

**OWSLEBURY PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON
13th APRIL 2015
COMMENCING AT 7.30PM IN THE COMMITTEE ROOM, OWSLEBURY PARISH HALL**

PRESENT

Parish Councillor John Chapman (in the Chair).

Parish Councillors: Mark Egerton, Will Martin, Roger Page, Paul Phillips, Gerry Tull.

IN ATTENDANCE

Clerk and Responsible Financial Officer (RFO): Michael Cleary.

One member of the public was present (left at 8pm).

APOLOGIES.

Parish Councillor Sally Tattersall

District Councillor Laurence Ruffell

County and District Councillor Rob Humby

47/15 DISCLOSURE OF INTERESTS FOR AGENDA ITEMS.

Councillor Egerton noted his personal interest (as Treasurer) in matters concerning the Sports Club. Whilst not a matter concerning an agenda item, Councillor Chapman informed the Council of his appointment to the Winchester City Council Standards Committee.

48/15 CONFIRMATION OF MINUTES OF THE PARISH COUNCIL MEETING HELD ON 9th MARCH 2015.

All Parish Councillors noted their acceptance of the Minutes of the Parish Council meeting held on 9th March 2015, and it was unanimously **Resolved** they were a true record.

49/15 PUBLIC QUESTIONS AND COMMENTS.

There were no public questions on the planning application or on other matters on the agenda.

50/15 POLICE REPORT.

There was no Police report. The Clerk commented that the only significant matter of which he was aware related to a theft of a horse box in Main Road/Longwood Road.

51/15 ENFORCEMENT AND PLANNING POLICIES AND PROCEDURES.

In the absence of the representatives from WCC, the matter was deferred to a future meeting.

52/15 COUNTY AND DISTRICT COUNCILLOR REPORTS.

There were no reports from the County and District Councillors, although County and District Councillor Humby had updated the Clerk on a number of matters (incorporated into the Clerk's report).

53/15 PLANNING.

a) Planning Applications..

SDNP15/00669/HOUS	20 Beech Grove Owslebury
Proposal:	Construction of new single storey side and rear extensions
Closing date (OPC):	23/04/15

The Council unanimously **Resolved** not to comment on the application, other than that appropriate arrangements should be made during the construction period to minimise the disruption to other householders in Beech Grove.

The Council took note of a recent e-mail from SDNP to the effect there would be greater communication with parish councils on planning applications. The Council welcomed the initiative and asked the Clerk to enquire whether similar arrangements would be implemented by WCC.

Action: WCC Planning procedures	By When:	By Whom:
<ul style="list-style-type: none"> Clerk to make enquires as to whether WCC will reflect SDNP revised consultation procedures with parish councils. 	May	Clerk

b) Planning Decisions

The Council noted the application in respect of Greener Landscapes – WCC/15/00200/FUL – for the replacement of hooped greenhouse type structure with building for ancillary office accommodation-had been approved by WCC. The application by Whaddon Farm –SDNP 15/00581/FUL – for the installation of PV panels – had been approved by SDNP. The Council noted the Appeal by the householder of Old Wells Cottage, Main Road against SDNP’s refusal of planning permission – SDNP 14/01079/HOUSE retention of double garage and creation of new vehicular access – had been dismissed by the Appeal Inspector.

c) Enforcement.

There were no new enforcement cases for the Council to consider. The Council agreed that activity on 2 sites – Little Ranch (subject of an Appeal against WCC’s refusal to grant planning permission) and Marwell Yard- should be kept under review.

d) Planning Applications outstanding.

Councillors noted the list of planning applications where decisions are still outstanding.

54/15 HIGHWAYS.

a) Quiet Lanes and speed survey.

The Clerk noted SDNP/HCC had indicated they would make a decision shortly as to whether the parish could be designated as a ‘Quiet lanes’ area. Information on the outcome of recent speed survey was also awaited from the Police.

Action: Speed management	By When:	By Whom:
<ul style="list-style-type: none"> Clerk to ascertain outcome of SDNP/HCC review of Quiet Lanes. Clerk to update Council on outcome of speed reviews as and when released by the Police. 	May	Clerk

b) Flood mitigation.

The Clerk and Chairman updated the Council on recent discussions with Hampshire Highways concerning Hurst Lane, Owslebury Bottom and Main Road.

c) Disposal of waste products.

