



HELMDON PARISH COUNCIL

MINUTES



of the **Ordinary** meeting of Helmdon Parish Council, held in the Reading Room, Church Street, Helmdon on **Wednesday 29th September, 2016.**

Present: Cllrs Coatsworth, Moody, Wheeler, Thorpe, Garner, Vicars and the Clerk. Cllr Duncombe joined at 7:35pm and Cllr Hart joined at 7:50pm.

In attendance: 6 members of the public attended.

1. Apologies for absence

There were no absentees.

2. Declarations of Interest

There was a Declaration of Interest from Cllr Duncombe as a member of his family had put themselves forward for the vacancy.

3. Approval and signature of the minutes of the Annual meeting of 25th May, 2016

The minutes were approved by all and signed by the Chairman without amendment.

4. Approval and signature of the minutes of the meeting of 27th July, 2016

The minutes were approved by all and signed by the Chairman without amendment.

5. Matters arising

Item 4:

- Item 4 (item 22): **Outstanding Action: Cllr Wheeler** to create list of actions for the Playground Committee.
- Item 11: Mr King has reviewed the proposed new license and will be meeting with the Clerk and Cllr Coatsworth shortly to feedback. It was resolved that if Cllr Coatsworth and Mr King are happy with the proposed license then Cllr Coatsworth can sign it. **Action: Cllr Coatsworth** to meet with Mr King to review his feedback
- Item 15b: **Outstanding Action: Cllr Coatsworth** to provide a sign regarding litter for the layby at the top of the village.

Item 5:

- Cllr Coatsworth explained that he had spoken to a member of the Gardening group and they were going to raise the task of maintaining the war memorial and pump garden at their forthcoming AGM.
- Cllr Coatsworth confirmed that Patrick Gartside was happy to widen the bed at the bottom of the Jubilee Wall and would schedule the work once he'd completed his current jobs.
- Cllr Moody confirmed that the School Liaison councillors had had an informal conversation with the Head teacher about the parking problems, and that the issue would be raised at their next meeting before Christmas.

Item 13: The Clerk explained that the Occupiers Liability Act 1957 requires that all play areas have "correct and adequate signage". The sign should include the name of operator of the site, contact details to report damage or accidents to and a number for the emergency services. It was agreed that the Clerk should gather details and costings together for a sign to present at the next meeting. **Action: the Clerk** to detail a specification for a playground sign and determine costs.

Outstanding Action: the Clerk to speak to Brown and Barden about strimming around the posts.

Item 15: **Outstanding Action: the Clerk** to obtain quotes for replacing the metal post.

Item 16: The Clerk confirmed that the trees that edge the playground are owned by the school and had been surveyed in 2015.

6. Open Forum

The Chairman invited questions on any subject:

- a. A resident expressed concern about the failing boundary wall at Tor House on the Wappenham Road. Cllr Coatsworth explained that the Parish Council had communicated with the owner several times over the past year and had also spoken to Highways about their concerns. The resident confirmed that they had been in touch with SNC with their own concerns and that an SNC surveyor had recently visited the site. The surveyor advised that SNC are only able to act if the danger is imminent which they don't believe is the case at present. It was agreed that the Parish Council would ask District Councillor Simon Marinker to speak to SNC. **Action: Cllr Coatsworth** to contact District Cllr Marinker.

The resident requested copies of all the Parish Council's correspondence with the owner of Tor House and the Clerk informed them that they may need to submit a Freedom of Information request. **Action: the Clerk** to communicate next steps with the Resident concerned.

- b. A request was made for the Parish Council to write to the HSWAG action group to express thanks for their great efforts in the campaign against the proposed windfarm. **Action: Cllr Coatsworth** to write to Keith Jones of HSWAG.

7. To fill by co-option the vacancy left by the resignation of Sarah Adhemar

It was proposed that Robert Duncombe be considered for the vacancy. This was seconded and then approved by full council and he was co-opted. **Action: Cllr R Duncombe** to complete the Acceptance of Office and Declaration of Pecuniary Interests forms and return to the Clerk. **The Clerk** to send Cllr R Duncombe copies of the Code of Conduct, Standing Orders and the Financial Regulations.

