

Minutes for the Abberley Neighbourhood Plan Meeting held at Abberley Village Hall on the 28th February 2018 at 7.30pm

Present: Kate Andrew – Chair, Godfrey Crompton, Catherine Knight

1. **Apologies**, Rachel Pallet, Ning Kedwards, Meryl Roberts
 2. **Declaration of financial interests in relation to the NP process** – there were none
 3. a) Minutes of the last meeting were approved
b) To be noted that the Dropbox was tidied and a new process initiated that would allow a more efficient use
c) This process is as follows – all material for posting should be sent as usual to the working group members but also to either Kate or Godfrey who will then post in the Dropbox.
d) It was agreed that a more condensed version of minutes would also be sent to the Parish News for publication and that this would also double as the report to the Parish Council
- 4) a) It was mooted to thank Hallow for their timely advice and help regarding the consultancy process.
- b) A final version of the brief was to be sent out to a list of consultants and for Godfrey to publish on the website – the date for interviews is agreed for the afternoon of 11th April 2018 – 3 -6pm timings to be confirmed. The aim is to be able to get approval to make the appointment at the next Parish Council Meeting on 18th April 2018. A Parish Councillor who has not been on the NP committee will be asked to join the selection panel. The Parish Clerk has volunteered to act as receptionist during the interviews.
- It was suggested that we should try to find out who Kempsey and Chaddesley Corbett used to help them with their plan.
- 5) We are awaiting feedback from Rachel regarding the business questionnaire. Please be ready to feed back on interviews at the next meeting on 28th March. We may need some further input and advice from the consultants as to how best to continue with this.
- 6) As we have not managed to find any permanent clerking support it remains for us to manage our admin as regards meetings etc as best we can. To this end there is an addendum to these minutes which outlines a process that we think should work as long as people adhere to it.
- AOB a) The draft application for the grant has been completed and will be finalised once a Consultant(s) has been selected, since the application requires the cost of the work to be quoted.
- b) The committee instructed the Clerk to settle Abberley Village Hall invoice number 2017/18/38 dated 19th February 2018 in the sum of £76.00
- c) It was suggested that we book and invoice meetings and pay in advance for the year.
- The date of the next meeting is on 28th March at 7.30pm