The Clerk noted recent complaints in relation to the discharge of sludge from septic tanks at a local site. The Council noted the matter was one for the Environment Agency and instructed the Clerk to make further enquiries as to the monitoring and management of the site.

Action: Disposal of sludge	By When:	By Whom:
<ul style="list-style-type: none"> Clerk to make enquires of the Environment agency as to the monitoring and management of ‘sludge’ sites. 	May	Clerk

d) HCC workshop on highways, transport and waste.

The Chairman updated the Council on his and the Clerk’s recent attendance at an HCC workshop. HCC would have to find additional budget savings over the next few years and had asked –as a prelude to a wider public consultation – the views of parish councils.

e) Community transport.

The Clerk updated the Council on the work of Ellen Catterson, the Council’s transport adviser. She had endeavoured to persuade the local bus company and HCC to improve public transport in the village, not only for ‘shoppers’ but also for younger people who wished to travel to Winchester for sporting and entertainment events. However, it seemed unlikely there would be any substantive improvement in the foreseeable future. The Council considered whether to investigate further HCC’s application of legislation to protect transport services in rural villages and agreed the matter should be discussed first with County and District Councillor Humby.

Action: Public transport	By When:	By Whom:
<ul style="list-style-type: none"> Council to consider with County and District Councillor Humby application by HCC to ensure rural villages have adequate public transport. 	May	Council/ Rob Humby

f) **Damage to kerbing and verges.**

The Council noted the kerbing at the corner of Pitcot Lane has been worn away with the consequence of potential damage to the post box and wall. It also noted the damage to the recent landscaping at the corner of Jackmans Hill and C9.

Action: Kerbing and verges	By When:	By Whom:
<ul style="list-style-type: none"> Clerk to make enquires of HH as to repairs to kerbing at Pitcot Lane and damage to verges at corner of Jackmans/C9. 	May	Clerk

55/15 RIGHTS OF WAY.

a) **Marwell Wildlife Park improvements to BW 20.**

The Council was minded to support Marwell Wildlife's application for 'matched funding' but would wish to take the opportunity to discuss with Marwell and HCC whether the work could be integrated with other improvements needed to rights of way in the area.

Action: Marwell Wildlife improvements to BW 20	By When:	By Whom:
<ul style="list-style-type: none"> Meeting to be arranged with Marwell to discuss integration with improvements to other rights of way 	May	Clerk

b) **Small grants scheme.**

The Council considered whether the Council should apply for a grant under the scheme to improve certain rights of way. The Council felt that the Pilgrims Way, Monarchs Way and the paths leading to Marwell/Hensting may be appropriate for the Scheme. The Council instructed the Clerk to establish the views of HCC's Countryside Department. Councillors Tull, Egerton and Martin agreed to view certain of the rights of way and let the Council have their recommendations.

Action: Small grants scheme	By When:	By Whom:
<ul style="list-style-type: none"> Clerk to make enquires of HCC. Councillors Tull, Egerton and Martin to view paths around Marwell/Hensting and make recommendations to Council 	May	Clerk/ ME/GT/WM

b) **Red Lane barrier lock.**

The Council noted the lock had been changed and instructed the Clerk to make further enquires.

Action: Red Lane lock	By When:	By Whom:
<ul style="list-style-type: none"> Clerk to make enquires as to who changed the lock and why. 	May	Clerk

56/15 OPEN SPACES, RECREATION AND PLAY GROUNDS.

a) **Cricket pavilion and Sports Club licence.**

The Council noted a report prepared by the Clerk on the pavilion. The lease to the Sports Club of the land upon which the pavilion stands had expired. The Council (Councillor Egerton abstaining because of his personal interest as Treasurer) unanimously **Resolved** that the Clerk should finalise the terms of a new licence to the Club, such licence to include the pavilion. The licence should be such that all costs associated with the pavilion would be borne by the Sports Club. Subject to the agreement of the Sports Club to the new licence, the Clerk was instructed to include the pavilion in the Council's insurance policy.

