

Wisborough Green Parish Council

Draft Minutes of the Parish Council Meeting to be agreed on 16th February 2021

Date: Tuesday 19th January 2021

Present: Ms L Bartley (LB), Mr A Burbridge (AB), Mr P Drummond (PD) (Chairman),
Mr A Jackson (AJ), Mr S Rollinson (SR), Mr H True (HT),
Mr M Watson (MW), Mrs S Winship (SW), Mr T Worrall (TW)

In Attendance: Mrs L Davies, Clerk
Cllr G Evans
Cllr J Duncton

Members of Public: 2

Due to the Coronavirus Pandemic, the meeting was held online via Zoom that was permitted under The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020. The Chairman opened the meeting at 7.45pm and welcomed all. The Chairman advised that the meeting would be recorded for minute preparation only, and the recording then deleted.

1. Apologies for Absence:
All members were in attendance.
2. Declaration of Members' Interests:
As the Scout Group Chairman, AJ declared his interest in item 7g, however, he would like to speak on behalf of the Scout Group.
3. Co-option of Members:
Applications, for the two vacancies, had been received from Mrs Winship and Mr Worrall and circulated to members in advance of the meeting. Having read the personal statements, the Chairman believed that both candidates would be valuable members of the Council. Proposed by HT, seconded by SR. Unanimously agreed by all. Mrs Winship and Mr Worrall both signed the Declaration of Acceptance of Office and joined the meeting. The Chairman thanked and welcomed both and advocated attending new councillor training to get a better understanding of the role. The Clerk would provide the necessary paperwork to complete and a Parish Council handbook.
4. Minutes of the Last Meeting:
The Minutes of the meeting held on Tuesday 5th January 2021 were approved as a correct record and would be signed by the Chairman at a later date.

5. District/County Councillor Updates:

District Councillor (In attendance from 7.45 until 8.05 pm):

Cllr Evans had circulated an update in advance of the meeting, summarised below.

There were no further questions.

- Covid-19 Vaccination Rollout: Chichester District Council (CDC) continued to support residents and local businesses. Cllr Evans had been contacted, by residents, about the vaccinations. A meeting had been held by NHS Sussex to provide an explanation. Due to the lower virus level across West Sussex, the county's vaccinations had not rolled out in the first tranche. The programme was now underway with a target of getting all residents in the top four priority groups vaccinated with the first dose by 15th February. Members were aware that Loxwood practice residents were now attending Pulborough Medical Centre. The Clerk advised that those registered at the Billingshurst surgery would be called to attend in Horsham. HT advised that the residents at Wyatt House had received their first vaccination. In answer to TW's question, Cllr Evans advised that transport for the elderly was being provided; he would send details.
- The Covid Recovery Grants Scheme: Being continued; details of the financial support provided were given. The recently launched Local Restrictions Grants were the government-funded grants and entirely separate to the CDC-funded Covid Recovery Grants. The Additional Grants Scheme was a discretionary scheme using government funding. Further information on both these schemes could be found at <https://www.chichester.gov.uk/businessratesnovember2020>
- Test and Trace Support Scheme: CDC was administering this scheme to eligible residents who could receive a £500 support payment, covering their period of self-isolation. The current scheme was running up to 31 January 2021, pending central government review.
- Southern Water: OFWAT advised that *"we are aware of the widespread concern in the Chichester area about this company. I recently met with Gillian Keegan MP to discuss the company, the performance improvements and the investment that we expect it to make in the area"*. They also confirmed they would reply to the letter more fully in the New Year.
- Census: Due to take place on 21st March 2021. It was not yet known if there would be any delay as a consequence of the National Lockdown.
- Green Homes Grant: CDC had successfully bid for government Covid green recovery programme money to reduce fuel poverty and reduce greenhouse gas emissions from homes in the district.
- Contaminated Land Strategy: Concern had been expressed that Lagoon 3 at Crouchlands had been omitted; explanation had now been received.
- Billingshurst Waste and Recycling Centre: WSCC had now confirmed that the facility would remain open despite the need for budget savings.
- Loxwood Claypit: The campaign group remained active.
- Hyde Housing: Concerns raised by residents, about communication and responding to issues, had now been addressed.

- Land South of Townfield, Kirdford – Planning Application: Details for 75 homes had been shared at the Parish Council meeting last evening; Cllr Evans would provide updates.
- Full Council Meeting: Cllr Evans attended the meeting today, the Financial Strategy and Plan 2021-22 being the main agenda item.
- Cllr Evans was pleased to be contacted with any issue, feedback, problem or question and would do his best to help: gbevans@chichester.gov.uk / 07958 918056.

County Councillor (In attendance from 7.45 until 8.05 pm):

Cllr Duncton provided the following details:

- Both CDC and West Sussex County Council (WSSC) passed motions to support Hidden Disabilities.
- WSSC had no intention to close any of the Household Waste and Recycling sites. The decision was made before the campaign.
- Good progress had been made with improving Children’s Services and the Council had been advised that the Government department would not be looking to put the Services into a Trust.
- The Government Inspectors had identified some required improvements for the Fire and Rescue Service. A Special Review Committee was established which was now satisfied that all issues had been resolved; the committee has been disbanded.
- The Covid Hubbs were still operational and could be contacted.
- Cllr Duncton was happy to receive any questions.

6. Public Questions:

The Chairman of Wisborough Green Sports was in attendance to observe. In terms of the Pavilion, he was yet to discuss the CDC response with AJ and MW.

7. Report on on-going matters:

a. Coronavirus (Covid-19):

- The playground was permitted to remain open under the current regulations. It was agreed that the viral spray treatment of the playground, benches and public toilets should continue on the 28-day cycle, to be reviewed again at the March meeting.
- The village volunteer scheme continued to be publicised in case help was required; there was one request for a prescription collection yesterday.
- SR advised that The Cricketers was currently closed. AB and he agreed to remove, and dispose of, the Christmas tree.
- Members noted that the marquee outside the Pavilion had been blown down in the storms. It was currently protecting the benches and area and would be removed when the canvas was dry. Assurances were received from the WG Sports Chairman that the gravel, put down on the grass against his wishes, would be cleared up.

- Notification had now been received that residents registered with Billingshurst Surgery would be invited for vaccinations at Glebe Surgery in the Horsham district.

b. Gatwick Airport:

The Chairman attended a meeting on Friday 15th January 2021 with the new leadership of the Noise Management Board (NMB). With only four people present it provided a better opportunity to explain how community groups, both action and representing Parish Councils, saw the NMB's role. Unfortunately, 2020 had been focused on process rather than progress, but under the new leadership, 2021 should be more focussed on making progress. It appeared that all community groups were adamant that the NMB's Terms of Reference should contain a binding commitment to future reduction in aircraft noise. The leadership of the community groups had exceptional leadership with both first-rate previous experience and a rapidly growing knowledge of detail; PD hoped that the new NMB would prove effective.

TW was aware of a change in flight paths, which appeared to concentrate the turns over Wisborough Green. PD gave a brief explanation to air traffic control and the difficulties experienced at the three daily peak times. The main turn was actually made over Ifold and Alfold, which increased noise. It was a complex matter, which involved many elements; PD would be happy to provide a more detailed explanation to TW at another time.

c. Traffic Management Plan (TMP)/A272 Noise and Speed:

The Group was due to meet with the Headteacher, but she was unable to attend; this meeting would be re-arranged. The Group therefore met to consider WSCC's response that it would not support the Community Highways Scheme application for a 40mph buffer zone on the west side the village. PD warned that there was the potential that the average speed requirement would fail to meet WSCC policy and that only three TRO requests were processed each year, however, this was an important issue for the village and every avenue would be explored. WSCC required more evidence, so SW had contacted Sussex Police. Members of Wisborough Green Campaign Against Noise and Speed had been requested to write letters of support to the Parish Council to forward onto WSCC.

SW advised that she had emailed Chief Inspector Jon Carter and Chief Constable Jo Shiner, both of whom fully supported the proposal and were now making further enquiries within Sussex Police and WSCC. They also advised that strategies were being considered for when the motorbikes returned in the Spring.

