**DRAFT MINUTES**

**CHURCHAM PARISH COUNCIL**

DRAFT MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL HELD AT CHURCHAM SCHOOL ON TUESDAY 20th DECEMBER 2022 at 7.30pm

 **Attendees**: Councillors: J. Francis (Chairman), R. Newberry, Mrs D. Reeves, B. Brookes, K. Lewis.

 **Present:** Mr L Williams (Acting Clerk), Barbara Ponds (GRCC).

 The meeting started at 7.30pm.

**1.** **APOLOGIES –** Received and accepted from Cllrs. P. Thomas and M. Freeman.

**2. MEMBERS’ INTERESTS RELATING TO ITEMS ON THIS AGENDA AND WRITTEN REQUESTS FOR DISPENSATION –** No interests disclosed. Cllr. Newberry presented a receipt for expenses in the sum of £7.05.

**3. MINUTES OF PREVIOUS MEETING –** After a minor addition, members  **resolved** that the minutes of the meeting held on 15th November 2022 form an accurate record of the events. They were signed by the chairman.

**4. PUBLIC OPEN FORUM –** No public present.After providing background on the previous survey, the development of the exception site at Birdwood, and the status of parish sites forming part of the SHLEAA, the chairman invited Barbara Ponds (GRCC)to provide an update on the Housing Needs Survey. She indicated a 17 to 18% return and six people had supplied contact details to GRCC. She provided guidance for CPC moving forward and was asked to send some written observations to CPC.

**5. FINANCE**

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| --- | --- | --- | --- |
|  | **Statement of Accounts as at 20th December 2022** |  |  |
|  | Business Banking Account  | £ | 20,163.11 |
|  | Treasurers Account | £ |  577.29  |
|  | **BACS Payments for Approval**  |  |  |
|  | Clerk’s Wages  | £ |  306.30 |
|  | Community Heartbeat Trust | £ |  63.60 |
|  | R Newberry (Expenses) | £ |  7.05 |
|  | **Income Received – Since Last Meeting** | £ |   |
|  | Bank Interest | £ |  4.61 |

**5.1 Accounts –** Members accepted the statement of accounts (Proposed by BB, Seconded by RN)

**5.2 & Payments –** Members resolved to pay invoices as documented (Proposed by **5.3** BB, Seconded by KL)

**5.4 Booking Fees –** After discussion members resolved to accept the increased room hire fees from Churcham School.

**6. PLANNING APPLICATIONS –** P1617/22/FUL Brook Farm, Lake Lane, Churcham, GL2 8BG. Erection of a two-storey extension and erection of a single storey extension to replace the existing conservatory. **No Objections.**

**7. GIGACLEAR** – The chairman advised members that GCC Highways had opened a complaint regarding Gigaclear’s operations in the parish, no update was available. **ACTION:** LW to contact Gigaclear to seek an update.

**8. UPDATE FROM GRCC –** See Item 4.

**9. SHLEAA –** The chairman advised that Churcham had originally been omitted from the updated FoDDC SHLEAA, which was explained as an oversight. On the latest version parish sites have been added including the land near Duncombe House which is described as “Developable” and “Unsustainable.” **ACTION**: JF to arrange a meeting with the landowner’s agent in the new year.

**10. COUNCILLOR’S VERBAL REPORTS – (i)** Cllr. Brookesasked that the obstructed footpath at Birdwood Coppice be discussed at the next meeting. **(ii)** Cllr. Reeves advised that the site at land west of Colliers Elm, Bulley which is subject to a withdrawn appeal had not been cleared. **ACTION:** LW to contact FoDDC Planning Enforcement.

**11. NEXT MEETING –** Confirmed as7.30pm on Tuesday 17th January 2023 at Churcham School.

**12. CONFIDENTIAL ITEM –** After listening to background information members agreed that the clerk, Bev Jelf, may work minimal hours for the next six months. Leo Williams has agreed to perform acting clerk duties during this period. Bev will remain Responsible Financial Officer and will undertake banking functions.

 The meeting ended at 8.41pm.

 Signed: Date: