

## BLACKBIRD LEYS PARISH COUNCIL MINUTES

Minutes of the Council Meeting held on Tuesday, 26<sup>th</sup> May 2020, at 7.00 pm held virtually.

---

**MEMBERS PRESENT:** Parish Councillors John Dillon (Chair), Peter Nowland (Vice Chair), Olamide Odelajo, Anthony Church, Mark Franks, Ewa Gluza, Maggie Lewis, Imade Edosomwan, Robert Davies and Deborah McIlveen.

**OTHER COUNCILLORS:** **City Councillors:** Linda Smith, Sian Taylor and Rae Humberstone.  
**County Councillor:** Deborah McIlveen

**OFFICERS PRESENT:** **Clerk to the Council:** Emma Kearney

**OTHERS PRESENT:** **Members of the Public:** Six members of the public.

**APOLOGIES:** The following apologies were received:  
**Thames Valley Police:** Heidi Cornick  
**Oxford City Council Communities and Neighbourhoods:** Hollie Tuckwell  
**Community Response Team:** Vivienne Glynn

**FC019/20** **ELECTION OF THE CHAIRMAN**  
It was **RESOLVED** for Cllr Robert Davies to be elected as Chairman for the council for 2020-2021.  
Proposed by Cllr Robert Davies and seconded by Cllr Imade Edosomwan  
**Action: Clerk to send Acceptance of Office form**

**FC020/20** **ELECTION OF VICE CHAIRMAN**  
It was **RESOLVED** for Cllr Peter Nowland to be elected as Vice Chairman for the council for 2020-2021.  
Proposed by Cllr Peter Nowland and seconded by Cllr Robert Davies.  
**Action: Clerk to send Acceptance of Office form**

**FC021/20** **DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**  
a) The Clerk advised it is the Councillor's responsibility to disclose any declarations of interest as it is not the role of the Clerk. If there are any concerns that a Councillor has not properly disclosed please refer your complaints to the Monitoring Officer directly.  
b) Cllr McIlveen has declared an interest for –  
i. The Leys Community Development Initiative (C.D.I).

**FC022/20** **MINUTES OF PREVIOUS MEETINGS**  
a) Discussions were held regarding the level of detail in the meeting minutes, the Clerk advised the meeting minutes document the meeting outcomes.  
b) It was commented that there were accuracy issues with April 2020 Meeting Minutes and that '*FC012/20 CLLR MCILVEEN a) County Council meeting is going ahead, as a virtual meeting. Decisions will be made and there are scheduled to be around 60 councils involved*'  
*Should read '...be around 60 councillors involved'*.  
**Action: Clerk to amend the typo.**  
c) It was commented that there were accuracy issues with Extra Ordinary Meeting held on 7<sup>th</sup> May. As it was documented that the City Councillors gave their apologies to this meeting, however, they were not invited.  
**Action: Clerk to remove City Councillors apologies.**

- d) It was commented by a Parish Councillor there was 'no vote' called regarding the Church planning application, and it was recorded as 'It was AGREED'. The clerk advised that there was no vote called and therefore no vote could be included in the meeting minutes.  
It was further commented that in future, a vote could be called for important decisions, rather than being proposed to 'AGREE'.
- e) It was commented by a Parish Councillor that some of the City Councillors had influenced the Parish Councils decision in regards to the Church planning application, and at times had interfered with the process. It was further commented that the Clerk had contacted the Vicar with regards to the application and different comments to what was agreed in the meeting were submitted. The Clerk advised that what was agreed in the meeting and documented in the meeting minutes was the output from the Parish Council.
- f) It was suggested the recording of the April meeting be preserved should a formal complaint arise.

