car parking donations which would contribute towards the subsidy paid to Babergh.
- c) Require an increase in precept. The charge to a Band D household would be 75 pence to £1 a week with increases each time Babergh increase the underlying charges.

The Clerk reminded Councillors that there has been some suggestion that a Residents Parking Permit scheme could or should be introduced to manage on-street parking but that such a scheme would have to be introduced by Suffolk County Council and (due to the necessary public consultations etc) would take two years to implement. It would not guarantee permit holders a parking place near their home. Annual Permits would cost approximately £100 per vehicle.

He concluded by saying that any changes to the current arrangements would concern residents and that possible methods of engaging with the Village include an Extraordinary Public Meeting or a village poll i.e. referendum or both.

Cllr Robinson said that there should be a village poll and that we should take a hard line in negotiations with Babergh asking the Farmers Market for a contribution. He suggested that should the PC pay Babergh a subsidy then the signage requesting donations should be expanded and rewritten. Water St he said has to be included within any introduced charges.

The Clerk explained that the poll would take a couple of months to organise and would be an evening of voting, in person only with no postal etc voting, in the Village Hall and that the cost to the Parish Council would be approaching £1,000.

Cllr Sherman expressed his concerns with respect to a poll particularly the difficulty that older residents would face getting to the Village Hall many of whom don't have a car. People, he said, should pay for their car parking. Many older people he said are in difficult financial positions. Water Street he said would need to be included in any charging arrangements. Car Parking in Market Place he added would then need to be controlled to ensure that it was free for shoppers. The Chair explained that the Market Place is legally a public highway, in the control of Suffolk County Council, and is not in the control of the Parish Council. Any changes to car parking in the Market Place would take two years to implement.





Cllr Mitchell explained that having declared an interest she would not speak in connection with Water St but wished to speak with respect to the other matters under discussion.

Cllr Mitchell began by expressing agreement with many of the comments of Cllrs Robinson and Sherman. She explained that Babergh had agreed to appoint a Project Manager for the first two to three years of the new parking arrangements to work with communities developing and supporting plans to manage the consequential changes, where required, to arrangements for on-street parking. There would however be a two to three year wait for any such changes to be made due to the need to work with Suffolk County Council.

Cllr Mitchell questioned whether such an increase in Precept would be acceptable to residents as it would increase the Parish Precept to near the level charged by Babergh. She spoke of the complex equity issues of raising the precept highlighting that many on the edge of the village have off-street parking and do not use the car parks. The Chair responded that many on the edge of the village drive to the centre of the village to park.

Cllr Bourne said that it was a complex matter with no easy answers adding that for the village to thrive people need to come into the High St and the Market Place. The Water Street car park, she said, must be included.

Cllr Ranzetta said that it was a very difficult question. She asked if the car parking would be free at night. The Chair confirmed that it would be. She said that she had some sympathy for all the arguments raised so far. The Water Street car park, she said, must be included.

Cllr Morrey said that the Water St car park must be included adding that a public meeting must be held to understand village opinion. Cllr Morrey expressed concerns that introducing charges to the car parks would lead to a growth in on-street parking which would be an inconvenience to all. She concluded by saying that she empathised with those who do not own a car and would not wish to pay more Council Tax to subsidise parking and those who are struggling to pay their Council tax.

Cllr Lamont said that he supported a Public Meeting. He said that with respect Water St it needed to be remembered that the Parish Council had spent nearly £300,000 renovating the Water St Car Park only several years previously and that it is a Parish Council asset. He added that its distance from the other car parks would mean that there might be much less change in the usage than had been suggested.

Cllr Lamont said that Babergh needed to pay a reasonable amount for the right to charge in Water St. The draft motion he said was insufficiently clear as to how much Babergh should pay the Council for this right to charge or the maintenance responsibilities being transferred.

After discussion Cllr Lamont proposed an amendment to the motion so that it reads 'that should Babergh Council introduce charges in the Church St and Prentice St Car Parks the Parish Council will ask Babergh Council to introduce the same charges in the Water St Car Park conditional on concluding satisfactory negotiations with Babergh Council to use those funds to enhance the proposed mitigations and/or contribute to the maintenance of the Water St Car Park'

**Item 8b Motion:** to approve amendment to the motion

**Proposed:** Cllr Ranzetta

**Seconded:** Cllr Lamont

**Decision:** Approved unanimously. Cllr Mitchell abstained.

**Item 8c Motion:** that the Clerk should convene an Extraordinary Public Meeting to enable Members of the Public to ask questions and express their views on the proposed changes.

