

Whittington Parish Council



Minutes of the Meeting of Whittington Parish Council held on Tuesday 25th September 2018 at 7.30pm in the Senior Citizen's Hall, Whittington.

Councillors Present: Jill Whitby (Chairman), Frank Davies, Ian Johnson, Greg Hickman, Jenny Pritchard, Paul Thompson-Lawrence, Steve Charmley, Lucy Beaumont, Rupert Harvey, Paul Jones

Also in attendance: Mrs A Jones (Clerk), 1 member of the public, representative from TNS, CSO Roberts

161.18	APOLOGIES FOR ABSENCE It was RESOLVED to accept apologies for absence from Cllr Raine (illness).
162.18	DISCLOSABLE PECUNIARY INTERESTS Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting and which is not included in the register of interests. <i>[Members are reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable interest, whether or not the interest is entered in the register of members' interest maintained by the Monitoring Officer].</i> None Declared.
163.18	CONFIRMATION OF MINUTES To confirm the Minutes of the Full Council Meeting held on 21.08.2018 Proposed by: Paul Thompson Lawrence Seconded by: Steve Charmley I was RESOLVED to CONFIRM the minutes of the Full Council meeting held on 21.08.2018 and the were signed as a true record.
164.18	PUBLIC PARTICIPATION To allow public participation in accordance with the Council's Standing Order procedure No matters were raised by the public under this item.
165.18	POLICE REPORT To receive a verbal Police Report (dependent on their attendance at this meeting). Written report of incidents within the parish for the month of August, 2018 circulated with the Agenda. CSO Roberts provided a verbal report which covered the following: <ul style="list-style-type: none">• Details on the 36 reported incidents in August• An update on the recent defibrillator vandalism (investigations still on-going)• Possibility of increasing CCTV in the village

