



## Meeting of the Downley Parish Council held on Tuesday 13<sup>th</sup> July 2021 at 7:30pm

Present: Councillors M Lazenby (Chairman presiding), S Biggs,  
P Brooks, K Chandarana, A Mann, W Monroe-West, W Steneskog and T Snaith

In Attendance: Buckinghamshire Councillor M Smith and three members of the Public

Officers: G Tandy (Clerk)

### 1) **Apologies for Absence** (8369/07//21)

Apologies were received from Councillor Ahmed, Councillor Bowden, Councillor Lenard and Buckinghamshire Councillors Hassan and Turner. For the benefit of the assembly the Council introduced themselves.

### 2) **Declarations of Interest** (8370/07/21)

In connection with item 6) Planning Applications Received, Councillor Biggs explained that he knew the residents of 22 Hithercroft Road and Councillor Brooks said that she knew the residents of 92 Littleworth Road.

### 3) **Public Participation Session** (8371/07/21)

A resident commented on the granite setts that are being repaired along Commonsides and the High Street and asked the Parish Council to press Buckinghamshire Council to complete this work and to replace worn and missing setts along by the Cricket Club Pavilion.

He also asked when the sodium lights along Commonsides would be replaced by new LED lights. The Clerk replied that the lighting programme was very much underway but that he would not be able to give a finite date as to when the Commonsides lights would be completed.

He also reminded Council that Downley Common Preservation Society had previously asked Council to provide larger litter bins with animal/bird proof lids for the Common. Councillor Lazenby asked that DCPS forward any correspondence they had on this to herself, Councillor Monroe-West and the Clerk.

Buckinghamshire Councillor Melanie Smith spoke on behalf of two elderly residents of Woodcote Green who had contacted her to explain that the area was not looked after and was very unkempt. Trees were not attended to which made the area dark, pathways were unattended and slippery when wet, whilst pigeon droppings made the steps and handrails hazardous. She asked Downley Parish Council to take remedial action regarding the pathways, trees and weeds. Councillor Lazenby felt that this fell under the remit of Buckinghamshire Council and suggested Councillor Smith present it to them. Councillor Smith explained that she had previously sent these details to the

Parish Clerk by email but had received no reply. The Clerk apologised but could not recall receiving it and asked for it to be sent once more.

A resident spoke about a truck that has been abandoned on Plomer Green Avenue and explained that people were using it to deposit refuse including dog waste. She went on to ask what could be done about the mess and loose grit that has been left behind by contractors following the work undertaken to the granite setts on Commonsides. **It was agreed that the Clerk should write to Buckinghamshire Council and press them to have this work completed and tidied up.**

The resident went on to ask what could be done about homeowner's hedges impinging upon footpaths. The Clerk advised that where we are made aware of this issue we can write to homeowners and ask them to cut these back.

#### **4) Minutes (8372/07/21)**

It was **RESOLVED** that the **Minutes of the meeting held on 8<sup>th</sup> June 2021 be received, approved, adopted and signed by the Chairman as a true and correct record.**

#### **5) Reports from Buckinghamshire Councillors (8373/07/21)**

Buckinghamshire Councillor Melanie Smith advised that she had reported the abandoned lorry on Plomer Green Lane. The lorry is currently taxed and nothing can be done until that tax expires.

**It was agreed that the Clerk should use the notice boards to request that as we approach the end of nesting season, residents should cut back any of their hedges that impinge upon footpaths.**

#### **6) Comments on Planning Applications (8374/07/21)**

Comments on planning applications were noted.

July 2021

Validated Downley Parish Council Planning Applications Comments

[21/06753/FUL | Householder application for construction of Front Porch | 22 Hithercroft Road High Wycombe Buckinghamshire HP13 5LS](#)

DPC Comments: If the application meets the requirements for extensions and alterations to existing dwellings as per adopted policy DM36 the Parish Council has no objection. Note to Planning: Consideration should be given to any comments submitted by a neighbour especially if they are objecting.

[21/06758/FUL | Householder application for construction of single storey front extension and first floor side extension | 92 Littleworth Road Downley Buckinghamshire HP13 5UY](#)

DPC Comments: If the application meets the requirements for extensions and alterations to existing dwellings as per adopted policy DM36 the Parish Council has no objection. Note to Planning: Consideration should be given to any comments submitted by a neighbour especially if they are objecting.