**FC023/20**

**PUBLIC PARTICIPATION**

**SPINDLEBERRY PARK NATURE RESERVE**

- a) A resident from Knights Road attended to raise concerns regarding a 'change of use' for the land known as 'Spindleberry Park Nature Reserve'.  
In the 35 years the resident has lived on the estate this land has always been a children's play area. Originally a BMX track then Section 106 money was used to change into a football field.  
In 2013 the land use was changed to 'Building Land'. To the resident's knowledge there has been no consultation or agreement with any residents of Knight's Road for this change of use to take place. The resident has repeatedly requested the documents from the City Council but is yet to receive a response. The resident raised that the proposed housing on the site is market sales not social housing.  
The resident commented that they resented the Parish Council going forward with this planning application without consultation, and it was within the Parish Council's gift to ask the estate via a Parish Poll if the land could be obtained by transferring the management of all the Spindleberry Nature Park to the Parish Council. The City Council would then negotiate to give the Parish Council a lease for the site.
- b) The resident would like the Parish Council to hold a referendum to get the view of the residents on what the land should be used for before the planning application goes any further.
- c) The Chairman advised that this was something that would be looked into, however, there would be cost implications.
- d) A second resident spoke to reiterate the first resident's points and to also comment they were totally against housing being built on brown belt land as the land is well used and is the only land on this side of the estate.
- e) It was commented by a Parish Councillors there had been a query raised regarding the accuracy of the plans at a City Council meeting held last year. As the Nature Park had been documented as being in the parish of Littlemore not Blackbird Leys. It was acknowledged at the City Council meeting this was an error with the plans. It was further commented that this error supported the concerns of the residents regarding the lack of consultation, as how could the residents have been consulted if the land was documented in the wrong parish.
- f) It was commented by a Parish Councillor that the resident was correct as the proposed housing on the Nature Park would be sold at the full market price. Also, if a Parish Poll was held and the results were in favour of the land being

managed by the Parish Council, the City Council could consider renting it, and this would be at a fair market rate.

- g) It was commented by a Parish Councillor that the Parish Council needs to be more involved in asking the residents their views on the regeneration.
- h) It was commented by a City Councillor not to consider the Spindleberry Park Nature Reserve in isolation as the whole project involves both sites (this site and the District Centre). Even with the market sales the regeneration project still requires a £20,000,000 public subsidy. The project would give 75% affordable housing, the new Community Centre, the new shops and new public space in the District Centre, and to consider the project as a whole. The regeneration is relying on the market sales from the housing on Knights Road, and would not be able to proceed without these sales.
- i) The resident commented the City Council has collected an enormous amount of rent from the shops for past 55 to 60 years, and monies from this should have been saved for such projects. The resident further commented it is unfair for the children of Blackbird Leys to lose their play area. The resident proceeded to formally request this issue was added to next month's agenda so it can be voted on.

**Action: Clerk to add to next month's agenda to discuss holding a Parish Poll, and agree next steps.**

FC024/20

#### UPDATE FROM THE CLERK

##### a) Grant Letters and Cheques

Clerk advised the grant outcome letters have been sent to all applicants, and cheques have been drafted ready for signature.

##### b) Clerk Overtime

The Clerk advised in order to assist with the SSEN Grant application 25 additional hours had been worked this month. Although the Clerk was not intending to claim overtime it needed to be noted that assisting with additional tasks meant the Clerks duties were compromised. This was highlighted in the concerns raised by some Councillors with regards to last month's Meeting Minutes.

##### c) Noticeboards Installation Quotation

- i. The Clerk advised the quotation from Direct Services had been received and circulated to the Parish Councillors for approval.
- ii. Once the final noticeboard's planning application had been approved, the Clerk can arrange for the noticeboards to be delivered to the Direct Services free of charge ready for installation.
- iii. Discussions were held regarding the free storage of the noticeboards, and a big thank you was to be past on from the Parish Council to those involved.
- iv. It was queried how the noticeboards were being paid for a there was no cost allocation in the budget. The Clerk advised this was being paid for from the CIL fund.
- v. It was queried by a Parish Councillor how many quotations had been obtained. The Clerk advised three companies had been contacted 1. Replied to say the job was too small, 2. Did not respond, 3. Direct Services provided a quotation.
- vi. It was commented by a Parish Councillor that it was less risk for Direct Services to complete the works, and if it was not completed in a satisfactory way, we can go back to them. Also, it has taken such a long to time to get to this stage, it was in the

best interest of the community to have the noticeboards installed as soon as possible.

- vii. It was **AGREED** by majority vote to proceed with the Direct Services quotation.  
Cllr Franks abstained.

**d) Asset Register**

- i. The Clerk advised the updated Asset Register for 2020 had been circulated to the Parish Councillors for approval.
- ii. There were discussions regarding the printer that is located at Cllr Dillon's house, it was confirmed that the printer would stay there for now.

**e) Parish Councillors Reports**

- a) There were discussions held regarding reinstating Councillors sending their reports in advance of the meetings to the Clerk, so they could be included on the agenda. This way questions could be asked during the meeting to make the meeting more productive.

**f) Meeting Minute Actions**

- a) The Clerk advised for the Councillors to review the Meeting Minute Actions listed at the end of each months Meeting Minutes. These actions could form part of their report.
- b) The Clerk advised that moving forward it would be better if only items on the agenda were minuted.
- c) The Clerk further advised Councillors should not be acting on behalf of the Parish Council unless they have a minuted action.