8. To receive an update regarding flooding related issues

Cllr Thorpe informed the Council that he had received a report from the Floodwatch team with details of their proposals for Helmdon. Their preferred solution is to put a speed bump in Grange Lane to divert flood water into the ditches and their cost estimate for the work would be £59,000, of which they would be able to fund £26,000. The Floodwatch team want to meet with Cllr Thorpe to discuss this further. **Action: Cllr Thorpe** to meet with the Floodwatch team.

Cllr Coatsworth read out a recent communication with Andy Grant from Bulkhead Properties in which Andy has committed to carrying out the work to clear the pipe within the next 2 months. It was agreed that it would be prudent to get the new ditch dug before the pipe is cleaned out. **Action: Cllr Duncombe** to speak to Mr Tims.

9. To receive an update from the Blackpits Monitoring Group

Philip Ward gave an update on recent events:

- The leaflets have been distributed throughout the village and there has been an increase in the number of reports so it is felt that the leaflets were worthwhile. These reports have been made from households throughout the village indicating that odour problems are village wide. The group are planning to meet with Materials Change to review the reporting data.
- The group are concerned that Materials Change are not following the Odour Management plan and are meeting with District Cllr Marinker shortly to discuss.

10. Finance:

- a. **Financial statement**

The Clerk presented the latest financial statement (see appendix A). The report showed a balance of £22,898.35 on 28th September, 2016 and an expected balance once payments and invoices have been settled of £20,132.63

b. To note payments received

The following payments have been received since 28th July, 2016

1	Helmdon Primary School	Allotment rental		£10.00
2	SNC	Precept		£8,071.00
3	ACRE	Village of the Year prize money		£1,000.00
			Total	£9,081.00

c. To consider invoices to be paid

It was resolved to pay the following invoices:

1	Brown & Barden	Grass Cutting	BACS	£258.85
2	E.On	Electricity Repairs	BACS	£28.16
3	E.On	Electricity Maintenance	BACS	£124.93
4	Brown & Barden	Grass Cutting	BACS	£258.85
5	Texprep	Blackpits Notices	BACS	£142.80
6	Wicksteed	Playground repairs	BACS	£25.14
7	Staff	Wages	BACS	£675.29
8	Staff	Expenses	BACS	£26.36
9	Came & Company	Insurance Renewal	BACS	£1225.34
			Total	£2765.72

d. To note the insurance annual renewal

The Clerk explained that although the Parish Council has agreed to a 3 year fixed fee with Came & Company in 2015, an increase in insurance premium tax mean that the renewal fee has increased by £56.26. This was accepted.

e. To note the completion of the external audit for 2015-16.

BDO have returned an unqualified audit for 2015/16 with no matters arising. The certificate has been published to the noticeboard and website since 9th September. The annual return and certificate from BDO were approved and accepted.

f. To arrange a date for the next meeting of the Finance Committee

It was agreed that the next meeting of the Finance Committee will be on Monday 17th October, 8pm.

11.To consider suggestions for the Best Village Competition 2016 prize money.

The suggestions were considered (see appendix B). It was agreed that each Cllr should email the Clerk with their three favourites from the list within the next week. The Clerk will then put together costings for the 3 lead suggestions to present in the next meeting of the Finance Committee. **Actions: All Councillors** to indicate their favourite ideas and **the Clerk** to provide costings for the most popular.

12.To consider the best approach for the 2017 grass cutting contract.

It was agreed that the 2017 tender request should be altered to ask for 3 year fixed quotes rather than 1 year, and to amend quote B so that the grass at the top of Station Road is cut in May and August. **Action: the Clerk** to update the tender document.

13.To receive an update on the transfer of land in Station Road from South Northants Homes to the Parish Council.

Cllr Moody gave an update on the lack of progress – despite recently clarifying requirements the working group are still waiting for Wright Hassell Solicitors to provide the correct information. It was resolved to meet to plan a strategy and then propose a meeting with South Northants Homes. **Action: Working group** to meet then organise a meeting with South Northants Homes.

14.To receive a review from the Clerk of recent Data Protection and Freedom of Information training

The Clerk presented a summary of the recent training and the Clerk's recommendations were considered. It was agreed that Cllr Hart, Cllr Moody and Cllr Coatsworth would review the boxes of documentation with a view to keep only items with potential future use to the Parish Council. The historical society will be given an opportunity to view documents that may be of interest. Once the paperwork has been reviewed then the team will consider an approach for electronic records. **Action: Cllrs Moody, Hart and Coatsworth** to meet to review old paperwork.