Action: Sports Club licence	By When:	By Whom:
<ul style="list-style-type: none"> Clerk to finalise terms of licence on behalf of the Council (consulting with Councillors Chapman and Tull as necessary) and to include pavilion in the Council's insurance. 	May	Clerk

b) **Dog fouling.**

The Council noted the introduction of new legislation whereby dog owners who did not have the means to collect their dog's excrement could be fined. Whilst the Council did not wish to have to ask for such powers to be adopted in the parish at the present time, it would consider so doing if the dog fouling continued to be a problem in the parish.

57/15 COMMUNITY SERVICES.

Parish Hall Advisory Committee.

The Council unanimously **Resolved** to adopt the terms of reference of the Parish Hall Advisory Committee (Appendix 1).

58/15 FINANCE, ADMINISTRATION AND STATUTORY MATTERS.

a) Payments and receipts

Councillors unanimously **Resolved** to note receipts since the last Council meeting and to approve the following payments:

Payments and receipts

Voucher	Amount (£)	Payee	Purpose
PAYMENTS			
97	20.00	John Chapman	Chairman's expenses – final quarter
98	180.00	WCC	Dog waste collections Oct- December 2014
99	150.00	WCC	Dog Waste collections January- March 2015
100	292.94	M Cleary	March net pay
101	194.80	Post Office	March PAYE
102	74.53	M Cleary	Expenses March – postage £1.08; travel £11.25; telephone/broadband 1/4ly allowance £30.95; home working 1/4ly allowance £31.25
103	100.00	Hedge Sparrow	Grass cutting - March
2015/16			
1	271.00	HALC	Subscription 2015/16
2	40.00	Hampshire Playing Fields	Subscription 2015/16
3	206.45	SSE	Street Lighting for 2015/16
RECEIPTS			
	0.86	Lloyds	Interest 30 day notice account

b) Draft Receipts and payments account for 2014/15.

The Council noted the RFO's draft Receipts and Payments Account for 2014/15 (Appendix 2) and the surplus shown therein.

c) Reserves Policy.

The Council considered the Reserves policy and noted the level of reserves at 31st March 2015. In view of the increasing difficulty in the district and county council's ability to fund services and to provide grants, the Council felt that adequate reserves were necessary, most notably for community projects related to the Parish Plan and for the replacement of the playground equipment.

The Council unanimously **Resolved**:

- i. to adopt the Reserves Policy set out in Appendix 3,
- ii. to increase the reserves for legal costs by £2,000 and the Playground equipment reserve by £3,000;
- iii. that the level of reserves was acceptable for the time being.

d) Fixed assets register.

The Council unanimously **Resolved** to approve the fixed assets register prepared by the Clerk.

e) Risk assessment.

The Council reviewed the Risk Assessment Register prepared by the Clerk (Appendix 4). Having considered the risks and the proposed actions to mitigate such risks, the Council unanimously **Resolved** to adopt the Risk Assessment Register.

f) Insurance arrangements.

The Council unanimously **Resolved** to instruct the Clerk to obtain quotes for, and to finalise, the insurance of the Council's fixed assets and for public liability.

Action: Insurance	By When:	By Whom:
<ul style="list-style-type: none"> • Clerk to finalise insurance arrangements on behalf of the Council (consulting with Councillors Chapman and Tull as necessary). 	May	Clerk

g) Audit timetable.

The Clerk noted the internal audit would take place at the end of April and the external audit at the end of July.

h) HALC human resources services.

The Council considered a recent communication from HALC about a new fee based HR service and unanimously **Resolved** not to participate at the present time.

59/15 CLERK'S REPORT.

The Clerk summarised the progress made on matters determined by Council at previous meetings (Appendix 5).

60/15 INFORMATION EXCHANGE AND AGENDA ITEMS FOR NEXT MEETING.

There were no items identified for discussion at the next meeting.

61/15 DATE OF ANNUAL PARISH MEETING AND NEXT COUNCIL MEETING.

It was agreed the Annual Parish Meeting would be held on 11th May 2015 commencing at 7pm immediately followed by the Annual Meeting of the Parish Council.

The meeting closed shortly before 9.30pm.

Chairman.....John Chapman.....Date: 11th May 2015

APPENDIX 1: TERMS OF REFERENCE FOR PARISH HALL ADVISORY COMMITTEE.

