

DRAFT AND UNAPPROVED MINUTES FOR HOLLINGBOURNE PARISH COUNCIL MEETING 11th January 2021

Please find below the minutes of the meeting of Hollingbourne Parish Council monthly meeting held on Monday 11th January 2021, 7.30 pm, online via Microsoft Teams, due to COVID-19 Government recommendations. The Clerk made sure that public were invited to the online meeting on the agenda notice. To action this request their email address was required by the Clerk and they could then be invited to the meeting, via email. This is a necessary requirement, as although the Parish Council can have online meetings at this time, they must still be audible to the public if they wish to listen.

Present: Cllr A Ward (Chairman), Cllr S Hulme (Vice-Chairman), Cllr Dr S Bauer, Cllr D Ardley, Cllr A Marshall, Cllr C O'Meara, Cllr C Gooding and Cllr Maria Domican

Attendance: Cllr Patrik Garten (Maidstone BC), Mr Rob Bracken (Roadchef – Maidstone Services), Mr Stuart Jeffrey (Green Party) and Mrs V Smith –Parish Clerk

1. Apologies for absence: Cllr Mrs Shellina Prendergast (KCC) – meeting clash and PCSO Matthew Adlington (work commitments)

2. Declarations and Requests

Declaration of Changes to the Register of Interests – none; Declaration of Interest in items on the Agenda – Cllr Ward will not be voting on the planning application at 103 Eyhorne Street, as he is the neighbour of the applicants; Requests for Dispensations – none

3. Approval of minutes of last meeting (circulated prior to meeting)

It was resolved that the minutes of the meeting on 14th December 2020 are a true and accurate record of the meeting, with the following exceptions to item 16.b., which should read Cllr Marshall contacted Nicola Toulson at Go Green, Go Wild to update her on how we had spent the grant money on the Millennium Green. The tree planting for the opposite the school is a part of the initiative called the 'The Queen's Green Canopy' which invites people across the UK to plant a tree in recognition of the Queen's 70th year, Platinum Jubilee, in 2022, so this is a separate project.

4. Matters Arising (not covered elsewhere on the agenda) – none

5. Police Report – (including Roadchef update)

- a. The Parish Council were really glad to welcome Mr Rob Bracken, Site Director of the Roadchef, Maidstone Services, to the meeting to report on the news and security of the services. Rob hopes to attend monthly / bi-monthly to give updates. Initially, Rob expressed concerns that there are always crime reports at the services mentioned in the minutes, particularly with regards to vehicle crime, details of which are not known to himself. The crimes which are known to the Roadchef staff generally concern incidents within the hotel. This seems to indicate a breakdown in communication between the Police and Roadchef which needs to be addressed. The Clerk obtains the information about crimes in the locality via the Police UK and E-watch websites.

Shockingly there is a problem with hate crime at the services, particularly over visitors not wearing PPE, e.g. masks, within the premises. Rob believes that the stress of the pandemic has caused people to act more aggressively and out of character due to anxiety. However, there is no excuse for threatening and verbally abusing the members of staff at the services when they are asking visitors to wear their masks. For current information on the laws regarding wearing face masks, please see the attached link [Face coverings: when to wear one, exemptions, and how to make your own - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/face-coverings-when-to-wear-one-exemptions-and-how-to-make-your-own) which clearly indicates that masks should be worn within the services.

Recently, the Roadchef staff successfully looked after three coach loads (approximately 120 people) of European heritage who had been working within the UK, but then couldn't travel back out of the country due to not having the correct, post Brexit, paperwork. The staff quickly removed all of the alcohol which is generally sold within one of the shops within the services, and this helped prevent any unnecessary problems which could have been generated by the stranded visitors. Preventable actions such as these can help maintain the peace at the Roadchef and its surrounding areas. Cllr Garten asked Rob if similar

incidents happen regularly due to travellers not having the necessary travel paperwork, or due to the presence of homeless people around the services. Rob doesn't see these matters as an issue at the services, but he will contact Cllr Garten immediately if there is a presence of vagrancy, as the Maidstone BC can help in offering the homeless accommodation. The Clerk will make sure that Rob has Cllr Garten's contact details. (Action: The Clerk).

