

**Minutes of Special Waddingham Parish Council Meeting**  
**On Thursday 22<sup>nd</sup> September 2016 at 7.30pm in the Jubilee Hall**

**Present:**

Councillors: C Metcalfe, A Watson, J Hill, B Tutty, R Coman, L Williams,  
P L Wainwright (Clerk) and no Members of the Public.

**Apologies:**

Cllr's D Waite, J Cousins & A O'Connor.

The Clerk confirmed that with both the Chairman and the Vice-Chairman providing apologies, it was necessary to appoint an Acting Chairman for this meeting. Councillor R Coman proposed Cllr Metcalfe for Chairman, seconded by Cllr B Tutty. There were no further proposals. It was unanimously agreed that Cllr Metcalfe be the acting Chairman for this meeting.

**To receive any declarations of interest in accordance with the requirements of the Localism Act 2011 and the Council's Code of Conduct.**

Councillor's D Waite & J Cousins had already declared an interest in this item and signed the Interests book earlier. They have both provided apologies for this meeting and did not attend.

**To resolve whether to move into closed session, as per Public Bodies (Admission to Meetings) Act 1960, to allow for consideration of the following confidential administrative matter.**

This was unanimously agreed by members.

**To discuss complaint from a member of the Public and agree any further action:**

Members had been provided earlier, with a pack which included a timeline of the details regarding the incident, from when the incident occurred to the discussions at the PC Meeting in May, letters of correspondence, advice etc. Members went through the paperwork in the timeline and discussed the complaint received from the Resident and the procedures the Council had taken. After much discussion, it was agreed to send a letter to the Resident assuring them that the Parish Council had acted in accordance with the laws and regulations it is bound by.

The meeting closed at 8.50pm.