

**Minutes of an Extraordinary meeting of Drayton Parslow Parish Council
held at the Sports & Social Club on Monday 13th August 2018 at 6:00 p.m.**

Present: Cllr. D. Perry (Chairman); Cllr. J. Bruce (Vice-Chairman); Cllr. S. Colborne-Baber; Cllr. H. Harvey; Cllr. S. Spavins; Cllr. E. Wilson

Also present: no members of public; Deborah O'Brien, Parish Clerk

43.0 Apologies: Cllr. A. Batley submitted apologies.

44.0 Declarations of Interest: Cllrs Harvey & Spavins declared an interest in agenda item 4 (allotment tenants).

45.0 Neighbourhood Plan:

Members considered the draft documents put forward by the Steering Group prior to submission to AVDC for informal review. A written submission from a councillor was discussed in depth and the documents were duly reviewed and agreed. **RESOLVED that** the Parish Council agrees with the content of the draft plan and that this should be submitted to AVDC for Informal Review. A final draft of the Settlement Boundary map had been prepared by the Steering Group. **FURTHER RESOLVED that** the Settlement Boundary map should be sent to AVDC for GIS digitisation. Clerk to action.

46.0 Allotments: (Cllrs Harvey & Spavins did not vote on these discussions)

- Members reviewed a revised tenancy agreement and some further amendments were made. This agreement is based upon the NALC template and also incorporates GDPR requirements. **RESOLVED that** the Clerk should finalise the document as discussed and draft a cover letter to be sent to all allotment holders with the agreement by the end of August.
- Members reviewed the Risk Assessment which has been amended to incorporate Health & Safety Guidelines. The Bonfire Code of Practice was also reviewed. **RESOLVED that** the Risk Assessment/Health & Safety Guidelines together with the Bonfire Code of Practice will be included with the revised tenancy agreement to be sent to all allotment holders.
- Members reviewed suggestions and quotes for a post & chain barrier to be installed near the entrance/exit to Manor Gardens Allotments. **RESOLVED that** a barrier is to be installed with Cllr Harvey to liaise with the contractor regarding positioning. Quote of £196.00.
- A sign is to be costed for installation at the barrier which states that the allotments are private property, use is at own risk, children under 16 to be supervised by an adult. Clerk to action.

47.0 Unsuitable for HGV signs to be installed at either end of village:

This matter has been previously approved, resolved and minuted but artwork was received from TfB before the meeting for approval. Members considered the artwork and agreed that it was satisfactory.

48.0 Date of next meetings – Drayton Parslow Parish Council RESOLVED to note (7:30 pm start):

- Monday 17th September 2018
- Monday 22nd October
- Monday 26th November
- no meeting scheduled in December

Meeting closed at 7:00 p.m.

Signed Date

Chairman