

SANDIACRE PARISH COUNCIL

www.sandiacreparishcouncil.org

Minutes of the Parish Council meeting held on Tuesday, 6 July 2021 at 7.00pm in the Memorial Institute, 19a Doncaster Avenue, Sandiacre, Derbyshire NG10 5FJ

PRESENT:

	Cllr W Major	Chairman
A	Cllr Mrs L Bilbie	
	Cllr S Bilbie	Vice-Chairman
	Cllr Mrs S Dickman	
	Cllr Mrs C French	
A	Cllr A Gibson	
	Cllr Mrs S Hales	
	Cllr T Hales	
	Cllr S Jarratt	
	Cllr Mrs C Powers	
	Cllr N Raycraft	
	Cllr T Sanghera	
	Cllr Mrs K Stewart	
	Cllr R Stewart	

IN ATTENDANCE: Mrs M Bloor - Clerk to the Parish Council
Insp. E Brown (Local Policing Unit) Part meeting - Item 29

MEMBERS OF THE PUBLIC: Three

The Chairman welcomed everyone to the meeting and explained it was being held under the latest Government guidelines for running socially distanced in-person council meetings.

24. TO RECEIVE APOLOGIES FOR ABSENCE

Councillor	Apologies for absence received
Mrs L Bilbie	Work commitment
Mr A Gibson	Prior commitment

RESOLVED: to approve the apologies for absence received

25. TO RECEIVE DECLARATIONS OF INTERESTS

There were no declarations of business.

26. TO CONSIDER REQUESTS FOR DISPENSATIONS

There were no requests for dispensation.

27. VARIATION OF ORDER OF BUSINESS

RESOLVED: to consider the following items received after the Agenda was issued:

Item 32. Chairman's report

- Boundary Commission: Consultation on constituency name change - Ends 2/8/21
- Erewash Community Partnership: Summer activities arranged for July and August

Item 33. Planning consultations

1. Welbeck House, Bridge Street – Major development revised application
2. Land rear of Beech House, Lock Lane
3. 2b, St James Court
4. 5, The Hollies

Decision notices

1. 53, York Avenue
2. 11, Doncaster Avenue

28. PUBLIC PARTICIPATION SESSION

1. Land rear of Beech House, Lock Lane – Planning application

The owners of Beech House outlined their property's history and explained they proposed to build 2 new bungalows on adjoining land that would be sympathetic and in-keeping with the surrounding Conservation Area.

It was noted this item would be considered later on the Agenda under Item 33.

2. Personal Matter – Health care

A resident highlighted concerns over the quality of care being received by his father since moving to a new care home out of Sandiacre.

The Chairman advised this was a personal matter that the Parish Council could not consider. However, Cllr Major (as County Cllr) offered to look into the matter.

29. TO RECEIVE REPORTS FROM THE FOLLOWING:

1. Police report - June

The report highlighted action taken to reduce ASB and underage drinking on Doncaster Avenue RG. Additional patrols had been introduced, local schools visited and shops selling alcohol had been approached to highlight continuing problems.

Insp. Brown highlighted local policing priorities and available resources. He outlined challenges faced by officers and how best they could help communities.

Councillors raised the following matters:

- How were crime statistics recorded and what happened if several calls were received for one incident?
- Why was there no designated PC for Sandiacre?
- Residents and Councillors were reporting crime but officers were not responding
- ASB and drug dealing were seen on DARG most evenings but the police were not responding to disperse groups or had attended and been seen to drive off
- Councillors were calling for more police presence to deter ASB in the community
- More police community liaison had taken place in the past and officers had visited schools to address pupils directly
- The public were frustrated by waiting times when calling 101

Insp. Brown confirmed crime had increased in Sandiacre but the police needed to prioritise resources to meet levels of crime. Some incidents would take priority.

Officers were working to educate young people and the community was encouraged to report all incidents. Responses would be made by officers from the Ilkeston or Long Eaton station and they would visit areas experiencing demand.

It was confirmed the police no longer accepted lost property items.

Cllr Major summed up and outlined the following:

- DARG had experienced ongoing incidents of youth activity each night over several weeks with smashed bottles, park equipment being targeted, vandalism and fires set alight near the play area
- The police should visit schools to raise awareness and deter ASB
- In the past, there had been zero tolerance for under-age drinking and drug use and neighbourhood surgeries had been held to meet with residents
- More engagement events with the police would be welcomed
- It would be useful if the Inspector visited a Parish Council meeting once or twice per year and community meeting were again held in the library

Insp. Brown was thanked for attending the meeting and left at 8.20pm.

2. County Councillor

- Following local county elections a new DCC Cabinet had been formed
- Cllr Major had been appointed Chair of the Climate Change, Bio Diversity and Carbon Reduction committee
- Funding of £50,000 was now available to support community groups
- Covid-19 had brought many challenges, but the vaccination programme was going well

3. Borough Councillors

- Cllr Donna Briggs had been appointed Mayor of Erewash for the civic year
- EBC would bid for up to £20m as part of the government's Levelling Up Fund with the focus on town centre regeneration, which could include traffic management and crossroad improvements for Sandiacre
- Long Eaton Town Investment Plan had secured government funding of £25m for regeneration projects
- £7m had been provided through the Additional Restrictions Grant (ARG) Phase 2 funding scheme to support businesses that may have been severely impacted by Covid-19 restrictions, but were not eligible for main business support grants
- An incident of fly-tipping had resulted in the owners vehicle being crushed
- The Core Strategy review was ongoing

30. TO RESOLVE THAT THE DRAFT MINUTES OF THE VIRTUAL ANNUAL PARISH COUNCIL MEETING HELD ON 4 MAY 2021 ARE A CORRECT RECORD

RESOLVED: that the Minutes of the virtual Annual Parish Council meeting held on 4 May 2021, copies of which have been previously circulated to Members, were confirmed as a true record.

31. TO RESOLVE THAT THE DRAFT MINUTES OF THE VIRTUAL PARISH COUNCIL MEETING HELD ON 4 MAY 2021 ARE A CORRECT RECORD

RESOLVED: that the Minutes of the virtual Parish Council meeting held on 4 May 2021, copies of which have been previously circulated to Members, were confirmed as a true record.

The June 2021 Parish Council meeting had been cancelled.

32. CHAIRMAN'S ANNOUNCEMENTS

1. New Stanton Development

The Chairs and Vice-Chairs of Sandiacre and Stanton-by-Dale Parish Council had offered to meet informally to consider progress on the development of the site including traffic impact issues and the idea of forming a joint Neighbourhood Plan.

All items identified for further action would be reported back to each council.

2. Community Leadership Fund (CLF) 2021

The Chairman, (as County Councillor) offered £4,000 from his CLF to the Parish Council to purchase new games equipment for the MUGA on Doncaster Ave. RG

The goal and netball posts needed to be replaced before the games area could be safely re-opened to park users. One goal post had recently been vandalised.

RESOLVED: the Clerk be given delegated authority to source goal and netball posts and liaise with the Chair / Vice-Chair to replace these items as quickly as possible

3. Boundary Commission – Constituency consultation

The Boundary Commission was proposing a constituency name change as part of a national review and Erewash would change its name to Ilkeston and Long Eaton.

Councillors considered this did not reflect the area, which included Sandiacre with a large population of nearly 9,000 residents.

A vote was taken on retaining the name of Erewash:

For: 10 Against: 1 Abstention: 1

RESOLVED: the Clerk respond to the consultation on behalf of the Parish Council to convey objections to the Boundary Commission considering a name change

4. Erewash Community Safety Partnership

Long Eaton Rugby Club would organise pop-up sessions each Wednesday evening from July to 1/9/21 to deter ASB on DARG as arranged through Erewash Community Safety Partnership. Numbers would be limited to ensure social distancing measures were in place.