**g) Emailing**

- a) It was suggested by a Parish Councillor due to the volume of emails being sent when emailing 'urgent' or emails with a deadline, please include this on the email description so it can be seen.

FC025/20

**BUDGET VIREMENT**

***To agree to move Leys Festival fund to Covid-19 fund £5,000.***

- a) There were discussions held to clarify this virement was to move a budget allocation from the Leys Festival to a Covid-19 Fund.
- b) The Clerk advised in order to spend funds for a different reason than outlined a budget virement needed to take place first.
- c) The Clerk clarified that next year's Leys Festival funds could be allocated from next year's budget.
- d) The Clerk confirmed the proposal for this virement came from a Parish Councillor asking how the Parish Council was supporting the Community during the Covid-19 outbreak. Due to this, it was proposed, as the Leys Festival was cancelled the money could be used for a Covid-19 fund, hence this decision being added to this month's agenda.
- e) The Clerk advised this virement was for donations to a Community group to support during Covid-19, and could not be awarded to an individual.
- f) It was commented by a Parish Councillor there was no obligation to spend this money if it was not needed, and it was to assist in an emergency in line with the Covid-19 outbreak.
- g) It was **AGREED** by a vote to move the Leys Festival fund to a Covid-19 fund total of £5,000.
- h) Cllr Franks abstained from voting.

FC026/20

**SSEN GRANT APPLICATION**

***To accept or decline the funds as outlined in the application***

- a) The Clerk advised some of the Councillors had asked for this grant application to be completed to bring some extra money into the parish.
- b) The Clerk confirmed the Parish Council was successful in their application of £1,900, although, the grant award did not include the telephone costs, DBS checks or the cakes for the old people's home.
- c) The Clerk advised that this had been a good exercise but has highlighted there is disconnect within the Parish Council. This has identified the need for the mission statement and the strategic aims to be in place.
- d) It was commented by a Parish Councillor we should accept the money, and also to thank the Clerk for all of the hard work.
- e) It was queried by a Parish Councillor if there was a meeting to discuss the grant application. The Clerk advised there had been a meeting amongst the Councillors to discuss ideas, and the decisions were driven by the grant description. The Chairman commented that some of the Councillors had also attended the Partnership meeting to generate extra ideas.
- f) It was queried by a Parish Councillor if the money for the grant was restricted, or could it be used elsewhere. It was commented that the grant was restricted.
- g) The Parish Councillor raised concerns that the application was not agreed. The Clerk advised that the grant application deadline fell in between the Parish Council meetings, however, there was support from Councillors to try and obtain this money, and this agenda item was added to agree or decline the grant money.
- h) The Parish Councillor queried why their proposal outlining criteria of who the Parish Council supports and how funding was allocated was not added to this month's agenda. The Clerk further advised that there was a lack of policy across the Parish Council and the mission statement and the strategic aims needed to be agreed first. The proposal could be reviewed once these were in place.
- i) It was commented by a Parish Councillor there were two issues that needed to be addressed -
  - i. Funding by the Parish Council via the grants policy.
  - ii. Funding that Parish Council applies for.
 Both of these issues need clarity.
- j) It was **AGREED** by majority vote to accept the grant money as outlined in the application.

**Action: Clerk to organise awarding funds.**

**FC027/20**

**CLOCKHOUSE PROJECT GRANT APPLICATION**

***To consider the Grants Working Group recommendation***

- a) The Grants Working Group met and made a recommendation to award the partial amount of £1,245 to the Clockhouse Project. It was recommended to award the partial amount as, our grants award is up to £5,000, and the CDI have already been awarded £3,755. This is also what the parish council can afford.
- b) There were discussions held as concerns were raised regarding the Parish Council going over budget to award this grant.
- c) It was **AGREED** by majority vote to award the grant money as per the Grants Working Group recommendation.
- d) Cllr Franks and Cllr McIlveen abstained from voting.

