NOTICE

Birlingham Parish Council

June Hiden, Lamorna, Broadway Road, Birlingham
birlingham_clerk@yahoo.co.uk

To Members of Birlingham Parish Council

You are duly summoned* to attend the next meeting of Birlingham Parish Council to be held at
7.30pm
on
Wednesday 16 September 2015
at
Birlingham Village Hall

Agenda

Welcome

Present

1) Apologies: To receive apologies and to approve reasons for absence**.

2) Declarations of Interest

a) Register of Interests: Councillors are reminded of the need to update their register of interests.
b) To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
c) To declare any Other Disclosable Interests in items on the agenda and their nature.
d) Written requests for the Council to grant a dispensation (S33 of the Localism Act 2011) are to be with the Clerk at least four clear days prior to a meeting.

Councillors who have declared a Disclosable Pecuniary Interest, or Other Disclosable Interest which falls within the terms of paragraph 12(4) (b) of the code of conduct, must leave the room for the relevant items.

Failure to register or declare a Disclosable Pecuniary Interest may be a criminal offence.

3) Minutes of the previous meeting
To consider the approval of the minutes of the meeting held on 16 July 2015. (Attached)

Committee minutes have been received in draft by the Councillors. Approval is by the Committee itself.

4) Resignation of Councillor Comins

5) Casual vacancy – Co-option of 7th Councillor
Applications for co-option have been viewed by all Councillors.
To Co-opt a Councillor. To sign the Declaration of Acceptance of Office.

6) Democratic Opening
The meeting is adjourned for Public Question Time. Should this be a 'minuted' item?

The time allocated is at the discretion of the chairman. Residents are invited to give their views and question the parish council on issues on this agenda, or raise issues for future consideration at the discretion of the chairman. Members of the public may not take part in the parish council meeting itself. This period is not part of the formal meeting; brief notes will be appended to the minutes as an aide memoire.

7) Progress Reports: for information
   a. Footpath Warden
   b. District Councillor (if not present request written report)
   c. County Councillor (if not present request written report)
   d. Clerk

8) Planning
   a. Report on outstanding planning applications
   b. Applications granted/refused

9) Financial Matters

   a. Bank balance

   b. The Accounts for 2015/2016

      - To consider the re-design and then acceptance of the spreadsheet layout.
      - To resolve the accounts at the current date, including the budgets, reserves and provisions.

   c. Receipts

      £204.00 – Worcestershire County Council (Lengthsman May)
      £144.00 – Worcestershire County Council (Lengthsman June)
      £500.00 – Wychavon District Council

      To consider payments to be made:–

      £204.00 – Lengthsman May
      £144.00 – Lengthsman June
      £230.00 - Village survey. Three quotes were obtained. (Duplikate invoice)
      Pending but previously agreed -
      £500.00 - Birlingham Village Hall contribution (as agreed budget November 2014)
      Pending but awaiting actual invoice -
      Election costs (estimate was £696.95)

   d. Future payments
      £500.00 - New Homes Bonus as Item below – Payable to Birlingham Jubilee
      £18.00 – Wychavon Sport 2015 Parish Games
      £168.00 – Lengthsman July
      £144.00 – Lengthsman August

   e. Audit Return
      Update. Comments. Website. Notice of Conclusion of Audit.
      See appendix 1 from Grant Thornton

   f. Clerks Pension
      Automatic enrolment.

   g. Clerks Training – consideration of the Clerks attendance to the CALC meeting in October reporting on the Transparency Code for smaller councils - Publishing information and the format.

   h. Bank Signatory
      Current signatories are Steve Morris and Ian Yates. Mandate needs to be amended to delete John Comins and replace with another Councillor. Decision on new signatory to be agreed.

10) Tree Warden Report
To consider including a Report at each meeting, from the Tree Warden, under 'Progress Reports'.

11) New Homes Bonus
Update on the NHB application submitted on behalf of the Jubilee Committee.
See appendix 2 request to Ward Member and response.
Agreement on combined submission of both proposals as one application; contacted Councillor Davis for his support on the combining the two requests.
Update on the Birlingham Cricket Club progress since the grant last year.

12) Standing Orders
Progress made to date. Update on next stages. Inclusion of items at 13.

13) Review of the Council's procedures
- Complaints
- Handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998
- Policy for dealing with the press/media

To consider each of the above and agree the acceptance of them within the Standing Orders.

14) Millennium map, case and frame

Progress to date: The map was removed to the Church by Ken Fitch and Karl Grimston; the 'ladies' were contacted by the Clerk and have made the necessary repairs; the case has been repaired by Karl and the repairs paid for by donations; the map has (or is) been re-instated outside the village hall; BVH are looking at adding the map case to their insurance but are unwilling to take long-term responsibility for the map or case; the PC needs to accept responsibility for the future of the map; discussions about the future of the map, the case and the frame are ongoing and proposals will be brought to a future meeting.
See appendix 3 for history

15) Village Survey 2015

Update. Discuss and agree progress.

Data Protection – see appendix 4 for statement

16) HGV's

Damage to verges. Larger vehicles driving in Church Lane. Discuss.

17) Councillors' reports and items for future agenda

Any future reports or agenda items?

Councillors may use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas.

18) Date of next meeting - To confirm the date of the next meeting which is scheduled for Wednesday 18 November 2015 at 7.30pm.

Signed

June Hiden
Clerk to Birlingham Parish Council

Date:

* Summoned (rather than required) Summoned is preferred because it is the wording used in the legislation. Some councils feel that wording is a little strong and use the word "required" in preference. CALC's view is that as the LGA 1972 schedule 12 para 10(2) (b) refers to "a summons" to attend the meeting. The word used should be summoned

** Reminder to Parish Councillors' of their duties
To avoid the operation of the six month rule, to count towards the quorum for a meeting, and to vote at a meeting, a councillor has to be physically present. The rules are set out in the Local Government Act 1972, and probably replicate what was in the 1933 Act, and even the 1894 one, so well before the internet or any other form of video conferencing was thought of.

However, there is nothing to stop a councillor who cannot be present at the meeting offering their thoughts and opinions either before the meeting, to be circulated to the other council members, or internet permitting, by video conference during the meeting. The council would have to make it very clear at the meeting that the input did not constitute a vote on any item of business.

If a councillor does not attend a meeting for a period of six months, he/she automatically ceases to be a member of the council. He/she is deemed to have vacated his office by failure to attend. To prevent this happening, the council has to approve the absence and the reason for it. There is a minuted decision to approve the absence, and the minute has to record that the council also approved the reason for the absence. Obviously the council would have to know what the reason was to be able to approve it, but it is not necessary to record the reason in the minutes – depending on what the reason is, a councillor may not wish it to be public information, which it would be if it were minuted.

For the council to be able to decide to approve absence, there has to be an item on the agenda for the meeting, specifying this, and the decision to approve absence has to be made before the six month period has ended.

APPENDICES – below

1. Audit

- In accordance with the Audit Commission's scale of audit fees for small bodies there is no audit fee payable as the income and expenditure for the ended 31 March 2015 are both less that £10,000. There are no additional fees.
- It is a requirement that the Notice of Conclusion of Audit is completed and displayed for a period of at least 14 days in a conspicuous place.
- Matter not affecting the audit opinion but drawn to the attention of the Parish Council – Section 1 comparatives. The figures for 31 March 2014 in Boxes 2 and 3 have been restated from the figures presented on the 2014 Annual Return following the other matters noted in last year's external auditor's report. The Council should write 'restated' beneath the '£' symbol of the 2014 column before the Annual Return is made available to the public.
- 2015/16 audit. There will be a change to the provision for electors' rights for the 2015/16 audit. When submitting you either confirm that the dates suggested for the inspection period have been adopted or inform auditor of the alternative dates selected.

2. New Homes Bonus

On 19 Jul 2015 June Hiden <birlingham_clerk@yahoo.co.uk> wrote TO RON DAVIS:

Hello Ron
Having received the email on Friday from Tracy Perkins updating on the NHB it would seem logical to submit Birlinghams request as one application rather than two. At the meeting the members discussed and agreed in principle both applications as follows:

As there is only currently £233 of NHB available we are planning on making two applications. The first application will be for 12 tables costing £489.60, of which ***£233 will come from the NHB*** *and the remaining £256.60 from Jubilee Committee funds.*

The second application will be made if and when the NHB scheme restarts and will be for a further 13 tables costing £530.40, of which ***£265 will come from this year's NHB allocation*** *and the remaining £265.40 from Jubilee Committee funds.*

You gave your support for both applications and so would it be acceptable to you for the PC to submit the proposal now as one application?

Kind regards
June

20 July 2015 RESPONSE:
Good morning June,
Yes, I would support you this.
Kind regards. Ron

3. Millennium Map summary (August 2015)

Parish Council – March 2009

Item 12) Birlingham Village Map – display case

Record of the 21 July 1999 meeting "Millennium Meeting – A letter from Birlingham Village Hall committee had been received re the positioning of the Village Map. This was to be on the blank wall to the right of the entrance porch to the Village Hall. It was asked that the Parish Council be responsible for the upkeep and maintenance of its support structure and paving. This the Parish Council agreed to do". –

A letter *(reference 1 February)* had been received from the Village Hall Committee regarding the poor state of the display case and the damage this is beginning to cause to the map. It was agreed that the Parish Council were responsible.
The Chairman would look at the map and case. If it was in need of serious protection then it was suggested that it should be wrapped to protect it straight away.
It was resolved to spend a maximum of £75.00 on its repair.

(Reference 2 - April)

Note received from Founding Member Pat Farey which quotes "I have spoken to Enid and Karen and we will meet together on the 26 May. Meanwhile I have contacted the County Council Museum Dept – they have were very helpful and had several ideas including applying a Digital Image of the map in the frame but to keep the original after work on it. No idea of cost involved so far. Hopefully the church would allow the Map to be put flat so that work could be done on it. So far so good".

Parish Council - May 2009

Clerks report

xx) Resident asked to get opinion from John Milson (Arts Group) regarding the map. It was his view that the map was deteriorating and the frame was in an urgent state of repair. Letters sent to Karen Crowther, Gill Hartshorne, Enid Caldicott, Pat Farey and Gus Copson who were involved in the initiation of the Millennium map. It was later noted that Gill Hartshorne had not been one of the Founders of the group.

Item 11) Map and Display Case

It had been previously agreed that £75.00 would be used for the repair of the display Case. However, on closer inspection it was obvious that this would not be sufficient. The case is also warped and split. An unofficial estimate for the repair would be £400.00 plus. The glass is good and the case leg ends are bowing and therefore the glass is under tension. The Chairman would ask a joiner for an estimate. Further quotes should be obtained.
Questions were asked on where the case and map could be stored while they were both being restored. Who would take the map out of the case? Could the PCC be asked if the church could free up some space.
The BVH had written *(reference 3 April)* saying that they would not store the case or map although they were suggesting that the map should be removed to prevent further damage. The Committee asked for a form of indemnity for the removal. It was felt by the Councillors that this was not necessary, as the BVH did not own the map and case. Also, the time scale for its repair should not be dictated by the BVH. The Councillors realise the delay could cause further damage, however there are the cost and storage issues to resolve in the first instance and the responsibilities that this entails. The Parish Council were in the hands of other professionals. When the case is to be removed the Village Hall committee would be informed.
There had been a very positive response from the "ladies" who had first dealt with the map and had instigated the project. They were meeting to try and restore the map. They had contacted the County Council and museums for advice. The Parish Council would liaise with the "ladies"
Should the restored map be displayed elsewhere once finished? Should an image be put in the refurbished case? Should the map be wall mounted? Anna Ogle was the original art co-ordinator but can she be contacted? What are the best options?
The Turk spanner key was missing.
It was agreed that the map should be removed and that an estimate should be obtained for the repair to the case.

Parish Council - July 2009

Item 13) Village Map

The Clerk had received a call from "The Ladies" who were due to have a meeting. The Ladies group were hopeful that the frame could be repaired so that the map could be placed in the church while it was restored. Questions had been asked on whether a new frame could be made, not of wood, and screwed onto the village hall wall. Could the map be placed in the church or village hall permanently and a copy made and placed in the repaired frame. Were there any grants available? The Ladies had requested that the Clerk write to the Parochial Church Council before 4 July 2009 to obtain permission to store the map. This had not been done within the time frame however a letter had been sent (reference 5 July). Clerk had enquired about the Wychavon Community Grants Scheme however the Local Authority felt this was not a significant initiative to improve facilities for the local community. The Council did not feel this was of community benefit under this scheme.
A letter (reference 6 - 13 July) had been sent to Birlingham Village Hall (BVH) quote "Firstly, it must be noted that the Parish Council is still awaiting a response from the Parochial Church Council regarding whether they could store the map and case in the church before and during restoration. If the church feels unable to undertake the storage it must be considered that the council only holds responsibility for minor repairs to the map case and is unable to remove the map as they have no facilities to store it. Whilst the Parish Council is sympathetic to this issue and understands the value of the map as an asset to the village, it is only able to offer limited funds to help restore the map and case and cannot take responsibility for the removal, storage and repair of such an item. However, as previously stated the Council has resolved to spend up to £75.00 on the map's repair should this be applicable. Further quotations are being obtained as it was considered by the Councillors that the new estimate could be over £400.00. Further to this, should the Village Hall Committee find an alternative storage solution, indemnity insurance cannot be funded or provided by the Parish Council as it does not hold ownership or responsibility for the map. Subsequently, the Parish Council cannot offer or agree to a timeframe for the removal and storage of the map.

