

# FALFIELD PARISH COUNCIL

Minutes of the Council Meeting held on Tuesday 16<sup>th</sup> May 2017 at 7.45 pm at Falfield Village Hall

**Present:** Parish Councillors: Mrs J. Hathway, Mrs V. Stanley, Mrs M. O'Connor, Ms E. Jarvis and Mr K. Fryer.

**In attendance:** Ward Councillor: Cllr John O'Neill, Mr J. Carpenter (Clerk) and one member of the public.

Minute Ref	Contents	Action
732/17.0	<b>Nomination of Chairman and Signing of Declaration of Acceptance to Office</b> It was proposed by Cllr O'Connor, seconded by Cllr Stanley and <b>RESOLVED</b> unanimously that Cllr Hathway be elected as Chairman. Cllr Hathway agreed and signed the Declaration of Acceptance to Office.	
733/17.0	<b>Apologies for Absence</b> Cllr Gregory who due to business commitments was unable to attend. It was proposed by Cllr O'Connor, seconded by Cllr Stanley and <b>RESOLVED</b> unanimously to accept Cllr Gregory's apology	
734/17.0	<b>Nomination for Election of Vice Chairman</b> It was proposed by Cllr Fryer, seconded by Cllr O'Connor & <b>RESOLVED</b> unanimously that Cllr Jarvis be elected Vice Chairman.	
735/17.0	<b>To approve the minutes of the last meeting held on 18<sup>th</sup> April 2017.</b> Following the removal of duplicated minutes 727/17.0 and 728/17.0 it was proposed by Cllr Fryer, seconded by Cllr Hathway and <b>RESOLVED</b> unanimously that the minutes of the meeting held on 18 <sup>th</sup> April 2017 be signed as a correct record.	
736/17.0	<b>To Receive Declarations of Interest in Items on the Agenda &amp; Dispensation Requests.</b> None	
737/17.0	<b>Public Forum</b> None	
738/17.0	<b>District Councillor's Report</b> The Oldbury Stakeholders meeting due to take place on 28 <sup>th</sup> April was cancelled due to the pre-general election period. The next meeting would take place on 22 <sup>nd</sup> July 2017. Cllr O'Neill informed members that he had been advised by the Planning Case Officer that Cotswold Home would be appealing against the refusal of outline planning at Heneage Farm and that the Officer was currently drawing up a Statement of Common Ground. He also informed members that the new West of England Mayor Tim Bowles was not a supporter of the Buckover Garden Village or any development along the M5/A38 corridor due to the lack of infrastructure.	
739/17.0	<b>To Appoint Representatives to the following Committees</b>	
739/17.1	<b>Falfield Village Hall Management Committee</b> It had previously been agreed that Cllr Stanley would be the Council's representative.	
739/17.2	<b>Avon Local Council Association (ALCA)</b> It was agreed by all that the Clerk would be the Council's representative	
739/17.3	<b>Safer Stronger Community Group</b> It was agreed by all that Cllr Fryer will be the Council's representative.	
739/17.4	<b>Town &amp; Parish Council Forum</b> It was agreed that the Clerk would be the Council's representative	
739/17.5	<b>Oldbury Site Stakeholder Group</b> It was agreed not to specify a named representative. Cllrs would attend when available.	
740/17.0	<b>Planning Matters / Enforcement Notices.</b>	
740/17.1	Prior to the publication of the agenda no new planning applications had been received and no determinations had taken place (see list on page 17/ 250)	