Cllr Mitchell asked if a date was proposed. The Clerk replied that the proposed date was Thursday June 27<sup>th</sup>. Cllr Mitchell urged all Councillors to spread the word that a Public Meeting is scheduled.

**Proposed:** Cllr Ranzetta

**Seconded:** Cllr Robinson

**Decision:** Approved unanimously



### **9. Motion to purchase a Speed indicator Device**

The Clerk explained that at its meeting of May 9<sup>th</sup> 2024, in the context that Suffolk Highways have explained that it will take six months to install the two new SID posts on Melford Rd, Council agreed that the Clerk should obtain three quotes for SID device. The additional Sid is to put initially on the existing Melford Rd SID post.

The Clerk explained the prices and details of each device reporting that the quotes vary between £2,400 and £4,600 and all quotes are for solar powered units with battery backup and display emojis.

All devices he said offered data download but one of the units does not allow this to be done remotely. For this device (Pandora) a laptop PC has to be connected via a cable to the device at the roadside. Therefore, he did not recommend this device.

The ease of moving the devices, he explained, varies considerably. Elan and Truvelo devices are more complicated to move and are therefore not preferred.

The Westcotec device, he said, is manufactured in Norfolk and is highly recommended by other local councils e.g. Acton and Cockfield but is approximately £1,000 more expensive than any other device.

The Messagemaker device, he concluded, is easy to move, moderately priced, has a six year warranty and has remote data download and is therefore considered most appropriate. He reminded Councillors that when the new, much better sited, posts are installed that the intention is to buy a further SID and that it would be desirable for it to be the same type as the SID purchased now.

Cllr Sherman highlighted the length of the Messagemaker warranty. The Chair directed Councillors to the lists of advantages and disadvantages, coloured green and red, in the working papers.

Cllr Robinson asked if discounts could be obtained by explaining to the supplier that it is our intention to ultimately purchase two advices. The Chair agreed that this is a question which should be asked of the preferred supplier.

Cllr Mitchell pointed out that the ability to access the data remotely might make possible putting a SID on the Bury Rd which so far had not been possible because the narrow verge made accessing the SID, per County Council guidance, unacceptably dangerous.

Cllr Sherman asked why two SIDs are required on the Melford Rd and whether SIDs slow down vehicles. The Chair replied that the intention was to slow vehicles in both directions and that the data was that the cameras did have an effect.

Cllr Lamont asked if Neighbourhood CIL will be used to fund this. The Clerk confirmed that it will.

The Highways Act 1980 section 274A confers on Parish Councils the power to contribute towards the cost of traffic calming measures and the Road Traffic Regulations Act 1984 section 72 confers on Parish Councils the power to provide traffic signs and other notices.

**Motion:** that the Clerk order a Messagemaker device at a cost of £3,590 plus VAT.

**Proposed:** Cllr Mitchell

**Seconded:** Cllr Sherman

**Decision:** Approved unanimously

### **10. Clerk RFO Report**

#### **a An update concerning maintenance of the Public Realm**

The Clerk tabled the working paper and drew Councillors attention to the slow progress by Suffolk Highways to some items and their refusal to progress other items in particular Suffolk Highways have refused the requests for maintenance of all the street signs we reported to them for repair/replacement and also the repair of the bollards by the Swan Hotel.





Suffolk Highways have also written to the Parish Council explaining that "Unfortunately, due to financial constraints, the parapet repairs at Slough Farm Bridge that we hoped to undertake in 2024 have had to be postponed for another year. This follows a recent review of the forward programme of all structures work alongside the 2024/25 budget allocation, which has resulted in several structures projects no longer being affordable in the current year. According to our records the bridge isn't listed – notwithstanding this we are committed to repairing the structure to match the original details'.

The Lorry signs have been ordered from Suffolk Highways who despite having told us the price was final now seem to be saying that it was not quite final. We await further information.

A new grit bin has been purchased for Meadow Close and will be installed shortly.

Cllr Lamont asked if the Clerk was aware that advertising material had been attached to the Church Rd sign, advertising material which had previously caused the sign to fall over. The Clerk said that he was aware and had written to Babergh Council.

Cllr Mitchell asked when the Suffolk County Council street weed treatment will be. The Clerk replied that it is scheduled for week beginning June 3<sup>rd</sup> 2024.

b An update concerning the CIL application for construction of footpath on Melford Rd near Green Willows.