Two quotes had been received. One for £1,184 plus VAT and another for £1,325. Both companies had said that MDF had been used and that the frame was not fit for purpose. It was noted that there was now also a chip in the glass of the case.
Enid Caldicott (The Ladies) had been in touch with the Chairman asking that the map should be removed.
The Councillors said the map would be better indoors and that the case was of an unfortunate construction to ever have been placed outside. The position of the case was also hampering the deterioration of the frame, as the gutter water overspills onto it. However, they agreed that the map benefited the village and was a focal point. How would the restoration be financed? This is not precepted. A flyer would be sent to residents asking for donations should they wish to retain the map. Councillor McVittie and the Clerk would action.
It was hoped that with proper construction and placement there would not need to be any further restoration. In hindsight the frame should have been treated annually.

Parish Council - Sept 2009

Clerks report

Village Map. The Secretary of BVH rang the Clerk requesting an update from the Parish Council meeting as the Village Hall were due to meet the following day. The Clerk said that the Parish Council had asked if the map could be put against the wall. The Secretary agreed that the overflow water came straight on to the case in the present location. The Clerk said that the Parish Council were open to suggestions i.e. storage and coverage as it had been suggested this should happen as soon as possible. The BVH suggested that the Parish Council had not done their duty with the upkeep of the case. The Clerk had seen Karl Grimston who apologised for not coming back with the requested quote for the noticeboard. Although meanwhile he said he been approached by the BVH Chairman who wanted the roof on the board replaced. When the map was removed it revealed how badly damaged the case was and that rather than repair, the whole thing needed replacing. Mr Grimston was doing that and trying to keep the cost below £500. He believed it would be sited on the wall. Another resident suggested that the legs could be used as a support and placed up against the wall as well.

Item 11) <u>Map and Display Case</u>

The Birlingham Village Hall (BVH) secretary had asked for a verbal update prior to their meeting on 22 July 2009.
The Clerk sent a letter dated 13 August (*reference 7);* "Further to my previous letter of the 13 July 2009, the Parish Council meeting of the 15 July 2009 and our telephone conversation on the 21 July 2009. The Chairman of the Parish Council has previously attempted to ascertain quotes for the repair of the village map case; however the companies that were approached had pointed out that the case was not fit for purpose and would cost in excess of £1,000.00 to repair. Due to a lack of funds held by the Parish Council which are precepted, and the higher than expected repair costs, it was decided to ask villagers whether they wished to retain this focal point and to perhaps contribute to the cost. A flyer was to be sent out to villagers asking for their opinions. Subsequently, it has been observed that the village map has been removed and placed in the church, despite no reply being received from the Parochial Church Council regarding my request that it might be stored there. The Chairman, Tony Hall had, however, agreed with Enid Caldicott on behalf of the "Ladies group" that the map itself could be removed if she had somewhere to store it. The case, which Birlingham Village Hall (BVH) had previously insisted the Parish Council has responsibility for, has also been removed and from my understanding and further to a conversation with Karl Grimston, I understand that he has been asked to repair it by Kelvin Hartshorne. Karl told me that he had told Kelvin that he hopes to carry out the work at a cost of

£500.00. Previously you had asked that the Parish Council should indemnify BVH for the removal of the map and repair of the case. Also you have previously highlighted your expectations that the Parish

Council should fund any repairs. It is somewhat a surprise, therefore, that the BVH Committee have taken it upon themselves to remove the display case and to take charge of the refurbishment, without any consultation with the Parish Council or without prior clarification of who will finance this refurbishment. I have spoken to Kelvin but am not clear of his intentions on behalf of the BVH. I asked if he was taking responsibility for the map and case but he only repeated that the Parish Council were responsible since this is what was stated in the minutes of 21 July 1999. However, to clarify, these minutes state that a case was to be placed upon the wall of the Village Hall, rather than the free standing case that is currently in use, so the Parish Council's responsibility towards the current case remains unclear and is possibly limited. Any further financial support and maintenance responsibility for the map must therefore be decided at a future Parish Council meeting. I would be grateful for your reply in writing regarding your proposals and the future intentions of the BVH committee, concerning the map and the case." This was copied to BVH Chairman, Enid Caldicott (Ladies Group), Karl Grimshaw and Parish Council Chairman.

