

Minutes of the Parish Council Meeting held at St John the Baptist Church on Monday 5th February 2018 at 7.30pm

Present Cllrs. A Cheesman, A Crick, S Jerrard, D Rudd
Clerk to the Council: Mrs Jane Ives
8 members of the public were also present

In the absence of both the Chair and Vice Chair of Council, it was proposed that Cllr D Rudd chair the meeting. Proposed: Cllr Cheesman. Seconded: Cllr Crick. All in favour.

1. Chairman's Announcements – The Chairman welcomed the members of the public to the meeting, pointed out the fire exits, asked members of the public to turn off their mobile phones and requested that members of the public sign in. The Chairman also explained public question time and requested that when members of the public speak to please confirm their name and to address all comments to the Chairman. It was also confirmed that the meeting was being recorded.

2. Apologies for Absence – Cllrs. C Rudd, E Packett, T Whelan. District Councillor K Budden. County Councillor R Oppenheimer.

3. Declarations of Interest - There were no pecuniary interests declared.

4. Public Question Time - Standing Orders were suspended for 15 minutes to allow public questions.
A member of the public reported that the eco bus was due to stop services on 11th February with no plans for replacement. Stagecoach have offered to step in but the outcome of this is unknown. Clerk to investigate. **Action Clerk**

A member of the public suggested that the loss of the eco bus could have an impact on the Fern Farm being given a permanent status under the SDNPA Local Plan. This is a change that is not included in the Plan and could affect the view of the SDNPA. Clerk to make contact and advise SDNPA. **Action Clerk**

A member of the public asked if the Council were intending to respond to the consultation on the Draft Wealden Heaths Phase II Special Protection Area (SPA) Supplementary Planning Document. Cllr Crick advised that this would be discussed with the SDNPA at a forthcoming meeting and the Clerk will add this to the March Council agenda. The Clerk to additionally ask if a better map could be provided. **Action Cllr Crick/Clerk**

A member of the public asked about the designation of a boundary for a potential Neighbourhood Development Plan and that this should be done urgently as the planning consultant employed by Greatham Voice suggested that this may have a bearing on the Summer hearings. The Clerk advised that she had discussed this with Chris Paterson from the SDNPA who had said that a boundary application would have no effect on the outcome of the hearings as only a NDP that was at the first consultation stage would likely be taken into account.

A member of the public reported that a reflective bollard near the Old Rectory has been damaged and needs replacing. **Action Clerk**

5. Minutes of the Parish Council Meeting on Monday 8th January 2018

The minutes were approved as a true record of the meeting.
Proposed: Cllr S Jerrard. Seconded: Cllr A Cheesman. All in favour.
The minutes were signed and dated by the Chairman.

6. Matters arising from the Parish Council Meeting on Monday 8th January 2018

There were no matters arising.

7. **Report of County Councillor** – Cllr Russell Oppenheimer was not in attendance but provided a report to the Council which is attached to the minutes at Appendix 2. The Clerk reported that Cllr Oppenheimer intended to attend every other Council meeting due to his attendance at Steep Parish Council meetings which occur on the same evening.

8. **Report of District Councillor** – Cllr Keith Budden was unable to attend the meeting at short notice. His written report is attached to the minutes at Appendix 3.

A member of the public asked if Cllr Budden could update on moving the parish boundary to include the Longmoor site. Clerk to contact Cllr Budden.