33. PLANNING

1. To consider consultations received from EBC

ERE/0421/0077 **12 Moorfield Crescent**

Works to protected tree (T3) English Oak - crown lift to 4m from ground level and pruning to create 2m clearance from dwelling

Delegated response: *That no objections be made*

ERE/0521/0015 **12 Ellerslie Grove**

Pine Trees: Tree 1, Tree 2 & Tree 5 - Removal of dead branch Tree 5, limited thinning of foliage on Tree 1, removal of dead branches Tree 1 & removal of overhanging branch Tree 2

Delegated response: *That no objections be made*

ERE/0521/0051 **50 Maple Avenue**

Single storey front extension

Delegated response: *That no objections be made*

ERE/0621/0023 **43 Rushy Lane**
Erect single storey and two storey rear extensions, dormers to front and rear elevations and insert new first floor side elevation window
Delegated response: *That no objections be made*

ERE/ 0621/0025 **Land rear 1 & 3 Longmoor Lane**
Retrospective application for retention of open sided timber canopy and the siting of a freestanding secure steel container to facilitate storage for arboricultural business
Delegated response: *That no objections be made*

ERE/0920/0050 **Welbeck House, Bridge Street**
Outline planning application for the demolition of existing structures, remediation of contaminants and erection of 53 dwellings (only landscaping reserved for later consideration). *Application amended to seek approval of all matters except landscaping at this stage. Number of units * reduced to 53. Amended plans submitted in relation to layout and detailed design. Amended supporting documents & reports submitted.*

RESOLVED: to comment as follows:

1. Previous highway matters apply relating to access and egress onto a busy highway and with regard to construction traffic whilst building development is in progress.
2. Comment made that any potential allocation of S106 money could be used for improvement to shop fronts along Station Road and Derby Road.

ERE/0421/0085 **Land to rear of Beech House, Lock Lane**
Demolition of existing buildings and the erection of 2 detached bungalows
RESOLVED: to comment that the 2 developments should remain in keeping with the character of the Conservation Area and surrounding areas

ERE/0621/0065 **2b St James Court Sandiacre**
Proposed single storey rear extension
RESOLVED: that no objections be made

ERE/0621/0072 **5 The Hollies**
Increase ridge height, insertion of rear flat roofed dormer and front facing roof light
RESOLVED: that no objections be made

2. To note planning decisions taken by EBC

ERE/0321/0041 **120 Longmoor Lane**
Porch to front elevation. Single storey rear extension
EBC approved 5/5/21

ERE/0321/0110 **St Giles' Church (Should read: Church Farm)**
Tree works, including those maintained by PC – Refer section G1
EBC approved 10/5/21

ERE/0421/0020 **6 Charnwood Avenue**
Prior Notification of single storey rear extension
EBC approved 12/5/21

ERE/0321/0091 **17 Cloudside Road**
Two storey side extension & rendering existing dwelling, re- submission ERE/1217/0014
EBC approved 14/5/21

ERE/0421/0033 **2 Richmond Avenue**
Double storey side extension and single storey front and rear extension
EBC approved 19/5/21

ERE/0321/0013 **52-56 Station Road**
Ground floor extension to 3 commercial units with terraces on top for flats above, new access to first floor flats, creation of a new commercial unit
EBC approved 2/6/21

ERE/0421/0017 **The Hewarths, No Mans Lane**
Conversion of barn to dwelling
EBC refused 4/6/21

ERE/0421/0064 **28 Elm Avenue**
Rear single storey extension and kitchen enlargement - New front entrance porch
EBC approved 4/6/21

ERE/0421/0023 **75 Springfield Avenue**
Creation of a ground floor rear extension
EBC approved 9/6/21

ERE/ 0421/0044 **5 Queens Drive**
Two Storey Side Extension and Single Storey Rear Extension
EBC approved 14/6/21

ERE/0421/0077 **12 Moorfield Crescent**
Tree works
EBC approved 16/6/21

ERE/0421/0055 **54 Netherfield Road**
Proposed front porch, conversion of garage into living accommodation, alterations to doors.
EBC approved 17/6/21

ERE/0521/0015 **12 Ellerslie Grove**
Tree works
EBC approved 25/6/21

ERE/0521/0015 **53 York Avenue**
Application for a Lawful Development Certificate for the proposed use of the dwelling to care for a maximum of 3 children with 2 carers
EBC approved 17/6/21

ERE/0421/0016 **11 Doncaster Avenue**
Proposed two storey, pitched roof extension to side of existing dwelling to form new bedroom with garage under
EBC approved 18/6/21

RESOLVED: to note the above decision notices

34. SPRINGFIELD PARK REFURBISHMENT

1. FCC approved £60,000 for refurbishment of Springfield Park play areas
FCC had approved grant funding of £60,000 for refurbishment of Springfield Park and the Clerk was congratulated for all her efforts in submitting a successful bid. Work was expected to commence in September when the ground was dry.

In order to meet Kompan's Terms and Conditions for purchasing equipment, a pre-paid deposit of £9,000 (15% of net order value) was required to be paid. The Clerk had contacted the auditor and FCC for advice and the auditor had confirmed it was reasonable to make pre-payment to secure funding and place an order. FCC would make payment upon receipt of goods received.

RESOLVED: to make a pre-payment of £9,000 as a 15% pre-payment to Kompan that could be claimed back from FCC in the near future

2. Application to Awards for All (A4A) to support further refurbishment = £10,000
The Clerk had made enquiries with A4A and it was possible to make an application for perimeter fencing for the new play area. Three quotes would be required for the submission.
 - a) **RESOLVED:** that an application for £10,000 would be made for grant funding to obtain bow top perimeter fencing to complete the play area project
 - b) **RESOLVED:** that the Clerk be given delegated authority to obtain quotes and consider a preferred provider with the Chair and Vice-Chair in order to move the project forward for September
3. Community Leadership Fund: £2,000 to support play area bench
It was confirmed that Cllr Major (as County Cllr) had offered £2,000 from his CLF to provide a 'wildlife' bench for the play area from D Ogilvie (Scotland). The item was on order and would be installed at the time by Kompan. Any funds left over could support tree planting.
4. Queen's Green Canopy free tree (2022) Platinum Jubilee
It was confirmed the Parish Council could obtain 420 free saplings from the Woodland Trust as part of the national scheme. Community involvement could include local volunteers and children and details could be included in the newsletter to encourage participation.

RESOLVED: to apply for 420 free saplings to develop Springfield Park and Doncaster Avenue RG

35. REPORT OF THE CLERK

1. Crime latest figures
April 2020 = 73 / April 2021 = 114 May 2020 = 122 / May 2021 = 154
2. Annual newsletter 2021
RESOLVED: The Clerk would organise publication and liaise with the Chairman over content and obtain quotes for publication of the next issue around early Sept.
3. Bulb planting 2021
It was noted public areas around Sandiacre could be improved and brightened up with more daffodil planting and local volunteers and children could be involved. Bags of bulbs could be given out to people in the Autumn.

RESOLVED: that the Clerk source bulbs up to a cost of £500 and include details in the forthcoming newsletter
4. Clerk taking leave/Office closure: w/c 12/7/21
The above was noted.
5. Sandiacre Community Network: Clerk to attend future in person meetings
The Clerk had offered to attend future face-to-face meetings that fitted in with her work schedule in order to convey the work of the council within the community.

Publicity had been offered for the group should they wish to publicise forthcoming events on the Council's website and notice boards.

6. DALC HR training attended - Feedback
The Clerk had attended a virtual training course and received material that would meet the latest HR requirements, including recruitment, induction training, effective management of staff and required employment policies.
7. DCC Minor Maintenance Grant 2021/22 £385 applied for – Footpaths 14 & 19
The above was noted.
8. Premises: Fire Risk Assessment Action Plan findings - O Heap
A Fire Risk Assessment of the office premises had been carried out on 10/5/21 by a qualified Assessor on behalf of O Heap (Derby).

Mr Newall's finding had shown the building was in a satisfactory condition and only 3 areas for improvement were identified, including that the Clerk attend fire awareness training.
9. Premises: Building electrical certificate
Mr T Hill - Slater Electrical Services (Langley Mill) had visited the office premises and outside areas to undertake an Electrical Installation Condition Report on 4/6/21.

His report findings were satisfactory with only 3 items requiring attention in the Electrical Room with cables and conduit systems that needed adjustment.
10. Summer play scheme arrangements / EBC £1,200 grant funding applied for
Interest had already been received for sessions and some were now full. Details would be displayed on the website and posters issued on notice boards.

Confirmation of the £1,200 EBC Summer play scheme grant was awaited.
11. VAT refund to be claimed to 30/6/21: £8,868.84
The above was noted.
12. Zurich Insurance cover 2021/22 - £2,551.56 = 1/6/21-31/5/22
It was confirmed that insurance cover was held for the Parish Council and had been renewed.

36. YEAR END ACCOUNTS 2020/2021

1. Internal control objectives completed 26/4/21 by Mr Wood
RESOLVED: unanimously to receive the internal audit statement. AGAR: Page 3
2. PKF Littlejohn approved extension of Accounts submission to 2/8/21
Since there had been no Parish Council meeting held in June and the Accounts could not be approved, an extension had been agreed with PKF Littlejohn.
3. Section 1. Approval of Annual Governance statement 2020/21, signed by Chairman and Clerk
RESOLVED: unanimously to approve Section 1 of the Annual Governance Statement: AGAR: Page 4
4. Section 2. Approval of Accounting Statements 2020/21, signed by the Chairman
RESOLVED: unanimously to approve Section 2 – Accounting Statement AGAR: Page 5

The Clerk would arrange for the forms to be signed and dated by herself and the Chairman and scanned over to the External Auditor before the extension deadline.

5. Public notice displayed from 14/6/21 to 23/7/21

The above was noted.

37. DELEGATION OVER SUMMER RECESS

For the Clerk be given delegated authority to make decisions on behalf of the Council where such a decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline.

This would include: making BAC's payments, considering quotations, dealing with urgent matters and responding to planning applications, following consultation with the Chairman, Vice-chairman and Cllr Sanghera (any 2 as available) until the date of the next meeting.

Should a major planning application be received, the Clerk would notify all Members.

RESOLVED: to approve the above

38. CONSULTATIONS

1. DCC: Planning Services Statement of community involvement

DCC is consulting upon a draft revised Planning Services Statement of Community Involvement (SCI). Closes 25/7/21.

2. Local Information Requirements for the Validation of Planning Applications – Draft For Consultation

Comments on the draft Local List should be submitted to DCC by 7/7/21.

RESOLVED: to note the above consultations and that Councillors could respond individually, if they wished

39. NEIGHBOURHOOD PLAN

To consider inviting a 2nd consultant to discuss their services for introducing a Plan. Ms Helen Metcalf – Metcalf Planning Services Ltd, Burton Joyce, Nottingham

RESOLVED: to invite Ms Metcalf to the September meeting to speak with Councillors about her Neighbourhood Plan services

40. CEMETERY MATTERS

1. Burials since the last meeting

Area 2, Row A, G14 17/6/21

2. Interments since the last meeting

A184 17/6/21

A149 21/6/21

A188 22/6/21

3. Reserved Graves / Plots since the last meeting

Area 2, Row D, Grave 17

Un-consecrated area: Row E

RESOLVED: to note the above

41. CEMETERY BOUNDARY LINE

To establish a clear boundary line of Cemetery land neighbouring Cloud Farm for future burial space. Land Registry maps refer.

RESOLVED: to consider this item under Confidential Section – Item 42

42. PARKS & OPEN SPACES

To consider any incidents or maintenance issues since the last meeting.

Doncaster Avenue Recreation Ground (DARG)

- ASB and drug dealing ongoing during daytime and evenings
- Smashed bottles against train seating area and MUGA fence panels. Police informed
- RHS MUGA goalpost vandalised beyond repair and games area closed for H/S
- Grass cutting and flower beds: Complaints regarding service, especially Springfield Park and missing perimeter areas. Glendale informed

RESOLVED: to note the above

43. DERBYSHIRE ASSOCIATION OF LOCAL COUNCILS (DALC) CIRCULARS

RESOLVED: to note the contents of the May, June and July newsletters

44. FINANCE

To approve the schedule of payments shown below:

<u>DD 4/5</u>	Water Plus (9648)	Office supply	12.49
<u>DD 4/5</u>	BT (2269)	Broadband: Quarterly 1/7/20 - 30/9/20	145.80
<u>DD 17/5</u>	BT (3066)	Phone: Line rental / Usage	97.37
<u>DD 25/5</u>	E.on (8660)	Office/DARG/Car park: 15/2/21 - 9/5/21	254.19
BP 3/5	Cllr Major	Zoom conference host: May (Final)	14.39
BP 28/5	Zurich Insurance	Cover: 1/6/21 - 31/5/22	2,551.56
BP 28/5	Kompan	Play area inspections x 3 + Annual inspection Sept	142.39
BP 28/5	Mrs Bloor	Salary	1,487.14
BP 28/5	HMRC	Tax/NIC's	388.81
BP 28/5	Andrew's GS	Litter picking (5 weeks)	792.00
BP 28/5	Andrew's GS	Low level work	50.00
BP 31/5	Cobb & Son	Cemetery & churchyards grounds maintenance	541.67
BP 31/5	Glendale	Grounds maintenance: Parks & Open spaces	599.57
BP 31/5	DALC	Clerk: HR training 25/5/21 via Zoom	30.00
		Total:	<u>7,107.38</u>
<u>DD 2/6</u>	Water Plus (9648)	Office supply	12.49
<u>DD 16/6</u>	BT (3066)	Phone: Line rental / Usage	83.11
<u>DD 29/6</u>	E.on (8660)	Office/DARG/Car park: 9/5/21 - 8/6/21	71.07
BP 12/6	Canopy Tree Serv.	Cemetery: Beech hedge reduction in height	870.00

BP 16/6	Rose Adventures	Community planting project	146.34
BP 16/6	FCC	Springfield Park: Play area contribution (match funding)	6,450.00
BP 16/6	Mr N Wilford	Cemetery: Low level grounds work	500.00
BP 24/6	O Heap	Premises : Fire Risk Assessment	504.00
BP 27/6	Slater Electrical	Premises & outside areas: Electrical conditions report	416.40
BP 30/6	Mrs Bloor	Salary: June	1,487.14
BP 30/6	HMRC	Tax/NIC's: June	388.81
BP 30/6	Cobb & Son	Cemetery & churchyards grounds maintenance: June	541.67
BP 30/6	Glendale	Grounds maintenance: Parks & Open spaces: June	599.57
BP 30/6	Andrew's GS	Litter picking: June	731.50
BP 30/6	Andrew's GS	Low level work: June	470.00
Total:			<u>13,272.10</u>

RESOLVED: to approve the schedule of payments shown above

To note income received as shown below:

May RECEIPTS

26	Co-op: Ashes into grave 29	65.00
26	Hawleys: UN-C area - Plaque	82.00
26	Hawleys: A173 - Plaque	82.00
26	Hawleys: A184 plaque (Out of area)	164.00
26	Hawleys: A186 plaque	82.00
26	Lymns: G24 H/S	50.00
30	HSBC Savings (Deposit) A/C - Interest	0.94
30	HSBC Savings A/C: Polling station costs - Interest	0.03
30	HSBC Savings A/C: Grants - Interest	0.05
Total		<u>526.02</u>
17	Grave x 2 interment of Ashes - Un-consecrated area	645.00
17	G29: Transfer of Rights	45.00
17	Area 2, Row D, G17: Reserved grave x 2 burials	890.00
30	Area 2, Row D, Grave 6 Pre-paid / Out of area	1,450.00
30	HSBC Savings (Deposit) A/C - Interest	0.87
30	HSBC Savings A/C: Polling station costs - Interest	0.03
30	HSBC Savings A/C: Grants - Interest	0.05
Total		<u>3,030.95</u>

RESOLVED: to note income received

45. CORRESPONDENCE

1. Derbyshire Victim Support: Independent charity to support victims of crime
2. Erewash Annual Impact Report from Citizens Advice Derbyshire Districts for 2020/21 (website)
3. Community Network Meeting: Monday, 12 July 2021 at 12.30
4. Clerks & Councils Direct - May 2021

46. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 s.1.

RESOLVED: that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

REFER ITEM 41 – CEMETERY BOUNDARY LINE

It was confirmed that Land Registry records identified the boundary of the Parish Council Cemetery with the neighbouring property by a black line, but the precise position of the boundary on the ground was disputed and a claim had been made that a small tract of land running the length of the Cemetery belonged to the adjacent residential property.

No evidence had been provided, but it was understood this matter had been raised in the past.

RESOLVED: that the Parish Council seek legal guidance to establish rightful ownership of the land as future grave space must be clearly identified now Area 2 was required for future burials

47. TO NOTE THE DATE & TIME OF THE NEXT PARISH COUNCIL MEETING

TUESDAY, 7 SEPTEMBER 2021 at 7.00PM - FOLLOWING SUMMER RECESS

SANDIACRE MEMORIAL INSTITUTE

The meeting closed at 9.30pm

Signed by the Chairman: _____ **Date:** _____