A letter of response was received from BVH on 29 August (*reference 8*), "Thank you for your letter of 13 August about the removal of the Village Map and Display Case instigated by the Village Hall Committee. In reply to your queries about the Committee's action, I copy for your information, the relevant Minute from our last Committee Meeting held on 22 September; there have been a number of letters between the Village Hall and the Parish Council about the Village Map and casing. EF has spoken to June Hiden who informed him that at the last PC Meeting on July 15 they had received quotations for £1,200 and £1,300 for the renovation of the casing and that they could not afford that sum. The PC had suggested that a circular be sent round village residents asking for donations. KH suggested that the Village Hall take this on board and that some groups such as the Drama Group and the PC be asked to contribute to the cost of making a smaller casing, which would be fixed to the Hall wall under the eaves thus giving better protection from the rain. The Committee agreed to this and KH agreed to contact Karl from Yew Tree Cottage and ask for a quote for him to do this. Meanwhile, Karen and Enid have volunteered to remove the map from the case and take it across to the church where they will be able to repair/refurbish it with help of other volunteers. Saturday 25 July at 4.30pm was agreed for its removal. RR agreed to get tables into the church to put the map on. This is an extract from the Minutes and therefore does not reflect the debate in respect of the lack of remedial action, which was only causing further and greater damage to the map. It was due to these facts that the BVH felt it had to act positively in order to prevent any worsening of the situation. After we met in the lane and had a brief chat about the correspondence concerning the Map and Case, which has passed between Birlingham Parish Council and the Village Hall Committee, I spoke to Kelvin who informed me that he intends to contact Tony Hall to suggest that they meet to agree a solution. I hope this will soon be resolved to the satisfaction of all concerned."
The BVH letter was read out and noted.

The Parish Council Chairman had met with the BVH Chairman stating that the Parish Council wanted nothing more to do with the display case. The BVH Chairman suggested a judicial review.
At the Parish Council meeting there was a very lengthy debate on the matter. The cost of the repairs, the future responsibility, the "ownership", the reasons why the leaflet had not been distributed due to liability on monies being received, the anonymous donor, future funding, the original repair then becoming a replacement and the Village Hall currently being in a very good financial position.
The Clerk was asked to draft a letter; the Councillors present would then agree to the letter and instruct the Clerk to send to the BVH secretary.

Parish Council - Nov 2009

Clerk report - viii

Display case and map – Letter (*reference* 9) to Birlingham Village Hall, advising of the Councillors decision, Quote, "As the map is now to be fixed to the wall of the Village Hall, the Parish Council suggests that in order to avoid confusion in the future, it would be better for the Village Hall Committee to take ownership of the display case and the responsibility for the future maintenance of the case

and map. The Parish Council will discuss and consider any immediate and future requests for financial assistance in the repair and maintenance of the map and its display case

Birlingham Village Hall – Nov 2009

Item 5 Village Map and casing

The Village Map has been put into the new case made by Karl and attached to the Village Hall wall. Everyone agreed that the Karl has done a wonderful job. Appreciation was expressed about his excellent work and also that of the group of ladies headed by KC who carried out repairs to the damaged areas of the map. Stuart Crowther is to take photographs of the map in its new case to be printed in the Spring edition of the Birlingham Bystander. KH was asked to write an article to accompany the pictures. The PC wish to hand over full responsibility to the BVH Committee for the future maintenance of the Map and Case. They (the PC) are willing to provide funds for repairs. KC asked if the Drama Group would be willing to contribute to the cost of the recent repairs to the case. KH agreed to contact members. The Committee will decide at our next Meeting if the PC should be asked for a contribution.

Parish Council - Jan 2010

iv) Millennium map and board – It is noted that the repaired map and replacement display case has been erected. Since October to date there has been no further communication regarding this from the BVH. Should the Clerk write to The Ladies again acknowledging their work?

Birlingham Village Hall – Jan 2010

Sub-committee reports – maintenance
KH has received the invoice for the restoration of the Village Map case. The cost was £475 which was accepted by the Committee as excellent value. KH asked if the PC should be asked to contribute towards the cost. KH has not had a reply to his letter of 29 October 2009 and we are unsure what the PC intend to do about their lack of commitment to the upkeep of the map case. Several options were discussed. KH suggested that we ask the PC to increase the annual donation of £1,000. It was agreed that KH should send a copy of the bill to the PC and await their promised contribution.

Parish Council - March 10

xi **-** Wrote to Karen Crowther thanking her and the ladies for their efforts in the restoration of the village map.

11) Contribution for Village Map and Display Case
An email had been received from the BVH Chairman requesting a maintenance contribution for the display case, which was now erected on the hall wall with the restored map, together with an estimate from last year and an invoice for Karl Grimstons work (*reference 10*).
The Parish Council had made no budget for the display case. The Councillors discussed how they would be consistent with a "contributions" now and if they were asked in the future. Other funds offered from the Drama Club. The bank balance of the village hall was nearly £10,000. What would be seen as a goodwill gesture? It was resolved to pay 30% of the £475.00 and reiterated that the BVH committee had taken full responsibility for the future maintenance or repair required. However, as a Council we are discretionary in the future of requests and willing to consider paying 30% of repair costs. Email secretary of BVH with agreement and put on agenda for their decision.

Parish Council - May 10

v) Birlingham Village Hall AGM - Chairman and Clerk attended the meeting on 24 March 2010 as had been suggested between Committees for representation and communication. Copy of the BVH Chairman's report and accounts circulated to all councillors.

vi) Millennium map display case - The Clerk had updated the BVH secretary regarding the Parish Council's March meeting where the BVH had requested a contribution for the cost of the repair to the case. The Parish Council felt the BVH had taken responsibility for the map and case by removing it from its location, going ahead with repairs and then erecting it on their property. It was noted that the BVH had nearly £10,000 available in their accounts.
It was also noted that the BVH had asked the Drama Club for a contribution but the PC were unsure why that was.
The Parish Council had not made a budget for any contributions to the repairs of the case. However, it was agreed that 30% of the overall cost of £475.00 would be given as a contribution and that in the future any further requests for maintenance would be discussed again.

The BVH secretary had responded. Quote "Thank you for your e-mail last week which I copied to the BVH Committee before our meeting on Wednesday. Thank you, to you and Tony for attending the AGM. Following discussions and after reading copies of PC minutes, the BVH Committee noted that the PC was in favour of passing responsibility for the future upkeep of the map and casing to the Village Hall committee, and would consider contributing towards any further expense involved in repairs. The Drama Group volunteered to contribute to the cost of the repairs to the map. Thank you for informing me that the PC will pay 30% of the cost of £475.00 of the recent restoration of the map case. Our Treasurer, June Barke, will contact you to arrange payment. Our bank balance does look healthy at present - we do have a number of maintenance projects which will reduce it during the next few months. The most costly of these is the replacement of rotten timbers at the Church Street end of the building".
Councillors also made aware of article in The Bystander regarding the map and display case.
The Clerk had received various comments from Councillors. The general feeling was that this issue had dragged on for so long and should now be dropped thus leaving it off any future council agenda. Nothing was being achieved and the Parish Council had divested its responsibility.

Clerk stated, "I feel the Map Case has been a personal challenge and has dragged on long enough. Correspondence between BVH and the parish council now remains open and friendly between both administrations. BVH has taken over responsibility for the Millennium map and the parish council is pleased to see such an organisation selflessly working to maintain a village feature that was only ever supposed to be temporary. The councillors have kindly agreed a one off donation towards maintenance".
An invoice had been received from the Treasurer for £142.50 for the repair of the Millennium Map display case (30% being a contribution of the overall cost of the repair).
Subsequently a letter, dated 17 May 2010 (*reference 11*), of thanks had been received from the Treasurer.

4. <u>Data Protection Statement</u>

To keep the raw data while the analysis of the data and the decision making process is continuing and / or until when the public meeting has taken place.
Once that is complete, the Clerk will resolve to permanently destroy the raw data i.e. the original survey returns.
Discussion on a policy for procedures is in place then the Parish Council will been seen to have complied.
Keep the raw data without redaction but if FOI is requested then this must be removed where necessary.