Action Clerk

9. Review of Action Log

	Meeting Date / Agenda Item	Who	Action List updated 31/01/2018	Status	Update
1	06.06.16 Item 9	Clerk	Councillor Whelan and Packett should be added as signatories. The clerk to circulate the bank mandates for completion.	Ongoing	Agenda item 02/18
2	11.07.16 Item 12b.2	EP	Councillor Packett to investigate getting a new bus shelter for Longmoor Road.	Ongoing	
3	06.03.17 Item 11h	EP	To investigate the repositioning of the bus stop and the need for hardstanding in addition to the slow drainage at Toll Corner	Open	
4	05.06.17	TW/ Clerk	To draft a financial risk assessment with the help of the Parish Councillors	Open	
5	03.07.17 Item 10	KB	A further consultation to take place in November regarding 4 traveller plots at Fern Farm.	Open	Emailed KB 16/01
6	03.07.17 Item 11	TW	Rewrite Old Church leaflet and take to next Old Church meeting.	Open	
7	03.07.17 Item 13	Clerk	Investigate potential grant sources for purchase of a SLR	Open	
8	07.09.17 Item 4	Clerk	Produce maps for the footpaths in Greatham	Open	
9	07.09.17 Item 4	EP	Investigate what work needs to be done on the bridge on the footpath behind Todmore. Clerk to respond to email from Countryside Services.	Open	Countryside Services
10	07.09.17 Item 8	KB	Find out if there is any news on 1 Hillview with regards planning.	Open	Emailed KB 16/01
11	07.09.17 Item 8	KB	Establish if anything could be done to improve the safety for pedestrians on Liss Forest Road.	Open	Emailed KB 16/01
12	07.09.17 Item 11	TW/ Clerk	Agree and reconcile Old Church bank account	Open	
13	07.09.17 Item 12b	KB	Investigate parking issues in Hopeswood and Bakersfield.	Open	Emailed KB 16/01

14	07.09.17 Item 12o	Clerk	Add a forthcoming events section to newsletter which should be produced 3 times per year.	Open	
15	02.10.17 Item 14b	Clerk	Pavement to Ham Barn roundabout and church to Toll House Corner is overgrown. The Clerk to report to HCC.	Reported to HCC 07/12	
16	02.10.17 Item 14c	Clerk	Write to David Redman re repairs to bridge on footpath at the back of Todmore. 06/11 waiting for response	Open	Countryside Services
17	02.10.17 Item 14o	Clerk	Next newsletter to be produced in January 2018 to include articles on Carols by Candlelight, Speedwatch volunteers, work at Old Church, dog fouling & use of bins, council tax info from HCC, burglaries in Greatham, Coryton alms house, Allotment Charity info and Friendship Fund info.	Open	Cllrs to provide articles
18	06.11.17 Item 7	All Cllrs	Provide evidence to Cllr R Oppenheimer of damage to any BOATS in the locality	Open	
19	06.11.17 Item 8	KB	Provide Clerk with report from EHDC on trees at Wolfmere Lane	Open	Emailed KB 16/01
20	06.11.17 Item 8	KB	Ask EHDC Enforcement Officers to look into AMK buses parking near Hopeswood	Open	Emailed KB 16/01
21	06.11.17 Item 11b	Clerk	Report to Hampshire Highways Manholes on Longmoor Road near stables need sinking Pavement from lych gate to layby floods when it rains	Reported to HCC 07/12	
22	04.12.17 Item 4	Clerk	Add Neighbourhood Development Plan to January council meeting agenda	Open	Done
23	04.12.17 Item 11n	Clerk	Request work is carried out by the lengthsman on footpath 10. Find out what work is being carried out on footpath 711a from Hampshire County Council.	Open	
24	04.12.17 Item 11n	All Council lors	Identify which footpaths are a priority (up to 6) under the Hampshire County Council Priority Cutting List scheme and advise the Clerk	Open	
25	04.12.17 Item 11p	Clerk	Include a plea for Speedwatch volunteers in the January newsletter and request item in Village Magazine	Open	
26	04.12.17 Item 17	Clerk	Contact EHDC re oak tree in garden of 1 Hill View Cottages and ask for a TPO to be placed on it	Reported to EHDC 07/12	
27	08.01.18 Item 4	Clerk	Write to residents of Bakers Field regarding parking	Open	Letters delivered
28	08.01.18 Item 4	Clerk	Speak to lengthsman re clearing debris at the entrance to Bakers Field	Open	Chase EP
29	08.01.18 Item 8	KB	Discuss residents at Fern Farm with EHDC and report back to council	Open	Emailed KB 16/01
30	08.01.18 Item 8	KB	Report back to council re issues at Hill View	Open	Emailed KB 16/01
31	08.01.18 Item 8	KB	Forward information to EHDC regarding AMK bus being damaged in Hopeswood	Open	Emailed KB 16/01
32	08.01.18 Item 11f	Clerk	Ask Village Magazine to publish article about vacant Coryton property	Open	

32	08.01.18 Item 11m	Clerk	Check whether appropriate signage has been placed at the Old Church regarding open trench	Open	Signage & safety measures needed
33	08.01.18 Item 14b	Clerk	Write to Torquil McNeilage re start date of work on chancel wall	Open	Done
34	08.01.18 Item 14b	Clerk	Move money from general reserves to fund work on chancel wall	Open	

The updated Action Log is attached to the minutes at Appendix 1.

10. Schedule of Meetings 2018

The schedule prepared by the Clerk was agreed and is included in the minutes at Appendix 4.

Proposed: Cllr Jerrard. Seconded: Cllr Crick. All in favour.

11. Reports from representatives of Organisations, Outside Bodies, Working Parties and Groups.

- a) **Playground** – nothing to report.
- b) **Highways, Public Transport & Traffic** – Cllr D Rudd reported that the man hole covers in Longmoor Road had not yet been done. The Clerk to chase. **Action Clerk**
- c) **Footpaths & Bridleways** – The Clerk read out a response from PCSO John Payne relating to a car parked on the pavement in Longmoor Road. Councillors would like the Clerk to follow this up with the police. **Action Clerk**
- d) **Tree Warden** – nothing to report.
- e) **Greatham Village Hall** – The Clerk reported on the minutes provided by GVH Committee. Cllr D Rudd will look into replacing the rope at the playground. **Action Cllr D Rudd**
Two quotes had been supplied for the paving slabs around the hall and councillors did not see why work could not progress.
- f) **Coryton Trust** – Cllr Jerrard reported that the Chairman is away until mid-February at which point the advertisement should be agreed and published in PC newsletter & the village magazine. **Action Clerk**
- g) **Liss Greatham & Hawkley Friendship Fund** – next meeting 7th February.
- h) **HALC/EHAP&TC** – nothing to report.
- i) **Greatham Allotment Charity** – nothing to report.
- j) **Community Forum** – Cllr Jerrard reported that a meeting had taken place but no agenda had been circulated.
- k) **Joint Meeting of SDNPA & HALC** – nothing to report.
- l) **CTCG** – Cllr Jerrard reporting that Adam Carew would be in touch regarding the Council's Speedwatch equipment.
- m) **The Old Church** – Work is delayed due to need for scaffolding and the start date is now 8th March. The inside wall will be done first, then the tomb and the outside work would be done later, probably in May. The Clerk advised that a contingency fund had already been agreed by Council so this could be used to pay for scaffolding. However, the costs of the work now exceeded the budget so this would have to be brought back to the next Council meeting. **Action Clerk**
The Clerk to write to Torquil McNeilage and the scaffolder to agree start dates. **Action Clerk**
- n) **Lengthsman Scheme** – The Clerk is waiting to hear whether the Council can use unspent funds from other parishes to pay for outstanding work this financial year.
- o) **Parish Communications** – The Clerk has started work on the newsletter but requires articles from councillors. **Action All Councillors**
- p) **Speedwatch** – The Clerk will be putting a call out for volunteers in the Council newsletter.

12. Parish Council Finances

- a) **Financial Report** – the bank account balances as at 31st December were:
 Current account £ 50.00
 Reserve account £32,539.38
 Old Church account £ 2,321.31
- b) **Purchase of hard disk drive** – Retrospective approval of hard disk drive at a cost of £54.95.
 Proposed: Cllr Cheesman. Seconded: Cllr Crick. All in favour.
- c) **Bank signatories** – The bank signatories going forward will be Cllrs. Cheesman, Jerrard, Packett and C Rudd. Clerk to arrange paperwork for Cllr Packett. **Action Clerk**

13. Approval of Payments

The following payments were approved to be made by the Clerk.
 Proposed: Cllr Cheesman. Seconded: Cllr D Rudd. All in favour.

Payee	Purpose	Amount
St John the Baptist Church	Hall hire for parish meetings	£14.00
Mrs J Ives	Travel expenses and purchase of hard drive	£95.02
Mrs J Ives	Clerk's salary 1 st January to 30 th January 2018	£476.67
	Total Payments	£585.69

14. **Old Church Advisory Committee** – The Terms of Reference were agreed and are attached to the minutes at Appendix 5.

15. **Grass cutting for 2018/19** – The contract for grass cutting at the playground was awarded to Petersfield Town Council after consideration of 3 quotes. The Clerk will write to Petersfield Town Council and will ask if it is possible for only one weedkill around the wooden posts/equipment to be carried out and after that for the areas to be dug out and bark placed in them. **Action Clerk**
 Proposed: Cllr D Rudd. Seconded: Cllr Cheesman. All in favour.