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	<p><b>Following the publication of the agenda the following application had been received by the Clerk which required Consultee comments by 30<sup>th</sup> May 2017.</b></p>															
740/17.2	<p>PT17/1805/F - Yew Tree House Brinkmarsh Lane Falfield Wotton Under Edge South Gloucestershire GL12 8DT - Erection of two storey side and rear extension to provide additional living accommodation. Erection of detached double garage As this application was received after the publication of the agenda Cllrs <b>RESOLVED</b> unanimously to instruct the Clerk ask the Case Officer if an extension could be agreed in order for the Council to discuss this application at their next meeting.</p>	Clerk														
740/17.3	<p><b>The following enforcement notices had been issued:</b> COM17/0282/OD – Falfield BT Exchange, Mill Lane, Falfield – Work commencing despite refusal of planning permission.</p>															
740/17.4	<p>COM/17/0298/OD – The Haven Moorslade Lane, Falfield – Rubble from site spilling onto verge and adopted highway. (PT16/5140/F)</p>															
740/17.5	<p>COM/17/0386/OD – The Cottage Moorslade Lane, Falfield – Building works taking place at property.</p>															
741/17/0	<p><b>Financial Matters</b></p>															
741/17.1	<p><b>To Approve Statement of Accounts Ending 31st March 2017 - circulated to Cllrs</b> The accounts were presented and discussed. It was proposed by Cllr O'Connor, seconded by Cllr Stanley and <b>RESOLVED</b> unanimously to approve the Statement of Accounts as presented, and they were duly signed by the Chairman and Clerk.</p>															
741.17.2	<p><b>To Approve Annual Return 2016/2017 Section 1 - circulated to Cllrs</b> It was proposed by Cllr Stanley, seconded by Cllr Fryer and <b>RESOLVED</b> unanimously to approve Section 1 of the Annual Return and the form was duly signed by the Chairman and Clerk.</p>															
741.17.3	<p><b>To Approve Annual Return 2016/2017 Section 2 - circulated to Cllrs</b> It was proposed by Cllr Stanley, seconded by Cllr Fryer and <b>RESOLVED</b> unanimously to approve Section 2 of the Annual Return and the form was duly signed by the Chairman and Clerk.</p>															
741/17.4	<p><b>To Discuss / Approve Internal Auditor for 2017/2018</b> The Clerk was in the process of clarifying the position with ALCA in relation to the changes in Auditing requirements for Councils with revenues under £25,000 – Carried forward to next meeting.</p>	Clerk														
741/17.5	<p><b>To Note Payments Received</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">South Gloucestershire Council – 50% of 2017/18 Precept</td> <td style="text-align: right;">£ 3,225.00</td> </tr> <tr> <td style="padding-left: 20px;">South Gloucestershire Council – 50% of 2017/18 LCTS Grant</td> <td style="text-align: right;">£ 14.00</td> </tr> <tr> <td style="padding-left: 20px;">South Gloucestershire Council – Community Infrastructure Levy</td> <td style="text-align: right;">£ 334.50</td> </tr> </table>	South Gloucestershire Council – 50% of 2017/18 Precept	£ 3,225.00	South Gloucestershire Council – 50% of 2017/18 LCTS Grant	£ 14.00	South Gloucestershire Council – Community Infrastructure Levy	£ 334.50									
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741/17.6	<p><b>To Approve the following Payments</b> It was proposed by Cllr O'Connor, seconded by Cllr Jarvis and <b>RESOLVED</b> unanimously to approve the following payments along with the annual regular payment record which listed the Clerk's Salary and grass cutting. Cheques signed by Cllrs Jarvis &amp; O'Connor, excluding cheque for NOMS which had previously been signed by Cllrs Hathway &amp; Stanley.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">NOMS – Leyhill Prison Working Party of Bus Shelters</td> <td style="text-align: right;">£ 120.00</td> </tr> <tr> <td style="padding-left: 20px;">Mr J. Carpenter– Salary &amp; PAYE (May)</td> <td style="text-align: right;">£ 345.94</td> </tr> <tr> <td style="padding-left: 20px;">Society of Local Council Clerks (SLCC) Annual Subscription</td> <td style="text-align: right;">£ 93.00</td> </tr> <tr> <td style="padding-left: 20px;">Insurance Renewal Premium – Came &amp; Company</td> <td style="text-align: right;">£ 168.00</td> </tr> <tr> <td style="padding-left: 20px;">Clerk's mileage expenses (T&amp;P Forum meeting) 20 miles @ 0.45 ppm</td> <td style="text-align: right;">£ 9.00</td> </tr> <tr> <td style="padding-left: 20px;">Charfield Parish Council – Parish Councillor Training</td> <td style="text-align: right;">£ 24.56</td> </tr> <tr> <td style="padding-left: 20px;">Mr J. Carpenter Expenses (Stamps &amp; consumables)</td> <td style="text-align: right;">£ 8.71</td> </tr> </table>	NOMS – Leyhill Prison Working Party of Bus Shelters	£ 120.00	Mr J. Carpenter– Salary & PAYE (May)	£ 345.94	Society of Local Council Clerks (SLCC) Annual Subscription	£ 93.00	Insurance Renewal Premium – Came & Company	£ 168.00	Clerk's mileage expenses (T&P Forum meeting) 20 miles @ 0.45 ppm	£ 9.00	Charfield Parish Council – Parish Councillor Training	£ 24.56	Mr J. Carpenter Expenses (Stamps & consumables)	£ 8.71	
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741/17.7	<b>To Note 2016/2017 Budget &amp; Payments/Receipts Statement</b> The Budget & Payments and Receipts Statement, circulated to Cllrs before the meeting, was noted and signed by Cllr Jarvis.	
741/17.8	<b>To Note 2015/2016 PAYE Online Return Completed</b> The Clerk stated that the HMRC PAYE End of Year submission had been completed online and confirmation of receipt had been received.	
741/17.9	<b>To Note that the VAT return for 2016/2017</b> A VAT return had been submitted totalling £100.17	
741/17.10	<b>Monetary Assets</b> The Clerk advised Cllrs that on 28 <sup>th</sup> April 2017 the NatWest current account contained £12,022.16 and the NS&I Savings £6,003.00.	
742/17.0	<b>Highways / Footpath Matters</b>	
742/17.1	<b>Update on pavement outside Village Green (Ref 559224)</b> Through the assistance of Ward Cllr O'Neill it was confirmed that the Streetcare Inspector had inspected the area and had arranged for their Safety Inspectors to assess for necessary repairs.	Ongoing
742/17.2	<b>Update of condition of verge in Sundayshill Lane (Ref 672102)</b> Report has acknowledged by Streetcare - Clerk waiting for feedback.	Ongoing
742/17.3	<b>Update on Stile in Sundayshill Lane on Footpath OFA/5</b> The Clerk had received an email from the Public Rights of Way Officer who confirmed that the Council would replace the damaged stile with a kissing gate free of charge if the landowner agreed and asked if the Council would contact the landowner to get their permission. The Clerk was instructed to write to the landowner requesting permission.	Clerk
742/17.4	<b>Update on lack of Road Markings junction Church Ave/Sundayshill Lane (Ref 672303)</b> Report has acknowledged by Streetcare - Clerk waiting for feedback.	Ongoing
743/17.0	<b>To Receive Reports from Cllrs and Clerk</b>	
743/17.1	<b>Big Spring Clean Event</b> – See attached report The Chairman requested that the Clerk send a letter of thanks to the Landlord of the Huntsman Inn and the Community Liaison Officer at HMP Eastwood Park for their help with this event.	Clerk
743/17.2	<b>Village Hall Management Committee Feedback</b> - See attached report The Chairman requested that Cllr Stanley to relay the Council's appreciation to the Village Hall Management Committee for the successful May Day Celebration's which took place on the Village Green.	Cllr Stanley
743/17.3	<b>Town &amp; Parish Council Forum</b> – See attached report	
743/17.4	<b>Councillor Training</b> – See attached report	
744/17.0	<b>To Discuss/Approve Revised Risk Management Review Document</b> – <i>circulated to Cllrs</i> It was agreed that this document should be brought to the next meeting to allow of further updates to be completed following the completion of the 2016/2017 annual return.	Clerk

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745.17.0	<p><b>To Note Update to Asset Register &amp; Corresponding Insurance - <i>circulated to Cllrs</i></b>                      The updated Asset Register was noted and the Clerk stated that the insurance values were from 2016/2017 and had increased by 2% for 2017/2018.</p>	
746/17.0	<p><b>To Discuss Date for next Asset Risk Assessment and Inspection</b>                      The Clerk stated that the Risk Assessment and Asset Inspection was due again. It was agreed that Cllr Fryer along with the Clerk would undertake this task.</p>	Cllr Fryer/ Clerk
747/17.0	<p><b>To Discuss/Approve the Council's Response to the Boundary Commissions Warding Arrangements Review – <i>circulated to Cllrs</i></b>                      It was proposed by Cllr O'Connor, seconded by Cllr Stanley and <b>RESOLVED</b> unanimously to accept the Council's draft response previously circulated. The Clerk was instructed to forward the Council's response to the Boundary Commission.</p>	Clerk
748/17.0	<p><b>Correspondence</b>  <b>The following correspondence in addition to those noted on the Agenda has been received and is available from the Clerk.</b>                      Pension Regulator: confirmation email confirming that the Parish Council had completed its declaration with The Pensions Regulator under the Pensions Act 2008. This has been followed up by a letter.                      ALCA: "Battles Over" WW1 Beacons of Light 11<sup>th</sup> Nov 2018                      T&amp;PCF – Draft minutes received from last meeting                      ALCA – Transparency Grant communication from NALC                      ALCA - <i>Briefing Paper Neighbourhood Planning Act 2017</i></p>	
749/17.0	<p><b>Items for future meetings.</b></p>	
749/17.1	<p>The Chairman advised that the next Council meeting would be a short one to allow for adequate time for the presentation by Dick Whittington from the West of England Rural Network. Invitations to this presentation have been sent out to: Falfield Village Hall Management Committee, St George's Scout Group, Falfield &amp; Stone Brownies, Falfield Women's Institute, Falfield Parochial Church Council, Falfield Action Group, Revd. Sue Phillipson-Masters (Interim Minister, St George's Church), Tortworth Parish Meeting and Rockhampton Parish Council. Members also agreed that invitations should be extended to Tytherington Parish Council the Landlord of the Huntsman Inn and HMP Eastwood Park.</p>	Clerk
749/17.2	<p>The Chairman asked that Community Defibrillators be an agenda item at the July meeting</p>	Clerk

**Date of Next Meeting: Tuesday 20<sup>th</sup> June at 7.00 pm**

**This concluded the business of the meeting, which closed at 9.05 pm**

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## APPENDIX. MINUTE 740/17.1 CURRENT STATUS OF PLANNING APPLICATIONS SINCE LAST PARISH COUNCIL MEETING.