15. To consider making an application to the Transparency Fund

The Clerk confirmed that the Parish Council did not own a printer/scanner. It was resolved to apply to the Transparency Fund for the cost of a new printer/scanner. **Action: The Clerk** to identify a suitable printer/scanner and submit a grant application to the Transparency Fund.

16. To consider a response to the Youth Facilities Working Group email

Robert Duncombe agreed to review the email from the Youth Facilities Working Group. Cllr Wheeler also agreed to provide feedback. **Actions: The Clerk** to forward email to Robert Duncombe, **Cllr Wheeler** to forward his thoughts.

17. To receive an update from the Planning Committee

Cllr Coatsworth provided a summary of the four planning meetings that have occurred since 27th July, 2016:

a. Application No: S/2016/1816/TPO, 35 Station Road, Helmdon

After considering the information contained in the documentation, the committee resolved to support the application.

b. Application No: S/2016/1939/LBC, Astwell Castle Farm, Falcutt Road, Helmdon

After considering the information contained in the documentation, the committee resolved to support the application.

c. Application No: S/2016/1938/FUL, Astwell Castle Farm, Falcutt Road, Helmdon

After considering the information contained in the documentation, the committee resolved to support the application.

d. Application No: S/2016/1999/FUL, 2 Barn Court, Station Road, Helmdon

After considering the information contained in the documentation, the committee resolved to support the application.

e. Application No: S/2016/2083/FUL, Astwell Park Barn, Astwell Road, Helmdon

After considering the information contained in the documentation, the committee resolved to support the application.

f. Application No: S/2016/2160/FUL, Weston Hill House, Weston Hill, Helmdon

After considering the information contained in the documentation, the committee resolved to support the application.

18. To receive an update on Allotment related matters

The summary of the recent informal meeting held between plot holders and the allotment committee was reviewed (see appendix C). It was agreed to support the request that each plot holder should be responsible for cutting the grass in the access-way directly in front of their plot. **Action: the Clerk** to contact each tenant.

It was suggested that the Parish Council could ask Brown & Barden to include mowing the access-way in their fortnightly mowing visits during the summer months. **Action: The Clerk** to ask Brown & Barden to quote for this extra job.

A request to cut back another tree on plot 2A was considered. It was resolved to ask the tree warden to visit the tree and provide an opinion on the request. **Action: The Clerk** to speak to the Tree Warden.

19. To receive an update on the repairs to the War Memorial.

Cllr Coatsworth confirmed that having contacted 5 different suppliers, just one has responded positively. It was resolved that once he's received their quote he can submit the grant application for funding from the War Memorials Trust (WMT). **Action: Cllr Coatsworth** to submit grant application.

20.Appointment of delegate(s) to Northants CALC AGM

Cllr Moody and Cllr Hart will attend the AGM.

21.To receive an update on the progress of the Speed Radar project.

Cllr Vicars gave a summary of progress. The working group met recently to review the design options and Cllr Vicars will contact the 6 different suppliers for price and specification details. The working group will put forward 3 preferred options at the next main meeting. **Action: Speed Radar Working group** to provide the Council with 3 design options.

Cllr Vicars and the Clerk met with Helen Howard from KierWSP to discuss the possibility of creating a footway along the verge connecting the top of Station and the two houses on the edge of the village (Station House and Upper Court). The verge is not wide enough for an official footpath but Helen Howard suggested a pedestrian facility could be built, similar to one put in recently by Silverstone Parish Council. This would require a license from Highways and funding. **Action: The Clerk** to contact Silverstone Parish Council to find out more about their project.

22.Councillor questions

- Cllr Wheeler expressed concern about the numbers of works lorries from the Brackley housing development using the Radstone road and questioned if this was a breach of the development's planning permission. It was discussed and agreed that there were no conditions in the planning permission regarding works lorries.
- Cllr P Duncombe requested that the trees up at Station Road near Gravel Path be cut back. He also mentioned potholes on Shortlands Close. **Action: Cllr Moody** to report these issues to Street Doctor.
- Cllr P Duncombe mentioned that there is a tree on Shortlands Close that needs some attention. **Action: The Clerk** to contact the Tree Warden.
- Cllr Thorpe enquired into progress of the project to develop the Church Street pump garden. **Action: Cllr Coatsworth** to continue to obtain quotes for the work required.
- Cllr Garner suggested that the council should consider the feedback from the Judges of Village of the Year regarding the website. It was agreed by all that the website was an integral part of why Helmdon won Village of the Year this year but both Cllr Moody and Audrey Forgham said that there were areas that could be improved or developed further. Cllr Coatsworth suggested contacting Julia Vernon at Northampton University who has IT students looking for Village Website projects. **Action: The Clerk** to forward Julia Vernon's contact details to Cllr Moody and Audrey Forgham
- Cllr Vicars mentioned a worn footpath by Ivy House on Church Street. **Action: Cllr Moody** to report this to Street Doctor.

