Loggerheads Parish Council
Loggerheads Community Fire Station
Market Drayton Road
Loggerheads
Market Drayton
Shropshire
TF9 4EZ

T: 01630 673426
E: clerk@loggerheads-pc.gov.uk
W: www.loggerheadsparishcouncil.co.uk

Tuesday 10th October 2023

Dear Councillor,

You are summoned to attend the **Full Council** meeting of **Loggerheads Parish Council** to be held at **7pm on Monday 16th October 2023** at Loggerheads Community Fire Station, Market Drayton Road, Loggerheads, Market Drayton, Shropshire TF9 4EZ.

Yours Sincerely,
B. Minshall
Parish Clerk

AGENDA

1. To elect a Vice Chair of the Parish Council for the year 2023 – 24

2. To receive and consider apologies for absence

3. To note declarations of Members' interests

4. To approve and sign the minutes of the previous meeting held on Monday 18th September 2023

5. Public Question Time
   A period of 15 minutes for Members of the Public to ask questions or submit comments

6. To note, consider and approve payments to the value of £6,023.09 as shown in the attached report

7. To consider matters relating to the budget for the financial year 2024/25

8. To receive updates from Chairs of Committees: -

   a. Finance and General Purposes Committee
      Chair: Cllr M. Lee Vice Chair: Cllr L. Beales

      NONE

   b. Planning and Environment Committee
      Chair: VACANT Vice Chair: Cllr H. Roberts

      i. To consider planning applications not having been reviewed by Planning and

Environment Committee

Application No:	23/00777/FUL
Proposal:	Extensions to provide classroom and entrance lobby, new entrance ramp and steps, new fencing.
Location:	St Marys Church Of England Primary School Church Lane Mucklestone

ii. To note the following applications having been decided by NuLBC: -

Application No:	23/00540/FUL
Proposal:	Ground floor side & rear extension
Location:	3 Red Bull Newcastle Road Market Drayton
Decision:	**Permitted**

Application No:	23/00300/FUL
Proposal:	Proposed replacement of fire damaged dwelling and outbuildings with new dwelling, annexe, summer house and garage block.
Location:	Wharmadine House Wharmadine Lane Ashley
Decided:	**Permitted**

c. Personnel Committee
Chair: Cllr A. Swetman Vice Chair: Cllr D. Swan

NONE

9. To consider the following Member items: -

NONE

10. To receive reports from Staffordshire County Council, Newcastle-under-Lyme Borough Council and Staffordshire Police

11. To receive updates from Members having attended external meetings

12. To identify additional training needs within the Council

13. To note the dates of **Loggerheads Parish Council** meetings for November 2023: -

Planning and Environment Committee	7pm, Monday 6th November at Loggerheads Community Fire Station
Finance and General Purposes Committee	7pm, Monday 13th November 2023 at Loggerheads Community Fire Station
Full Council	7pm, Monday 20th November 2023 at Loggerheads Community Fire Station

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In attendance: Cllrs Butterworth, Fox, Hodgkins, Lee, Love, Roberts, Sedgley, Swan, Swetman, Tomson and Wellard.

MINUTES OF THE FULL COUNCIL MEETING HELD ON MONDAY 18TH SEPTEMBER 2023

1. To elect a Vice Chair of the Parish Council for the year 2023 – 24

   Resolved: To defer the item to a future meeting of Full Council

2. To receive and consider apologies for absence

   Apologies were received from Cllrs Barber, Brown and Beales.

3. To note the Parish Council has three vacancies due to the resignations of Pat Henshaw (Monday 21st August), Dave Coulson (Wednesday 6th September) and Leah Gibson (Sunday 10th September)

   Noted

4. To note declarations of Members' interests

   There were no declarations of Members' interests.

5. To approve and sign the minutes of the previous meeting held on Monday 21st August 2023

   Resolved: To sign the Minutes as a true and accurate record.

6. Public Question Time

   A resident of Mucklestone commented on the increase in Hedgehogs and whether increased signage could be installed to make speeding motorists aware of their presence. It was noted the Parish Council will make representation to the County Councillor as a Member of the Local Highways Authority and raise the issue through the Council's website and social media channels. A further comment was made regarding rural postal collections following notices being displayed – this item was scheduled for discussion under a later agenda item.

   There was a resolution from the Chair to vary the order business such that Item 9 be taken as Item 7.

   Resolved: To vary the order of business such that Item 9 be taken as Item 7, and the

remaining items of business then be taken sequentially thereafter.

7. To consider the following Member items: -

   i. Rural Post Collection Changes **– Cllr Sedgley**

   It was noted that postal collections usually occur much later in the day throughout rural parts of the Parish in any case. It has the potential to significantly disadvantage elderly residents and those with little access to means of travel.

8. To note, consider and approve payments to the value of £3,889.11 as shown in the attached report

   Resolved: That the spend of £3,889.11 is approved.

9. To receive updates from Chairs of Committees: -

   a. Finance and General Purposes Committee

      i. To consider becoming an affiliate member of the Co-operative Councils Innovation Network at a cost of £250 per year, and to recommend to Full Council

      Resolved: That the Parish Council becomes an Affiliate Member of the Co-operative Councils Innovation Network at a cost of £250 per year, which is to be reviewed after 12 months.

   b. Planning and Environment Committee
   Chair: VACANT Vice Chair: Cllr H. Roberts

      i. To consider planning applications not having been reviewed by Planning and Environment Committee

      Application No: 23/00697/FUL
      Proposal: Proposed kitchen extension
      Location: 6 Birch Rise Loggerheads Market Drayton

      Resolved: To make no objection nor submit any comment.

      Application No: 23/00708/FUL
      Proposal: Extension of farm office
      Location: Old Springs Farm Old Springs Market Drayton

      Resolved: To make no objection nor submit any comment.

   c. Personnel Committee
   Chair: Cllr A. Swetman Vice Chair: Cllr D. Swan

      NONE

10.

Resolved: To request the Clerk write to Royal Mail seeking clarification of the justification for reduced collection times, whether this satisfies an Equality Impact Assessment and fulfils the Universal Service Obligation.

11. To receive reports from Staffordshire County Council, Newcastle-under-Lyme Borough Council and Staffordshire Police

    a. Staffordshire County Council

    There was no County Council report available at the time of the meeting.

    b. Newcastle-under-Lyme Borough Council

    Reports were received of bin collections being missed in Ashley. The Cabinet Member responsible was contacted and this was rectified the following day. A much-appreciated thankyou message was received from the complainants.

    The reports of Road Safety matters on Eccleshall Road. There have been 39 offences detected. One involved a local transport firm who were proven to be speeding at 47.5mph on a 30mph limit. The Road Safety Partnership have visited complainants in this matter and will be monitoring the situation themselves.

    Following discussions with Cllr. Northcott, Borough and County Councillor Surgeries will be held at Loggerheads Library on the third Tuesday of each month from October.

    c. Staffordshire Police

    There was no Staffordshire Police report was available at the time of the meeting.

12. To receive updates from Members having attended external meetings

    St. Mary's School is looking forward to the new academic year with the focus being to see a fourth classroom built, which has been the subject of positive discussions between Local Authorities and the Diocese and will then allow further development of the Nursery. It is also anticipated that an OFSTED inspection is imminent.

13. To identify additional training needs within the Council

    It was noted that Cllrs Swetman and Lee recently undertook a course concerning Finance for Council and was felt to be incredibly beneficial. There will be ongoing discussions relating to the mechanisms by which functions are exercised in accordance with existing Council Policies. No other training needs were identified by other Members at this time.

14. To note the dates of **Loggerheads Parish Council** meetings for October 2023: -

Finance and General Purposes Committee	7pm, Monday 9th October 2023 at Loggerheads Community Fire Station

Noted

Full Council	7pm, Monday 16th October 2023 at Loggerheads Community Fire Station
Noted	
Planning and Environment Committee	7pm, Monday 6th November at Loggerheads Community Fire Station
Noted	

Chair: Cllr A. Swetman
Clerk: B. Minshall

Close of Meeting: 19:29pm

Signed…….

AGENDA ITEM 7

Report Statement

Report Purpose: To note, consider and approve payments to the value of £3,889.11

Version Control: V1

Author(s): Clerk and RFO

1. Report Summary

The report outlines the list of invoices which have been received, and the payments which are due to be made for the month of September 2023.

2. Position

Date	Supplier	Amount (£)
25/09/2023	B. Minshall – Salary	£2,321.00
25/09/2023	G. Cheshire – Salary	£1,112.80
30/09/2023	8x8 – Telephone	£12.00
15/09/2023	BT – Broadband	£100.55
20/09/2023	Carrera UK – Webhosting	£52.00
08/09/2023	FuelGenie+	£198.86
25/09/2023	Huws Gray Buildbase	£9.02
10/09/2023	O2 – Mobile Phones	£32.40
09/09/2023	Pozitive Energy	£50.48
		£3,889.11

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In attendance: Cllrs Beales, Butterworth, Fox, Hodgkins, Lee, Love, Roberts, Sheard, Swan, Swetman and Wellard

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON MONDAY 11TH SEPTMBER 2023

1. To receive and consider apologies for absence

   There were no apologies for absence.

2. To note declarations of Members' interests

   There were no declarations of Members' interests.

3. To approve and sign the minutes of the Finance and General Purposes Committee meeting held on Monday 14th August 2023

   Resolved: To sign the Minutes as a true and accurate record.

4. Public Question Time

   There were no Members of the Public in attendance.

5. To note the year-to-date financial position for the Parish Council **(attached)**

   Noted

6. To consider becoming an affiliate member of the Co-operative Councils Innovation Network at a cost of £250 per year, and to recommend to Full Council

   - Seek clarification over what other Town and Parish Councils are members

   Resolved: To make a recommendation to Full Council that the Parish Council becomes an Affiliate Member of the Co-Operative Councils Innovation Network, with a review following 12 months of membership.

7. To consider matters relating to the budget for the financial year 2024/25

   The meeting considered the latest draft of the budget proposal whereby further clarification was requested in relation to the fuel cost for grounds maintenance, with any information received being circulated to Members as soon as practicable.

8. To consider the following grant applications, and make a recommendation to Full

Council

NONE

9. To consider the following governance documents: -

NONE

10. To consider matters relating to communications

NONE

11. To consider matters relating to Parish Events

a. To consider matters relating to the 80th Anniversary of D-Day in 2024

The previously agreed Task and Finish Group has yet to identify a date and time to meet surrounding plans for a community event to commemorate the occasion.

12. To receive updates in relation to ongoing projects

a. Burntwood Community Area (formerly 'LV1')

It was noted that there is no further update in relation to the Parish Council taking formal occupation of the land. However, an element of outstanding negotiations has since been concluded, which means that both the lease and sublease can now be progressed.

13. To consider the following Member Items: -

NONE

14. To note the date of the next **Finance and General Purposes Committee** meeting as being held at **7pm, Monday 9th October 2023** at Loggerheads Community Fire Station

Noted

Chair: Cllr M. Lee
Clerk: B. Minshall

Close of Meeting: 19:28:pm

Signed…….

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In attendance: Cllrs Barber, Beales, Brown, Butterworth, Coulson, Fox, Hodgkins, Lee, Love, Roberts, Sedgley, Swan, Swetman and Tomson.

MINUTES OF THE PLANNING AND ENVIRONMENT COMMITTEE MEETING HELD ON MONDAY 4TH SEPTEMBER 2023

1. To receive and consider apologies for absence

   There were no apologies.

2. To note declarations of Members' interests

   There were no declarations of Members' interests.

3. To approve and sign the minutes of the Planning and Environment Committee meeting held on Monday 7th August 2023

   Resolved: To sign the minutes as a true and accurate record.

4. Public Question Time

   A resident of Loggerheads made a statement in relation to a recently withdrawn planning application at Pheasant Walk and to thank the Parish Council for submitting an objection to the application.

5. To consider matters relating to the budget for the financial year 2024/25

   The meeting continued to discuss the draft budget proposal for the financial year 2024/25, which is now on version 3.

6. To consider the following planning applications: -

   NONE

7. To note that the following planning applications have been considered by NuLBC: -

   Application No: 23/00520/FUL
   Proposal: Application for variation of condition 2 of planning permission 22/00736/FUL to allow the size of the garage at Top Lodge to be extended for ease of manufacture and consistency.
   Location: Old Springs Hall Stoneyford Market Drayton Shropshire TF9 2PE
   Decision: **Permitted**

Noted

8. To receive an update in relation to the Burntwood Community Area

   It remains the case that the Parish Council has yet to take formal occupation; however, those matters are now resolved, and it is anticipated that the final lease is imminent.

9. To receive an update in relation to plans for a Cycle Track inside The Burntwood Forest

   The meeting noted that advice had been received from both Forestry England and Newcastle-under-Lyme concerning the proposal to establish a purpose-made Cycle Track inside The Burntwood Forest. Whilst the two organisations are broadly supportive of the proposal, it is clear this matter requires further examination and consideration to ensure the Parish Council fulfil all obligations as well as other compliances according to legislation.

   One point requiring further clarification is whether signage should be prominently displayed to ensure the safety of everyone using the area whether it be recreational or otherwise.

10. To receive and note the Annual Play Area Inspection Reports

    The Annual Play Area Inspection Reports were not available at the time of the meeting.

11. To consider the following Member Items: -

    NONE

12. To note the date of the next **Planning and Environment Committee** meeting as being held at **7pm, Monday 2nd October 2023** at Loggerheads Community Fire Station

    Noted

Chair: Cllr D. Coulson
Clerk: B. Minshall

Close of Meeting: 19:19pm

Signed…….

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In attendance: Cllrs Beales, Brown, Coulson, Lee, Love, Roberts, Sedgley, Swan, and Swetman

MINUTES OF THE PERSONNEL COMMITTEE HELD ON MONDAY 4TH SEPTEMBER 2023

1. To receive and consider apologies for absence

   Apologies were received from Cllr Gibson.

2. To note declarations of Members' interests

   There were no declarations of Members' interests.

3. To approve and sign the minutes of the Personnel Committee meeting held on Monday 5th June 2023

   Resolved: To sign the Minutes as a true and accurate record.

4. Public Question Time

   There were no Members of the Public in attendance.

5. **PART TWO**
   It is recommended that Council considers a resolution under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and representatives of the press from the meeting during the consideration of Item 6 on the grounds that matters contain sensitive information and by reason of the confidential nature of the business being transacted.

   Resolved: To enter closed session.

6. To consider matters relating to staffing and appraisals

   The meeting noted the one Officer will be undergoing an appraisal process in October 2023. It will then be required that all Officers undergo an appraisal process in March 2024.

7. To note the date of the next **Personnel Committee** meeting as being held **7:30pm on Monday 6th November 2023** at Loggerheads Community Fire Station

Chair: Cllr A. Swetman
Clerk: B. Minshall

Close of Meeting: 19:37pm

Signed…….

AGENDA ITEM 9(i)

Member Item

Report Purpose:	To Consider Response to Rural Collections Cuts
Version Control:	V1
Author(s):	Parish Clerk and Cllr Sedgley

1. Report Summary

The report outlines the need to investigate planned changes to rural collections.

2. Position

Notices have appeared on rural post boxes in the Loggerheads area stating that daily collections will cease after 9am. This will particularly impact the many often elderly residents and particularly those without a car or use of internet. Deliveries are frequently in the afternoon so replies will take at least two days even with first class postage unless they make the 8-mile round trip into Market Drayton or Loggerheads.

3. Financial Impact

The financial impact to the Parish Council will be approximately 10 minutes of officer time and standard 2nd class postage.

4. Conclusions

It is concluded that questions must be asked concerning whether Royal Mail conducted an Equality Impact Assessment under their Public Sector Equality Duty? If so, what the outcomes of that assessment were? And, whether this is consistent with Royal Mail's Universal Service Obligation?

5. Considerations Sought

- To request the Clerk makes enquiries with Royal Mail on behalf of residents

AGENDA ITEM 6

Report Statement

Report Purpose: To note, consider and approve payments to the value of £6,023.09

Version Control: V1

Author(s): Clerk and RFO

1. Report Summary

The report outlines the list of invoices which have been received, and the payments which are due to be made for the month of October 2023.

2. Position

Date	Supplier	Amount (£)
25/10/2023	B. Minshall – Salary	£2,321.00
25/10/2023	G. Cheshire – Salary	£1,112.80
30/10/2023	8x8 – Telephone	£12.00
25/10/2023	Autela Payroll Services Ltd	£80.36
15/10/2023	BT – Broadband	£100.55
15/10/2023	Carrera UK Ltd – Webhosting	£52.00
25/10/2023	Chris Evans Farm Services Ltd – Grounds Maintenance	£25.98
08/09/2023	FuelGenie+	£114.40
25/10/2023	Lochwynd – SID Pole	£1,974.00
10/09/2023	O2 – Mobile Phones	£32.40
09/09/2023	Pozitive Energy	£53.72
21/09/2023	Zoom – Online Communications	£143.88
		£6,023.09

BUDGET PLANNING 2024 - 25

	2023 - 2024	2024 - 2025	VAR
Payroll	36,000.00	55,000.00	(19,000.00)
Tax and Employers NI	0.00	7,600.00	(7,600.00)
Pension	0.00	3,000.00	(3,000.00)
Payroll Admin	300.00	300.00	0.00
Grounds Maintenance Officer	18,000.00	0.00	18,000.00
Allotments	1,100.00	1,100.00	0.00
Consultancy & Legal	2,000.00	2,000.00	0.00
Expenses	300.00	2,000.00	(1,700.00)
Cllr Reimbursements - £1,000.00			
Officer Expenses - £1,000.00			
Grounds Maintenance	8,000.00	9,100.00	(1,100.00)
Vehicle - £1,500.00			
Fuel - £6,000.00			
Consumables - £1,600.00			
IT / Stationery / Printing	4,000.00	3,900.00	100.00
Printing - £200.00			
Telephones - £700.00			
Internet - £1,000.00			
Webhosting - £2,000.00			
Insurance / Audit	2,000.00	3,000.00	(1,000.00)
Loan Repayment	1,600.00	1,600.00	0.00
Loan Repayment	2,500.00	0.00	2,500.00
Parish Events	1,000.00	2,000.00	(1,000.00)
Play Equipment	0.00	16,360.00	(16,360.00)
Almington - £4,000.00			
Bell Orchard - £4,000.00			
Knighton Railway - £4,000.00			
Tadgedale Brook - £4,000.00			
Play Area Inspections - £360.00			
Room Hire	400.00	400.00	0.00
S137 Grants	10,000.00	10,000.00	0.00
SIDs	2,100.00	4,200.00	(2,100.00)
Subscriptions	1,000.00	2,580.00	(1,580.00)
CCIN - £250.00			
CPRE - £40.00			
Scribe - £1,600.00			
Shropshire Union Canal - £30.00			
SPCA / NALC - £600.00			
Staffs Playing Field Ass - £30.00			
Support Staffordshire - £30.00			
Training	1,000.00	2,000.00	(1,000.00)
Utilities	1,000.00	1,000.00	0.00
TOTAL	**92,300.00**	**127,140.00**	(34,840.00)
	93,419.36		
	94,000.00		

EARMARKED RESERVES	
Delegation	1,000.00
Loggerheads Library	1,000.00
Elections	4,000.00
TOTAL	6,000.00

INCOME	
Allotments	792.00
Burntwood	800.00
Council Tax Support Grant	2,408.00
Wayleave	12.64
TOTAL	**4,012.64**

TOTAL REQUIRED	**129,127.36**	
	130,000	
Precept 2023/24	46.12365064	
		17.23619235
Precept 2024/25	63.35984298	
	63.78802748	17.66437684

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In attendance: Cllrs Butterworth, Fox, Hodgkins, Roberts, Swan, Swetman and Wellard.

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON MONDAY 9TH OCTOBER 2023

1. To receive and consider apologies for absence

   Apologies were received from Cllr Love, Lee, Beales and Sheard.

   In the absence of Cllrs Lee and Beales, as Chair and Vice Chair of the Committee, it was resolved to elect a temporary Chair for the meeting.

   Resolved: To elect Cllr Swetman as temporary Chair for the meeting.

2. To note declarations of Members' interests

   There were no declarations of Members' interests.

3. To approve and sign the minutes of the Finance and General Purposes Committee meeting held on Monday 11th September 2023

   Resolved: To sign the minutes as a true and accurate record.

4. Public Question Time

   There were no Members of the Public in attendance.

5. To note the year-to-date financial position for the Parish Council **(attached)**

   Noted

6. To consider matters relating to the budget for the financial year 2024/25

   The meeting continued to discuss the draft budget proposal for 2024/25, which is currently on version 6 / 7

7. To consider the following grant applications, and make a recommendation to Full Council

   NONE

8. To consider the following governance documents: -

NONE

9. To consider matters relating to communications

NONE

10. To consider matters relating to Parish Events

    a. To consider matters relating to the 80th Anniversary of D-Day in 2024

    Cllr Swan provided the meeting with a verbal update in relation to the arrangements for a public event to commemorate the 80th Anniversary of D-Day on Saturday 8th June 2024.

    The Loggerheads Pub are interested in acting as a venue. A Brass Band are standing by pending firm arrangements, along with other live entertainment, and hopefully a fly over of some sort.

11. To receive updates in relation to ongoing projects

    a. Burntwood Community Area (formerly 'LV1')

    It was noted that there is no further update in relation to the Parish Council taking formal occupation of the land. However, the issue now seems to be a particular line of wording, previously thought to have been agreed, and it is hoped that is the only outstanding item.

12. To consider the following Member Items: -

NONE

13. To note the date of the next **Finance and General Purposes Committee** meeting as being held at **7pm, Monday 13th November 2023** at Loggerheads Community Fire Station

Noted

Chair: Cllr A. Swetman (as Temporary Chair for this meeting)
Clerk: B. Minshall

Close of Meeting: 19:16pm

Signed…….

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In attendance: Cllrs Barber, Beales, Brown, Butterworth, Coulson, Fox, Hodgkins, Lee, Love, Roberts, Sedgley, Swan, Swetman and Tomson.

MINUTES OF THE PLANNING AND ENVIRONMENT COMMITTEE MEETING HELD ON MONDAY 4TH SEPTEMBER 2023

1. To receive and consider apologies for absence

   There were no apologies.

2. To note declarations of Members' interests

   There were no declarations of Members' interests.

3. To approve and sign the minutes of the Planning and Environment Committee meeting held on Monday 7th August 2023

   Resolved: To sign the minutes as a true and accurate record.

4. Public Question Time

   A resident of Loggerheads made a statement in relation to a recently withdrawn planning application at Pheasant Walk and to thank the Parish Council for submitting an objection to the application.

5. To consider matters relating to the budget for the financial year 2024/25

   The meeting continued to discuss the draft budget proposal for the financial year 2024/25, which is now on version 3.

6. To consider the following planning applications: -

   NONE

7. To note that the following planning applications have been considered by NuLBC: -

   Application No: 23/00520/FUL
   Proposal: Application for variation of condition 2 of planning permission 22/00736/FUL to allow the size of the garage at Top Lodge to be extended for ease of manufacture and consistency.
   Location: Old Springs Hall Stoneyford Market Drayton Shropshire TF9 2PE
   Decision: **Permitted**

Noted

8. To receive an update in relation to the Burntwood Community Area

   It remains the case that the Parish Council has yet to take formal occupation; however, those matters are now resolved, and it is anticipated that the final lease is imminent.

9. To receive an update in relation to plans for a Cycle Track inside The Burntwood Forest

   The meeting noted that advice had been received from both Forestry England and Newcastle-under-Lyme concerning the proposal to establish a purpose-made Cycle Track inside The Burntwood Forest. Whilst the two organisations are broadly supportive of the proposal, it is clear this matter requires further examination and consideration to ensure the Parish Council fulfil all obligations as well as other compliances according to legislation.

   One point requiring further clarification is whether signage should be prominently displayed to ensure the safety of everyone using the area whether it be recreational or otherwise.

10. To receive and note the Annual Play Area Inspection Reports

    The Annual Play Area Inspection Reports were not available at the time of the meeting.

11. To consider the following Member Items: -

    NONE

12. To note the date of the next **Planning and Environment Committee** meeting as being held at **7pm, Monday 2nd October 2023** at Loggerheads Community Fire Station

    Noted

Chair: Cllr D. Coulson
Clerk: B. Minshall

Close of Meeting: 19:19pm

Signed…….

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In attendance: Cllrs Beales, Brown, Coulson, Lee, Love, Roberts, Sedgley, Swan, and Swetman

MINUTES OF THE PERSONNEL COMMITTEE HELD ON MONDAY 4TH SEPTEMBER 2023

1. To receive and consider apologies for absence

   Apologies were received from Cllr Gibson.

2. To note declarations of Members' interests

   There were no declarations of Members' interests.

3. To approve and sign the minutes of the Personnel Committee meeting held on Monday 5th June 2023

   Resolved: To sign the Minutes as a true and accurate record.

4. Public Question Time

   There were no Members of the Public in attendance.

5. **PART TWO**
   It is recommended that Council considers a resolution under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and representatives of the press from the meeting during the consideration of Item 6 on the grounds that matters contain sensitive information and by reason of the confidential nature of the business being transacted.

   Resolved: To enter closed session.

6. To consider matters relating to staffing and appraisals

   The meeting noted the one Officer will be undergoing an appraisal process in October 2023. It will then be required that all Officers undergo an appraisal process in March 2024.

7. To note the date of the next **Personnel Committee** meeting as being held **7:30pm on Monday 6th November 2023** at Loggerheads Community Fire Station

Chair: Cllr A. Swetman
Clerk: B. Minshall

Close of Meeting: 19:37pm

Signed…….