Date	Reference	Address	Description	Council Comments	Decision
19/10/16	DOC16/0364	Training And Conference Centre Eastwood Park Falfield South Gloucestershire GL12 8DA	Discharge of Condition 2 (Demolition) attached to planning permission PT12/3708/LB Demolition of the following structures located within the curtilage of the grade II listed Eastwood Park House: 10no. staff houses; decontamination labs and store buildings; lift labs; bungalow; air conditioning bl...	No Comment	Awaiting Decision
06/01/17	PT16/6941/F	The Pheasant Cottage Iron Hogg Lane Falfield South Gloucestershire GL12 8DU	Erection of 1no. dwelling with creation of new vehicular access and associated works.(Re submission of PT16/3581/F)	Objection	Awaiting Decision
22/02/17	DOC/17/0067	Eastwood Park Ltd Training & Conference Centre, Eastwood Park, Falfield, GL12 8DA	Discharge of Condition 7 (Travel Plan) attached to Planning Application PT12/3710/10/F	No Comment	
17/03/17	PT17/1243/F	Sundays Hill Farm Sundayhill Lane Falfield Wotton Under Edge South Gloucestershire GL12 8DQ	Conversion of ancillary outbuildings to form 1no. self contained holiday let accommodation to include single storey front extension to form additional living accommodation and raised balcony area.	No Comment 17/4/17	Awaiting Decision
23/03/17	PT17/1326/F	Long Meadow Eastwood Park Falfield South Gloucestershire GL12 8DA	Erection of single storey detached extension to form summerhouse/domestic storage building	No Comment 17/4/17	Awaiting Decision
29/03/17	PT17/1327/F	Land At Rear Of Springwell And Former Samspeed Marine Gloucester Road Whitfield Wotton Under Edge South Gloucestershire GL12 8DS	Erection of front and side extension to facilitate conversion of existing building to form 1no. dwelling (Class C3 as defined in the Town and Country Planning (Use Classes) Order 1987, as amended) and associated works	No Comment 17/4/17	Awaiting Decision
26/03/17	PT17/1372/F	Horseshoe Cottage Horseshoe Hill Milbury Heath Wotton Under Edge South Gloucestershire GL12 8PU	Erection of two storey side extension, single storey front and single storey rear extensions to provide additional living accommodation. Erection of detached double garage.	No Comment 17/4/17	Awaiting Decision
18/05/17	PT17/1805/F	Yew Tree House Brinkmarsh Lane Falfield Wotton Under Edge South Gloucestershire GL12 8DT	Erection of two storey side and rear extension to provide additional living accommodation. erection of detached double garage	Request Consultee extension date	Awaiting Decision

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## **743/17.0 REPORTS**

743/17.1

### **Clerk's Report on Annual Big Clean held on Saturday 29<sup>th</sup> April 2017.**

- A total of 11 adults and 4 children attended.
- Mike McBrien along with 3 inmates from HMP Eastwood helped.
- Between everyone sixteen bags of rubbish was collected plus some tyres and a tarpaulin.
- Cost of the refreshments were covered by the Huntsman Inn.
- It was unfortunate that at the last minute St George's Scout Group were unable to attend.
- Thanks to Jane Hathway and Pat Carpenter for helping on the morning.

### **Lessons to be learnt for the future.**

- Avoid a Bank holiday weekend.
- Book date well in advance.
- Request Hi-vis bibs which were not specified on the booking form
- Request "pickers" suitable for children to use.

Although the Scouts were unable to attend they still wanted to organise a Community Project as part of their Community Impact Reward. I have therefore spoken to the Enforcement & Education Officer at South Gloucestershire who has confirmed that the Litter Picking equipment is available to anyone to use at any time so I have put the Scout Group Leader directly in touch with the Officer should they decide to take this opportunity up. I did suggest that a Litter pick in the autumn would be a good idea.