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	<p>The matter of speed checks was raised and it was confirmed by the CSO that Babbinswood is being covered and there will be a presence in Whittington.</p> <p>The written and verbal reports were NOTED.</p>										
166.18	<p>YOUTH ACTIVITIES</p> <p>To receive a presentation from TNS on the Youth Provision they can deliver</p> <p>A representative from TNS Community Foundation delivered a presentation to councillors on the Youth Provision that they can provide, a background to the Community Foundation and the provision they are providing elsewhere. The 2015 Parish Plan was referred to regarding what the Youth of Whittington said they would like in the Village - 28% suggested a BMX track.</p> <p>The information was NOTED, and it was RESOLVED (Proposed by: Cllr Davies, Seconded by: Cllr Jones) that the youth worker from the Community Foundation carry out an initial consultation in the village at the cost of £20.00 per hour, up to a maximum spend of £200.00 (10 hours).</p>										
167.18	<p>REPORTS</p> <p>For Consideration</p> <p>a) Clerk's Progress Report – Matters arising since the last meeting</p> <table border="1"> <tr> <td>1</td> <td> <p>There has been interest in more Defibrillator sessions, if the council would like to put on another later in the year.</p> <p>Vandalism – Chair's Report to include – Publicity, Replacement Case and Pads and locking of the Cabinet and possible re-locating.</p> </td> <td> <p>To note</p> <p>To consider</p> </td> </tr> <tr> <td>2</td> <td> <p>Cemetery / Memorial Garden</p> <p>A meeting with the Grounds Maint. Working Group and Greenfingers took place on 31st August and the contract looked at in detail. Over the Autumn Greenfingers have agreed to carry out work to rectify the issues (at no additional cost) and this includes removing two of the trees in the Garden of Remembrance that pose a H&S concern</p> <p>Volunteers are also currently carrying out work in the Memorial Garden to clear away overgrowth and between both groups, are making good progress.</p> </td> <td>To note</td> </tr> <tr> <td>3</td> <td> <p>Speed Monitoring through Whittington – A request has been placed with the Police and they have added it to their list of sites to monitor and have a presence.</p> <p>West Mercia Safer Roads Partnership have been contacted but no response received to date.</p> <p>There has been a re-focus of work for 2018/19 and 2019/20 as detailed in SC's letter dated 16th July. Road safety schemes are currently on hold and parish councils are asked not to submit any new schemes during this period. The only road safety schemes not affected are:</p> <ul style="list-style-type: none"> • Developer contribution (106) • Inherent to a major scheme • Other external funding sources <p>If Parish Councils have concerns about Road Safety they should still raise them with their local Highways Officers. If the Parish Council has the money to do a Road Safety Improvement (Neighbourhood Fund/ CIL could be</p> </td> <td>On-going</td> </tr> </table>		1	<p>There has been interest in more Defibrillator sessions, if the council would like to put on another later in the year.</p> <p>Vandalism – Chair's Report to include – Publicity, Replacement Case and Pads and locking of the Cabinet and possible re-locating.</p>	<p>To note</p> <p>To consider</p>	2	<p>Cemetery / Memorial Garden</p> <p>A meeting with the Grounds Maint. Working Group and Greenfingers took place on 31st August and the contract looked at in detail. Over the Autumn Greenfingers have agreed to carry out work to rectify the issues (at no additional cost) and this includes removing two of the trees in the Garden of Remembrance that pose a H&S concern</p> <p>Volunteers are also currently carrying out work in the Memorial Garden to clear away overgrowth and between both groups, are making good progress.</p>	To note	3	<p>Speed Monitoring through Whittington – A request has been placed with the Police and they have added it to their list of sites to monitor and have a presence.</p> <p>West Mercia Safer Roads Partnership have been contacted but no response received to date.</p> <p>There has been a re-focus of work for 2018/19 and 2019/20 as detailed in SC's letter dated 16th July. Road safety schemes are currently on hold and parish councils are asked not to submit any new schemes during this period. The only road safety schemes not affected are:</p> <ul style="list-style-type: none"> • Developer contribution (106) • Inherent to a major scheme • Other external funding sources <p>If Parish Councils have concerns about Road Safety they should still raise them with their local Highways Officers. If the Parish Council has the money to do a Road Safety Improvement (Neighbourhood Fund/ CIL could be</p>	On-going
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	<p>used/applied for if road safety is in the Place Plan) - Shropshire Council would look at this and work with the Parish Council. Basically, in summary, an accident has to happen before a scheme will be considered by Shropshire Council.</p> <p>NEXT STEPS FOR WHITTINGTON: Obtain evidence to back up the issues. Once there is evidence that speeding is an issue and the WMSRP have put together a report, this could be used as part of an application (expression of interest) to use CIL funds as it would be linked to new/planned development in the Village and improving the safety of the roads (an item already included in the Whittington Place Plan)</p>	
4	Streetlighting – Annual Survey Report - <i>OUTSTANDING</i>	On-going
5	Play Equipment ROSPA Report – Completed and a copy circulated with the Agenda. The Clerk has contacted Ray Parry to visit the site and provide a quote for the work required on the item identified as ‘Medium Risk’.	On-going
6	Grounds Maintenance Working Group – Due to meet in September	On-going
7	<p>Matters reported since the last meeting to Environmental Maintenance:</p> <ul style="list-style-type: none"> • Road sign down and laying flat by the Castle- Reported but no action indicated • Overgrown Hedge between old garages and 23 Penybryn Av. – EMO Ref No: 4117070 • New road sign required on Boot Street – EMO Ref No: 4117060 • Number of bin collections – Reported but no response 	To note
8	Lights off on Whittington Roundabout – Reported to Highways and they had been switched off when work was being completed and had not been turned back on. Now rectified.	To note
9	<p>Streetlighting</p> <p>Complaints received regarding the delay connecting up the new lights in Park Hall. One of the Old Lights has been fixed to provide lighting in the interim. Other lights out have included:</p> <ul style="list-style-type: none"> • Star Housing Light • 2 on the main road through Whittington • 2 in Burma Road • Exposed cables /Box open – SP matter, Highline are not permitted to carry out this work 	To note
10	<p>Whittington Community Carol Service – Wednesday 12th December 5.30pm</p> <p>The poster has been publicised on the parish website, facebook and noticeboards</p> <p>Details on the event have been circulated to councillors.</p>	To note
<p>In addition to the report circulated with the agenda, it was also noted that there had been a complaint about flooding on the road by the Orthopaedic, just before you get to the hospital, by Light No49 which belongs to Whittington Parish. The Clerk reported that this is being followed up with Highways/EMO.</p> <p>It was RESOLVED to NOTE the Clerk’s Report.</p>		

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	<p>b) Chair's Report – Matters arising since the last meeting</p> <p>I. Vandalism to the Defibrillator – Consider purchase of replacement items, locking the cabinet and relocating – The Chair reported on the recent damage and that a replacement case, pads and scissor packs have now been ordered. The locking of the cabinet was discussed, and the Chair reported that the Clerk was currently looking into options to have a lock fitted to the current door to save having to have the door replaced which would cost £150. The possible relocation was discussed and it was AGREED that it remain in the current location for the time being. A proposal for a CCTV camera / dummy camera was made and it was RESOLVED that this be discussed at a future meeting.</p> <p>c) Footway Lighting – To receive any issues. It was reported that there is a light out on Station Road, opposite Walsham Avenue.</p> <p>d) Whittington Cemetery – To receive any issues relating to the Cemetery. No issues reported. The working Group will meet on 2nd October and report back at the October meeting.</p> <p>e) Garden of Remembrance - To discuss any issues relating to the Garden. The improvements and hard work of the volunteers was noted.</p> <p>f) Whittington Castle - To discuss any issues relating to the Castle. No issues reported.</p> <p>g) Whittington play area at Fitzgwarine – To consider the 2018 ROSPA Report (emailed to councillors) and any other issues relating to the play area. The ROSPA report was considered by Councillors and the Clerk reported that she has arranged for Ray Parry Playgrounds to visit and put together a quote to address the issues raised in the report as Medium Risk. It was RESOLVED that the Clerk report back at the October meeting.</p> <p>h) Whittington Together Village Event – To receive feedback on the event from Cllr Johnson. Cllr Johnson reported that the bottle stall raised just over £400 and gave thanks to those who donated a bottle. Feedback on the event was shared and noted that a comment had been made suggesting that it would have been good for the Parish Council to have a stall to engage with the community and raise the profile of the council. Another event for 2019 has been planned and a theme is currently being considered. It was RESOLVED to NOTE the Report.</p>
<p>168.18</p>	<p>SHROPSHIRE COUNCILLOR REPORT To receive a report from Councillor Steve Charmley.</p> <p>Councillor Steve Charmley reported that he had recently toured around Whittington with the Highways Officer to look at 'pinch-points' in the village.</p>
<p>169.18</p>	<p>PLANNING</p> <p>a) To note any planning decisions</p> <p>I. Reference: 18/03437/VAR (validated: 25/07/2018) Address: Carpenters Shed, Halston Hall, Whittington, Oswestry, Shropshire, SY11 4NS Proposal: Variation of condition no2 (approved plans) attached to planning permission 17/03363/FUL Decision: Grant Permission</p> <p>II. Reference: 18/03438/LBC (validated: 25/07/2018) Address: Carpenters Shed, Halston Hall, Whittington, Oswestry, Shropshire, SY11 4NS Proposal: Revised internal kitchen layout and alterations to the fenestration on the western elevation (amendment to previously approved 17/03364/LBC) Decision: Grant Permission</p> <p>It was RESOLVED to NOTE recent Planning Decisions.</p>

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b) To consider any planning applications received

I. Reference: 18/03787/FUL (validated: 15/08/2018)

Address: Bryn-Y-Plentyn Farm, Bryn-Y-Plentyn, Middleton, Oswestry, Shropshire, SY11 4LP

Proposal: Erection of an 11KV electricity substation and all associated works

It was **RESOLVED** to **MAKE A REPRESENTATION** with the following comments:

- The Parish Council have no comments to make on this application

II. Reference: 18/03954/VAR (validated: 24/08/2018)

Address: Proposed Residential Development West Of, Artillery Road, Park Hall, Shropshire

Proposal: Variation of Condition No.5 (site investigation report) and Condition No.6 (surface and foul water drainage systems) attached to permission 13/01643/OUT dated 27/08/2014

It was **RESOLVED** to **MAKE A REPRESENTATION** with the following comments:

- The parish council have received correspondence from a resident regarding this application. These are not the views of the parish council but have been forwarded to the case officer for their information.

III. Reference: 18/04294/TCA (validated: 14/09/2018)

Address: On Land Adjacent 37 Fitzgwarine Drive, Whittington, Oswestry, Shropshire, SY11 4NZ

Proposal: Remove 1no Tree (See Plan) within Whittington Conservation Area

It was **RESOLVED** to **MAKE A REPRESENTATION** with the following comments:

- The Parish Council have no comments to make on this application.

c) **Neighbourhood Fund: Annual Monitoring Form** – To complete. It was **RESOLVED** to sign the Annual Monitoring Form (signed by the Clerk, the Chair and the Shropshire Councillor) to report that all Neighbourhood Funds received by the Parish Council to date (£8530.72) have been spent on Streetlighting improvements in the Parish as identified as a Key Concern in the Place Plan.

d) **CIL Local Fund Policy Review** – Consider information from Child's Ercall Parish Council. The information circulated by Child's Ercall was noted and Cllr Steve Charmley provided further clarity. It was **RESOLVED** to **NOTE** the information.

e) **Planning Committee** – Consider establishing a Planning Committee, Elect Members and Agree Terms of Reference.

The draft terms of reference prepared by the Clerk were considered and councillors asked to consider if they would like to put themselves forward to be elected onto this committee. It was **RESOLVED** set up the committee, the following terms of reference were agreed and the following councillors elected onto the committee: **Cllrs Johnson, Charmley, Harvey, Beaumont, Whitby.**

Whittington Parish Council Planning Committee

1. The Parish Council Standing Orders apply to all Committees.
2. The Committee will meet when deemed necessary.
3. The Committee will have 5 members.

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4. The Quorum shall be 3.
5. Members of the Committee are established at the Annual meeting of the Council.
6. The Committee shall elect a Chairman annually at the first meeting of the year.
7. The Clerk will minute all meetings of the Planning Committee and the minutes will be submitted to the Parish Council at the next meeting for adoption.

Delegated Powers

1. In cases where a response is required before the next ordinary meeting of the Council and the Chairman agrees that an extraordinary meeting of the Council is not necessary, the Committee shall deal with the matter and receive, consider and respond to planning applications.
2. The Committee will meet as required (reference the above) but will conduct business by email.
3. To study relevant plans, visit relevant sites and consider any comments from members of the public and statutory consultees.
4. To recommend to the Parish Council how it should respond to each planning application.
5. To ensure that any objections or recommendations are based solely on planning criteria, local planning policy and national planning policy framework.
6. To monitor the general environment of the parish and report to the planning authorities any potential planning breaches.
7. To liaise with the Planning Authority on matters relating to the Local Plan and report back to full council for decision making.
8. To respond to all consultations regarding planning issues or issues that will have an impact on planning.
9. To consider whether a Neighbourhood Plan should be developed and to make recommendation to the Parish Council.
10. When an application is subject to appeal the Committee is authorised to make written representation or to elect a member to attend the hearing.
11. To attend planning training sessions and to read all relevant documentation to ensure that the Committee is aware of current legislation and regulations.