16. **Neighbourhood Development Plan Feasibility Study** – Cllr Crick provided an update on progress to date which has mainly been around looking at other neighbourhood development plans and feasibility studies and he gave some examples of what the Council's study might contain. He believes this is a longer term project rather than the original timescale agreed of March 2018. A meeting with Chris Paterson due to be held on Friday 9th March will hopefully further inform the study.

17. **Report of Planning Chairman** – Cllr Packett was not in attendance but councillors present did not believe there were any planning issues to discuss.

18. Date of next meeting

The next meeting of the Parish Council will be held on Monday 5th March 2018. If there are any planning applications to consider there will be a Planning Committee meeting on Monday 19th February 2018.

19. **The meeting closed at 8.40pm.**

Appendix 1: Action List as at 5th February 2018

	Meeting Date / Agenda Item	Who	Action List updated 31/01/2018	Status
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2	06.03.17 Item 11h	EP	To investigate the repositioning of the bus stop and the need for hardstanding in addition to the slow drainage at Toll Corner	Open
3	05.06.17	TW/ Clerk	To draft a financial risk assessment with the help of the Parish Councillors	Open
4	03.07.17 Item 10	KB	A further consultation to take place in November regarding 4 traveller plots at Fern Farm.	Open
5	03.07.17 Item 11	TW	Rewrite Old Church leaflet and take to next Old Church meeting.	Open
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9	07.09.17 Item 8	KB	Establish if anything could be done to improve the safety for pedestrians on Liss Forest Road.	Open
10	07.09.17 Item 11	TW/ Clerk	Agree and reconcile Old Church bank account	Open
11	07.09.17 Item 12b	KB	Investigate parking issues in Hopeswood and Bakersfield.	Open
12	07.09.17 Item 12o	Clerk	Add a forthcoming events section to newsletter which should be produced 3 times per year.	Open
13	02.10.17 Item 14b	Clerk	Pavement to Ham Barn roundabout and church to Toll House Corner is overgrown. The Clerk to report to HCC.	Reported to HCC 07/12
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15	06.11.17 Item 7	All Cllrs	Provide evidence to Cllr R Oppenheimer of damage to any BOATS in the locality	Open
16	06.11.17 Item 8	KB	Provide Clerk with report from EHDC on trees at Wolfmere Lane	Open
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23	08.01.18 Item 8	KB	Discuss residents at Fern Farm with EHDC and report back to council	Open
24	08.01.18 Item 8	KB	Report back to council re issues at Hill View	Open
25	08.01.18 Item 8	KB	Forward information to EHDC regarding AMK bus being damaged in Hopeswood	Open
26	08.01.18 Item 11f	Clerk	Ask Village Magazine to publish article about vacant Coryton property	Open
27	08.01.18 Item 11m	Clerk	Check whether appropriate signage has been placed at the Old Church regarding open trench; & consider safety measures for trench	Open
28	08.01.18 Item 14b	Clerk	Move money from general reserves to fund work on chancel wall	Open
29	05.02.18 Item 4	Clerk	Investigate whether there will be a replacement for eco bus service	Open
30	05.02.18 Item 4	Clerk	Advise SDNPA of withdrawal of eco bus service and potential impact on Local Plan	Open
31	05.02.18 Item 4	Clerk/ Cllr Crick	Wealden Heaths consultation: Add to March council agenda and ask SDNPA for better map. Cllr Crick to raise questions with SDNPA.	Open
32	05.02.18 Item 4	Clerk	Report damaged reflective bollard near Old Rectory	Open
33	05.02.18 Item 8	Clerk	Ask Cllr Budden about potential boundary change to include Longmoor site	Open
34	05.02.18 Item 11c	Clerk	Follow up response from PCSO re parking on Longmoor Road	Open
35	05.02.18 Item 11e	Cllr D Rudd	Look into replacing rope at playground	Open
36	05.02.18 Item 11m	Clerk	Old Church: additional costs for work to be brought to March council meeting	Open
37	05.02.18 Item 11m	Clerk	Write to Torquil McNeilage re revised start date and order scaffolding in time for start date of 8 th March	Open
38	05.02.18 Item 12c	Clerk	Obtain paperwork to add new signatory to bank account for Cllr Packett	Open
39	05.02.18 Item 15	Clerk	Write to Petersfield Town Council re award of grass cutting contract with additional requests	Open

Appendix 2: Report from County Councillor Russell Oppenheimer

1. Highways works

The carriageway improvement works to Petersfield Road are getting underway tonight. Hopefully they will do a good job and once complete I would welcome any feedback on this operation. Any examples of potholes or highways obstructions in the village should be reported online at hants.gov.uk/roads

2. Joint action on fly-tipping

We all have a part to play in helping to keep Hampshire clean and tidy. The County Council takes this issue very seriously and we've joined forces to work with a wide range of partners so we can use our resources together to eradicate the issue. The partnership is looking to use increased prosecution, improved reporting and education to make a difference.

As part of this tougher approach, our Trading Standards officers are seeking to crack down on bogus waste disposal companies and rogue traders who are dumping waste on public and private land.

We all need to make sure we as householders and businesses are aware of our responsibilities and duty of care, so that we are not landed with a large fine, as well as the fly tippers, if it's our rubbish that ends up in a lay-by. Action will be taken against any householders or businesses who illegally dispose of their waste, or those who cannot show that they took reasonable steps to ensure their waste was collected by a registered waste service firm.

If you encounter any incidences of fly tipping please report it as soon as possible to EHDC on this number: 01730 266551.

3. Queen Elizabeth Country Park

The assault course and dog activity trail are now open at Juniper Hill in QECP. This is part of the £2m investment Country Park programme.

The dog activity trail is proving particularly popular and I would certainly recommend it to anyone who has a dog.

4. Staying in touch

I have recently joined Twitter and I find it particularly helpful to follow the Hampshire Highways Team's Twitter feed. This is a good way of hearing when the gritters are being sent out, which is always reassuring to hear about.

It is easy to download the Twitter app and then all you need to do is follow @hantshighways. You can also follow me @CllrOppenheimer. And the South Downs Rangers issue very interesting updates on a regular basis @Ranger_sdnpa

RUSSELL OPPENHEIMER
County Councillor for Petersfield Hangers

Appendix 3: Report from District Councillor Keith Budden

Report to Greatham Parish Council 5th February 2018

The Local Government Boundary Commission have decided to extend the consultation period for the review of wards within East Hampshire, but only to reconsider their proposals for Alton and Horndean, so no effect upon Greatham.

As you know, the original proposals from the Boundary Commission saw the abolition of the Hangers and Forest ward. We wait to see whether that has made it through to the final document.

The Boundary Commission have stated that due to the increased consultation period for Alton and Horndean, the final proposals for the whole of East Hampshire will now not be released until 7th April 2018.

Moving on to other matters:

Land to rear of High View Cottages

The ownership issues rumble on. As soon as the Land Registry confirms the latest details are correct, we can move forward with a letter to the new owners. As the notice is live, the stage after that letter would be to interview the occupiers/ owners of the site under caution for non-compliance with the notice. If they do not take immediate action to restore the land to it's previous condition, they will find themselves in front of the Magistrate's court.

Spruce fencing

Some men involved in spruce fencing guys have been seen allegedly dumping waste and burning it at various sites across the district (including one in Greatham). If any of you spot any suspicious wood burning activities, please make a note of vehicle registration numbers etc and let me know so I can notify the relevant officers. We are keen to put a stop to this activity.

Fern Farm

Our planning compliance team are currently investigating various reports of planning breaches on this site. I will update you further at your next meeting.

Re the allocation of this site in the emerging South Downs National Park Authority local plan, it has been agreed that this allocation (and the allocation at Hawkley) will be brought forward for discussion at the public examination into the local plan, which will take place in Midhurst during the summer of 2018. Once I have a firm date for the public examination I will of course let you know and we will probably need to get together immediately prior to the hearing to determine exactly the line(s) you wish me to take.

AMK overnight parking

This has been reported to our traffic team who will be taking appropriate action. In the first instance, AMK will be written to advising them that action will be taken if they do not cease parking their vehicles in residential areas overnight.

Appendix 4: Schedule of Meeting Dates for 2018/19

2018 Schedule of Meetings

All Parish Council meetings are held in the Church Rooms at St John the Baptist Church at 7.30pm (unless otherwise indicated)

	Parish Council 1 st Monday of month unless it falls on a Bank Holiday.	Planning 14 days later subject to planning applications.
January	8 th January	22 nd January
February	5 th February	19 th February
March	5 th March	19 th March
April	9 th April	23 rd April 6.45pm
April	23 rd April Annual Parish Meeting Venue: Village Hall	
May	14 th May Annual Meeting	No planning meeting
June	4 th June	18 th June
July	2 nd July	16 th July
August	No meeting in August	As required (TBA)
September	3 rd September	17 th September
October	1 st October	15 th October
November	5 th November	19 th November
December	3 rd December	17 th December

Appendix 5: Terms of Reference for Old Church Advisory Committee

Role

The role of the Greatham Old Church Advisory Committee ('the Committee') is to progress the Council's day to day service delivery and to develop strategy. The Advisory Committee is not empowered to make decisions on behalf of the Council other than those specifically delegated.

Greatham Parish Council ('the Council') may appoint members to the Committee consisting of councillors and non-councillors.

The Committee is constituted to advise and then implement the decisions of full Council and reports to the Council on all activities (or identify that no activities were conducted) at each full Council meeting in order that progress against Terms of Reference may be notified and decisions, where delegated, may be ratified.

Aim

The aim of the Committee is to oversee and advise the Council on all matters relating to:

- Maintenance and upkeep of the Old Church and grounds
- Identify the need for fundraising and grants and refer to the Council where necessary

Responsible for:

- Management and monitoring of work performed by any members of the public whilst carrying out regular maintenance in accordance with recognised health and safety standards and any other relevant legislation
- Inspection of the condition of the building and reporting any issues to the Council
- Any health and safety issues that require attention by the Council
- Ensuring that the Old Church and its surrounds are kept clear of litter, rubbish or other obstruction
- Arranging fundraising events
- Seeking grant funding and putting these forward to the Council for ratification. The Clerk to complete all grant requests.
- Collecting cash funds at any fundraising events and passing to the Parish Clerk for banking
- Keeping a detailed record of all receipts and cash expenditure and providing this to the Council.
- Identifying ongoing structural work required and seeking contractors to carry out the work
- Recommending contractors to be ratified by Council

Members

- Membership of the Committee is established at the Annual Parish Council meeting
- Councillors may be co-opted to join during the year if authorised by the Council
- Non-councillors can apply to join the Committee and all appointments are to be ratified by the Council
- The Council shall appoint the Chair of the Committee who may be a councillor or non-councillor and the Chair shall be ratified at the Annual Parish Council meeting
- If the Chair resigns during the year a new Chair shall be appointed by the Council at a full Council meeting

- The Committee should consist of no more than 10 members, including at least 3 Parish Councillors.
- The Committee can appoint a working party to carry out specific tasks and the members of this group do not need to be members of the Committee. Any such appointments should be notified to the Council
- Three members shall constitute a quorum for meetings

Meetings

- Meetings are to be held in the Church rooms. This arrangement may be changed by the Council
- Meetings should be held as necessary in order to conduct current business as determined in these Terms of Reference
- Public notice of meetings for an Advisory Committee is not required by law, however the Parish Clerk will publish agendas prior to meetings in order for members of the public to be kept informed and to attend if desired
- The Parish Clerk shall minute meetings of the Committee and provide all minutes to the Committee and to the Council

Decisions and Delegated Powers

Advisory Committees are constituted to implement the decisions of the Council as identified in their Terms of Reference, may only use the resources given by the Council and have no mandate to make decisions on behalf of the Council save as are delegated necessary to act in that capacity.

Specifically the Old Church Advisory Committee has the delegated authority to:

- Advise the Council on matters that may impact or that may be considered likely to impact the Council's policy on the use of the Old Church and its surrounds
- Formulate and recommend budget requirements to the Council necessary to inform the setting of the annual precept with regards to the Old Church

Reporting to Council

The Parish Clerk will supply minutes to the Council after each meeting and decisions required will be added to the next full Council meeting agenda.

The Chair of the Committee or a Councillor member should attend Council meetings as required in order to inform and advise the Council when decisions are required that require his/her input.

The Chair of the Committee should inform the Clerk of any work required, with any associated costings, that has not already been discussed at a committee meeting.