

**Minutes of Higham Parish Council Meeting
held on Monday 4 October 2021 at 7.30 pm
Higham Village Memorial Hall, School Lane, Higham ME3 7JL**

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Present : Cllr John Grey **Chairman**
 Cllr Liz Jeffery **Vice Chair**
 Cllr Alan Howard
 Cllr Les Pearton
 Cllr Sue Sparks
 Cllr Toni Stanton

Linda Atkinson **Deputy Clerk**

Absent : Cllr Nikki Fox
 Cllr Pam Holmes
 Cllr David Martin
 Cllr Jamie Rivett

Members of the public 0

The meeting began on time at 7.30 pm.

Item	Minute	Description
1	42	Apologies for absence¹ Apologies had been received from Cllr David Martin, Cllr Nikki Fox and Cllr Pam Holmes. Members accepted apologies for the reasons given.
2	43	Declarations of interest² None.
3	44	Motion to exclude the public The Chairman proposed the motion to exclude the public and press due to the private nature of the meeting.
4	45	Personnel <ul style="list-style-type: none">• The Chairman had received the resignation of the Clerk, which had been hand delivered, dated 3 October 2021. The letter was read out to members. In fairness to both parties, it was agreed by all members that a formal letter of acceptance be drafted and sent to the Clerk as soon as possible.

¹ Local Government Act 1972

² Localism Act 2011, s29

Item Minute Description

- Members agreed that the Deputy Clerk should liaise with KCC Pensions Team to finalise details on Clerk's Pension due to her resignation.
- Members agreed that an Internal Auditor be instructed to carry out an Extraordinary Audit as per Financial Regulations.
- Deputy Clerk requested reduction of working hours which was discussed and agreed by members.
- Deputy Clerk and Vice Chair Cllr Jeffery to interview prospective temporary assistant to prepare planning application details for circulation and discussion by members in order to comply with regulations.

Signed _____

Cllr John Grey
Chairman

Date 18 October 2021