[21/06806/CTREE | Fell x 1 Blackthorn tree | 3 Ravens Court Commons side Downley Buckinghamshire HP13 5YA](#)

DPC Comments: The tree is actually a cherry. The main problem is that ivy has been allowed to grow rampant up the tree. If the ivy was removed and the branches pruned back it would be an acceptable asset to the property. We have been told the power company is not too concerned about the tree.

Note to Planning: Consideration should be given to any comments submitted by a neighbour especially if they are objecting.

[21/06874/FUL | Householder application for erection of single storey rear extension | 8 Gosling Grove Downley Buckinghamshire HP13 5UF](#)

DPC Comments: If the application meets the requirements for extensions and alterations to existing dwellings as per adopted policy DM36 the Parish Council has no objection. Note to Planning: Consideration should be given to any comments submitted by a neighbour especially if they are objecting.

[21/06802/FUL | Householder application for construction of replacement front porch | 28 Faulkner Way Downley Buckinghamshire HP13 5UA](#)

DPC Comments: If the application meets the requirements for extensions and alterations to existing dwellings as per adopted policy DM36 the Parish Council has no objection. Note to Planning: Consideration should be given to any comments submitted by a neighbour especially if they are objecting.

[21/06873/FUL | Householder application for creation of dropped kerb extension and alterations to driveway | 11 Southfield Road High Wycombe Buckinghamshire HP13 5JZ](#)

DPC Comments: No Objections

**7) The Decision Notices made by Buckinghamshire Council in respect of the following Planning Applications set out below were noted (8375/07/21)**

21/06119/CLP 37 Downs Park High Wycombe Buckinghamshire HP13 5LU  
Certificate of lawfulness for proposed 1 x rear box dormer and 2 x front roof lights in connection with loft conversion. Grant Certificate - Proposed Development

21/06104/FUL 88 Gosling Grove Downley Buckinghamshire HP13 5YS  
Householder application for construction of part single, part two storey side and single storey rear extension. Application Permitted

21/06032/FUL 9 Plomer Green Avenue Downley Buckinghamshire HP13 5LN  
Householder application for construction of single storey rear extension. Application Permitted

21/06008/CLP 4 Downs Park High Wycombe Buckinghamshire HP13 5LX  
Certificate of lawfulness for proposed rear box dormer, obscured side window and front roof lights in connection with loft conversion. Grant Certificate - Proposed Development

21/06400/CTREE Kimberley Downley Common Downley Buckinghamshire HP13 5YQ

Pollard back 1 x Willow to original pollarding point and remove all ivy. Not to make a Tree Preservation Order

21/06172/CLP 18 Hillfield Close High Wycombe Buckinghamshire HP13 5NA  
Certificate of lawfulness for proposed single storey rear extension. Grant Certificate - Proposed Development

21/05853/FUL 48 Littleworth Road Downley Buckinghamshire HP13 5UY  
Householder application for construction of single storey rear extension following demolition of existing rear conservatory and outbuilding, conversion of garage and fenestration alterations. Application Permitted

21/06640/CTREE Diamond Cottage Moor Lane Downley Buckinghamshire HP13 5YP  
Reduce in height by 2.5m and 0.5m in width x 1 group of Holly, Hawthorne and plums. Not to make a Tree Preservation Order

21/06497/CTREE Peterley Moor Lane Downley Buckinghamshire HP13 5YP  
Remove 3 x Birch. Not to make a Tree Preservation Order

21/06428/FUL 11 Southfield Road High Wycombe Buckinghamshire HP13 5JZ  
Householder application for construction of single storey rear extension.  
Application Permitted

21/06395/FUL 50 Southfield Road High Wycombe Buckinghamshire HP13 5LA  
Householder application for construction of single storey rear and side extension and front porch extension.  
Application Permitted

21/06243/FUL 2 Golf Link Villas Downley Common Downley Buckinghamshire HP13 5YH  
Householder application for construction of replacement garden building. Application Permitted

21/05758/FUL 6 Hillfield Close High Wycombe Buckinghamshire HP13 5NA  
Householder application for construction of part single, part two storey front and rear extensions, second floor side extension, garage conversion, insertion of 2 x rooflights to front and rear roof slopes and fenestration alterations.  
Application Permitted

21/05656/FUL The Stables Downley Common Downley Buckinghamshire HP13 5YN  
Householder application for construction of single storey storage shed.  
Application Permitted

## **8) Lighting Update (8377/07/21)**

In the absence of Councillor Bowden, the Clerk read an update on his behalf regarding the streetlight replacement programme.

## **Lighting report**

### **Introduction**

Giles and I had two meetings this week in connection with lighting in the Downley area. Each meeting generated many questions. This is my brief report on these meetings. I realise that Council should receive written reports from councillors, but there has been insufficient time to send out my report. Also, I apologise for not giving it in person, but Giles has kindly agreed to present it and answer any of your questions.

### **Buckinghamshire Lighting Engineer**

On Monday we managed to have a meeting with the Buckinghamshire Lighting Engineer. There were three main subjects worth mentioning here.

1. We have been waiting for over 18 months to get a resolution on the Narrow Lane light because we were told that the Local Area Technician had concerns about its location. This has proved to be misinformation or 'fake news'! Buckinghamshire has no interest in our lights. If we wish to add a light somewhere within our parish then it is entirely up to the parish to install one, provided that we take full responsibility for it. 18 months wasted!!

2. Over the last few years, we have converted sodium lights to LED when the sodium one broke down. However, we are still paying the sodium price everywhere as the energy supplier has not formally been informed of any changes. Even with the present project, these costs are not likely to change for some while yet, as much work has to be done before we can speak to SSE, our present supplier. We need to produce a full asset list of all our lights along with the GPS information of each and the formal reference number of each. This will not be a trivial task.

I intend to report to the September council meeting with some recommendations of how to proceed. Meantime work is being done by Bucks to put together some information we will need.

3. Ownership of Downley lights. Buckinghamshire keeps an inventory of all the lights they are responsible for. If the light is not on their list, then someone else is responsible for it. It appears that none of the lights south of Grays Lane are on their list. So, who is paying for the lighting power used by those residents? Likewise for the 2 lights supported by Housing Solutions in School Close. These lights are on their list and so are charged by Bucks. Bucks are looking into this, but there may be financial implications for us here.

### **Sparkx**

Today we met with Sparkx to discuss the state of progress on all their work. They have completed over 50% of all the work. Some residents have noted that some lights are not yet working even after installation. This is known about, but the fixes may take a little time.

The Narrow Lane light is being held up yet again as SSE have doubled their quotation for it to £3000. This is unacceptable.

There is one good solution to this and the possible costs for all the lights on the power and telephone posts. Sparkx are close to receiving authorisation to carry out all this connection work themselves. This will not only reduce the cost to ourselves for connections but remove the necessity to go via SSE. The time frame for this should be between 1 and 2 months, but I would consider that any delay will be worth it.

### **Finance**

Could I remind all councillors that not only do we not have a large surplus of cash, but we may need finance for the items already mentioned? This implies that the Finance committee will not be in a position to make any recommendations to spend money over the next few months on anything other than the lighting project and items already budgeted. We will not be able to finance any 'vanity' type of project or any items which would be 'nice to have'.

### **Thank you**

I am sure that Giles would be more than happy to answer any questions you may have.

There followed a discussion around the lighting in School Close and the Clerk agreed to clarify to Councillors resident there which of the lights Housing Solutions was responsible for.

### **9) Review and adoption of our Memorial Policy (8378/07/21)**

The Memorial Policy (below) was drafted in April 2019

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# Memorials policy

## Memorials and dedications within Downley Parish

The Memorials Policy was developed in April 2019 and is scheduled to be reviewed by Downley Parish Council in July 2019.

### **Introduction**

The Parish Council receives many requests for memorials and donations.

This Policy seeks to ensure that there is a clear, standardised and sympathetic approach to the approval and subsequent management of memorials and memorial facilities within the Parish. The policy is also designed to establish responsibility for installation, maintenance, repair and replacement where appropriate.

It is the responsibility of the Parish Council to consider all requests made for memorials.

## Memorial options

Downley Parish Council recognise that there is demand within the Village for various memorials including benches, trees and plaques. In other instances, bespoke styles of benches have been approved in special projects.

It is recommended that where a location is well provided for, rather than install something new, the location may benefit more from a replacement bench or reinstated tree.

Downley Parish Council is also supportive of other memorials such as:

- Chiltern Society's [Donate a gate](#) scheme
- Woodland Trust's [Dedicate a tree](#) initiative

## Procedure

- **Initial Contact:** Applicants should contact the Parish Clerk at: Downley Parish Council, The Community Centre, School Close, Downley High Wycombe Bucks HP13 5TR ([www.downleyparishcouncil.org](http://www.downleyparishcouncil.org)) [clerk@downleyparishcouncil.org](mailto:clerk@downleyparishcouncil.org)
- **Submission of request:** Applicant to make a submission of interest with details about the request, including the location of the request, preferred memorial style and who the memorial is for.
- **Assessment:** Downley Parish Council will review the request, engaging local bodies as required (Common Preservation Society, sports clubs etc) and ensure the request aligns with local needs and the **Guiding Principles** of this Memorial Policy.
- **Approval:** Once concluded, the proposal will be reviewed by the Full Council. If successful, a final cost will be provided with an expected time frame for delivery.
- **Costs:** Please note that all associated costs are paid in full prior to any installation by the person or persons requesting the memorial.
- **Enquirer:** To agree to terms and conditions, sign contract and provide cheque for agreed amount.
- **Completion:** The enquirer will be contacted prior to installation where possible and when the installation is complete a photograph will be taken for records and a copy sent to the enquirer.

Downley Parish Council Social Media Policy  
April 2019

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## Guiding Principles of memorials and donations:

1. To be respectful and sympathetic to the surroundings of the Village and easily understood by the public.
2. To balance the sometimes contrasting needs of a variety of site users.
3. To maintain and enhance the high quality appearance of sites and not detract from their prime purpose.
4. To accommodate the wishes of applicants where possible.
5. Memorials will need to be positioned to maximise the benefit and development of the surrounding area. The exact position of the memorial will be agreed with the applicant in advance.
6. Any chosen location is not guaranteed and will have to go through an authorisation process.

The Parish Council take no responsibility for ongoing maintenance of memorial items, should maintenance lapse and items be not kept in an acceptable condition or are deemed unsafe the Council has the right to remove items with no prior notice.

#### **Notes**

The indicative cost for a new bench in a new location (with secure footings) is approx £1600, this is subject to change and does not include installation. Replacement benches will be a similar cost.

Benches generally have a lifespan of 10-15 years.

All benches are required to be secured into the ground at the cost of the applicant.

A standard bench can hold three memorial plaques.

**It was RESOLVED that the Memorial Policy should be adopted.**

#### **10) Application for a Memorial Bench (8379/07/21)**

The Clerk read an application for a Memorial bench:

Memorial bench Email request received:

Dear Sirs

> I am writing to enquire about the possibility of erecting a memorial bench for a Downley resident of 25 years who very sadly passed away on 7th June 2021.

> Kathy Smith and her husband Ian have been resident in Plomer Green Lane for the last 25 years. Kathy was well known and well loved in the village as a keen dog walker. She walked her dogs from the Common and through the woods at least once a day. She loved the Common and I and many of her friends spent a lot of time with her there.

> To have the bench on the Common would be my preference but I fully understand that you will need to decide where you would prefer the bench to be placed. I also understand that the bench must meet your criteria, must be acceptable in design and will be placed and paid for by myself.



> I have read and I hope understood your Memorials policy and hope that this is a correct first contact.

> Yours faithfully

> Barbara Kardana

**It was RESOLVED that a bench should be allowed on Commons side.**

**It was agreed that the Clerk should contact Downley Common Preservation Society with regards to the soil erosion around the benches by the cricket pitches.**

#### **11) Online Communications Working Party**

Adoption of terms of Reference\_(8380/07/21)

### **Downley Parish Council** **Online Communications Working Party Terms of Reference**

#### **Aims and Objectives**

To provide a decision-making forum with regard to social media and communications projects relating to and to report to the full Parish Council. The Working Party will suggest, facilitate and approve articles and generate communication on agreed social media sites to engage and exchange views with the residents of Downley, to engage a wider variety of people in DPC's affairs, to attempt to inform all residents of Downley and to reflect openness of the Council body. In effect the Working Party will be a communication conduit for the Council.

For the purposes of this Working Party, social media is defined as being any online service which facilitates real-time public conversations and engagement, such as but not limited to, Facebook.

#### **The Role of the Online Communications Working Party**

- To update the existing website and to include Accessibility to AA Standard.
- To manage online communications including Facebook.
- To examine Information Technology in detail, read reports and related materials, examine options, and obtain advice for the Council.
- To act professionally and to liaise with external professionals.
- To make recommendations to Council.
- To explain the recommendations, reasons, options to full Council by way of a written report.
- To answer questions from the Council.
- No funding or monies to be spent or committed without delegated authority or prior full Council endorsement.

