



Minutes of the proceedings of the **POLICY AND RESOURCES COMMITTEE** held at Hutton House, Chilton on Tuesday 15th April 2025 commencing at 6.00pm

Present:-- Chair - Cllr. S. Reece

Cllrs:- E. Bruce, D. English, P. Herbert, J. Houlihan, P. Malpas & S. Sutherland (Mayor)

Town Clerk:- Mrs. Joanne Dickinson (JD)

147. **Apologies for Absence** – Cllr D. Bright

148. **Declarations of Interest-** Cllr Reece for agenda item 9b, minute number 156b

149. **Member Dispensations** – None received

150. **Public Participation-** None present

151. **Approve and accept the recommendations therein-**

a. Minutes of Policy and Resources Committee Meeting held on 18th March 2025

RESOLVED- Cllr Sutherland proposed the minutes were accepted as a true record. **Seconded by Cllr Herbert. All agreed.**

152. **Review the Resolution Log-** JD highlighted the issues highlighted in amber which were outstanding-

- **Outdoor lights** – JD asked members if they would like to purchase any more of the outdoor lights.

RESOLVED- Cllr Sutherland proposed the council purchase 4 more outdoor lights. **Seconded by Cllr Herbert. All agreed.**

- Hutton House- JD asked to arrange a quotation for the lights to be fixed which are inside the Memorial.

Members accepted the information.

153. **Approve the financial transactions for April 2025 – Appendix 1.**

RESOLVED- Cllr Malpas proposed the committee approve Appendix 1. **Seconded by Cllr Sutherland. All agreed.**

154. **Review the information added to the External Funding Log-** Town Clerk advised there were 2 pots of funding identified and it was agreed for JD to liaise with the Chair of the Trust on the suitability of the funding for their projects. The Chair of the Trust advised that an application has been submitted for Miller Homes Funding and that there is funding available from Barclays and B&Q which is being looked into.

Members accepted the information

155. **Policy Review-**

• **Asbestos Management Template** – previously circulated to members.

RESOLVED- Cllr Malpas proposed the policy be recommended for adoption at the next full council meeting. **Seconded by Cllr English. All agreed.**

• **Asbestos Register-** JD informed Members that the Asbestos Report had not been received and asked for this policy to be deferred to the next P&R Meeting. **Members agreed to this request.**

• **Allotment Asbestos Management Policy-** Members asked that any sentence that states the public can remove materials is removed from the policy.

RESOLVED- Cllr Sutherland proposed the policy be recommended for adoption at the next full council meeting subject to the aforementioned changes being made. **Seconded by Cllr English. All agreed.**

- **Petitions Policy-** previously circulated to members.
RESOLVED- Cllr English proposed the policy be recommended for adoption at the next full council meeting. Seconded by Cllr Malpas. All agreed.
- **Safeguarding Policy-** previously circulated to members.
RESOLVED- Cllr Malpas proposed the policy be recommended for adoption at the next full council meeting. Seconded by Cllr Bruce. All agreed.
- **Grant Awarding Policy –** Members agreed that any recipient of the funding should provide invoices/evidence of how the funding has been spent; publicise that they have received the funding from the council and that they are expected to meet our standards and not bring the council into disrepute.
RECOMMENDATION- Cllr Reece proposed that when publicising the grants are open for applications that it is stated the councillors don't take any of the allowances from the council that they are entitled to and that ensures there are available funds for the grants. The timescale to advertise that the grants can be applied for will be from 6th May 2025 and the application period will be for 6 weeks. Applications will be reviewed at a meeting of the council in early July.
Members agreed to this recommendation.
- **Modern Slavery Statement-** previously circulated to members.
RESOLVED- Cllr Sutherland proposed the Statement be recommended for adoption at the next full council meeting. Seconded by Cllr Malpas. All agreed.

156. Planning applications

- a. **DM/25/00790/FPA- 49 Rushyford Drive-** Members reviewed the application
RESOLVED- Cllr Sutherland proposed that as a council we don't have an objection unless it impacts on neighbours and they contact the council. Seconded by Cllr Bruce. All agreed.

Cllr Reece left the meeting room prior to discussion on the next agenda item due to an aforementioned declaration of interest. Cllr Bruce was nominated as Chair in the absence of Cllr Reece and Cllr Collinson (Vice Chair).

- b. **DM/25/00971/FPA- 1 West Close Stables –** Members reviewed the application and it was noted only one neighbour was on the notification list.
RESOLVED- Cllr Sutherland proposed that as a council we don't have an objection unless it impacts on neighbours and they contact the council. Seconded by Cllr Bruce. All agreed.

Cllr Reece returned to the meeting when the discussion on the previous agenda item had been completed.

157. **Items to be taken to next council meeting-** Appendix 1, Asbestos Management Plan, Allotment Asbestos Management Plan, Petitions Policy, Safeguarding Policy, Grant Awarding Policy & Modern Slavery Statement.

158. **Date of next meeting –** 27th May 2025

Exclusion of Press and Public- No public present.

159. **Street Lighting-** The DCC officer has no further update since the last meeting.

160. **FOI Requests-** None received as at 15.4.25

Meeting Closed at 7pm

TBC, Chair of the Committee, 27th May 2025