**Action: Clerk to send outcome letter and raise cheque.**

**FC028/20**

**CASHBOOK**

- a) It was **AGREED** to pay the following payments -

- 13) Clerk's May salary, £986.00 by standing order.
  - 14) Oxford City Council, Hall Hire for June, £20.00, by standing order.
  - 15) Leys CDI – Clockhouse, Grant Award 2020-21, £1,245.00, by cheque number 101346.
  - 16) Leys CDI – Youth, Grant Award 2020-21, £3,755.00, by cheque number 101346.
  - 17) Oxford Association of Local Councils, Annual Subscriptions 2020-21, £2,147.65, by cheque number 101347.
  - 18) Clerk via expenses, Wix Website Host Annual Fee, £86.40 by cheque number 101348.
  - 19) Clerk via expenses, Wix.Gov Email Annual Fee, £60.04 by cheque number 101348.
  - 20) Clerk via expenses, Parish Mobile Phone Credit, £20.00, by cheque number 101348.
  - 21) Clerk via expenses, Microsoft Key for Spare Laptop, £26.83, by cheque number 101348.
- b) It was queried by a Parish Councillor why the Parish Council were still paying rent when the hall had not been used. The Clerk advised that the standing order would be put 'on stop', Oxford City Council had been contacted and would issue a credit note.
- c) The Clerk requested Cllr Edosomwan as the Internal Financial Controller to compare the invoices saved to the Dropbox against the invoices listed on the cashbook remotely, as this would normally take place in the meeting.
- Action: Cllr Edosomwan to view monthly cashbook invoices**
- d) **BUDGET POSITION**  
Clerk confirms budget position

Month	SALARIES	HALL HIRE	HMRC	WAH	PENSION	STATIONERY
<b>BUDGET</b>	<b>£11,832.00</b>	<b>£240.00</b>	<b>£500.00</b>	<b>£100.00</b>	<b>£240.00</b>	<b>£300.00</b>
<b>APRIL</b>	-£986.00	-£20.00	£0.00	£0.00	£0.00	-£75.29
<b>MAY</b>	-£986.00	-£20.00	£0.00	£0.00	£0.00	£0.00
<b>REMAINING</b>	<b>£9,860.00</b>	<b>£200.00</b>	<b>£500.00</b>	<b>£100.00</b>	<b>£240.00</b>	<b>£224.71</b>

Month	POSTAGE	TELEPHONE	OFFICE 365	DROPBOX	CYBER SECURITY
<b>BUDGET</b>	<b>£50.00</b>	<b>£50.00</b>	<b>£150.00</b>	<b>£150.00</b>	<b>£100.00</b>
<b>APRIL</b>	£0.00	£0.00	£0.00	£0.00	£0.00
<b>MAY</b>	£0.00	-£30.00	-£26.82	£0.00	£0.00
<b>REMAINING</b>	<b>£50.00</b>	<b>£20.00</b>	<b>£123.18</b>	<b>£150.00</b>	<b>£100.00</b>

Month	ONLINE BANK ACC	OALC MEM	SLCC MEM	EXPENSES	INSURANCE
<b>BUDGET</b>	<b>£100.00</b>	<b>£2,100.00</b>	<b>£220.00</b>	<b>£50.00</b>	<b>£965.00</b>
<b>APRIL</b>	£0.00	£0.00	£0.00	£0.00	-£680.45
<b>MAY</b>	£0.00	-£2,147.65	£0.00	£0.00	£0.00
<b>REMAINING</b>	<b>£100.00</b>	<b>-£47.65</b>	<b>£220.00</b>	<b>£50.00</b>	<b>£284.55</b>

Month	AUDIT	TRAINING	GRANTS	COVID-19	CHAIRMAN
<b>BUDGET</b>	<b>£900.00</b>	<b>£1,800.00</b>	<b>£28,000.00</b>	<b>£5,000.00</b>	<b>£1,200.00</b>
<b>APRIL</b>	£0.00	£0.00	£24,245.00	£0.00	£0.00
<b>MAY</b>	£0.00	£0.00	-£5,000.00	£0.00	£0.00
<b>REMAINING</b>	<b>£900.00</b>	<b>£1,800.00</b>	<b>-£1,245.00</b>	<b>£5,000.00</b>	<b>£1,200.00</b>

**FC029/20**

**ITEMS FOR THE NEXT AGENDA**

- a) Discuss holding a Parish Poll, and agree next steps
- b) Freedom of Information Policy
- c) Deleting Policy
- d) Strategic Aims working group
- e) Risk Assessments
- f) Co-option

*Action: Clerk to confirm if this can take place remotely.*

**FC030/20**

**MEETING EXTENDED**

It was **AGREED** to extend the meeting by 15 minutes to 21.05.