The Clerk explained the timeline of this project from Summer 2023 when the idea was put forward by local residents and agreed by the Parish Council. In Winter 2023, he explained, Babergh Council had confirmed that the bid was compatible with the Babergh Local Cycling and Walking Infrastructure Plan and that should the bid for the construction of the footpath come from Suffolk Highways 100% of the cost (excluding the costs with respect to the Streetlight) could be funded. Babergh Council invited an application to be made in the May 2024 CIL round.

In May 2024 the application was made by Suffolk Highways, working with the Parish Council, to Babergh Council for £57,268 of CIL funding for footpath and a quote for £4,450 was issued by Suffolk Highways to the Parish Council for construction of the streetlight.

The Clerk informed Councillors that it is anticipated that the CIL decision will be made in August 2024, that Highways will do the detailed design in autumn 2024 and Construction will be spring/summer 2025.

The Clerk explained that Babergh had until very recently refused to allow CIL to be used for footpaths considering these to be the responsibility of Highways but had been forced to change its approach to get footpaths built.

The Clerk concluded by saying that whilst the need for the streetlight had regularly been discussed at Council that expenditure had never been formally approved. Funding will be from Neighbourhood CIL. The Parish Councils Act 1957 section 3 confers on Parish Councils the power to light roads and public places.

Cllr Mitchell asked if the timetable could be accelerated. The Clerk said that he would work with County Cllr Lindsay to try and do this. He warned that the Babergh decision would take some time as Babergh have made it clear that their timetable allows for the Council to ask questions and the applications be finalised.

Cllr Lamont thanked the Clerk for all his efforts with respect to this commenting that he knows that co-ordinating all the Councils is not an easy matter. The Chair and Cllr Mitchell agreed with Cllr Lamont.

**Motion:** that the Parish Council formally accept the quotation of £4,450 for the construction of the streetlight.

**Proposed:** Cllr Mitchell

**Seconded:** Cllr Ranzetta

**Decision:** Approved unanimously.



c Motion to approve response to Babergh Housing Consultation.

The Clerk explained that on 15<sup>th</sup> May 2024 Babergh and Mid Suffolk District Councils had written to the PC explaining that following adoption of the Babergh and Mid Suffolk Joint Local Plan Part 1 the Councils had prepared three draft Supplementary Planning Documents (SPDs) on a) Housing, b) Livestock and Poultry Farming and c) Biodiversity and Trees. The Parish Council had focused on the Housing SPD.

Draft Comments

The document is welcomed as it:

- a) Provides a degree of clarity about what is expected in development applications; usefully explaining differing arrangements between market led development and community led development
- b) Explains *Artificial or Contrived SubDivision*. This will go a long way to alleviating concerns about proposed developments lower than the threshold required for inclusion of affordable homes.
- c) Provides clear direction on when the affordable component of developments applies.

The Parish Council requests the Councils clarify in the document that the local connection criteria also apply to Rural Exception Sites.

Developments on rural exception sites are intended to meet housing need for local people and those with a local connection to a specific settlement. Section 2.8.4 of the consultation document sets out what a local housing needs survey needs to capture. Section 2.9.5 sets out the criteria for 'local connection' but in reference to self-builds. The document does not make clear whether those criteria also apply to Rural Exception sites.

Cllr Mitchell commented that the SPD also explains that when a market-led development contains affordable homes they go to those who are highest on the district-wide housing list but that it is anticipated that on a community-led scheme on a rural exception site the criteria for local exception apply.

**Motion:** that the draft reply to the Consultation is approved and the Clerk instructed to reply on behalf of the Parish Council.

**Proposed:** Cllr Ranzetta

**Seconded:** Cllr Bourne

**Decision:** Approved unanimously.

**11. Planning Applications for Consideration**

The Clerk informed Cllrs that the applications and appeals concerning the land west of Bury Rd had all been refused.

**DC/24/02280**

Garden room extension (following removal of conservatory). Driftside 53F High Street.

The property is not listed. The proposed extension is at the rear of the property, it is single storey and would replace the existing conservatory with a permanent room the same footprint. It is not visible from the street. Recommend Approval

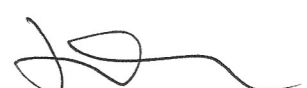
**Proposed:** Cllr Ranzetta

**Seconded:** Cllr Sherman

**Decision:** Approved unanimously.

**DC/24/02511**

Planning Application DC/24/02511 had not been included on the Agenda, the application had only been recently received. The deadline for comments is significantly before the next meeting of the Parish Council. The application is for the erection of a summerhouse, it is not accommodation, it is behind the cartlodge, not visible from the street and is of similar finish to the cartlodge.