#### **Operations of the Online Communications Working Party**

- The Working Party does not meet in public therefore Standing Orders are not applicable, although the Code of Conduct still applies.
- The Clerk will take notes.

- The Working Party may meet whenever they see fit.
- The Working Party will provide up-to-date information for the Downley Parish Council website, which remains under the control of the Clerk. All statutory information such as agendas, minutes etc will continue to be managed by the Clerk.
- The Working Party will not post nor allow posts or comments of a political nature. Any such posts will be removed by Admin.
- Parish Councillors who post information on their own social media accounts will be representing their own personal views and not those of Downley Parish Council.

Giles Tandy, Clerk to Downley Parish Council

7<sup>th</sup> July 2021

**It was RESOLVED that the terms of reference of the Online Communications Working Party be adopted.**

**12) Planning Committee adoption of terms of reference (8380/07/21)**

**Downley Parish Council**  
**Planning Committee Terms of Reference**

**1. Objective**

Downley Parish Council is currently an advisory body to the Local Planning Authority (Buckinghamshire Council) for all planning applications that relate to the Parish area.

The Planning Committee is constituted to consider and respond on behalf of the Council in respect of such applications.

**2. Membership**

Membership shall consist of a maximum of five Council members elected annually.

A quorum shall consist of three members.

**3. Areas of Responsibility**

The Planning Committee has the delegated authority from Downley Parish Council:

- a) To make representations to the Local Planning Authority on applications for planning permission which have been notified to the Parish Council;
- b) To make representations in respect of appeals against the refusal of planning permission;
- c) To identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning permissions;
- d) To monitor, review and where necessary make recommendations to Buckinghamshire Council for amendments to the planning consultation procedure;

- e) To deal with any other planning related matter that a meeting of the Full Council considers appropriate to be referred to the Planning Committee; and
- f) The Clerk to be given delegated powers for all Tree Preservation Orders to state that the Council comments are 'Refer to Buckinghamshire Council Arboriculturist'; the planning application will be reported in the normal way on the planning list, with relevant comments.

#### **4. Planning Applications**

Planning applications shall be circulated to all Parish Councillors within five days of the Parish Council Planning Meeting by the Parish Clerk. The applications may be viewed on the Planning Portal of Buckinghamshire Council.

#### **5. Meetings**

The calendar of meetings shall be confirmed at the first meeting after the Annual Meeting of the Downley Parish Council.

The Parish Clerk or the Chairman of the Planning Committee may call additional Planning Committee meetings as and when necessary to ensure that all Planning Applications received can be discussed and replied to within the timescale.

Minutes of all meetings will be recorded by the Parish Clerk or by any member nominated at the meeting and circulated at the Full Council meetings. All planning applications, the responses and eventual results shall be noted in the minutes of the Full Council.

#### **6. Responses**

The Parish Clerk will communicate to the Local Planning Authority the Committee's decisions in respect of planning applications considered.

Where a planning application is subject to an appeal, the Committee is authorised to make written representation or to elect a member of the Committee to attend the hearing.

Wherever possible, a member of the Planning Committee is to be nominated to attend Planning Authority's meeting, as necessary.

All correspondence should be conducted through the Parish Clerk.

#### **7. Review**

These terms of reference are to be reviewed annually

**It was RESOLVED that the terms of reference of the Planning Committee be adopted.**

#### **13) Progress Report (8381/07/21)**

The Clerks Progress report as set out below was noted.