With regards to the incidents of Lorry Crime at the services, there is a right of way around the services and part of the fence in this area is in dis-repair. Rob and his staff will look into getting this fixed. At the moment would-be thieves can easily enter the village from this car park through the fence, and so repairing it will be of benefit to the drivers parking at the services and the villagers.

In the summer of 2020, a resident of the village had reported to the Roadchef, and the Parish Council, of human waste being found on the footpaths around the services. Unfortunately, this is sometimes a problem that the services facilities staff have to deal with and regular checks are now carried out in the area to prevent this from happening.

In June 2020, the Kent Online reported on the illegal selling of puppies from the Roadchef Services carpark. The RSPCA was quickly informed of the matter, and please see the link [Investigations launched into reported puppy sales at Maidstone services on the M20 \(kentonline.co.uk\)](https://www.kentonline.co.uk/news/2020/06/24/rspca-investigation-launched-into-reported-puppy-sales-at-maidstone-services-on-the-m20/). The investigation of this matter is, as far as the Parish Council is aware, still ongoing. Sadly, criminals will use any facilities possible to carry out illegal practices. The Roadchef staff were certainly not aware of the incident when it was taking place, as they would have stopped the trading instantly. The public should be aware that if they buy animals this way, they are sadly falling into the hands of criminals and showing no regard for the welfare of the animal. There are numerous highly regarded websites where people can locate puppies for sale. All pedigree puppies and dogs should be sold with their kennel club paperwork available at the time of the sale. The paperwork for any puppy should also include details of their vaccinations and worming schedule, to date. For advice, please see the link [What paperwork should the breeder give me? | The Kennel Club](https://www.kennelclub.org.uk/what-paperwork-should-the-breeder-give-me/).

- b. The Parish Council is particularly concerned that there has been a lot of vehicle crimes reported this month for the village, but the information on the Police UK and e-watch websites have to be limited as to the amount of information that they allow the public to access. It would be good to obtain information directly from PCSO Matthew Adlington, but his work commitments and availability to join the virtual meetings makes this difficult. The Clerk has contacted the PCSO with regards to using the Cardwell Pavilion as a base, with the view to running monthly Police Surgeries at the hall, but the COVID-19 restrictions has made this impossible at the moment. Cllr Marshall thinks that it would be good to meet with the PCSO at another time in the week via Microsoft Teams and this option will be investigated.
- c. The report for the Hollingbourne and neighbouring Hucking area taken from www.e-watch.co is now available and reported the following for December 2020 and 1st January 2021:
- Between 9:00pm, 13th December and 10:00am on 14th December in M20 Junction 8, somebody damaged a vehicle parked in a car park. Nothing appears to have been taken.
 - Between 12:01am on 24th December and 7:00am on 4th January in Rumstead Lane, somebody broke into a commercial property and four container bins have been stolen.
 - Between 12:01am on 1st January and 11:59pm on Monday 4th January in Rumstead Lane, somebody took down/damaged a new fence.
- d. The **Police UK** website supplied the following information: In total, within the confines of the village, there were six crime and four anti-social behaviour reports for November 2020. These consisted of:
- On or near Old Mill Lane – 1 x anti-social behaviour (under investigation)
 - On or near Athelstan Green – 1 x vehicle crime and 1 x anti-social behaviour (under investigation)
 - On or near Bournside Terrace, Eyhorne Street – 2 x Public Order Offences (includes offences which causes fear, alarm or distress (under investigation)
 - On or near Tilefields – 1 x vehicle crime (under investigation)
 - On or near Claygates – 1 x anti-social behaviour (under investigation)
 - On or near Station Approach / Culpeper Close, Eyhorne Street – 1 x violence and sexual offences
 - On or near Upper Street – 1 x vehicle crime and 1 x anti-social behaviour (under investigation)
- e. In total, within the Maidstone Services, M20, Junction 8, there were five crime and one anti-social behaviour reports reported on the **Police UK** website for in November 2020. The crime reports consisted of three vehicle crime reports, one burglary report, one 'all other' crimes report.