SW advised that the speed indicator device, opposite the allotments, appeared to be faulty. The Clerk would report but reminded members that they could report highways issues directly through the WSCC website. **Clerk to report and follow up with Community Highways Application.**

d. New Sports Pavilion:

AJ and MW had not had the opportunity to discuss the next steps but would arrange a meeting with the Chairman of WG Sports.

e. Songhurst Meadow:

Runnymede Homes was preparing to submit the Open Space Management Plan to CDC and had forwarded details for confirmation. Members discussed the plan and agreed to the following:

- At the last Parish Council meeting it was agreed to provide the 750m route. Track location to be a combination of the track included in the gas tank planning application plan, with the additional cross path as provided in the latest plan provided by Runnymede, which provided a shorter alternative route.
- Bund to be extended across attenuation ponds; Runnymede had previously indicated that these ponds would generally be dry in the summer months, which made these areas vulnerable to unauthorised vehicle access. Maintenance of the bund was discussed; the need to protect the area had been highlighted by CDC and it was agreed that previous plans should be followed.
- If possible, the location of the 'maintenance gate' should be closer to the hedge between the north and south fields. It was felt that the proposed plastic posts were not in keeping. Preference for low-level wooden posts with a secured metal rail.
- The leaf and sap of the Common Lime could cause an on-going maintenance problem for cricket played on the site; request to replace with Oak.
- The suggested car park barrier was out of keeping. A photograph of a local wooden alternative was displayed and supported.
- The proposed litterbins would be too small for potential use. Larger wooden bins, in keeping with the environment, to be requested. CDC did not provide a separate service for the collection of recycling material and so split bins would not be requested.
- The dog bin was acceptable, although the potential need for two in the future was identified. Two would be requested, although one to be installed at the suggested location initially. The long-term emptying costs would need to be considered.
- **The Clerk and Chairman to respond to Runnymede Homes.**

f. Neighbourhood Plan:

The Clerk advised that the current site consultation would close on Friday 22nd January 2021. To date there had been about 200 responses via email, post and the Parish Council post-box; she had yet to empty the collection box in the village shop. The Strategic Environmental Assessment and Habitat Regulations Assessment reports were now being undertaken by AECOM and would inform the selection process. The Steering Group had recently met to discuss the next steps and Regulation 14 consultation. It was proposed to apply for grant funding, through

Locality, to engage a consultant to help with the final stages. Details had been obtained from the consultant who assisted Loxwood and grant funding permitting, it was proposed to engage his services as he had established contacts at CDC and was familiar with Local Plan policy. Due to Covid restrictions, the Regulation 14 consultation might need to be paper based, rather than an exhibition in the Village Hall, and these costs would be included in the grant application; estimated cost details were provided. Expenditure would need to be incurred before 31st March; unspent funds would need to be repaid and a further application submitted. Members supported this action. **The Clerk to submit the grant application.**

g. Scout Hut Lease

The draft lease had been circulated for consideration in advance of the meeting. As the Scout Group Chairman, AJ had reviewed it on behalf of the Scout Group and highlighted a few minor edits that primarily related to consistency, the inclusion of corporation rather than tenant, and tenant names. One of the requirements prevented vehicles from being driven onto the ground. AJ asked that this be removed as it would impact upon scouting activities, e.g. the need to load vehicles for camping trips. The neighbour also had permitted vehicle access across the land; the Clerk confirmed that an Easement was in place. Members supported this amendment.

For clarity, AJ confirmed that the Scout Group owned the building, but the Parish Council owned the land. Members agreed that the annual rent should be £1, in line with the Pavilion.

AJ would forward details of proposed edits to the Clerk and Chairman.

h. GoGigabit Scheme

The Clerk had now registered for a Community Partnership with Openreach. Only about 60 residents had expressed an interest at this stage, although there was potentially an opportunity to include further residents later in the process. The Clerk had spoken at length with the WSCC coordinator and gave explanation to the process, highlighting that the government and WSCC voucher scheme might not cover the full cost, particularly for the more rural homes. The scheme was due to end on 31st March and the village might not meet this deadline if it was not extended.

i. West Sussex Association of Local Councils:

The Chairman advised that the Annual General Meeting in December had been cancelled; it had been re-scheduled for 25th February 2021. He provided a further update on the decisions taken by the West Sussex Board, the advice and services provided by the Sussex and Surrey Association and the potential implications for the County Association. **Members supported the action by the Chairman and Clerk to write to the National Association to highlight concerns, and for the Chairman to vote on behalf of the Council at the forthcoming AGM.**

j. Clerk's Report:

- Overgrown Hedges: MW had been contacted by a resident regarding overgrown hedges having an impact upon pedestrians walking along the A272. **Clerk to write to the landowner.**
- Tree Donation: An Austrian Pine tree had been offered to the village. Members were grateful for the offer but agreed that there was no suitable location on Parish Council land. **Clerk to decline.**
- Next newsletter: Members were asked to give consideration to articles for inclusion in the next newsletter.
- Annual Parish Meeting: This meeting had not been held last April due to Coronavirus. With the current Covid regulations, a meeting would not be possible, but there was perhaps an opportunity to hold a Zoom meeting. **Members to give thought to a possible guest speaker to encourage attendance.**
- Notice Board: The notice board opposite the Cricketers had been damaged in the Christmas storms; a door had been torn off. This was an old board, which had been repaired over the years, so further repair was unlikely to be effective. A replacement might be required.
- Census 2021: An article, by the Census Engagement Manager for the South and West of West Sussex, would appear in the next parish magazine.

8. New Items for Discussion:

a. Model Code of Conduction:

Communication received from CDC had been circulated. The updated document resulted from a national consultation and would be discussed further by the CDC Standards Board and at the forthcoming All Parishes meeting. CDC would provide the new model, to be adopted, in due course. Members had no further comment.

b. Horticultural Society Request to Use the Green:

A request had been received to erect a marquee on the Green for the August Bank Holiday Show, and the use of the Little Green for Plant Sales on Saturday 8th May and Saturday 2nd October 2021, Covid restrictions permitting. Members were pleased to support. **Clerk to issue Agreement forms.**

c. Bench Plaque:

A request had been received from a family, with no Wisborough Green connection, to place a plaque in memory of their first child, who had tragically died shortly after birth, on an undedicated bench by the pond. They had used Dandelion Farewells and had sat by the pond on several occasions. Members agreed that it was a deeply sad situation, but the Bench Donation Policy had been established to restrict donations to those with a connection to the village. Agreeing to this request could set a precedent for future requests and as such, was declined. **Clerk to respond.**

9. Correspondence:

A list detailing the correspondence and updates received since the last meeting was displayed. Members were reminded to request any information of interest if it had not been circulated.

Correspondence received since the last meeting.
WG Visitor – thanking the Parish Council for maintaining lovely clean toilets during lockdown.
Rural Services Network – the weekly rural bulletin – circulated.
Billingshurst Parish Council – Details for a strategic development site being promoted by developers to Horsham District Council – plans of Newbridge Park circulated.
St Peter’s PCC – Thank you for contribution towards the costs – much appreciated.
Census Engagement Manager – introduction to Census 2021 – Census Day is 21 March and people will be encouraged to enter details online.
CDC – notification of housing allocation number.
SSALC - -notification of cancellation of WSALC AGM on 2 nd December. PD advised. To be rescheduled in the New Year.
Rural Services Network – the weekly rural bulletin – circulated.
CDC – PREVENT duty of care guidance for use of venues under Parish Council control - the prevention of Extremism. Forwarded to the village hall.
Rural Services Network – the weekly rural bulletin – circulated.
School Road resident (several emails) – raising concerns about inaction by CDC relating to the Environmental Health Department. Advised that it was not a Parish Council matter and referred her to District Cllr. Evans.
Census Coordinator – Councillor Handbook – circulated.
Old Mill Café – acknowledgement of email advising that the Parish Council would discuss the canopies and suggesting that he seek advice from CDC. The owner didn’t think that he could have erected a better-looking canopy to do the job.
WSCC and District Cllr Duncton’s update report – circulated.
Rural Services Network – the weekly rural bulletin.
GACC Newsletter 122: Airport developments, How to Build Gatwick Back Better, Green New Deal for Gatwick, New runways?, New GACC website
Rural Services Network – the weekly rural bulletin
GACC – Night flights Petition – details circulated.
Rural Services Network – the weekly rural bulletin.
Sussex Police update for December – circulated.
WSCC and District Cllr Duncton’s – update on Waste and Recycling Centres would be removed from the proposed savings – circulated.
CDC – notification that draft contaminated land strategy was on consultation. Comments by 29 th January.
GACC – notification of council briefing on Zoom on 28 January 2021 at 7pm. Details forwarded to PD.
Rural Services Network – the weekly rural bulletin.
SDNPA – January Newsletter – Glorious photography, Bringing the National Park to you, Aim for the stars and The beauty of winter.
Thinking of moving to WG. Enquiry about Gatwick and aircraft noise. PD responded.
Gatwick Airport – community newsletter.
CDC – notification of Standards Committee meeting on 25th January.