1. The objectives of the Committee are
 - a) to consider the merits of a closer association between OPC and OPHMC, including OPC being appointed the corporate trustee of The Owslebury Parish Hall charity (registration number 301913);
 - b) to provide objective information to OPC, OPHMC and the trustees on financial, legal and operational matters arising from any closer association between the two organisations; such information to include:
 - i. the duties and obligations of a corporate trustee and related implications for individual councillors;
 - ii. if OPC appointed corporate trustee:
 - an assessment of the assets, liabilities and any existing or potential obligations relating to the Parish Hall;
 - the financial viability of the Parish Hall including outline profit and cash flow forecasts;
 - the accounting of the Parish Hall within OPC's statutory accounts and annual return;
 - the proposed operational management of the Parish Hall, reporting lines and provision timely information.
2. The Advisory Committee will comprise representative from OPC and OPHMC. The Committee will appoint its own Chair and may appoint (by majority vote) whomsoever it considers appropriate to assist the Committee. For the avoidance of doubt, the Advisory Committee is not authorised to take any decisions as to the future of the Parish Hall, such decisions being made by the full OPC and OPHMC and by the trustees of The Owslebury Parish Hall after full consideration of the advice of the Committee, other advisers (if considered necessary) and the objective information provided to OPC, OPHMC and the trustees.
3. The Advisory Committee will keep notes on matters discussed at its meeting and such notes (or, if appropriate, oral reports) will be made available to OPC and OPHMC

APPENDIX 2: DRAFT RECEIPTS AND EXPENDITURE ACCOUNT FOR 2014/15

		<u>ACTUAL</u>	<u>BUDGET</u>	<u>VARIANCE</u>	<u>2013/4</u>	<u>VARIANCE</u>
		<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
<u>Opening Bank Balances</u>		36,388	36,388	0	31,609	4,779
<u>Receipts</u>						
Precept	22925		22,925	0	23,000	-75
Other Receipts						
General grants & donations	45		0	45	1,138	-1,093
Ring fenced: Xmas grants & donations	40				0	40
Ring fenced: other grants and donations	61				0	61
Ring fenced: WW1/Dday grants & donations	1850		0	1,850	1,755	95
Playing Field - Sports Clubs	200		100	100	200	0
Substation Rent	100		100	0	100	0
Interest	10		10	0	10	-0
Grass cutting	0		0	0	538	-538
VAT Refund	744		1,000	-256	1,399	-655
Overpayment Refund	25		0	25	4	21
Total	3075		1,210	1,865	5,144	-2,069
Total Receipts		26,000	24,135	1,865	28,144	-2,144
<u>Payments</u>						
<u>Staff Costs:</u>						
Clerks net salary	3578		3,881	303	3,733	154
PAYE	2381		2,587	206	2,484	104
National Insurance - Clerk	0		0	0	1	1
National Insurance - OPC	0		0	0	2	2
Pension - OPC	25		300	275	300	275
Locum	0		0	0	0	0
Total	5984	5984	6,768	784	6,519	535
<u>Other Payments:</u>						
Administrative Expenses:						
Postage	36		60	24	48	12
Photocopying	2		27	25	28	27
Paper etc	82		160	78	125	42
Telephone/Internet	124		125	1	124	0
Travel	79		150	71	117	38
Home Working	125		125	0	125	0
Total	448	448	647	199	567	120
Chair's Expenses	80		80	0	80	0
Councillors Expenses	0		50	50	24	24
Meeting Room	338		400	62	383	45
Subscriptions	494		560	66	505	11
Insurance	987		1,400	413	1,287	300
Green Keeping	1590		1,940	350	2,912	1,322
Dog Waste Bins	825		740	-85	825	0
Website	325		500	175	420	95
Training	30		290	260	394	364
Audit Charges	380		400	20	370	-10

Office Equipment	74		80	6	0	-74
General Maintenance	279		500	221	481	203
Play area costs	81		600	519	172	91
Street lighting	206		200	-6	192	-14
Section137	1200		2,050	850	1,750	550
Community Projects - General	2525		3,000	475	3,044	519
WW1 commemoration	2950		700	-2,250	0	-2,950
Christmas Lights	190		0	-190	246	56
Parish Plan	0		0	0	342	342
VAT Paid	714		1,000	286	2,850	2,136
Publications	0		30	30	0	0
Election costs	0		0	0	0	0
Bank tree	300		400	100	0	-300
Land registry	0		277	0	0	0
Pay phone	0			0	0	0
Total	13568	13568	15,197	1,629	16,279	2,710
Total Payments		20,000	22,612	2,612	23,365	3,366
Net surplus/(deficit) for year		6,000	1,523	4,477	4,779	1,222
End of financial year		42,388	37,911	4,477	36,388	6,001

APPENDIX 3: RESERVES POLICY.