23.To confirm the date of the next meeting

The next ordinary meeting of the Council will take place on Wednesday 23rd November, 2016 in the Reading Room, Helmdon.

24.Close

The meeting was closed at 9.45pm.

Signed _____ dated _____

Councillor John Coatsworth, Chairman

Appendix A

Helmdon Parish Council Finance Report 28/09/16

Accounts:

Balance of Unity Trust account as of 28/09/16:	£22,898.35
Expected balance once payments and invoices settled:	£20,132.63

Payments credited since 28/07/16:

1	Helmdon Primary School	Allotment rental		£10.00
2	SNC	Precept		£8,071.00
3	ACRE	Village of the Year prize money		£1,000.00
			Total	£9,081.00

Invoices to be settled 28/09/16

1	Brown & Barden	Grass Cutting	BACS	£258.85
2	E.On	Electricity Repairs	BACS	£28.16
3	E.On	Electricity Maintenance	BACS	£124.93
4	Brown & Barden	Grass Cutting	BACS	£258.85
5	Texprep	Blackpits Notices	BACS	£142.80
6	Wicksteed	Playground repairs	BACS	£25.14
7	Staff	Wages	BACS	£675.29
8	Staff	Expenses	BACS	£26.36
9	Came & Company	Insurance Renewal	BACS	£1225.34
			Total	£2765.72

2016/17 Day Book Current

2016											Current Account		28-Sep-16	
Transaction Date	Invoice No.	Invoice Date	Transaction No.	Cheque Cleared date	Payee	Item Description	Total Received	Total Paid	Balance	Bank Reconciled	DR	CR		
							Totals				31385.06	11252.43	20132.63	
28-Sep-16						Balance B/Fwd 2015	14128.24		14128.24					
04-Jul-16			DD		OPUS	Electricity Supply		54.52	15819.88	14				
27-Jul-16		25-May-16	BACS		NCALC	Councilor Training		34.00	15785.88	14				
27-Jul-16		31-May-05	BACS		Brown & Barden	Grass Cutting		258.85	15527.03	14				
27-Jul-16		07-Jun-16	BACS		NCALC	Councilor Training		78.00	15449.03	14				
27-Jul-16		09-Jun-16	BACS		Wicksteed	Playground Inspection		54.00	15395.03	14				
27-Jul-16		30-Jun-16	BACS		Brown & Barden	Grass Cutting		258.85	15136.18	14				
27-Jul-16		28-Jun-16	BACS		E.On	Electricity maintenance		124.93	15011.25	14				
27-Jul-16		27-Jul-16	BACS		Helen du Bois	Wages (at new pay rate)		675.29	14335.96	14				
27-Jul-16		27-Jul-16	BACS		Helen du Bois	Wages (back pay for Apr/May)		7.00	14328.96	14				
27-Jul-16		27-Jul-16	BACS		Helen du Bois	Expenses		24.10	14304.86	14				
02-Aug-16			DD		OPUS	Electricity Supply		55.54	14249.32	15				
01-Aug-16			300073	09-Aug-16	L Sparrow	Jubilee Wood Grant		120.00	14129.32	15				
02-Sep-16			DD		OPUS	Electricity Supply		55.03	14074.29	16				
27-Jul-16			300072	06-Sep-16	V Vicars	Missing Cheque from 2015 for Bulbs		26.94	14047.35					
08-Sep-16					Helmdon Primary School	Allotment Rental	10.00		14057.35					
20-Sep-16					SNC	Precept	8071.00		22128.35					
22-Sep-16					ACRE	Village of the Year Prize	1000.00		23128.35					
25-May-16			300070	28-Sep-16	Friends of Helmdon School	Village Grant		230.00	22898.35					
28-Sep-16	4076	30-Jul-16	BACS		Brown & Barden	Grass Cutting		258.85	22639.50					
28-Sep-16	67939	09-Aug-16	BACS		E.On	Electricity repairs		28.16	22611.34					
28-Sep-16	68350	02-Sep-16	BACS		E.On	Electricity maintenance		124.93	22486.41					
28-Sep-16	4089	29-Aug-16	BACS		Brown & Barden	Grass Cutting		258.85	22227.56					
28-Sep-16	22287	19-Aug-16	BACS		Texprep	Blackpits notices		142.80	22084.76					
28-Sep-16	731577	16-Sep-16	BACS		Wicksteed	Playground Repairs		25.14	22059.62					
28-Sep-16			BACS		Helen du Bois	Wages		675.29	21384.33					
28-Sep-16			BACS		Helen du Bois	Expenses		26.36	21357.97					
28-Sep-16		01-Aug-16	BACS		Came & Company	Insurance		1225.34	20132.63					

2016/17 Day Book Budget

Code	EXPENDITURE	2015-2016			2016-2017		
		Budget	Actual	Remaining	Budget	Actual	Remaining
100	1. Lighting	1,175.00	1,424.36	- 249.36	1,619.00	704.27	914.73
101	Electricity Supply	750.00	1,377.42	- 627.42	919.00	472.58	446.42
102	Electricity repairs	425.00	46.94	378.06	200.00	23.47	176.53
103	Other						
104	Electricity maintenance			-	500.00	208.22	291.78
200	2. Parks & Open Spaces	3,050.00	25,665.04	-22,615.04	6,855.00	1,616.72	5,238.28
201	Grass cutting	1,500.00	1,369.97	130.03	1,600.00	1,164.83	435.17
202	Playground equip. inspection	75.00	65.00	10.00	65.00	54.00	11.00
203	School field rent	350.00	350.00	-	350.00	350.00	
204	War memorial and pump garden bulbs	150.00	-	150.00	150.00		150.00
205	Bulbs	75.00	52.07	22.93	75.00	26.94	48.06
206	Specific projects from sinking funds	750.00	23,258.00	-22,508.00	4,000.00		4,000.00
207	General maintenance	150.00	570.00	- 420.00	150.00	20.95	129.05
208	Other		-	-	465.00		465.00
300	3. Sinking Fund	-	-		2,025.00	1,196.38	see
301	Playground equipment		-	see	1900.00	1,196.38	sinking
302	Notice boards		-	sinking			fund
303	Computer		-	fund	125.00		doc
304	War memorial		-	doc			
305	Village seats		-				
306	Other		-				
400	4. General Administration	7,575.01	6,461.71	1,113.30	11,948.00	4,645.73	7,302.27
401	Audit charge	255.00	255.00	-	400.00	162.00	238.00
402	Clerk's salary	4,015.00	3,415.63	599.37	4,480.00	1,913.60	2,566.40
403	Clerk's expenses	150.00	173.27	- 23.27	150.00	92.48	57.52
404	Election expenses		39.00	- 38.99			
405	Insurances	1,220.00	1,099.43	120.57	1,170.00	1,225.34	-55.34
406	NCALC training	150.00	298.33	- 148.33	982.00	599.00	383.00
407	Subscriptions	450.00	462.39	- 12.39	921.00	474.31	446.69
408	Reading Room rent	225.00	127.50	97.50	225.00	60.00	165.00
409	Leaflets & Advertising	960.00	431.16	528.84	270.00	119.00	151.00
410	Web site	150.00	150.00	-	150.00		150.00
411	Traffic calming measures		-	-	3,200.00		3,200.00
412	Other		10.00	- 10.00			
500	Grants	1,350.00	525.00	825.00	2,050.00	2,084.00	-34.00
501	Grants to Village Organisations	1,350.00	500.00	850.00	1,350.00	2,084.00	-734.00
502	VOY and school prizes		25.00	- 25.00	200.00		200.00
503	S. 137		-	-	500.00		500.00
600	6. Burial Grounds	900.00	400.00	500.00	400.00	400.00	
601	Churchyard Maintenance	400.00	400.00	-	400.00	400.00	
602	Contingency	500.00	-	500.00			
	Total Regular Expenditure	14,050.01	34,476.11	-20,426.10	24,897.00	10,647.10	14,249.90
701	Transfer Out		-				
702	To Deposit Account		-				
703	Other		-				
704	Vat Paid		701.62			605.33	
	Total Expenditure		35,177.73			11,252.43	
900	INCOME						
901	Precept	14,660.00	14,660.00	-	16,142.00	16,142.00	
902	Interest	25.00	20.81	- 4.19	25.00	4.82	-20.18
903	Allotments	160.00	-	- 160.00	100.00	110.00	10.00
904	Newsletter		-	-			
905	Grants+Prizes	22,808.00	22,808.00	-	8,165.00	1,000.00	-7,165.00
906	Donations		-	-			
907	Dividends		-	-			
908	Village Hall - Reading Room		-	-			
910	Vat Repayment	-	528.48	528.48			
	Total Regular Income		38,017.29		16,267.00	17,256.82	
909	Misc Transfers In		-				
	Total Working Income		38,017.29			17,256.82	
	Balance		2,839.56			6,004.39	