- f. There has been nine crime and seven anti-social behaviour reports in November 2020 for local villages:
- On or near Broad Street Hill – Criminal damage and arson (1 crime report), violence & sexual offences (4 crime reports) and anti-social behaviour (2 reports).
 - On or near Rumstead Road, Hucking – 1 x other theft crime report.
 - On or near The Street, Dray’s Field and near the Church, Wormshill – 1 x criminal damage and arson crime, 1 x public order crime and 1 x anti-social behaviour report.
 - On or near Scragged Oak Road, Hucking – 4 x anti-social behaviour reports.
 - On or near Bicknor Village – 1 x criminal damage and arson crime report.
- g. The Police UK website also advises that there were nineteen stop and search investigations carried out in the Hollingbourne area in November 2020. They consisted of:
- On or near the Petrol Station (services) – 14 x reports (for controlled drugs)
 - On or near the Old Mill Lane – 5 x reports (information not collected)
- h. Regular police reports are also placed upon the Parish website for resident’s information, together with details of ‘scams’ which people need to be vigilant not to become tricked by. Information can also be obtained from the Kent Police website <https://www.kent.police.uk/> or [Your area | Police.uk \(www.police.uk\)](https://www.police.uk). Unfortunately, crime is on the rise and it is time to check that property is safe and secure. Please see the link <https://www.hollingbournepc.kentparishes.gov.uk/as-the-nights-draw-in-is-your-home-secure/>
- i. The Parish Council would like to urge villagers to contact the **Crimestoppers** on **0800 555 111** if they have information relating to crimes, or other concerns that they would like to anonymously supply to the Police. **Crimestoppers** is a charity which the Police frequently liaise with for information. If you own a smart phone, the ‘app’ <https://countryeye.co.uk/> is also a very convenient way of reporting matters and concerns to the police and the Parish Council would urge you to use this service. Criminal activity can also be reported either by telephone via ‘101’ or online <https://www.kent.police.uk/ro/report/ocr/af/how-to-report-a-crime/>.
- 6. Chairman’s Report – (Cllr A Ward) – (including the Village Hall)**
- a. Cllr Ward has received an email from one of the residents from Hadley Gardens with regards to flooding in their back garden, together with their neighbours, emanating from the Lance Memorial Field. The resident would like the flooding to be inspected by the Parish Council, as it was done so in the past, and answers as to what can be done to resolve the issue. Two of some of the longest standing members of the Parish Council could not remember having being advised about this problem in the past and had not visited the residents to discuss the matter. Update: The resident spoke to the Clerk and as a result Cllr Ward has visited the occupiers of the homes affected in Hadley Gardens. It seems that many years back the Parish Council had been involved in ‘spiking’ the field around to the back of the resident’s gardens. However, the idea of re-directing rain water into the neighbouring farmer’s field, to alleviate the problem, would not be legal.
- b. Cllr Ward hasn’t a further update for the Village Hall for the January 2021 meeting.
- c. The notice at the entry to the Railway Approach is for the railway yard and not the building at the station.
- 7. Seasonal Events within the Village – Cllr Domican / Cllr Ardley**
- a. The December 2020 seasonal events within the village have been a success. Cllr Domican was very glad to report that she had received much positive feedback from the residents. The Parish Councillors are limited in how successful they can make an event, the main helpers are always the residents and with their efforts and enthusiasm to get involved, the lights competition and snowman trail had been really great. The seasonal events for December 2021 will be just as much fun, and if residents have suggestions please speak to Maria when you see her in the village or contact the Clerk on pchollingbourne@gmail.com.
- 8. Parish Website / Social Media – Cllr Domican**
- a. Cllr Domican reported that the new website works well for the Parish Council and that she would like headshot photographs of the Parish Councillors for the website, for it to be really professional. This would be similar to the neighbouring parishes.