**Motion:** that Application DC/24/02511 be recommended for approval

**Proposed:** Cllr Ranzetta

**Seconded:** Cllr Bourne

**Decision:** Approved unanimously.

## **12. Clerk RFO Report: Finances**

**Received:** The report prepared by the Clerk containing the April 2024 Accounts.

**Noted from the Report:** The Clerk explained that the variances to Budget were unbudgeted car parking donations and minor savings on a number of expenditure lines. He displayed the Balance Sheet explaining that Cash at Bank had risen by £50,000 as compared to March 2024 largely because the precept for the first half of the year had been received.

**Motion:** to approve the accounts for the month ended 30 April 2024.

**Proposed:** Cllr Ranzetta

**Seconded:** Cllr Morrey

**Decision:** Approved unanimously.

**Received:** The report prepared by the Clerk listing the April 2024 Receipts and Payments.

**Noted from the Report:** The Clerk explained the larger amounts and how the report ties up to the Bank Statements. No receipts or payments required further explanation.

**Motion:** to approve the Receipts and Payments for the month ended 30 April 2024

**Proposed:** Cllr Bourne

**Seconded:** Cllr Morrey

**Decision:** Approved unanimously.

## **13. Clerk Annual Review and Contractual Increment**

The Chair explained that the Clerk met with Cllrs Mitchell, Morrey and Muckian on April 9<sup>th</sup> 2024. An annual appraisal was conducted and that the employment contract of the Clerk states that his pay is according to the Local Government pay structure.

- a) 'Your starting salary scale will be Spinal Column Point 25' and
- b) 'Subject to satisfactory service Spinal Column Point 26 will be payable from the first anniversary of your appointment'.

The Chair explained that the annual appraisal was successful.

### **Motion:**

That Council acknowledges and fulfils its legal obligations to increase the Clerk's salary to Spinal Column Point 26 with effect from April 1 2024 and will implement the national Local Government pay increase for 2024/25 when it is agreed between the Employers and the Trades Unions.

**Proposed:** Cllr Bourne

**Seconded:** Cllr Sherman

**Decision:** Approved unanimously.

## **14. Terms of Reference of the Working Groups**

The Clerk explained that there are currently five Working Groups each with Terms of Reference.

He explained that three of the Working Groups i.e. Operations, Open Spaces and Natural Environment are inactive with discussions in these areas being dealt with at Council level.

The Finance Working Group he said is active, the suggested revisions making it clear that the Group consists of all Councillors and have been updated to include the more regular re-forecasting of the PCs financial position introduced in 2023.



The Planning Working Group he said is active, the suggested revisions give additional clarity that the Planning Working Group can engage with Specialist Advisors and request funding from Council to obtain specialist advice.

The Chair expressed support for these proposals commenting that the Planning Group, on occasion, needs expert advice. Cllr Mitchell suggested that the words 'under delegated powers' be inserted after 'Request funding from the Council'. The Clerk agreed to the suggestion.

Cllr Mitchell suggested that the Finance Group be called the 'Finance and Strategy Working Group'. The Clerk agreed to the suggestion.

**Motion:**

**14.a Motion to update Terms of Reference of Planning Working Group.**

**Motion:** to update Terms of Reference of Planning Working Group.

**Proposed:** Cllr Ranzetta

**Seconded:** Cllr Lamont

**Decision:** Approved unanimously. Cllr Morrey abstained having had to leave the room for part of the discussion.

**14.b Motion to update Terms of Reference of Finance Working Group.**

**Motion:** to update Terms of Reference of Finance and Strategy Working Group.

**Proposed:** Cllr Ranzetta

**Seconded:** Cllr Morrey

**Decision:** Approved unanimously.

**14.c Motion to make dormant the Operations, Open Spaces and Natural Environment Working Groups.**

**Motion:** to make dormant the Operations, Open Spaces and Natural Environment Working Groups.

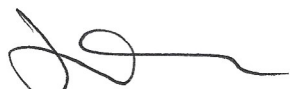
**Proposed:** Cllr Ranzetta

**Seconded:** Cllr Bourne

**Decision:** Approved unanimously.

**Date of next meeting**

Thursday 11<sup>th</sup> July 2024 7.30 pm in the Village Hall and then Thursday 8<sup>th</sup> August 2024 7.30pm.  
The meeting closed at 9.56pm.

Janice Muckian  
  
11/7/24