#### **Progress Report to Council July 2021**

Minute Reference	Subject	Progress (updates to bold)
8304/03/21	<b>Streetlight replacement project</b>	Contract awarded to Sparkx on 1 April 2021 <b>Currently all columns have been inspected and numbered on site.</b> <b>Lantern installation currently underway</b> <b>Invoice paid to SSE and waiting on them to commence work in Narrow Lane</b>
7973/07/19 7997/09/19 Finance Committee 30.7.19 8242/01/21	<b>The Downley Controlled Crossing Feasibility Study</b>	Email sent to Community Board on 15.01.2021 confirming DPC will contribute £4,855.22 towards this scheme as its matched funding contribution. Buckinghamshire Council will invoice Downley Parish Council upon completion of the scheme or at the end of the next financial year (March 2022) whichever is sooner. The Downley Communications Group has contributed £2,500 towards this feasibility study. <b>No further progress to report</b>
8221/12/20 Fin Cttee 4.3.21 17(ii)	<b>Use of the Community Centre as a Council Office</b>	Council to review the £3,000 contribution to DOSCA for use of the library and negotiate use of the Maple Room as an office from 1 April 2021. <b>Council appointed Cllr Monroe-West to lead negotiations. DOSCA to meet on 18.4.21.</b> <b>Ongoing.</b>
8222/12/20 8295/03/21	<b>Park Fencing School Close Park</b>	Buckinghamshire Council invited to erect posts around the Green similar to those around the Common. <b>Response - changing the knee rail to bollards will involve significant expenditure matter referred to head of service for decision.</b> <b>Ongoing</b>
8224/12/20 8240/01/21	<b>Additional Defibrillator for the Village</b>	Council to procure an additional defibrillator from London Hearts. A number of locations have been considered and rejected. Memorial Hall Trustees confirm their decision not to grant permission. <b>Sprit Hair confirm happy with the location</b> <b>Ongoing</b>
Min. no. 9 Fin.cttee 7.12.20 8211/12/20	<b>Cloud Storage</b>	Up-to-date Quotations sought from Edge for their packages. <b>Ongoing</b>
8147/09/20	<b>Web accessibility</b>	Clerk to receive training on website. Continue with and update existing website to make it more visually appealing, compliant and resolve accessibility issues. <b>Clerk has received training and commenced process of updating. Initial meeting held with web designer. Ongoing</b>

8265/02/21	<b>Banking arrangements for the Council</b>	New bank account now set up with Unity Bank. All councillors to sign bank mandate prior to activation. <b>Deferred until after election Ongoing.</b>
8268/02/21	<b>Community Right to Bid</b>	Council agreed to make application for the re-listing of the Le De Spencer's Arms and the Bricklayers Arms as Assets of Community Value. <b>Council must make new application stating grounds for listing. Cllr Lazenby to assist the Clerk in this matter. Ongoing</b>
8270/02/21	<b>Gosling Grove Pond</b>	<b>Project to be progressed in 2021/22. Ongoing</b>
8271/02/21	<b>Signage</b>	(i) Residents to erect sign themselves naming the 3 cottages off Plomer Green Lane (ii) <b>West Wycombe Estate has granted permission to sign allotments – To be progressed by new clerk</b> (iii) email to DOSCA about signing the <b>Community Centre. Ongoing</b>
8300/030/21	<b>Parish Noticeboards</b>	<b>Order placed with Greenbarnes, for four new parish noticeboards, these have been delivered to our handyman and installation is expected in August. Ongoing</b>
8340/05/21	<b>Street Lighting in Narrow Lane</b>	Tree growth obscures light cast by streetlight. <b>Clerk has sent standard letter requesting tree be cut back</b>
8356//06/21	<b>Priorities</b>	<b>Councillor's Priorities for the Local Government Year requested of all 11 Councillors and received from 8 to date. Once all received, Clerk to collate and present.</b>
8359//06/21	<b>Provision of a skip for allotment holders.</b>	Clerk has contacted allotment holders and asked them to burn their bonfire which once done will provide a space on which a skip can be placed. Clerk to order a skip once bonfire held. <b>Ongoing.</b>

Giles Tandy  
Clerk

14) **Payment of invoices** 8382/07/21)

Frequency	Chq. No.	Payee	Amount	Details
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M	1982	KAD Garden Services	£2106.00	Gardening Expenses
M	1983,1984,1987,1988,	Staff salaries and expenses	£1647.77	June
A	1985	SLCC	£197.00	Clerks membership and joining fee
A	1986	Came and Company	£1780.73	Insurance
		<b>TOTAL</b>	<b>£5731.50</b>	

The payment of the following invoices was noted

**15) Date and place of next Meeting (8383/07/21)**

**It was RESOLVED that the next meeting of the Full Council will be on Tuesday 14<sup>th</sup> September at 7:30 pm and will be held at the Downley Community Centre.**

**16) Exclusion of the Public and the Press ( 8384/07/21)**

It was **RESOLVED** that the Public and the Press be excluded from the remainder of the Meeting in accordance with the Public Bodies Admission to Meetings Act 1960 as matters to be discussed were considered to be confidential.

**17) Council Matters ( 8385/07/21)**

The Clerk read a brief statement to Council.

**18) Closure of the meeting ((8368/07/21)**

There being no other business the Chairman closed the meeting at 8:51 pm

Chairman.....

Date.....