## TO REVIEW THE FOLLOWING PLANNING APPLICATIONS

Applications: were considered:

Application Reference	Address	Ward	Deadline	Outcome
<b>1. 20/00865/FUL DEL</b> Change of use of basement office from (Use Class B1) to non-residential institution (Use Class D1).	190-196 Premier Place Garsington Road Oxford OX4 6FG	Blackbird Leys Ward	26.05.2020	No objections
<b>2. 20/00992/H42 DEL</b> Application for prior approval for the erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 3.5m, for which the maximum height would be 3.56m, and for which the height of the eaves would be 2.5m	7 Peregrine Road Oxford Oxfordshire OX4 6E	Northfield Brook Ward	24.05.2020	No objections
<b>3. 20/01040/FUL DEL</b> Erection of two storey side extension to create 2 x 1-bed flats (Use Class C3). Formation of dropped kerb. Provision of car parking and bin and cycle stores.	124 Balfour Road Oxford OX4 6BT	Blackbird Leys Ward	09.06.2020	No objections
<b>4. 20/01109/FUL DEL</b> Sub-division of existing dwelling into 2 x 1-Bed dwellings (Use Class C3). Formation of external staircase to rear elevation. Formation of canopy to side elevation. Alterations to side extension roof from pitched to flat. Provision of car parking, bin and cycle stores.	14 Mallard Close Oxford OX4 6EN	Northfield Brook Ward	16.06.2020	No objections
<b>5. 18/03405/FUL COMM</b> Formation of 11no. parking spaces and alterations to landscaping.	Holy Family Church 1 Cuddesdon Way Oxford OX4 6JH	Blackbird Leys Ward	11.06.2020	<b>Action:</b> <b>Chairman to clarify planning application details.</b>

Item No	Minutes Reference	ACTION	FOR	WHEN
1	2	Provide a telephone number of Car-parking contact	DM	TBA
3	4	Provide a list of grant awardee's	DM	TBA
4	6	Complaints procedure source, circulate, review and approve at a full Parish Council Meeting Clerk	Clerk	By July Meeting
5	9	Chairman to contact Community Payback to feedback good work on the estate.	Chairman	May Meeting
6	10	To provide contact details to the Chairman Community Payback	RH	May Meeting
11	FC047/19 g) Hedges	Chairman to send photographs to Cllr Smith to follow up.	Chairman/LS	ASAP
15	FC058/19 f) Parking	Cllr Smith will ask for Balfour Road to be included with the Traffic Engineer.	LS	ASAP
17	FC062/19 a) Noticeboards	Confirm Catalyst offer of a noticeboard as part of the regeneration.	HT	ASAP
27	FC083/19 a) Website	Councillors photos	Clerk	ASAP
30	FC0103/19 c) Twinning	To invite Angela Charlton to a Parish Council meeting to discuss twinning.	EG	ASAP
32	FC0115/19 a) Lighting Concerns	To provide report lighting concerns in Bullnose Morris, Ashmore Place and Druce Way.	DM	ASAP
35	FC0119/19 d) Quotation	To request a quotation to install the noticeboards for Direct Services	Clerk	ASAP
36	FC0143/19 a) Tuckers Rd garages	Community Response Team to check the garages are still boarded up	CRT	ASAP
41	FC0148/19 a) Report	Cllr McIlveen to report the complaint to the Council	DM	ASAP
46	FC0166/19 f) Operation Boulevard	Ehab Shahab to confirm if dummy signs can be used.	ES	ASAP

Item No	Minutes Reference	Action	FOR	WHEN
48	FC186/19 c) 30 <sup>th</sup> Anniversary	Clerk to find out exact date of the 30 <sup>th</sup> Anniversary	Clerk	ASAP
49	FC190/19 d) Parking	To increase the frequency of Enforcement Officers on the estate.	LS	ASAP
52	FC194/19 6) 19/02958/ FUL DEL	To investigate planning application and report back if necessary.	MF	ASAP
53	FC201/19 Resident Parking Issue	To contact resident to discuss.	RH	ASAP
54	FC202/19 a) Druce Way Parking	To contact resident to discuss.	RH	ASAP
55	FC202/19 b) Rubbish on the estate	To email Maya from 'Spucin' up the Leys' to ask when the next local litter pick is.	Clerk	ASAP
56	FC203/19 b) i. Noticeboard Update	Clerk to complete location plans and block maps.	Clerk	ASAP
57	FC203/19 b) ii Noticeboard Update	Clerk to contact Direct Services for a quotation.	Clerk	ASAP
58	FC203/19 b) iii Advertising agendas	Cllr Church to ask permission at the library.	AC	ASAP
59	FC203/19 d) Speed watch Operation	Clerk to ask HT investigate contacting local schools to see if parents were interested in being involved.	Clerk/HT	ASAP
60	FC207/19 e) Dog Fouling	Nick Prior to liaise with the parish council to arrange a date.	NP/Clerk	ASAP
61	FC209/19 c) Safer Leys Meeting	Meeting to be arranged by Cllr McIlveen and circulated to the parish council.	DM	ASAP
62	FC211/19 a) Oxford Mail Contact	Clerk to make contact and obtain preferred email address to send future agenda's to.	Clerk	ASAP
63	FC216/19 e) Lord Lieutenant	Clerk to liaise with Lieutenants office.	Clerk	ASAP
64	FC006/20 Community Larder	Clerk to add Community Larder to the May agenda for an update	Clerk	May
65	FC006/20 Community Larder	Clerk to send 'thank you' email to H Tuckwell and J Watson	Clerk	May
66	FC007/20 Crisis Donations	Clerk to add budget virement to the May agenda for consideration	Clerk	May
67	FC011/20	Cllr Humberstone to provide Hollie with update on resident's complaint regarding larder	RH/HT	May
68	FC013/20 1) Dovecote Grant App	Clerk to write outcome letter and raise cheque	Clerk	ASAP
69	FC013/20 2) BNSS Grant App	Clerk to write outcome letter and raise cheque	Clerk	ASAP
70	FC013/20 3) LITZ CIC Grant App	Clerk to write outcome letter and raise cheque	Clerk	ASAP
71	FC013/20 4) Raw Workshop Grant App	Clerk to write outcome letter and raise cheque	Clerk	ASAP

<b>Item No</b>	<b>Minutes Reference</b>	<b>Action</b>	<b>FOR</b>	<b>WHEN</b>
72	FC013/20 5) Pegasus School Grant App	Clerk to write outcome letter and raise cheque	Clerk	ASAP
73	FC013/20 6) Leys CDI Grant App	Clerk to email applicant questions and to arrange an emergency meeting.	Clerk	ASAP
74	FC013/20 7) Leys News Grant App	Clerk to email applicant to arrange an emergency meeting.	Clerk	ASAP
75	FC013/20 8) Casual Basketball Grant App	Clerk to write outcome letter and raise cheque	Clerk	ASAP
76	FC013/20 10) Friendleys Grant App	Clerk to write outcome letter and raise cheque	Clerk	ASAP
77	FC013/20 9) B.L.A.P Grant App	Clerk to write outcome letter and raise cheque	Clerk	ASAP
78	FC015/20 h) Planning application	Clerk to write letter in support of Holy Church planning application with consideration.	Clerk	29/04/2020
79	FC015/20 h) Planning application	Cllr Humberstone to raise the issue of the school being overlooked.	RH	ASAP
80	EM022/20 Leys CDI Grant App	Clerk to write outcome letter and raise cheque	Clerk	ASAP
81	FC019/20 Election of the Chairman	Clerk to send out Acceptance of Office form	Clerk	ASAP
82	FC020/20 Election of the Vice Chairman	Clerk to send out Acceptance of Office form	Clerk	ASAP
83	FC022/20 b) Minutes of the previous meeting	Clerk to amend typo	Clerk	ASAP
84	FC022/20 c) Minutes of the previous meeting	Clerk to remove City Councillors for the apologies	Clerk	ASAP
85	FC023/20 Spindleberry Nature Park	Clerk to add to next month's agenda to discuss holding a Parish Poll and agree next steps	Clerk	ASAP
86	FC026/20 SSEN Grant Application	Clerk to organise awarding funds	Clerk	ASAP
87	FC027/20 Clockhouse Project Grant Application	Clerk to send outcome letter raise cheque	Clerk	ASAP
88	FC028/20 Cashbook c)	Cllr Edosomwan to compare the cashbook to the invoices on Dropbox	Clerk	Monthly
89	FC029/20 Co-option	Clerk to confirm if this can take place remotely	Clerk	ASAP
90	FC031/20 Planning 18/03405/FUL/COMM	Chairman to clarify planning application details	RD	ASAP

**FC033/19**

**DATE OF NEXT MEETING**

To note the date of the next meeting is Tuesday 30<sup>th</sup> June 2020 at 7.00pm

*Meeting closed at 21.15*

**SIGNED:** \_\_\_\_\_

**Councillor Robert Davies** (*Chairman*)

DRAFT