Rural Services Network - the weekly rural bulletin.
SSALC – newsletter – circulated.
DLBP – proposal for a mixed-use rural diversification development at Crouchlands Farm, Plaistow.

10. Planning:

There were no new planning applications to review.

a. Chichester District Council Planning Decisions:

Application Number	Application Details	Decision
WR/20/02367/DOM	Mr Stephan Miles-Brown Mulberry, Newpound Lane Wisborough Green RH14 0EE Single storey, oak framed orangery extension to rear. O.S. Grid Ref. 505037/126092	PERMIT WITH DUSK TO DAWN BLINDS
WR/20/02451/LBC	Mr Jonathan Stern Albion House, Petworth Road Wisborough Green RH14 0BH Revised internal door position between kitchen and study. O.S. Grid Ref. 504854/125887	PERMIT
WR/20/02503/DOM	Mr Martin Arlett Park Lodge Kirdford Road Wisborough Green RH14 0DB Two storey rear extension. Works to also include changing of cladding and UPVC doors and windows to timber casements. O.S. Grid Ref. 504737/126304	PERMIT
WR/20/02516/FUL	Mr Robert Wilkins Shipbourne Farm Fittleworth Road Wisborough Green RH14 0EU Erection of 1 no. agricultural building for livestock housing. O.S. Grid Ref. 504196/123886	PERMIT
WR/20/02612/FUL	Mr M Peacock 18 Butts Meadow Wisborough Green Billingshurst West Sussex Installation of a new door to the rear elevation of flat 18. O.S. Grid Ref. 504727/126102	PERMIT
WR/20/03022/TCA	(C) Wisborough Green Clerk Of The Wisborough Green Parish Council Land And Pond West Of Wisborough Green Village Hall School Road Wisborough Green West Sussex Notification of intention to crown lift by up to 3m	NOT TPO

	(above ground level) on 1 no. Horse Chestnut tree (T1a), crown lift by up to 3m (above ground level) and remove epicormic growth on 1 no. Horse Chestnut tree (T1), remove epicormic growth on 1 no. Horse Chestnut tree (T65) and crown lift by up to 4m on 1 no. Horse Chestnut tree (T70).	
WR/20/02950/TCA	Clerk Of The Wisborough Green Parish Council Recreation Ground A272 The Luth To Durbans Road Wisborough Green RH14 0BN Notification of intention to crown lift by up to 3m on 8 no. Horse Chestnut trees (T25, T28, T37, T38, T51, T55, T59 & T62), crown lift by up to 4m on 3 no. Horse Chestnut trees (T18, T31 & T32), crown lift by up to 3m and remove epicormic growth on 1 no. Horse Chestnut tree (T56), thin lower branch on north-east sector by 30% on 1 no. Horse Chestnut tree (T35), thin lower branch on east sector by 30% and remove epicormic growth on 1 no. Horse Chestnut tree (T60) and remove epicormic growth on 5 no. Horse Chestnut trees (T13, T27, T42, T50 & T53).	NOT TPOI

11. Finance:

a. Bank Reconciliation:

HT confirmed that he had checked and agreed the Bank Reconciliation for the Parish Council's Barclays Community Account for the period ending January 2021 and the Natwest Business Reserve Account for the period ending December 2020.

He highlighted that the Parish Council was currently receiving little interest on the Reserve Account. The Clerk advised that she had raised the issue of interest and investment strategy with the Parish Council, which the Council had agreed to consider at a future date. Members had also requested that a Lloyds account be opened, but the bank were not, currently, opening new accounts.

The Clerk had submitted a complaint to Natwest regarding the statement message advising that the balance was not eligible for protection under the Financial Services Compensation Scheme. A letter, dated 26 November 2020, stated "if you have budget of less than 500k, then you are protected under FSCS scheme". However, the message had not been removed from the statement. **Clerk to follow up.**

b. Accounts for Payment:

The Clerk displayed the Payment List for January 2021 which was approved. Budgeted payments since the November meeting were highlighted.

Online payments from the Barclays Current Account

Payee	Amount £	Description
November		
St Peter Ad Vincula PCC	1,250.00	Section 137 Donation to clock and churchyard maintenance
Deep Clean Devils Ltd	216.00	Viral treatment of playground, benches, and public toilets

Pyzer Cleaning Services	468.30	Cleaning of public toilets and supplies
White Light Ltd	174.30	Hire of projector and angel gobo
December Mrs L Jarvis	30.00	Allotment deposit refund
Burrow Nursery	468.52	Horse Chestnut tree, stakes, strimmer guards
TP Handyman Services	473.99	Public toilet water heater cupboard and painting of slide
Paine Manwaring Limited	1,413.28	External heated water tap
West Sussex County Council	1,739.21	Clerk's salary for November
Deep Clean Devils Ltd	216.00	Viral treatment of playground, benches, and public toilets
Pyzer Cleaning Services	504.30	Cleaning of public toilets and supplies
Mrs L N Davies (Clerk)	122.31	Website and email hosting, Zoom monthly fee and Dog waste bags
19th January 2020 K Twelvetrees	150.00	Removal of damaged oak and planting of two trees
Arun District Council	99.96	Neighbourhood Plan questionnaire printing
West Sussex County Council	1,739.21	Clerk's salary for December
Pyzer Cleaning Services	504.30	Cleaning of public toilets and supplies
Mrs L N Davies (Clerk)	135.63	Website and email hosting, Zoom monthly fee and tree plaque
Deep Clean Devils Ltd	216.00	Viral treatment of playground, benches, and public toilets
Total	£9,921.31	

Direct Debit Payments from the Barclays Community Account

Date	Amount £	Payee	Description
04.12.20	230.48	NEST	Clerk's Pension contribution for November
02.12.20	79.77	Business Stream	Allotment Water
19.12.20	28.20	PlusNet	Village Hall Broadband
06.01.21	230.48	NEST	Clerk's Pension contribution for December
19.01.21	28.20	PlusNet	Village Hall Broadband
Total	£597.13		

Payments to Barclays Community Account

Date	Amount £	Payee	Description
27.11.20	3,843.00	WG Village Hall	Second Lease payment
30.12.20	30.00	F Vickery	Allotment deposit
Total	£3,873.00		

c. Monthly Financial Statement:

The statement was displayed. There were no items of concern to report. The current bank balances were highlighted.

d. Budget Preparation for 2021/2022:

The budget had been considered at the 5th January 2021 meeting and was again reviewed. The precept had been raised by £5,500 last year and that due to a reduction in the tax base, an increase would be shown on the Council Tax statements, even without an increase in the precept (2.73% increase for Band D).

CDC had explained the decrease in the tax base was due to a large increase in benefit claims and properties under construction being either delayed or not completed in the predicted month. Members reviewed the budget and formally agreed to the following:

- Precept not to be increased due to financial pressures from the current Covid situation; to remain at £67,000.
- Explanation for the increase, showing on Council Tax statements, to be included in the next newsletter.
- With the precept set at £67,000, the proposed budget returned an overspend.
- To balance the budget, work to the top section of Harsfold Lane was removed. It was agreed that when the 2020/2021 year-end position and reserves were confirmed, this project could be considered for funding from the General Reserve.
- The Clerk had been unable to obtain a quotation for the Kirdford Road pavement, but having compared similar projects, anticipated that it would be a large undertaking and should be postponed; members concurred. For consideration in the 2022/2023 budget.
- To balance the budget, £2550 to be brought in from the General Reserve.
- **Clerk to advise CDC.**

12. Other Reports:

a. Village Hall:

The committee, led by the Village Hall Chairman, continued to investigate funding sources. The project had been split into different elements to target specific grant funds.

b. Allotments:

There were now allotments available and the Clerk would arrange to show them to prospective tenants currently on the waiting list. TW advised that a van, containing work tools, belonging to one of the tenants had recently been stolen from outside the site.

c. Health & Safety:

There were no concerns to report.

13. Any Other Matters to Report:

- a. There were no further matters to report.

14. Date of Next Meeting:

Planning Committee Meeting: Tuesday 2nd February 2021 at 8 pm (if required)

Parish Council Meeting on Tuesday 16th February 2021 at 7.45 pm.

There being no further business, the meeting closed at 9.49 pm.

Signed by the Chairman: Dated: