

COPYTHORNE PARISH COUNCIL MEETING – TUESDAY NOVEMBER 10TH 2020

Item 8 – Update on agreed actions arising from minutes of meeting of Copythorne PC held on Oct 13th 2020

140/20 (FROM SEPT 2020 MTG) Planning Decisions made since last Council meeting

ACTION – Clerk to write to Stephen Avery at NFNPA to express disappointment and ask for explanation as to why revised plans were not shared with Council between the refusal decision and the Planning Committee meeting.

The Clerk wrote to Steve Avery as requested on September 30th 2020. A holding reply was received on Oct 22nd. A full response was chased on November 2nd and is awaited (and diarised)

161/20 To Approve the Minutes and agreed actions of the Meeting of September 8th 2020

ACTION – Clerk to ensure that the minutes are signed by the Chairman

The Chairman signed the minutes

164/20 To receive and approve an updating report on the Parish Design Statement

ACTION – Clerk to be supplied with details of proposed leaflet to enable quotes to be obtained. Cllr. Chillcott to bring a request for spending approval to the next Council meeting.

The Clerk has obtained quotes and Cllr. Chillcott's request is Item 9 on today's agenda

167/20 To receive and approve an update on the Telephone Boxes Project

ACTION – Clerk to arrange the agreed transfer of reserves and make the agreed purchases

The Clerk has completed these actions

168/20 a. To receive and agree the Bank Reconciliation for September 30th 2020

ACTION – Clerk to ensure that the reconciliation is signed by Cllr. Wiggins

Cllr. Wiggins signed the reconciliation.

b. To receive and agree an additional monthly payment schedule for October 2020

ACTION – Clerk to ensure schedule & electronic payments instructions signed by Cllrs. Lucas & Wiggins

Cllrs. Lucas & Wiggins signed & returned the schedule & Electronic Payment Instructions.

169/20 To receive and approve a Staff Performance Appraisal Policy

ACTION – Clerk to arranged for the new policy to be added to the Staff Handbook within the Transparency section of our website.

The Clerk completed this action

170/20 To receive and approve an updated Operating Framework for Council

ACTION – Clerk to arrange for the new policy to be added to the Transparency section of our website.

The Clerk completed this action.

172/20 Chairman's Report – (Sports Wall and Parish Hall Field Access)

ACTION – Clerk to agree brief (*for Sports Wall and Field Access Working party*) and issue as detailed above.

The Clerk completed these actions