170.18

ACCOUNTS

a) Consider the following accounts for Payment:

Cheque No	Sundry Creditor & Details	Amount (inc VAT)
2935	<i>Mrs A Jones – Salary and expenses as of 1st September 2018- 30th September 2018</i>	922.86
2936	<i>HMRC – Clerk PAYE Payments (TAX and NI) and Council’s National Insurance Payment (Month 6 - 1/09/18 to 30/09/18</i>	15.21
2937	<i>Greenfingers Ltd. – Grounds Maintenance – August, 2018 - Maintenance Contractors (Oswestry) Inv. 34190 refers - Min.61/14 and Min. 79/16 refers)</i>	579.60
2938	<i>Highline Electrical – Streetlight Repairs (August)</i>	510.30
2939	<i>Shropshire Council – Annual RoSPA Inspection of Fitzwarine Play Area (cheque made payable to Post Office LTD)</i>	96.00
2940	<i>Agritel Ltd – Toner for Clerk’s Printer</i>	83.52
2941	<i>Cllr Ian Johnson – Expenses (mileage) to Shirehall for Planning training – 48 miles</i>	21.60
2942	<i>Heartstart Midlands – Defibrillator replacement items – Carry Case, pads x 2, Starter Kit x 2</i>	140.31

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	<table border="1"> <tr> <td data-bbox="295 190 416 309">DD</td> <td data-bbox="416 190 1265 309"><i>NEST – Pension September (Employer Contribution 7.14 , Employee Contribution 8.57), Employee contributions have been deducted from SALARY</i></td> <td data-bbox="1265 190 1495 309">15.71</td> </tr> </table>	DD	<i>NEST – Pension September (Employer Contribution 7.14 , Employee Contribution 8.57), Employee contributions have been deducted from SALARY</i>	15.71	
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171.18	<p>FINANCE AND EXECUTIVE COMMITTEE</p> <p>To receive a verbal report from the Finance and Executive following their meeting on 25.09.18 and consider the recommendations from the committee relating to:</p> <ol style="list-style-type: none"> a. Standing Orders – It was RESOLVED to ADOPT the Standing Orders as recommended by the committee. b. Financial Regulations - It was RESOLVED to ADOPT the Financial Regulations as recommended by the committee. c. Accounting Procedures Risk Assessment - It was RESOLVED to ADOPT the updated Account Procedures Risk Assessment as recommended by the committee. d. Internal Controls Procedure - It was RESOLVED to ADOPT the Internal Controls Procedure as recommended by the committee and that all councillors carry out the quarterly internal checks on the accounts, working on a rotation basis. e. Appointment of Internal Auditor for 2018/19 - It was RESOLVED to APPOINT Bernard Townson as internal auditor for 2018/19 as recommended by the committee. f. External Auditors Report – The External Auditors Report was considered (no comments made by the auditor) and it was RESOLVED to ADOPT the Audited Accounts as recommended by the committee. g. Opening an additional Deposit Account and Approve Internal Transfer of Funds – The Committee provided an overview of the options they had considered, and it was RESOLVED to open a savings account with Nationwide (95 day saver account) and the Clerk prepare the paperwork to sign at the October meeting. It was FURTHER RESOLVED to sign the letter of authority to NatWest to transfer £58,000 from the Savings Account to the Current Account. The committee proposed that £50,000 of these funds be transferred via cheque into the Nationwide Account when opened (to be agreed at the October meeting), with the further £8,000 remaining in the current account to pay the next streetlight upgrade invoice. 				
172.18	<p>THREE TREES – DONNET CORNER PARKLAND</p> <p>Discuss the following matters relating to this area</p> <ol style="list-style-type: none"> a) Litter b) Damage to the wall <p>The Council NOTED the damage. It was RESOLVED that these matters were dealt with at prior points in the meeting and raised with CSO.</p>				
173.18	<p>PARKING ON STATION ROAD – Discuss</p> <p>It was RESOLVED to NOTE and monitor the situation.</p>				
174.18	<p>CHRISTMAS 2018 CAROL SERVICE – YE OLDE BOOTE INN</p> <p>To Note the date as Wednesday, 12th December 2018 arrive 5.30pm Carols to start at 6.00 pm.</p> <p>The Clerk reported that she has been liaising with Nick at Ye Olde Boote Inn regarding the arrangements. RESOLVED to NOTE.</p>				

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175.18	<p>COUNCILLOR REPORTS / AREAS OF CONCERN / ITEMS FOR FUTURE AGENDA</p> <p>Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. <i>Councillors are respectfully reminded that this is not an opportunity for debate or decision making.</i></p> <p>The following matters were raised:</p> <ul style="list-style-type: none"> • Under 5 Play Group had their 50th Birthday at the weekend
176.18	<p>CORRESPONDENCE – for information</p> <p>Received via e-mails or post 'hard copies' from 21st August, until date of this agenda</p> <ol style="list-style-type: none"> 1. Road Closure: Watergate Street, Ellesmere Start Date: 2nd September 2018 End Date: 2nd September 2018 Purpose: Road Closure - Remove & replace damaged wear course 3/4 CWay Repair pot hole in road. Job in Carriageway (Hot Rolled Asphalt-30/14) Works Promoter: Severn Trent Water 2. SC Rural Youth Activity Fund: 2nd round press release 3. SALC – Agenda for the next Town and Parish Council Forum, Monday 3rd September 2018, 10am - 12pm at Shirehall, Shrewsbury 4. An offer from PCC John Campion 5. Information from U3A – published on the website 6. Reminder: Invitation to the Stakeholder Engagement Day for LTP4 - Local Transport Plan for Shropshire on Wednesday 19 September 2018 7. Road Closure: Main Street, Queens Head (from the public house to south east of the junction for Queens Head junction to Heath House junction) and 100m approx on Queens Head junction to Heath House junction (from the junction of Main Street). Start Date: 15th October 2018 End Date: 23rd October 2018 Purpose: Carriageway resurfacing under a road closure from 18/10/18-19/10/18 and 3 way traffic lights from 20/10/18-23/10/18 8. SALC – August Bulletin (including August Funding and Grants Bulletin) 9. Shropshire RCC - Community-led Housing Conference 10. Road Closure: The Shropshire Triathlon Start Date: 16th September 2018 End Date: 16th September 2018 Purpose: The Shropshire Triathlon will be taking place in Ellesmere on Sunday 16th September 2018. The running part of the event will require Swan Hill (Hill Crescent to Coptiviney) to be closed to traffic between 7.45am and 3pm. 11. Shropshire Council / SALC – Town and Parish Council Forum Presentation Documents 12. Road Closure: Birch Hall Junction, Lee, Ellesmere. Start Date: 1st October 2018. End Date: 3rd October 2018. Purpose: Road Closure - Section 50 - Water and Electric underground connections. Works Promoter: Street Work Licences. Enforcement pattern for Birch Hall Junction, Lee, Ellesmere: 24 hrs 13. Invitation from the CPRE – Environmentalist Speaking at Trefonen Village Hall on Friday, 28th September (7pm). 14. Notification of the Helicopter Noise Liaison Group - Tuesday 2nd October 2018 <p>RESOLVED to NOTE.</p>
177.18	<p>DATE AND TIME OF NEXT MEETING AND MEETING LOCATIONS</p> <ol style="list-style-type: none"> a) To confirm the date and time of the next meeting – Tuesday 23rd October, 7.30pm.

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	<p>b) To discuss the location of future meetings and the provision of internet for meetings.</p> <p><i>Cllr Jones was present during discussions but took no part in the vote.</i></p> <p>The motion to move meetings to the Castle was: Proposed by: Cllr Charmley Seconded by: Cllr Beaumont</p> <p>It was RESOLVED that full council meetings from January 2019 will take place in Whittington Castle.</p>
178.18	<p>EXCLUSION OF PRESS AND PUBLIC - To resolve:</p> <p>That in accordance with s1(2) Public Bodies (Admission of Meetings) Act 1960, members of the public and press be excluded from the remainder of the meeting on the grounds that the following items to be considered involves the likely disclosure of confidential information.</p> <p>a) To receive a Presentation from DPPA. It was <u>RESOLVED</u> to <u>NOTE</u> the information.</p> <p>b) Staffing Matters – To receive a Report from the Finance and Executive Committee on the Clerk’s completion of Probation Period. It was NOTED that the Finance and Executive Committee have issued the Clerk with a letter to confirm the end of the probationary period.</p>

Meeting closed: 21.28