In addition to any ring fenced Reserves where grants or donations are allocated solely for identified projects, the Council will hold the following specific Reserves; the adequacy of such Reserves will be reviewed on an annual basis.

- a) *General reserve*: for unplanned but necessary expenditure, amounting to between 6 and 9 months annual budgeted expenditure including transfers to specific reserves;
- b) *Legal and Planning Costs reserve*: for advice on planning applications or appeals which the Council consider to be of great importance to the Parish;
- c) *Election costs reserve*: for costs in connection with contested elections, the monetary amount being advised by WCC;
- d) *Play Equipment reserve*: for the Council's reasonable contribution towards the replacement of the play equipment;
- e) *Community Projects reserve*: to enable the Council to fund community projects included in the Parish Plan or subsequently identified by Council, including, traffic calming, pedestrian safety, country kerbing, broadband, sports pavilion, flooding alleviation, community transport, new burial ground and community assets such as the Glebe Field.
- f) *Christmas Lights reserve*: to enable the Council to participate in the lighting of the village (private subscriptions being ring fenced).

APPENDIX 4: RISK ASSESSMENT REGISTER.

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any and all potential inherent risks. The Parish Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible.

This document has been produced to enable Owslebury Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

FINANCIAL AND MANAGEMENT

Subject	Risk(s) identified	H/M/L	Management/control of Risk	Review/Assess/Revise
Precept	Adequacy of precept in order for the Council to carry out its Statutory duties	L	To determine the precept amount required, the Council regularly receives budget update information at its meetings At the precept meeting the Council receives a budget report, including actual position and projected position to the end of year, indicative figures or costings obtained by the Clerk. With this information the Council maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings, the total of which is resolved to be the precept amount to be requested from Winchester City Council. The figure is submitted by the Clerk in writing. In addition the Council maintains reserves, one of which is a General Reserve equating to between 6 and 9 months budgeted expenditure.	Existing procedure adequate.
Grants	<i>Proper accounting of grants.</i>	<i>L</i>	<i>Grants separately accounted for with clear ring fencing where necessary.</i>	<i>Existing procedure adequate.</i>
Financial Records	Inadequate records	L	The Council has Financial Regulations which sets out the requirements and has adopted the NALC model.	Existing procedure adequate Review the Financial regulations when necessary

OWSLEBURY PARISH COUNCIL

RISK ASSESSMENT CONTINUED

Fraud - General	Inadequate checks	L	The Council has Financial Regulations which set out banking requirements. All cheques must be dual signed by two Councillor signatories. No petty cash. Clerk's timesheet and expenses reviewed by chairman. Regular bank reconciliation by the Clerk with occasional checks by Chairman.	Existing procedure adequate.
Fraud - payroll	Inadequate checks	L	Clerk maintains payroll records including RTI for PAYE/NI. Clerks salary based on SLCC scales and reviewed/approved annually in budget process.	Councillor to review PAYE/NI records to ensure all payments up to date
Best value accountability	Work awarded Incorrectly. Overspend on services.	L M	Normal Parish Council practice would be to seek, if possible, 3 quotes for any orders over £100. For major work competitive tenders would be sought. If problems encountered with a contract the Clerk would investigate the situation and report to the Council.	Existing procedure adequate.
VAT	Loss of income to parishioners	L	Included in Financial Regulations. VAT claim submitted quarterly if over £100; reconciled to cash book and reviewed by Councillor	Existing procedure adequate.
Legal powers	Ultra vires activities or payments	M	All activity and payments within the powers of the Parish Council resolved at full Council meetings and reviewed by Internal Auditor. Where necessary advice sought from HALC/Hedleys	Continued monitoring by Clerk and Chair.
Inadequate insurance cover	Loss of capital or income to parishioners	M	Annual review undertaken by Clerk and reviewed by Chair. Presented to full Council.	Existing procedure adequate
Electronic records	Loss of vital information	M	Back up copy of computer records undertaken monthly and kept at Clerk's home; in addition all key documents	Existing procedure adequate
Legal records	Loss of contracts and title to property	M	Clerk maintains files of contracts and title at home.	Consideration to be given to off site storage.
Website	Maintenance of website.	M	Website maintained by Clerk and updated as necessary.	Consider review of security including passwords and training to take-over website.
Elections costs.	By-elections or full elections may be both necessary and costly.	M	Reserve for election costs.	Procedure adequate.
Annual Returns.	Return submitted late.	L	Annual returns completed by the end of April. Employers return submitted to HMRC. Annual Return approved by whole Council	Procedures adequate but consider Councillor review of PAYE annual return.
Non availability of Clerk/RFO	Administration of Council	M	Temporary cover via use of locum. Recruitment policy in place and use of HALC to assist.	Consider adequacy of reserves to cover locum costs for 6 months.

PHYSICAL ASSETS

Minutes of the Owslebury Parish Council Meeting Held on Monday 13th April 2015

Loss or damage re physical assets	Loss of use or capital loss to parishioners	L	Annual review of assets for insurance purposes.	Existing procedure adequate
Maintenance of assets	Loss of use of, or injury to, parishioners	M	Annual review of assets apart from Play area – regular review by Clerk, interim inspection and annual inspection by risk assessor.	Existing procedure adequate

APPENDIX 5: CLERK'S REPORT ON ACTIONS ARISING FROM THE MINUTES NOT INCLUDED ELSEWHERE ON AGENDA.

Action: Dog fouling	By When:	By Whom:
<ul style="list-style-type: none"> Clerk to arrange for additional signage and public notices. 	November	Clerk

Completed

Action: SpeedWatch	By When:	By Whom:
<ul style="list-style-type: none"> Clerk/Rob Humby to arrange a meeting with Andy Smith; Subject to above, Council/Rob Humby to consider approach to Police Commissioner. 		Clerk/Rob Humby

Awaiting information from RH.

Action: Enforcement	By When:	By Whom:
<ul style="list-style-type: none"> Clerk to invite Enforcement to attend a Council meeting. Long Ash – enforcement to request tidy-up of site Local farm – to ask Enforcement to investigate possible building activity. To obtain from Enforcement full list of Enforcement cases 	March	Clerk

Enforcement attending June meeting; other matters in hand.

Beech Grove telephone box	By When:	By Whom:
<ul style="list-style-type: none"> Rob Humby to use contacts establish whether BT will replace door; If above unsuccessful, to establish whether OPC can adopt the box. 	March	Rob Humby

Awaiting information from RH. : ME to take sounding re usage of telephone

Action: Affordable housing	By When:	By Whom:
<ul style="list-style-type: none"> Clerk to enquire of SDNP re criteria for affordable housing. 		Clerk

In hand for May meeting.

Action: Enforcement	By When:	By Whom:
<ul style="list-style-type: none"> Chairman to follow-up with Marwell Activity re construction of stables. Chairman to follow-up re additional signage at Activity Centre warning drivers to take greater care in exiting the centre. 	April/May	Chairman

Action: Beech Grove parking	By When:	By Whom:
<ul style="list-style-type: none"> Short term: Clerk to liaise with Hampshire Highways for repairs to kerbing and verges. Medium term: Clerk and Chairman to discuss with HCC/WCC/School alternative coach providers better able to negotiate Beech Grove or, for the safety of children and residents as well as protection of the verges. Consultation with residents most directly affected re installation of dragon's teeth Clerk and Chairman to discuss with School alternative pick-up points for school children, consistent with Health and Safety. 	March/April	Clerk/Chair/ME

re instating verges n hand for May; discussion with school awaited.

Action: Grit Bin	By When:	By Whom:
<ul style="list-style-type: none"> Clerk to acquire further grit bin for Beech Grove, if considered necessary, and after consultation with Chair. 	March/April	Clerk

In hand.

Action: The Great War and D-Day Remembrance Projects.	By When:	By Whom:
<ul style="list-style-type: none"> Clerk to arrange for landscaping work around the Stone 	April	Clerk

Estimates being obtained