Appendix B

Suggestions from residents for spending the Best Village 2016 prize money.

1. Perhaps a complete renovation of the area by the old pump in Church Street could be considered. The seat situated there has been very popular over the years, but the planting is now overgrown and in need of some attention.
2. We need street lights
3. More bins in the village be it dog poo or dog and general waste
4. The village is in dire need of dog waste bins
5. Put it in a tin and save up to save the village pub
6. A kids bouncy castle that can be used by village groups when they have functions/fetes etc
7. Zip wire in the park
8. An upgrade to the village website - it is so useful for letting people in the village know what is going on - but so many people seem unaware of it or have difficulty using it. An email alert system to tell people of new material added to the site would be useful.
9. A big flag pole to erect on The Green and a range of traditional and celebratory flags to hoist on holidays and high days
10. Purchase a village sign to put at The Green, e.g.:



11. Have a big village party
12. Pay for an outing for village children
13. Purchase a piece of land (possibly opposite the school) to start a new play area on:
14. Make a charitable donation – perhaps to a named third world village
15. Purchase some dog waste bins.
16. More bins (including dog waste bins) throughout the village.
17. A bench to be sited on or near the triangle of grass between Owen Brunsden's house and Home Farm. This would be specifically to accommodate older people seen to have struggled up Jenners Hill. There is a bench on the grass on the opposite side of the road, away from any footpath but that isn't actually of practical use to anyone who needs to rest at the top of Jenners Hill.
18. Renovating the old pump in Wappenham Road, outside the McAuliffe's house.

Appendix C

Summary notes of the informal meeting with the allotment committee and allotment holders on Sunday 27th September, 2016

PRESENT: Cllrs Coatsworth and the Clerk attended on behalf of the Parish Council, and five plot holders.

The following issues were raised by the plot holders:

1. **Water supply:** it was agreed that the current system for pumping water from the river was inadequate; the pump often doesn't work and it difficult to use. Cllr Coatsworth suggested that the Parish Council could investigate installing a more robust submersible pump which would pump water up to a tank on the river bank, which would then be much easier to access. It was agreed that the Parish Council would investigate costs for this. The group agreed that they would be happy to share costs for a new pump, either as an increased rental fee, or a one off charge.
2. **Grass cutting:** it was agreed that each plot holder should be responsible for cutting the grass on the access way in front of their own plot(s), to make it easier to all holders to access the site. Kirsten and Steve Clarke have kindly offered use of their lawn mower for any plot holder who is without access to a lawn mower.
3. **Hedge trimming:** the hedge at the bottom of plots 5, 5a and 6 is overgrown and making it difficult for plot holders to bring their vehicles up to their sites. The hedge also hangs over into a resident's garden so it was agreed that the Clerk should contact the resident first before any action is taken.
4. **Manure:** in the past, manure has been delivered to individual plots from the farm at the top of the village. This delivery had to stop after a fence was moved forward on plot no. 9 which made the access way too narrow for the delivery truck. Cllr Coatsworth agreed to speak to John Tims about the possibility of starting up the delivery again.
5. **Poly tunnel:** one of the plot holders requested permission to install a 6 x 3 m poly tunnel and the group agreed that this was acceptable.
6. **Trees:** a request was made to cut back a tree at the top edge of plot no. 2a – Cllr Coatsworth agreed to raise this to the Parish Council at the next main meeting. The plot owner also confirmed that they will be cutting down the fir tree in the middle of their plot within the next few weeks (previously authorised by the Parish Council)
7. **Pallets and water tanks:** the clerk mentioned that there is a pile of pallets and a couple of water storage tanks just outside the gate of the allotment – these are going free for anyone who'd like to take them.