- b. The new asymptomatic (without symptoms) COVID-19 testing areas will be promoted on the Parish website. Please see the link [Symptom-free coronavirus testing sites open at the Kent Showground in Detling | Hollingbourne Parish Council \(hollingbournepc.co.uk\)](#) .
- c. Cllr Domican has also started an Instagram account for the Parish Council, which will give people speedy access to information such as the M20 road works. Cllr O'Meara reported that the account is really useful for the local residents and thanked Cllr Domican for her efforts in setting it up.
- 9. Forming a Hollingbourne Information Leaflet** (Similar to Harrietsham Discovery Trail) – Cllr Ardley
- a. To date, no further progress has taken place with regards to forming the leaflet. However, it was agreed that the pathways mentioned in the leaflet would need to be safe and have public access. The first trial of the leaflet should just include footpaths in the immediate area of Hollingbourne. Cllr Hulme mentioned that there are details of local walks on the internet. The Parish Council cannot recommend any specific sites, but a simple search of Hollingbourne walks will produce various recommendations.
- 10. Clerk's Report –**
- a. The Clerk wanted to sincerely thank all of the volunteers that the Parish Council has in the village of Hollingbourne. Without the reliable and continued hard work of the volunteers Hollingbourne would be in an untidy and unkempt state and the Parish Council would not be able to operate as well as it does today. Volunteers maintain the greens, the notice-boards, the village signs, litter picking, locking the field gate, putting out and collecting the Cardwell Pavilion bins, and so much more. None of the work takes place unnoticed and unappreciated. In the past, a volunteer has also carried out independent audits of the Parish Council's end year accounts before they were sent to the external auditor and this was also very much appreciated. The Clerk and the Parish Councillors are grateful for the volunteers continued support and wish them a peaceful, healthy and happy 2021.
- b. The village post office, which is run on a Wednesday, needs to find a new place to operate from. The Parish Council would be happy to run it from the Cardwell Pavilion if this is acceptable to them, however, the Cardwell Pavilion is not central within the village for many residents. The shop is very limited for space, and this is the probable reason for the Post Office needing to re-locate. The Parish Council have been advised that the parking spaces to the back of the local public house, which had previously granted free parking to the shop customers, has now been withdrawn. The reasons for this decision are unknown. The Clerk will get in contact with the Post Office. **Action: The Clerk**
- c. The Clerk advised that KALC (Kent Association of Local Councils) were able to provide various Parish Councils with a grant to reimburse some of the expenses of providing a new website. The new website was mandatory as it had to adhere with new accessibility rules. The Clerk will apply for this grant as soon as possible. **Action: The Clerk**
- 11. Defibrillators – Cllr A Marshall**
- a. Cllr Marshall has checked the defibrillator machines in the village and they are good for action. The defibrillator pads placed with the machine outside of the Village Hall will be out of date within the next few months. The Clerk will order new pads for Cllr Marshall to install. **Action: The Clerk**
- 12. County Councillor's Report – Cllr Mrs S Prendergast**
- a. Please find Cllr Mrs S Prendergast's regular reports from the KCC on the Parish Website. For essential information with regards to the COVID-19 testing stations and resident safety, please see the link https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmailchi.mp%2Fkent.gov.uk%2Fupdates-from-kent-county-council-070121&data=04%7C01%7CShellina.Prendergast%40kent.gov.uk%7Cdc8f1fd572b248ee1d0808d8bb980e1b%7C3253a20dc7354bfea8b73e6ab37f5f90%7C0%7C0%7C637465609034376206%7CUnknown%7CTWfpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCi6Mn0%3D%7C1000&sd_ata=FibP57Ly%2Bqy%2FV9WYQD0gLbPm1vGkK3YGvizILQDqhju%3D&reserved=0
- b. Cllr Mrs Prendergast is pleased to advise that the road improvements to Upper Street / Hollingbourne Hill, paid for out of her Member's Grant, is due to take place on the 24th January 2021 (update: 31st January 2021), as per the attached link [Highway improvements in Hollingbourne | Hollingbourne Parish Council \(hollingbournepc.co.uk\)](#) . Cllr Mrs Prendergast really knows how important this is to the local residents and really hopes that it helps to improve the matters in the area. *(Please see the Highways report, item 18.a.)*

13. **Borough Councillor's Report**– Cllr Patrik Garten

- a. The planning applications 19/501600/OUT (440 dwellings) and 19/506182/FULL (421 dwellings), in the area of Church Road, Otham has been referred to the Planning Inspectorate by the applicant. The Planning department has refused the applications three times before after being called to previous committee meetings. However, there are three recommendations of call for sites in this area for the local plan (180, 181 and 185). If a site is mentioned on the local plan it is almost impossible for the Planning Committee to refuse development there. The planning inspectorate references are APP/U2235/W/20/3254134 for 19/501600/OUT and APP/U2235/W/20/3256952 for 19/506182/FULL.
- b. The Local Plan consultation has been extended and the Planning Officers have already started looking at the potential sites to include within the Plan. Cllr Garten feels that the extension puts an extra delay on the review of the plan, which may leave it open for Central Government to request further houses to be built.
- c. The Maidstone BC budget it under review. An increase of 2% has been suggested by Central Government which is way above the current level of inflation. However, the Maidstone BC have a lot of financial shortfalls this year, mainly related to the COVID-19 crisis. Only 12% of the Council Tax is taken by the Maidstone BC with the vast majority being used by the KCC. Some of the departments within the Borough Council are being particularly affected by the financial shortfalls, for instance, Planning Enforcement, which may need to cut back even further on staff positions.
- d. The Hazlitt Theatre won the right to call in the Economy and Recovery and Leisure Committee (ERL) initial economic development decision. This was to cancel the Maidstone BC's contract with the present contractors who run the establishment. As a result, all of the cards are on the table as to who will run the theatre, the question being will it be Parkwood Leisure, or another contractor, or whether its management will be combined with the Maidstone Museum. What is fairly certain is that its management will not be taken 'in house' by the Maidstone BC. UPDATE: On the 26th January 2021, the ERL Committee unanimously agreed to keep the current contract at Hazlitt Theatre in place. There will be a meeting with Parkwood in early February to talk about how they can work with Maidstone Council to help Hazlitt Arts Centre and to enhance further our town and boroughs cultural and artistic life. Please see the link <https://www.hollingbournepc.co.uk/news-events/hazlitt-arts-centre-update> .
- e. The Maidstone BC is considering carrying out a boundary review. The last time this review took place was in 2001, please see the link [Maidstone | LGBCE Site](#) . There has been a gradual reduction of the population in the North Downs (which includes the area of Hollingbourne). If the boundary should change, the North Downs ward may no longer be a 'single member' area. Cllr Garten doesn't see how the North Downs could be merged with other wards, and wouldn't really want to be a part of a 'merged' ward. Ideally, the North Downs area needs to be a single member ward with four yearly elections.
- f. Cllr Garten is a member of the COVID 19 Recovery Group at the Maidstone BC. At the time of the meeting the ratio of borough residents who had contracted the virus was 805 per 100,000 persons, which is roughly 0.8%. The impact of this is that 67% of all hospital attendees are brought there as they have the COVID-19 virus, which is truly sobering information. A Borough Councillor covering the Boxley area was taken to hospital on the day of this meeting, suffering from the COVID-19 virus and her husband is ill too. The Parish Councillors wished them a safe recovery. The KCC have set up the operational testing centre at The County Showground, Detling and at Sessions House, for asymptomatic (without symptoms) visitors. Various schools are also providing mobile testing stations within the area of Kent. The Weald PCN (Primary Care Network) has been the last one to receive the COVID vaccinations but this has not affected the North Downs residents. Cllr Garten has a very clear message for the local residents 'wear your mask properly' over your nose and mouth, when you are likely to meet somebody who is not from your household, or 'bubble'. Cllr Garten is very frustrated by the amount of people who he sees who are not wearing their masks properly. The Central Government give guidelines and laws to keep people safe with regards to wearing masks and social distancing. However, common-sense needs to be used at all times to beat this pandemic, which can often mean making tougher decisions for our own safety and that of our loved ones. It is better to be safe than sorry and you have to take responsibility for your own lives. *(Please see item 8.b. and 12.a.)*

- g. The Maidstone Bereavement Services are under immense pressure at the moment, mainly due to the loss of life caused by the COVID-19 pandemic. Staff work on a strict rota, minimising their risk of contracting the virus from each other. Crematorium paperwork is covered by additional staff to help deal with the backlog of cases. The workload of these services involves taking drastic steps to maintain standards in these challenging times, including the opening of temporary morgues. Please see the Kent Online link [Temporary morgue set up in Aylesford to relieve pressure on hospital mortuaries as Covid-19 deaths rise \(kentonline.co.uk\)](https://www.kentonline.co.uk) .
- h. There has been questions over whether the delayed elections will take place in May 2021 due to the COVID-19 pandemic, but according to Alison Broom, The Returning Officer, Maidstone BC, it should go ahead in May. If the government delays the elections until June/July, or makes the election ‘postal’ votes only, the work involved would be immense, with ID address checking, etc. Cllr Garten feels that the election is very important and should take place as scheduled. Update: Latest news on the Maidstone BC website indicates that the election will take place on the 6th May 2021, and this will involve the area of the Hollingbourne Parish. Please see the link [Upcoming Elections and Results - Maidstone Borough Council](#) .
- i. Please see Cllr Garten’s latest newsletter on the Parish website [Patrik Garten, MBC Councillor for North Downs Ward Recent Newsletter Jan 2021 | Hollingbourne Parish Council \(hollingbournepc.co.uk\)](#) where issues and information for the residents is candidly reported upon.
14. **Planning Committee Report – Cllr C O’Meara & Cllr C Gooding**
- a. **20/505901/LBC – Woodcut Farm, Ashford Road, Hollingbourne**
Proposal: Listed building consent for minor internal and external alterations to farmhouse including installation of three new rooflights and bi-fold doors to south east elevation.
Decision: Do not wish to object (DNWTO)
- b. **20/505900/FULL – Woodcut Farm, Ashford Road, Hollingbourne**
Proposal: Minor alternations to farmhouse including installation of three new rooflights and bi-fold doors to south east elevation. Demolition of existing agricultural building and stables and erection of new garage and stable building, including change of use of land to residential. **Decision: DNWTO**
- c. **20/506106/FULL – 103 Eyhorne Street, Hollingbourne**
Proposal: Erection of a two-storey front extension and roof alterations to form a rear roof terrace.
Decision: OBJECT – The Parish Councillors able to comment/vote considered the development to be too tall and it would in places dominate the landscape. If the development was lowered by a couple of metres it would be more in keeping. Cllr Ward couldn’t vote on this proposal as he is the neighbour of the planning applicant.
15. **Environmental / Parks Committee Report – (including the Millennium Green)**
- a. Cllr Marshall reported that the new bird boxes have been installed on the Millennium Green, catering for different species of birds. The new trees for the Millennium Green, and for the verge next to the Bourneside Terrace carpark, as previously agreed by Golding Homes, will be delivered imminently.
- b. The verge opposite the school (the verge with the pillar box upon it) is owned by the KCC, as far as the Parish Council is aware. The Clerk will contact them to see if a tree can be planted there on behalf of the initiative ‘The Queen’s Green Canopy’ in recognition of the Queen’s 70th year on the throne. Please see the link [The Queen's Green Canopy \(coolearth.org\)](https://www.coolearth.org) .
- c. Cllr Ward enquired whether the two options for the proposed S106 playground equipment had been commented on by the residents. Cllr Domican said that the poll on the Parish Council Instagram account was very close (55%/45%). It would be interesting to see if the number of those voting could be obtained and Cllr Domican shall see if this is possible. The Parish Council also need to consider the maintenance costs involved with each of the options before a final decision is made. It is hoped that the works will be carried out in early 2021.
- d. Cllr Ward and the Clerk will meet up (complete with PPE due to the COVID-19 requirements) to inspect the repairs necessary for the clatter-bridge equipment in the park and discuss the options for the new playground equipment (21st January 2021).
- e. In late November / December 2020 volunteers kindly trimmed the grass on Tanyard Green, including a visit being made to carry out works by the Parish Council’s grass cutting contractors. Cllr Ardley advised that a volunteer within Tilefields, who has a landscape business, had kindly offered to cut the grass and

attend to the planters on the Tanyard Green, free of charge. Was this agreeable to the Parish Councillors who had also worked hard to maintain the Green? The Parish Councillors were in favour of the volunteer carrying out the works and thanked him for his help. Some of the half barrel planters on the green are falling apart where metal bands have come loose. It may be easier to buy some new ones rather than trying to repair them.

- f. The discarded Christmas tree from the Tanyard Green has been removed now.

16. **Exercise Equipment proposed for the Village**

- a. As previously reported at the December 2020 Parish Council meeting the opportunity has arisen for some exercise equipment, which has been discarded by a local school, to be given to the Parish Council for the village. Cllr Ardley had spoken to the resident whose company was asked to remove the equipment as to when the Parish Councillors could look at what is on offer. A visit to the site to see the equipment would have to be early in the day, approximately 7.30 am. This was acceptable to the Parish Councillors who will liaise with Cllr Ardley and the resident about this matter. The equipment would need to be installed on concrete bases. The ideal siting of the equipment is still to be decided, as it is exercise equipment for children and a suitable site for their safety is of paramount importance.

17. **Finance Committee Report** – Cllr D Ardley / Cllr S Hulme

- a. There is a total of £27,764.32 in the Parish Council’s combined bank accounts as of the 2nd January 2021. There has been income of £312 from the pre-school for the rental of the Cardwell Pavilion, which is gratefully accepted. In total £1,587.98 was spent by the Parish Council and Cllr Ardley signed the cheques for the Clerk at a separate time to the meeting (COVID-19 safety measures abided to).
- b. The utility bills for the Cardwell Pavilion are excessive at the moment. The Clerk will look at the heater programme to see if this can be adjusted to make savings. The Clerk has investigated whether the energy provider uses ‘green energy’, as it is important to reduce the carbon footprint in this way. It may be necessary to switch suppliers if the adjustment in the building heating settings does not make a significant difference.
- c. A Parish Council Finance Meeting, for the attendance of the Parish Council members and the Clerk is to be held on Monday, 18th January 2021 via Microsoft Teams.

18. **Highways and Infrastructure Committee Report** – Cllr D Ardley / Cllr C O’Meara

- a. As commented upon in the County Councillor’s report, item 12.b., highway works start on the 24th January 2021 in Upper Street. The roads need to be dry to carry out road-marking. (Update: due to the inclement weather the works are now proposed to start on the 31st January 2021).
- b. Numerous complaints have been made over the December holiday period about illegal off-road motorbikes and suspicious vehicles. In particular, 4X4’s had been noticed around the Pilgrim’s Way / Upper Street crossroads late at night, which may have been involved in illegal activities such as hare coursing. The situation is very frustrating and all that the Parish Council and Police can recommend is that the incidents are reported to the Police, because the Police can do nothing about the illegal activity unless it is reported directly to them.
- c. Residents in the Upper Street area have also been complaining about the parking of vehicles around the junction of the Pilgrim’s Way and Upper Street. Update: Yellow cones have been placed in the area of concern to stop people from parking. The Parish Council is not aware of who have placed the cones there, but it seems to be working as there isn’t anyone parking there.

19. **Fête Sub-Committee Report** – Cllr D Ardley & Cllr A Ward–

- a. It is proposed that a meeting for the 2021 fete will be held after the COVID-19 lockdown. Cllr Ardley will check that the acting performances due to take part at the 2021 fete are still available.

Date of next meeting: Monday 8th February 2021, 7.30 pm, via Microsoft Teams

Signed as a true record:

Chairman:

Date: