



# **Outwoods Parish Council**

## Minutes of Meetings

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**MINUTES OF THE MEETING OF OUTWOODS PARISH COUNCIL ON MONDAY, 14<sup>TH</sup> JANUARY 2013 AT 7PM  
AT DE FERRERS ACADEMY, TRENT CAMPUS**

**Public participation – 7.00 – 7.15 pm**

Four members of the public were present.

**Meetings not displayed** – A resident raised a concern that the meeting had not been displayed.

**Beamhill play area** – A resident came to the meeting. He had been informed by ESBC that funding had been secured. He felt that the consultation had not been carried out. He had spoken to Cheryl Maxim who confirmed that only 14 questionnaires had been returned. He had collected many questionnaires himself. He also informed the council that he found out today that the parish council would not consider a bigger project due to the maintenance costs of the project. He informed the council that he had explored many funding routes which could have been explored and that he felt that he had wasted his time. The chair confirmed that he would look into this and come back to them.

**New website** - A resident came to the meeting to discuss the new website which was set up. Another resident present informed the council that he had carried out some research and the response he had received was that there was nothing wrong with a volunteer running a parish council website. He explained that the one meeting that he attended he informed the council of this. A member of the council informed the resident that it needed to be discussed and that the council went right back to basics ie have a proposal and vote on it. The chair confirmed that this would be discussed at the next meeting.

A borough councillor present made representation that it was not appropriate for a previous parish councillor to discuss decisions made. A resident informed the council that from his understanding it was illegal for a borough councillor to discuss matters raised with the parish council.

A borough councillor present informed the council that parish councils work differently. Some request that they sit at the top table and share their experiences and others request that they sit with members of the public.

A parish councillor present informed the council that the 15 minute public participation had ended and proposed that the full council meeting is reconvened.

Present: Cllr T Foster, Cllr Ms J Thompson, Cllr T Hathaway, Mrs K Lear (clerk)

In attendance: Cllr S Smith, Cllr L Staples, Cllr B Frazer, Burton mail

**To appoint a chair for the meeting- it was proposed and seconded that Cllr T Foster be appointed as chair for this meeting.**

6221 Apologies for absence - There were no apologies of absence.

6222 Declarations of interest/dispensations. Dispensations forwarded by all present. Cllr Foster informed the parish council that he was a member of the community centre and as such had a declared interest in the topic to be discussed later on in the meeting.

- 6223 Minutes of the last meeting for approval – Monday 10<sup>th</sup> December 2012. It was resolved that the minutes were signed as a true record. Chairman duly signed them.
- 6224 Flooding – Henhurst – Cllr T Foster - The flooding problem has now been resolved. No action is required.
- 6225 Notice board/cost of installation – Henhurst – Cllr T Foster – Cllr Foster informed the council that agreement had now taken place on its exact location. It was proposed and seconded that the new notice board be installed adjacent to the existing notice board. Budget for the work to be completed would be £125. Clerk to proceed.
- 6226 Correspondence from resident regarding Harehedge Lane development

Correspondence from resident unable to attend the meeting – Surface water was noted but believed that it will not necessarily be a problem to a developer who will have to make proper arrangements to dispose of it. It was proposed and seconded that the parish council will give serious consideration to the application when it is submitted.

- 6227 Precept – The following precept was discussed. It was proposed and seconded that the following would be submitted to ESBC:-

Precept: £8298.26 and ESBC Grant: £210.00

- 6228 Speed watch – The clerk informed the council that the application had been submitted for the equipment via Speedwatch and Cllr Frazer. She informed the council that at least 6 volunteers were required before speed watch could proceed.
- 6229 Beamhill play area – The clerk informed the council that they had been successful following the recent grant application to refurbish the play area. Installation is planned in approximately 6 weeks time.
- 6230 The following expenditure was approved by the full council. Two members present signed the cheques.

Cheque no	Amount	Payee	Explanation
10217	£288.19	K Lear	Salary/expenses
10218	£60.27	HMRC	Tax – December salary K Lear
10219	£116	Viking direct	Printer for parish council. A councillor was disappointed that a printer should be purchased for the parish council and would like to see more information. He felt that it was too expensive. He was concerned that the printer could be used for personal use or for other business that the clerk conducted. The clerk reassured the councillor that the printer was for outwoods parish councils use only. The chair informed the councillor that it was resolved at the last meeting that the clerk could purchase a printer up to the value of £150.

10220	£30	SCC	Room hire costs for August and December meetings
10221	£35	Information commissioner	Data protection register
10222	£3	SCC	Room hire costs for August and December meetings

Bank balance: Not for profit account: **£6121.74** (bank reconciliation balances – one cheque not represented) Business account: **£2865.89** Exenditure in line with budget.

Co option of councillors – Cllr Foster informed the council that Michael Rodgers had shown some interest in returning to the parish council for a short period of time. Although a co option process needed to be agreed, the council felt that Michael had lots of experience and as such would be welcomed back just for a few months. It was proposed and seconded that Michael Rodgers be co opted at the next meeting. The chairman asked Michael Rodgers if he would like to say anything. Michael Rodgers explained that several parish councils are losing members and that Outwoods parish council are not alone. As the Burton mail were present it would be appreciated if a notice could be put in the Burton mail to get more local residents interested.

6231 Date/time/frequency of future meetings – It was thought that regular meetings for the moment are required and frequency would be considered once more members had been co opted. It was also agreed that future meetings would take place at Outwoods primary school at 7pm.

The council agreed that planning applications are important and will need to come to the meetings monthly. The chair requested that the clerk displays the meeting notices in plenty of time please now that dates have been agreed.

**TOM FOSTER (CLLR)**  
**CHAIRMAN – OUTWOODS PARISH COUNCIL**

**IN ACCORDANCE WITH SECTION 1(2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS )ACT 1960, THE PRESS AND PUBLIC WILL BE EXCLUDED FROM THE FOLLOWING ITEMS TO BE DISCUSSED, HAVING REGARD TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED**

By invitation of the council, Cllr Staples and Cllr Smith were invited to stay.

6232 Employee matters – It was agreed by those present that no minutes would be taken.

**TOM FOSTER  
CHAIRMAN – OUTWOODS PARISH COUNCIL**



## MINUTES OF THE MEETING OF OUTWOODS PARISH COUNCIL MEETING, MONDAY, 11<sup>TH</sup> FEBRUARY , AT 7PM AT OUTWOODS PRIMARY SCHOOL

Present: Cllr T Foster (chairman), Cllr T Hathaway, Cllr Mrs J Thompson, Mrs K Lear (clerk)

In attendance: Borough Cllrs Mrs L Staples

**7.00 – 7.15 – Public participation – There were 3 members of the public in attendance.**

**Beamhill play area** – A member of the public requested that clarification be obtained on the consultation process. The member of the public also asked for feedback following the previous meeting.

**Harehedge Lane residents are concerned regarding answers following the consultation meeting that Outwoods PC hosted in August**– A member of the public informed the parish council that a member of the public had approached him concerned that no feedback had been given following a consultation meeting which the parish council hosted last year. Cllr Staples informed the resident that it was her understanding that the purpose of the meeting was to launch the neighbourhood development plan. The parish council endorsed that the event was to launch the Neighbourhood development plan.

**Yellow lines** – up by St Margarets. A resident raised a concern that the yellow lines up by St Margarets had still not been addressed, cars wanting to turn around were finding it difficult due to cars being parked and the extension of the yellow lines would assist this. Cllr L Staples confirmed that she had taken this to the highways officer and they will not take it any further. Cllr Hathaway proposed that the parish council puts pressure on highways to extend the yellow lines.

6233 Apologies for absence were received and accepted for Ms C Maxin and Cllr S Smith

6234 Declarations of interest/written dispensations – none were received

6235 Minutes of the last meeting for approval – Monday, 14<sup>TH</sup> January 2013. Factual changes only to be discussed as per Standing orders. It was proposed and seconded that the minutes be signed as a true record. The chairman duly signed them.

6236 Borough/county reports – Cllr L Staples informed the parish council that ESBC are hoping to go out again in April for consultation. There was a 5 year land supply. Its looking good. Hallam have lodged an appeal to the planning inspector. The parish council will receive formal notification to possibly forward a further objection.

6237 Councillor Issues for discussion

- **Co option strategy** –There was a long discussion regarding co option strategy. The council were concerned that individuals did not join the parish council for one issue. The council confirmed that issues take a long time to resolve and progress and that individuals joining need to understand. There was also discussion regarding duties and powers which parish councils have ie excess litter, dog foul. It was proposed and seconded that the clerk displays notices on notice boards making residents aware that vacancies exist.

The protocol of a councillor was also proposed and seconded which will be issued upon appointment to new members along with a list of dates for future meetings.

- **Programme for meetings**– Annual assembly May 2013/Annual parish meeting May 2013 has been proposed. Clerk to confirm if the Zumba class will be running in the Monday.
- **Website** – There was lots of discussion regarding the website. The council were very grateful for the people who had put in the hours for the website. The parish council confirmed that .org was purchased by the parish council and as such it was proposed and seconded that the .org site be revitalised.
- **Moles** – The council were concerned that that there had been an increase in moles along the B5105. It was proposed and seconded that the clerk speaks to Highways to address this.

6238

Clerks report

Beamhill play area update– Equipment subject to weather should be installed by the end of February.

Annual play area inspection – February 2013 to be completed.

Pic nic table and bench - These should be installed as soon as possible, Trent and Dove have offered to install the pic nic table and benches free of charge. There was discussion as to who the council would donate the old table and bench to and it was resolved that the allotment committee would be approached. Clerk and Chairman delegated to carry out actions.

Correspondence – The clerk asked the council if they wished her to respond to correspondence without everything going to full council. It was proposed and seconded that the clerk would deal with matters without going to full council. The clerk did inform the council that a member of the public had approached her regarding plans for development in the area. It was proposed and seconded that the clerk writes to the member of the public advising them to speak to ESBC.

6239

Planning applications and matters

Red house farm still to be determined and is likely to go to planning committee in March  
Development Hill Top Farm – whilst not in the parish this development has been approved by ESBC.

6240

Expenditure for approval/Bank status to date

Bank rec Feb 2013:- Not for profit: £5588.94 (takes into account unrepresented cheques),  
Business account: £2866.13 (includes 24p interest)

**Explanation of expenditure**

Bank rec: £8455.07 (both accounts)  
Grants to be paid in £10950



Total: £19405.07

Committed expenditure this month: £14095.59

The clerk confirmed that no monies would be taken from the reserve. The council were informed that a VAT claim due to the large expenditure would also be processed.

6241 Date/time next meeting – Monday, 11<sup>th</sup> March, 7pm Outwoods primary school

**TOM FOSTER**

**CHAIRMAN – OUTWOODS PARISH COUNCIL**



## MINUTES OF THE MEETING OF OUTWOODS PARISH COUNCIL MEETING, MONDAY, 11<sup>TH</sup> MARCH , AT 7PM AT OUTWOODS PRIMARY SCHOOL

7.00 – 7.15 – Public participation - Any more development on the Harehedge development application. Cllr S Smith informed the council that the planning application.

**Present:** Cllr T Foster (chairman), Cllr G Morgan, Cllr J Anderson, Cllr T Hathaway,  
Cllr G Skipper, Cllr Mrs J Thompson, Mrs K Lear

**In attendance:** Cllr S Smith, Cllr L Staples, Mrs C Maxim

6242 Co options of members: It was proposed and accepted that Graham Morgan, John Anderson and Gordon Skipper be co opted to the council that evening.

Members were given register of interests to complete. Code of conduct for acceptance. Good councilors guide and Standing orders. Protocol of councillors was also distributed to new members.

6243 Apologies for absence – everyone was present

6244 Declarations of interest/written dispensations – Mr G Skipper wished to declare an interest for the Redhouse Farm item to be discussed later.  
Mr J Anderson declared an interest for Beamhill Valley application, he was a member of the Friends of Outwoods action group.

6245 Minutes of the last meeting for approval – Monday, 11<sup>TH</sup> February 2013. Factual changes only to be discussed as per Standing orders. It was proposed and seconded that the minutes be signed as a true record by the chair.

6246 Planning matters – Redhouse Farm/Beamhill Valley – Planning committee – 18<sup>th</sup> March 2013  
Red house Farm – 11.30 am – predetermined  
Beamhill Valley - 2.15 pm – predetermined .  
Cllr T Foster would attend the Beamhill Valley planning committee meeting.  
Cllr G Morgan would attend the Redhouse farm planning committee meeting.  
Clerk to issue a summary of what had been submitted as part of the parish councils objection to both these planning applications to Cllr Morgan and Cllr Foster respectively.

Cllr J Anderson and Cllr G Skipper left the meeting for these items to be discussed.

Response to Rollestons Neighbourhood development report –It was proposed and seconded that a response would be delayed at this stage.

6247 County/borough councillor reports

Cllr Staples informed the council that she was unable to attend the planning committee meeting on the 18<sup>th</sup> March. She confirmed that she had submitted her comments and that the chair had confirmed that her speech would be read out.

Cllr Smith informed the council that it was important to claim any WASP funds outstanding. The clerk confirmed that the grant had been claimed and paid by ESBC.

6248 Cheryl Maxim – new projects 2013 – projects allocated for Outwoods  
Cheryl Maxim informed the council that she had arranged a photo shoot for the recently refurbished Beam Hill Play Area. 9.30, Tuesday, 16<sup>th</sup> April, 2013.

Cheryl also informed the council that following a meeting that David Browning had attended last November there were two possible projects which the council could continue

- 1) Refurbish the bank by the entrance of the play area
- 2) conservation area at the top of Field Lane – There was discussions regarding how to stop people parking by the bench

It was proposed and seconded that these projects would continue.

The council also discussed the possibility of a tree bank to be introduced. It was suggested that the project be remembered and suggested the next financial year.

6249 Clerks report – update on actions from last meeting; correspondence

Play area – equipment installation, annual inspection passed, council to note that annually going forward this needs to be completed Feb 2013

Weekly inspections, Beamhill Play area - David Browning would still like to do these weekly checks. The clerk informed the council that as the park was the parish councils responsibility it would be advisable that someone from the council either liaised with David weekly or reviewed the park weekly also. Cllr Anderson offered to do this. The clerk gave blank inspection sheets to Cllr Anderson.

Picnic table, bench – The clerk informed the council that the equipment had been received and assembled, but there had been a delay in the installation due to the weather. The clerk hoped that installation would be completed by the end of March, subject to weather conditions. The clerk reminded the council that installation of this equipment had been offered free of charge by Trent and Dove. The clerk confirmed that the existing equipment was going to be donated to the allotments and that the contractor would be willing to deliver direct.

Moles – Highways are unable to assist but will tidy the area March/April. Sam Griffiths is the Highways officer who deals with these matters.

Hedgeway – Harehedge Lane – a number of residents have contacted the parish council regarding the overgrowth. The clerk had spoken to Highways who have dealt with this matter.

Double yellow Lane – St Margarets – SCC Joint parking committee have had many requests.

Beam Close – footpath requiring repair. This was raised last year. The clerk had checked with SCC and they have confirmed that the request is still on the system. Pot holes at the moment are taking priority.

Insurance – just as a minute item, renewal going forward for the parish council insurance is February and provider currently used is Zurich Insurance.

Notice board – Shobnall community centre – this has now been installed

Wheelie bin – Beamhill play area – this has gone missing, clerk has requested a replacement via ESBC.

Drug dealing – Garages by play area. Spoken to Trent and dove and they have asked the garage caretakers to keep an eye of this area. The local PCSO has also been informed.

Real time HMRC – HMRC processing is changing April 2013. Clerk to investigate and implement. Clerk will also complete P14 and P35 for year end to ensure the council receive no penalties.

VAT 2011/12 – Clerk confirmed that the recent VAT expenditure has been claimed back and received.

Annual return – The clerk informed the council that she would be working on the external audit requirements in the next month.

Bank – Only two signatories now on the bank mandate, Ideally another member needs to be added to protect the council as the corporate body. It was proposed and seconded that Cllr Hathway, Cllr Foster, Cllr Thompson and Cllr Anderson would go on the bank mandate. Clerk to obtain appropriate paperwork and issue relevant paperwork for completion.

Pedestrian crossing – SCC had asked for feedback on the proposed pedestrian crossing. The clerk was asked to explore what is happening with the post box. Location of the tree was discussed. The council resolved that an electric contract would not be considered. In the event of lights on the Christmas tree, solar lights would be considered if required.

Neighbourhood development plan – The clerk asked the council if they still wished to pursue the project. The council felt it was important. Cllr Anderson informed the council that a lot of work had already been carried out to date and that there were several residents who were interested being part of the project team.

There was a discussion regarding the Emergency Plan. Cllr Anderson felt that this would form part of the neighbourhood plan also.

Cheryl Maxim informed the council that Corinne O Hare had just been appointed as the Neighbourhood planning policy officer. It was resolved that Corinne would be invited to the next meeting to give the council direction on how to proceed.

6250 Expenditure for approval (see attached)

The clerk confirmed that March 2013 bank reconciliation was £5459.74

6251 Date/time next meeting – 15<sup>th</sup> April at 7pm at Outwoods primary school.

**CLLR TOM FOSTER**  
**CHAIRMAN – OUTWOODS PARISH COUNCIL**

## **MINUTES OF THE MEETING OUTWOODS PARISH COUNCIL, MONDAY, 15<sup>TH</sup> APRIL , AT 7PM AT OUTWOODS PRIMARY SCHOOL**

Before the meeting was opened, Cllr Foster requested that he made a formal apology to everyone present for not attending the planning committee meeting on the 18<sup>th</sup> March. He explained that due to work commitments/pressures whilst he arrived on time, he did not speak. Cllr Hathaway informed Cllr Foster that no apology was required. The parish council had forwarded its objection regarding the planning application which had been noted. Cllr Skipper, Cllr Mrs Thompson, Cllr Morgan all agreed that Cllr Foster had nothing to apologise for and that the parish council were very grateful for him stepping in as temporary chair, particularly since January when things were difficult. Cllr Foster said that if the resident had been present he would have formally given them his apology but it was unfortunate circumstances.

**Appointment of chair – Cllr T Foster had recently submitted his resignation as chair. It was proposed and seconded that Cllr J Anderson would take on the role of chair for this evenings meeting.**

**Public participation:** - There was one member of the public present. The member of the public did not wish to raise any items for discussion. He had attended as he was particularly interested in supporting the Neighbourhood development plan.

**Present: Cllr J Anderson, Cllr G Morgan, Cllr G Skipper, Cllr T Foster, Cllr T Hathaway, K Lear (clerk)  
In attendance: Cllr S Smith, PCSO Lesley Hardware, PC Beard, one member of the public**

- 6252 Co option of new member –It was proposed and seconded that Ambrose Foy would join the parish council. Code of conduct was signed and accepted. Copies of protocol, standing orders were issued accordingly. Mr Foy to complete register of interest and forward to clerk in due course.
- 6253 Apologies for absence : Apologies for absence were received and accepted for County Cllr L Staples, Cllr B Fraser, Corinne O Hare
- 6254 Declarations of interest – Cllr Anderson declared an interest as he was a member of friends of outwoods.
- 6255 Minutes of the last meeting – Monday, 11<sup>TH</sup> March, 2013. It was agreed by all present that the minutes were a true factual record. Cllr Anderson signed them accordingly.
- 6256 Planning matters/applications – The clerk advised the council that an appeal had been lodged by Hallam developers to the planning inspector, planning application . It was resolved that a letter would be sent to the Planning inspector objecting further. Clerk to draft something for the council to approve. Cllr Hathway requested that the clerk confirms what objections had been discussed at the planning application on the 18<sup>th</sup> March and he would support drafting a response.

The clerk informed the council that Horninglow and Eton parish council had asked whether Outwoods parish council would like them to also make representation to the planning inspector. It was resolved that they would. Clerk to inform Horninglow and Eton parish council accordingly.

Councillors/clerk	Items discussed	Decision
K Lear	Council to consider the adoption of a complaints procedure.	It was resolved that the procedure be adopted and implemented.
K Lear	Annual parish meeting – date to be confirmed. At the last meeting the council requested that the clerk explores other dates as the council were concerned that the Zumba class would have an impact on the meeting. The initial proposal was Monday, 13 <sup>th</sup> May at 8pm	Cllr Anderson felt that the Zumba class would not affect the meeting. It was proposed that the date and venue remains the same. Everyone was happy with this suggestion. The clerk informed the council that she had approached Sgt Bob Champeau to see if he would like to talk to local residents about the improvements which Operation Nemises had made to the area subject to council approval. The council confirmed that Sgt Champeau would be invited as the guest speaker.
J Anderson	Dog fouling – Cllr Anderson discussed his concern regarding dog fouling at the top of Field Lane. He had seen lots of stencil prints on pavements in other parishes. He felt the parish had issues with dog fouling which needed addressing	Cllr Anderson discussed his concern regarding dog fouling at the top of Field Lane. He had seen lots of stencil prints on pavements in other parishes. He felt the parish had issues with dog fouling which needed addressing. Clerk to speak to local warden for the area.
J Anderson	To discuss the next steps of the neighbourhood development project	Cllr Anderson handed out a mind map of activities which he felt needed to be completed before the parish council appointed someone to assist them with the neighbourhood development plan. The council felt that the subject needed some expert advice. The clerk informed the council that she had received several tenders. Cllr Smith informed the council that Clive Keble was supporting Anslow parish council with its neighbourhood development plan. It was agreed that the clerk invites Clive to the next meeting for him to discuss what support he could give the parish council with the plan if they proceeded.
J Anderson	Letters from residents regarding non attendance to the planning committee meeting. The clerk informed the council that she had received two letters from	There was a heated debate regarding this item.  Cllr Hathaway stated that he was

	<p>residents regarding their concern that no members from Outwoods parish council had attended the recent planning committee meetings on the 18<sup>th</sup> March.</p> <p>The clerk explained that this was a grey area as to whether it would be discussed in the public domain as the item was already on the agenda out of the public domain as Cllr Anderson had requested with permission of the council to discuss his concerns also.</p> <p>The clerk gave the correspondence to Cllr Anderson. Cllr Anderson informed the council that he had not seen this correspondence before and read it out. One letter was from Friends of Outwoods, one letter was from a resident. Cllr Anderson stated that the letters were the same but from different people.</p>	<p>disgusted that a resident who was an ex councilor had raised the issue. When the going got tough this particular resident left the parish council. He felt that residents should be assisting the parish council. He stated that the parish council had submitted their objection to the planning department and due to unforeseen circumstances, the members who were planning to attend were unable to attend.</p> <p>Cllr Morgan informed the council that he had contacted the chair with his reasons for non attendance. Cllr Foster confirmed this. Cllr Foster informed the council that he again wished to make a sincere apology for not attending and that if the resident had attended the meeting then he would have forwarded his apology to them direct. Cllr Anderson said that Cllr Foster had made the remark tough luck when he was not able to speak as he had arrived late. Cllr Foster informed Cllr Anderson that he had not made any remark at the planning committee meeting and stated that he had for a second time recorded his sincere apologies.</p> <p>Cllr Hathway informed Cllr Foster that it was not required.</p> <p>Cllr Anderson said that he was disgusted in the parish councils behavior. He felt it was the most important thing which was happening in the parish and the parish council were not interested. He said that he did not wish to be associated with the parish council and wished to resign with immediate effect. Cllr Anderson left the meeting.</p>
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Cllr G Skipper offered to chair the meeting. It was resolved by everyone present that he would chair the meeting for the rest of the evening.



6258 Corinne O Hare – Neighbourhood Planning Officer – Corinne O Hare was unable to attend and would like a meeting with some representatives from the parish council in due course. Clerk to obtain some dates and times for a meeting.

6259 County and borough councillor updates –

Cllr S Smith informed the council that at parish level there would be discussions on S106 agreements going forward. The terms of reference are yet to be agreed.

6260 Correspondence – residence correspondence;

**Painting of climbing frame** – It was resolved that the clerk explore costs for the council to consider at the next available meeting.

**Inspection - Email from David Browning** - repair of wetpore. Clerk to obtain quotes. Clerk to put something in place on a temporary basis until work had been completed.

**Council reminded of the photo shoot** – 16<sup>th</sup> April 9.30 – Beamhill play area

**SCC feedback** – Post box will remain. ESBC have started to make enquiries with SCC. There was a discussion regarding the possible introduction of a larger post box. Clerk to speak to Royal mail.

6261 Financial matters/Expenditure for approval

**Bank recon** – March 2013 - £7530.51

**New financial year** – Annual VAT submitted.

Parish council insurance next renewal date is Feb 2014 along with the annual play inspection also required Feb 2014

**Payroll** – Real time set up, P35 and P14 completed for clerk.

The council were in agreement that the real time submission date would be 20<sup>th</sup> of the month. Clerk pointed out that in the event of meetings not taking place each month, payroll/HMRC still needed to be processed. Failure to submit HMRC on time would result in a penalty to the parish council not the employee.

Bank mandate – it was resolved that the clerk sets up another bank account in the High street as the postal banking is becoming difficult to update due to councillors leaving so frequently.

Cheque no	Amount	Payee	Explanation
10231	£20.00	S Cammack	Internal audit work
10232	£27.72	K Lear	Expenses
10233	£60.27	HMRC	HMRC – K Lear – March
10234	£241.09	Kay Lear – monthly salary – March 2013	Net pay – K Lear - March
10235	£109.36	Viking	Printer – cheque last year not presented

- 6262 End of year return – It was proposed and seconded that the end of year return was a true record. Chairman and clerk signed accordingly.
- 6263 Annual governance – It was proposed and seconded that annual governance was a true and accurate record of proceedings. Chairman and clerk signed accordingly.
- 6264 Date/time/venue – Monday, 13<sup>th</sup> May, 7pm parish council meeting, 8pm Annual parish council meeting – Sgt Bob Champeau to be invited

**CLLR GORDON SKIPPER**

**CHAIRMAN – OUTWOODS PARISH COUNCIL**

**MINUTES OF THE MEETING OF THE ANNUAL GENERAL ASSEMBLY, 13H MAY, 2013, AT 7PM AT OUTWOODS PRIMARY SCHOOL, MONDAY, 13<sup>th</sup> MAY, AT 7PM AT OUTWOODS PRIMARY SCHOOL**

**Present:** Cllr G Skipper, Cllr T Hathway, Cllr G Morgan, Cllr Mrs J Thompson, Cllr A Foy, Mrs K Lear  
**In attendance:** Cty Cllr B Frazer, Cllr S Smith

**Two members of the public were present.**

**IN ACCORDANCE WITH SECTION 1(2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS )ACT 1960, THE PRESS AND PUBLIC WILL BE EXCLUDED FROM THE FOLLOWING ITEMS TO BE DISCUSSED, HAVING REGARD TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED**

- 6266 Residence correspondence – council agreed an appropriate response.
- 6267 Clerks salary – Cllr Skipper had requested that this item be placed on the agenda however due to time constraints, the item to be carried over to the next meeting

**THE MEETING RECONVENED TO MEMBERSE OF THE PUBLIC AT 7.00 P.M**

- 6268 Appointment of Chairman/vice chairman  
  
It was proposed and seconded that Cllr G Skipper be appointed as chairman. Cllr Skipper accepted the role but requested that it be noted that he would be willing to take on the role of chair until someone else wanted to take on the role.  
  
It was proposed and seconded that Cllr A Foy be appointed as vice chairman. Cllr Foy accepted the position.
- 6269 Public participation – A resident raised concerns over several items that needed addressing on Beam hill Play Area. It was proposed and seconded that the chairman meets the resident to explore what work was needed with regards to the football area. Update at the next meeting.
- 6270 Apologies for absence - No apologies were received from members of the parish council, everyone was present. Borough councillor L Staples had forwarded her apologies.
- 6271 Declarations of interest – Nothing at this meeting
- 6272 Minutes of the last meeting – Monday, 15<sup>th</sup> April, 2013. It was resolved that the minutes were a true record of items discussed. It was resolved that the chairman sign them as a true record. The council requested that a note be made regarding an item discussed at the last meeting. It was resolved and proposed that dog fouling was not an issue on Field Lane.
- 6273 County Councillor/Borough Councillor – Cty Cllr B Frazer confirmed that the double yellow

lines at the top of Lower Outwoods Road is being addressed shortly.

6274 Clerks report:-

The clerk confirmed that some highway maintenance had taken place in the parish.

Post boxes – Lower Outwoods Road, and Tutbury Road. The clerk had met up with Royal Mail who unfortunately at this stage were unable to replace the existing post boxes. The council requested that the clerk writes again to Royal Mail to request further investigations to be carried out.

Play area – Several items were discussed regarding the play area. The turf by the goal posts needs replacing. Cllr Skipper agreed to review this and co ordinate accordingly. Clerk will then to liaise with the grass cutting contractor to get the turf replaced and to establish additional costs. The climbing frame still needs to be painted. The council agreed that the clerk obtains formal contractor quotes rather than use local volunteers. Trent and Dove had confirmed that the brambles will be cut back by the garages as soon as possible and will also explore the possibility of the graffiti being removed.

Dog fouling – The clerk had liaised with ESBC wardens. Additional stenciling has been introduced around Field Lane.

Allotments – The clerk confirmed that the benches and seat had now been delivered to the allotment site.

Lengthsman funding – the clerk confirmed that SCC had confirmed that the grant had been approved for the next financial year. The clerk explained that it would be used to deal with low level maintenance within the parish.

Emergency meetings – It was resolved by those present that in the event of an urgent meeting, the three day statutory requirement would not be required. Standing orders to be changed to reflect this.

6275 Planning matters –

Appeal – Hallam Land Management – Object - Response was agreed by the full council.

Outline planning application – Hallam Lane Management – Objection - Response was agreed.

106 Agreements – The parish council agreed that this was something that needed to be discussed at some stage in the event of the parish council being approached for any parish improvements.

6276 Councillor items discussed:-

<b>Councillor</b>	<b>Items discussed</b>	<b>Decision</b>
Cllr T Foster	Poor state of perimeter of fencing by Marstons and poor state of perimeter of fencing.	It was resolved that the clerk contacts the estates department at Marstons with a map enclosed of

	It has undergone a rapid state of decline. It is an eye sore for everyone concerned.  Cllr Foster It concerns the tract of land on the left hand side. Shobnall Dingle	the exact location.
Cllr G Morgan	Council to consider Outwoods primary school member of staff locking up premises after parish council meetings. Additional cost for this service would be £28.50	It was resolved that future meetings would take place at de ferrers school. Clerk to return keys to Outwoods primary school.

6277 Finance

The following expenditure was approved:-

Cheque No	Amount	Payee	Explanation
10236	£241.09	K Lear	April Salary
10237	£60.27	HMRC	Tax – K Lear
10238	£45.68	K Lear	Expenses/stationery
10239	£406	SPCA	Annual membership 2013/14
10240	£10.00	W Mousley	Repair work on Beamhill play area

Bank rec for April 2013: £7092.30 + 0.23p interest

The clerk confirmed that the 1<sup>st</sup> years precept payment had also been received - £4254.14

The clerk confirmed that the HSBC account had now been set up. Cllr Ambrose, Cllr Skipper and Cllr Thompson were now on the bank mandate. It was agreed that the Scottish Bank account would be closed and monies transferred over in due course.

6278 Date/time/venue for next meeting to be agreed – 3 June 2013, 7pm, De ferrers school

Meeting to close at 8pm for Annual parish meeting

**CLLR GORDON SKIPPER**  
**CHAIRMAN – OUTWOODS PARISH COUNCIL**

**ANNUAL PARISH MEETING – MONDAY 13<sup>TH</sup> MAY 2013 – 8PM –  
OUTWOODS PRIMARY SCHOOL**

Cllr G Skipper welcomed everyone to the meeting.

As part of the evening, Cllr Skipper thanked previous chairs for their support.

Sgt Bob Champeau gave a thorough report regarding Operation Nemesis. A number of issues had taken place to combat reduction in drug dealing.

Sgt Champeau gave an enlightening report on effects of drug dealing and encouraged everyone to raise any concerns regarding Crime Stoppers.

Cllr Smith gave an overview of some of the improvements within East Staffordshire.



**MINUTES OF THE MEETING OF OUTWOODS PARISH COUNCIL, MONDAY 1<sup>ST</sup> JULY, AT 6PM AT DE FERRERS ACADEMY, TRENT CAMPUS**

Present: Cllr A Foy, Cllr G Morgan, Cllr Mrs J Thomspson, Mrs K Lear (clerk)

In attendance: Cllr Mrs L Staples, Cllr S Smith

Appointment of chairman : Cllr A Foy agreed to take on the role

**Public participation – 6.00 – 6.15 – No members of the public were present**

6279 Apologies for absence – Apologies for absence were accepted for Cllr T Foster

6280 Declarations of interest – none

6281 Minutes of the last meeting for approval. The minutes were approved as a true record. It was resolved that the chair signs them accordingly.

6282 Planning decisions and matters –

Planning committee meeting 8 July – Beamhill play area – No members were able to attend the planning committee meeting scheduled for the 8<sup>th</sup> July. The chairman of the planning committee agreed to read out any comments which Outwoods parish council would like to submit prior to the meeting.

Appeals planned for July/August – Beamhill and Red House Farm. The council were happy that their comments be forwarded to the planning inspector. No members wished to attend the public enquiries.

P/2013/00591 - Erection of 24 dwellings, comprising of 18 detached dwellings and 3 pairs of Semi detached dwellings, creation of pond and provision of parking spaces to serve adjacent school. Premature applicaton and Davis Homes should have waited until the county council wished to develop the whole site. 9 car parking spaces will cause more problems than it will solve.

It was resolved that an objection be submitted because its premature and should be part of a comprehensive plan.

15<sup>th</sup> July consultation for the introduction of approx 500 properties, Harehedge Lane.

The parish council felt it was important that Mr P Somerfield was made aware of the parish councils wishes to be involved in any planning decisions in particular 106 agreements for Outwoods.

6283 Policing update – no update

6284 Recruitment of new members – There was discussions regarding how the parish council can

recruit other members. It was agreed that a letter be distributed to all residents in the parish.

6285 The following expenditure was approved by the full council.

Cheque no	Amount	Payee	Explanation
100005	241.09	K Lear	Salary June 2013
100006	60.27	HMRC	June HMRC
100007	60.27	HMRC	July 2013
100008	67.92	K Lear	Telephone, stain for bench
100009	65.00	W Mousley	Stain bench, Field Lane
100010	200.00	D Browning	Park inspections for play area

June 2013 – bank recon £3862.77 – HSBC account

Cllr T Foster, Cllr Mrs J Thompson, and Cllr A Foy are now on the bank mandate Bank of Scotland account has now been closed and it has been confirmed that money is being transferred over to HSBC account

Lengthsman fund period ½ has been claimed which is to pay for tidying highways, street furniture improvements etc

Risk assessments for 2013/14 have been completed. Main risk is the play area as due to the long term lease is the parish councils responsibility – David Browning has agreed to complete weekly inspections for us.

Gordon Skipper is now taken off the bank mandate. Gordon is hoping to rejoin the parish council in the future.

6286 Clerk report / correspondence - Marstons – correspondence forwarded to Marstons re railings. No response yet.  
 Royal mail – all post boxes have been evaluated. Currently royal mail feel that the the services are adequate. Services will be evaluated again in the event of new developments being introduced into the parish.  
 Neighbourhood development plan – review again when more members are in post  
 Repair of fencing Beamhill play area – Cllr Morgan will take a look to see if he can repair the fencing. If not, clerk to proceed with quotes and work to be offered to the most competitive.  
 Painting of equipment Beamhill Play area. Resurfacing of turf September after school holidays. – additional quotes still require

Statement of community involvement – copies were issued to members for comments before 5<sup>th</sup> August

6287 County/borough councillor updates – there have been changes at the borough council. Martin Blencowe is now the chairman of planning. Deputy Leader for Corporate services – Cllr L Staples – looks after the finance and assets of the borough council. Cllr L Staples



informed the council – 15<sup>th</sup> July 500 houses, 5 hectares of open space and within the site, proposed care use, extra care housing, local centre uses

Large amount of open space – they want suggestions from residents on what they want. Within this there is junction improvements, Bitham Lane, Rolleston Road. They will look at – improving traffic flow Harehedge Lane – Pelican crossing – Access Tutbury Road and Rolleston Road.

Date/time/venue for next meeting – 9<sup>th</sup> Sept 6pm, de ferrers academy

Meeting to close at 7pm to press, guests and members of the public

**CLLR AMBROSE FOY  
CHAIRMAN – OUTWOODS PARISH COUNCIL**

# MINUTES OF THE MEETING OF OUTWOODS PARISH COUNCIL

MONDAY 9<sup>TH</sup> SEPTEMBER 2013, AT 6.00 PM AT

DE FERRERS ACADEMY, TRENT CAMPUS

**Appointment of chairman – Cllr A Foy agreed to chair the meeting on behalf of the parish council**

**Public participation – 6.00 – 6.15**

Questions from members of the public – letter has been sent to ESBC to revoke the the decision. Friends of outwoods asked if we would be willing to make a donation. Cllr Mrs J Thompson did explain that the parish council had limited funds.