James Carpenter  
Clerk & RFO, Falfield Parish Council, 8<sup>th</sup> May 2017

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743.17.2

### **FALFIELD VILLAGE HALL COMMITTEE MEETING 27<sup>TH</sup> APRIL '17 – REPORT**

The committee met at 7.00pm on 27<sup>th</sup> April '17 in the Village Hall for the 33<sup>rd</sup> Annual General Meeting. The Chair person's report noted that it had been another successful year both financially and with an upsurge in bookings. He thanked everyone for their hard work. The Trustees report mentioned that the annual events of the Wine Tasting & Quiz night were again well attended and the Barn Dance was a great success. The new event of the Carol signing was also well supported and will probably become an annual event. The Huntsman Pub kindly provided refreshments & Mulled Wine at this event which was appreciated by all. It was noted that the 100 Club had closed due to dwindling numbers which made the time consumed to run it was not feasible to continue. The Treasurer's report showed a healthy increased bank balance due to increased usage of the hall even though there had been a couple of major expenses on Equipment and on Repairs to the flat roof of the kitchen and toilets, this roof is now guaranteed for 25 years.

Following the close of the AGM a short meeting was held to elect officers and Co-Opted members. All previous officers were re-elected plus 3 new Co-opted members, James Carpenter, Ian Walker & Karen Jones. Megan O'Connor had stepped down as being the Council representative on the committee and Veronica Stanley had taken the place. It was reported that the collection by the Phoenix Singers at the Carol Service will go to Save the Children. The treasurer reported that the bank balance had gone down due to the final payment for the flat roof, however there was still enough working capital for the hall to run for 2-3 years. It was reported that there still appeared to be a small leakage from the roof and the contractors had been informed and are going

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CLLr Stanley – Parish Council Representative of the Village Hall Management Committee.

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743.17.3

## Town and Parishes Forum – Tuesday 25<sup>th</sup> April 2017.

On behalf of the Parish Council I attended the above Forum meeting at Bradley Stoke.

After the opening welcome and undertaking approval of the minutes of the last meeting and matters arising an update from Mark Pullin on the Prevent Group was given.

*Prevent* is a national programme which forms one strand of the Government's counter terrorism programme. The objectives of *Prevent* are:

- to respond to the ideological challenge of terrorism and the threat we face from those who promote it
- to prevent people from being drawn into terrorism and to ensure that they are given appropriate advice and support
- to work with sectors and institutions where there are risks of radicalisation that we need to address
- There are specific statutory obligations under *Prevent* for local authorities, schools, higher and further education, health services, prisons, probation and the police. Published national guidance identifies best practice for each of the main sectors and describes ways in which they can comply with the duty, as well as providing advice and information on how compliance with the duty will be monitored.
- A Prevent Board has been established to co-ordinate this work in South Gloucestershire.

This was followed by a presentation was given by Simon Hailwood on "Community Resilience.

South Gloucestershire Council have a responsibility under the Civil Contingencies Act and other associated legislation to identify, plan for, and prepare for risks that are reasonably foreseeable. It completes this work in partnership with the emergency services and other professional partners under the auspice of the Local Resilience Forum (LRF). The LRF publishes a document known as the Community Risk Register. This document highlights all of the identified risks within Avon and Somerset, and prioritises them according to a national risk matrix. The document covers hazards such as:

- Flooding
- Hazardous chemicals and Control of Major Accident Hazards
- Accidental releases of radiation from licensed nuclear sites
- Pipeline accidents
- Severe Weather related and untoward natural events
- Transport Accidents
- Outbreaks of diseases (both animal and human)

During his presentation Simon asked if parishes would be able to help in any way with resource, this could include what facilities were available in the community in the event of a local emergency which could avoid having to remove people affected to either Thornbury or Yate Sport Centres.

It was agreed that a more simplified form would be produced which would then be circulated to parishes to confirm what facilities might be available in the local community.

At the time of writing this report the minutes of this meeting had not been received.

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James Carpenter  
Clerk & RFO, Falfield Parish Council, 8<sup>th</sup> May 2017  
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743/17.4

## **Councillor Training**

This was well attended meeting led by Deborah White from ALCA. There was a great deal of information to take in as you will have seen from the handout which has been circulated to all Councillors. We were reminded that the Parish Council is the first line of Government and though is seen by many to be not important, the Parish Council is very important as it speaks for the local community, which in turn can push items of concern to the Local Authority, who will need to action it.

Many practical aspects were discussed and two important items were picked up, which that there should not be the item "Matters arising" or "Any other Business" on the Agenda.

It became clear to us that we need to review our Standing Orders, which we will do during the course of this Council year.

It was not decided if another training event would be put in place.

Cllr Jane Hathway.

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