A resident asked what happened about the roundabout near to the school? Cllr Smith informed residents present that the round about is being redesigned. SCC have got to redesign the island. Clerk to make to enquiries regarding the roundabout at the bottom of Beamhill Road.

Redhouse House – public inquiry – decision probably will be made in December 2013.

Mr J Anderson asked if the parish council would consider doing a consultation with residents before more money is being spent. Ask the public what they want to do.

Cllr Smith explained S106 rules. There are certain things that they are allocated against ie education, highway improvements, Cllr Smith said that it was set in stone and as such.

A resident asked whats was happening about the homes bonus – will Outwoods be benefiting. The chair asked Ms Joanne Roebuck to forward information to the parish clerk.

The chairman thanked those members present.

The chair informed residents that the parish council were still looking for parish councillors. Barry Hyder and Mike Green said that they would like to be co opted to the parish council.

Residents were concerned that Hallam will buy the land and then sell off to builders – there was discussion that it was important that the neighbourhood plan was developed to shape this.

John Anderson informed the council that he had spoken in length with Hallam to let them know that a few people had suggested allotments for the new site and tree screening. Hallam had confirmed that they would discuss with land owners and residents and would be co operative.

Barry Hyder asked Joanne Roebuck if there was a time frame. Joanne Roebuck informed those present that if things did slow down they would make sure the area was left tidy.

**Present: Cllr A Foy (chairman), Cllr G Morgan, Cllr T Foster, Cllr Mrs J Thompson**

6288 Apologies for absence – apologies were received and accepted for Cllr L Staples.

6289 Declarations of interest - none

6290 Minutes of the last meeting for approval. The minutes of the meeting, 1<sup>st</sup> July, 24<sup>th</sup> July and 28<sup>th</sup> August were approved as a true record. It was resolved that the chair sign the minutes as a true record. The minutes were approved as a true record and the chairman signed them accordingly. Cllr Foster asked the clerk if she would chase Marstons.

6291 Planning matters - There was lots of discussions regarding the recent Upper Outwoods approved development. Regardless of what happens with the JR, it was agreed that residents be involved and promote the community involvement. There were concerns regarding the layout of the site, the types of houses, where they go, There will be conditions – access was not particularly detailed – there is still room for everyone to make their voices heard, to get the highest quality on the site, if it does go ahead with least negative on the community. One of two spokes people to attend a meeting. Cllr Morgan and Cllr Foy confirmed that they would like to attend.

It is the time to engage to see what you get out of SCC, Hallam Land you may be able to get more out of them.

It was resolved that Corinne O Hare be invited to the next meeting to assist with the neighbourhood plan relaunch.

Hallam meeting was important for representatives to state their views. It does not water down the objection, however, if the development went ahead then the community would like xyz...

Of the money available what are the priorities please give consideration.

The legal agreement is the most important thing at this stage.

6292 Treasurers report - Expenditure for approval. Financial update.

The following expenditure was approved by the council

Cheque no	Amount	Payee	Explanation	Power to act
100011	£1200	C Colquholm	Barrister support. Note: Stretton PC to pay 50%	Local government act
100012	£60.00	K Lear	Printing of newsletters	Local government act
100013	£25.40	K Lear	Litter picker for David Browning	Local government act
100014	£5.00	K Lear	Postage	Local government act
100015	£50.00	K Lear	Gift for ex councillor	Chairmans allowance
100016	£482.18	K Lear	Salary July and August	Local government act
100017	£70.00	HMRC	HMRC August, Julys paid last month to confirm with real time reporting	Local government act
100018	£30.64	K Lear	Telephone costs , July/August	Local government act
100019	£372.00	Oakley	Highways fencing repair	Local government

		Landscape design Ltd		act
100020	£120	Grant Thornton UK LLP	Annual external audit	Local government act

6293

Clerks report

Beamhill play area – David Browning asked if three strands of wire, bottom wire to be stretched when finances permitted.

Double yellow lines St Margarets has still not been actioned. Length of two cars. Bob Frazer has confirm that it will take 6 months and will be actioned. The clerk was asked to get this in writing with a date for completion.

Speedwatch – Henhurst – training planned for the end of September-.

Resurfacing of the turf Beamhill Play area – It was resolved that the clerk proceeds with the work. Quote three - £570 was approved by the council to proceed.

Repainting of the play area Beamhill Play area – it was resolved that the clerk proceeds with the work. Quote one - £280 was approved.

Neighbourhood forum team will be meeting on the 19<sup>th</sup> November to have presented to them projects which the parish council would like support with. Proposals need to be with the team by 14<sup>th</sup> October. Cheryl Maxim confirmed that ESBC were very interested in supporting the existing two projects suggested for this financial year. Cllr Morgan asked Cheryl to make enquiries as to whether the farmer had access from the land the parish council were looking to improve with the introduction of curb stones.

6294

County/borough councillor updates – no county councilor present. Cllr S Smith had to leave the meeting earlier. Cllr Mrs L Staples had a previous commitment.

Date/time/venue for next meeting – 14<sup>th</sup> October 6pm

**CLLR AMBROSE FOY  
CHAIRMAN – OUTWOODS PARISH COUNCIL**

## MINUTES OF THE MEETING OF OUTWOODS PARISH COUNCIL MEETING

MONDAY, 14<sup>th</sup> October, AT 7PM AT DE FERRERS SCHOOL, TRENT CAMPUS

Appointment of chairman - Cllr A Foy happy to chair the meeting this evening

Welcome Corinne O Hare and Bob Phillips and Jo Samuels.

Before any questions from the public, the chairman gave an update on the following: -

- The parish council have donated £500 to friends of outwoods cause. Mr Anderson said that he hadn't put anything on the Friends of Outwoods website as he was waiting for the parish council to formally announce this at the meeting.
- The roundabout – Beamhill is not being redesigned, the pedestrian routes are being investigated. The roundabout should be commenced at the latest April 2014. St Modwens new school is planned to open April/May 2014. It was resolved that the clerk invites the head of St Modwens to the next meeting in February 2014.
- Joanne Roebuck has not yet come back to confirm benefits to Outwoods as a result of all the development in Outwoods. It was resolved that the parish council obtains more clarity on the funds which the parish council are likely to receive.
- Marstons have also not come back to the parish council regarding the correspondence from the parish council
- The chairman made the council aware of the Marstons overgrowth onto the highway and also the garage forecourt. The clerk had contacted Marstons HQ with no joy. It was resolved that the clerk contacts Cllr Bob Frazer to see what support he could give to the parish

**Public participation – 7.00 – 7.15** – Three residents attended. They informed the parish council that they were hosting a quiz at Anslow Village Hall.

**Present:** Cllr Mrs J Thompson, Cllr A Foy, Cllr M Greene, Cllr T Foster, Cllr J Elkes, Cllr G Morgan, Cllr B Hyer, Mrs K Lear (clerk)

**In attendance:** Mr Bob Phillips, Ms Jo Samuels, Ms C O'Hare, Burton mail

- 6298 Co option of members – Council to consider the co option of Mike Green, Barry Hyder and Jez Elkes. 3 voted for the co option, 1 abstained.
- 6299 Apologies for absence – none
- 6300 Declarations of interest - none
- 6301 Minutes of the last meeting for approval. Any factual changes. It was resolved that the minutes be signed as a true record by the chairman.
- 6302 Relaunch of Neighbourhood plan – subject to steering committee in place, the parish

council will be appointing a Planning consultant to support them with the programme.

Bob Philips from BUPUD introduced himself to the parish council and members of the public.

Residents and Cllr Smith wondered if it was too late for the parish council to pursue a neighbourhood plan. It was important to prepare a plan to meet any development needs in the parish. It is not too late to shape any developments in the parish. We want to make sure that our new residents of the parish have access to green spaces, parking available to them. There may be an opportunity to look at more strategic sites also. We are looking at a plan for the next 20 years. There may well be other small developments. It is important to keep the quality high.

The proposal that we put was very heavy to spend time engaging with the community. Bob suggested that it was important to speak to groups of young people also.

There are other things that are happening in the parish and not just development. How are we making the most of the public footpaths in the parish etc.

A member of the parish council asked what sort of weight does the neighbourhood plan carry. How much clout will the plan have. Bob confirmed that if it becomes adopted then it will hold the same weight as ESBC local plan – it will put local issues at the top of the agenda.

It is important that the policies are looked at.

6303 Treasurers report - Expenditure for approval. Financial update.

Bank recon 31<sup>st</sup> September £12438.68 (includes final precept payment)

<b>Cheque no</b>	<b>Amount</b>	<b>Payee</b>	<b>Explanation</b>
100023	£500.00	I Wright	Donation to Friends of outwoods
100024	£570.00	P Gould	Returfing of play area
100025	£1080.00	P Gould	Annual grass cutting
100026	£280.00	M Bloor	Painting of play equipment
100027	£23.98	K Lear	Refreshments/telephone/broadband
100028	£15.98	T Foster	Plants for the Henhurst
100029	£21.56	Viking direct	Ink cartridges
100030	£280.00	K Lear	Salary for September
100031	£70.00	HMRC	Tax/NI – September – K Lear

Committed expenditure this month £2841.52

**Remaining £9597.16**

**Estimated expenditure until year end:-**

Administration (salary/telephone/stationery/postage)	2841.91
Room hire	£135
Data protection	£35
Bye election/contingency	£5000

Annual insurance	£600
Insurance premium in event of claim (include public liability)	£250
Annual play area inspection	£200
	<b>Total: £9061.91</b>

NOTE - Remaining - £535.25 for any other projects

Residents at the Henhurst have asked if Anslow, Outwoods, Branston and Shobnall if they would consider making a donation to enable them to purchase a speedgun to enable them to carry out speedwatch. They are looking for £250 per parish council.

There was a discussion regarding the calibration of the speedwatch guns. – 6 for and 1 against. Precept need to be reviewed and agreed next month – it was agreed last year that it was inevitable that an increase would be needed next financial year

6304 Clerks report / Publication policy/matters outstanding/correspondence

The parish council were approached to give a copy of Septembers minutes which are difficult to issue until they have been approved by the full council.

The council was also approached to give financial details. This meeting the budget is being reviewed and it was agreed that information be forwarded to the resident.

The existing neighbourhood projects – Field Lane - met with contractors to obtain quotes for the full area to be returfed and also high curbs also introduced and also to keep the access for the farmer free. SCC yet to confirm whether this access has to remain free of obstruction. I have also met with Rights of way team and requested that the public sign be repositioned as it has been dislodged

Beamhill Play area path – quotes currently being obtained.

Any thoughts on any other improvement projects for the next financial year? Meeting with the Neighbourhood development team is taking place 19<sup>th</sup> November, 6pm Branston golf and country club. One councilor suggested additional notice boards around the parish summarizing the minutes of the meeting could be a possible project. Members of the parish council wondered if there would be health and safety issues to introduce notice boards lower than our existing. It was also suggested if the co op for a small fee could find a space for the minutes to be displayed. It was proposed that the project to be explored as a possible ESBC/Parish council joint project

Residents are invited to meet Staffordshire Police Crime Commissioner – 21<sup>st</sup> October – 6-7pm Burton Town Hall

The parish council will be meeting with Bob Frazer and other parish councils to discuss the strategy for infrastructure improvements particularly in the event of other developments being approved ie Lawns Farm will be going to planning committee 21<sup>st</sup> October, Land South of Branston was supported by the Planning Inspector following public enquiry

6305 County/borough councillor updates

6306 Date/time/venue for next meeting – 11<sup>th</sup> November, 7pm, de ferrers academy.

**CLLR AMBROSE FOY, CHAIRMAN  
OUTWOODS PARISH COUNCIL**



**ACCORDANCE WITH SECTION (2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS ACT 1960, THE PRESS AND PUBLIC WILL BE EXCLUDED FROM THE FOLLOWING ITEMS TO BE DUSCUSSED, HAVING REGARD TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED**

**6307** Agree appointment of Neighbourhood plan consultant

It was resolved that Bob Phillips and the team be appointed as project managers for the Neighbourhood plan.

**CLLR AMBROSE FOY  
CHAIRMAN – OUTWOODS PARISH COUNCIL**