

PITSTONE PARISH COUNCIL

Minutes of the Parish Council Meeting held on 6 September 2018
in the Millennium Room at the Memorial Hall, starting at 7.30pm and
concluding at 10.07pm

136/18 ATTENDANCE AND APOLOGIES

Council present: Cllr Nicholls (Chair), Cllr Saintey (Vice Chair), Cllr Arney, Cllr Dr Frearson, Cllr Mrs Crutchfield, Cllr Hawkins plus the clerk: Mrs Eagling. NB: Cllr Stoddart joined following her election to the council (see minute below).

Others present: 2 members of Thames Valley Police; District Councillors D Town and S Jenkins; County Councillor A Wight; 2 members of Pitstone Allotment Association; 2 members of Ivinghoe & Pitstone United Cricket Club; 2 residents from Ashridge (until 146/18.6); Cllr R McCarthy from Aldbury parish council; Mr W Hawkins and Mr M London.

Apologies: It was **RESOLVED** to accept apologies from Cllrs Blunt (work commitment), Weber (work commitment) and Mitra (personal commitment).

137/18 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

It was noted that all councillors have standing declarations of interest as the council, as a corporate body, is trustee of the Recreation Ground Charity and Pitstone Parish Charity. Cllrs Saintey & Crutchfield declared interests in the allotments, as tenants, and moved to the public gallery for that agenda item. Cllr Saintey declared an interest as a member of the National Trust Estates Committee.

138/18 PC CRAKER OF THAMES VALLEY POLICE

It was **RESOLVED** to bring forward the agenda item on TVP.

PC Craker has taken over from PC Duffy and attended the council meeting to introduce himself. He provided an update on thefts from vans and thefts from vehicles (predominantly at Pitstone Hill). Pitstone had a low crime rate with 1 burglary to a dwelling, 1 burglary to a business and 1 attempted burglary. There had been no recent reports of anti-social behaviour.

The public were invited to ask TVP any questions and answered queries about how residents could keep in touch with TVP and the lack of physical police presence since the budget cut backs. PC Craker asked the clerk to provide a list of forthcoming meeting dates, so they could try to schedule regular updates.

TVP then departed the meeting to continue their patrols.

139/18 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

- 1) Cllr R McCarthy of Aldbury Parish Council provided members with an update on the 3 lifts being installed at Tring station to improve access.
- 2) 2 residents from Ashridge expressed their concerns about the National Trust Ashridge Estate car parking project investigations. Cllr Saintey sits on the NT Estate Committee and advised that National Trust were still considering all the options and would revert to both the parishes and the public when they were able to share any further information.

140/18 RECEIVE UPDATES FROM COUNTY AND DISTRICT COUNCILLORS

- 1) County Cllr Wight advised that the Brownlow Bridge closure for traffic light works was now scheduled for 8-23/10/18; that the Cooks Wharf canal bridge traffic light timings were being adjusted; provided details of the recycling consultation; advised virtual on street car parking permit were being introduced; reported on her attendance at the Kids in Care Celebration and provided information on the Chilterns Walking Festival.
- 2) District Cllr Jenkins advised about the AVDC anti-social policy and the forthcoming Police & Crime Commissioners Panel meeting where the question she submitted had been accepted "Following the recent 20% budget cut, how do TVP propose to mitigate the effect on local policing". Parish Councillor Crutchfield is also attending this Panel.
- 3) District Cllr Town discussed the introduction of the new bin collection equipment, crews and changes to collection days.

141/18 VACANCY IN THE OFFICE OF PARISH COUNCILLOR

It was **RESOLVED** to bring forward the agenda item to consider the co-option of a new member to fill the current vacancy. Interviews had taken place. It was **RESOLVED** to appoint Louise Stoddart to the parish council. Mrs Stoddart signed her Declaration of Acceptance of Office in the presence of the Proper Officer and moved to join the parish

council table. Cllr Stoddart was welcomed to the parish council. It was **RESOLVED** to accept receipt of the Register of Interests within 28 days.

142/18 **MINUTES OF THE MEETINGS** held on 19/7/18

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on 19 July 2018 were true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

143/18 **CLERK'S REPORT**

The following updates to matters arising were noted but not discussed in detail, and are replicated below to aid members of the public:

- 1) Castlemead Issues: Last dwelling occupied spring 2014. BCC advised in May 2017 that hope all will be adopted within 18m ie November 2018. Work still not commenced on first road, Westfield Road.
- 2) Castlemead Lighting: Requirements for Phase V, and Phases I-V, submitted. BCC advise that adoption can't take place until post Westfield Road adoption (of which there has been no progress). BCC to adopt Westfield Road and industrial estate lighting in due course.
- 3) Castlemead Public Open Space Phase III: the land transfer plan has now been agreed with AVDC and TW, TW are arranging payment of the AVDC legal costs, TW carry out necessary remedial works prior to transfer.
- 4) Leisure Land by the Recreation Ground, including Skate Park and Play Space: No action can be taken by the Parish Council at this point. Parish Charity is unable to negotiate until planning permission has been granted & therefore sale of the PDA has completed.
- 5) Tennis/Netball/5-aside floodlit court: No action can be taken by the parish council at this point. Unable to progress until the landowner can negotiate.
- 6) Rushendon Furlong Street Lighting: the parish council has agreed with Croudace to adopt the street lighting and illuminated bollards within the proposed new development on provision that the stipulated conditions and contributions are met.
- 7) Rushendon Furlong/BOAT: BCC that works are still anticipated to the BOAT by Croudace. ETA by end October 2018.
- 8) Vicarage Road Open Space: PPC has agreed to adopt the open space within Vicarage Road.
- 9) Vicarage Road Development Street Lighting: the parish council has resolved that it would be willing to adopt the street lighting along Vicarage Road and within the development upon conclusion of the development.
- 10) Vicarage Road footpath: proposed to be widened and relayed by Bellway. BCC advised that they are still working with Bellway on proposals, but the delay has been at the BCC end. BCC now hopes to arrange the works before end October 2018.
- 11) Village web site: Cllr Nicholls creating a planning section & reviewing architecture of attachments
- 12) Primary education provision: no further updates provided by BCC or Brookmead
- 13) Potential path from railway bridge to college lake: initial investigations being considered by Cllr Weber
- 14) The Pightle Open Space: Cllr Weber investigating land ownership
- 15) Pitstone Guide Review – being progressed by Cllrs Arney and Nicholls
- 16) Land off Westfield Road/ The Mounds: awaiting details from Taylor Wimpey's legal department.
- 17) Quarry signage: Cllr Arney drafting
- 18) Audit for Financial Year ending 31-3-18: PKJ Littlejohn External Auditors appointed to the parish council, concluded their audit with no questions or actions arising. Notice of Conclusion of Audit and associated papers published both electronically (website, Facebook, twitter) and on the notice-boards.
- 19) First Time Sewerage for Cheddington Road: Anglian Water held 1-2-1 meetings with residents in July. Site works postponed from September to October as the necessary road closures can't be in place at the same time as road closures in Ivinghoe etc. Currently hope to set site up 29/10/18 with first road closure in place 7/11/18, working on a rolling closure basis through to end of February (with closures removed over Christmas) and then vacating site completely by end March. Will encompass Cheddington Road (up to Chequers Close) (for rising main) as well as area around pumping station & properties at end Cheddington Road and Wellington Place. Letter received from Anglian Water with details of works, road closures and diversions.
- 20) Safeguarding: Cllr Nicholls investigating IT options. Cllrs Nicholls/Blunt investigating councillor involvement.
- 21) Community Governance Review/Review of parish councillor numbers: AVDC General Purposes Committee were content to recommend the increase in size of Pitstone Parish

Council to eleven, as per our submission. There will now be further consultation on the recommendations ahead of consideration by full Council later in the year. We need not do anything else in the intervening period.

- 22) Unity Bank Mandate Changes: Unity advise that Pitstone Parish Council signatories have now been updated. Members received individual letters requesting them to register their online banking access which some still need to action.
- 23) Pavilion Planning: Pre-application meeting held with AVDC, who anticipate providing comments by mid-September.
- 24) Hever Close and Windsor Road playground gates: gates received and with contractor for installation.
- 25) BT Telephone Kiosk on The Crescent: mechanism was removed in 2016, case still in situ. BT advised it is on the list for removal but could take until end March 2019. However, unit now removed.
- 26) Allotment Tree Risk Assessment: Patrick Stileman report received and circulated to councillors, no tree works recommended at present and therefore no need to obtain quotes. Re-inspect in 3 years.
- 27) BCC Freight Strategy: no further update from BCC/IPC
- 28) Parking on Pavements: Cllrs Frearson/Crutchfield to undertake site visit with District Cllr Town. Update post September LAF.
- 29) Street Light Energy Certificate: UK Power Networks now issued correct updated certificate which has been submitted to Eon, future invoices will reflect accordingly Eon provided credit to the parish council account of £398.21 to cancel prior invoice and will re-raise.
- 30) ESI Certification
UK Power Networks completed remaining 2 remedials. L&T Issued ESI certificates for all columns. Council had provisioned £2,100 in the budget and works cost £2,153 (£1,403 for testing/certificates plus £750 for remedial works)

144/18 **CORRESPONDENCE**

The long list of correspondence received during the month was noted. Three items were discussed in more detail:

- 1) It was **RESOLVED** to add the BCC Consultation on Household Recycling Centres to the agenda for 27/9/18. All members to consider.
- 2) It was **RESOLVED** to add the Equality of Public Sector Information, The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018 to the agenda for 27/9/18. Cllrs Nicholls and Stoddart to make recommendations and draft documents.
- 3) It was **RESOLVED** that council members did wish to submit a team for the AVDC Chairman's Quiz Night on 19/10/18. Members to pay individually as a social event. Cllr Crutchfield to co-ordinate. Clerk to obtain booking form.

Committee Matters:

145/18 **PLANNING COMMITTEE – CLLR CRUTCHFIELD, CHAIR OF COMMITTEE**

- 1) Applications: 131 Yardley Avenue, 18/02757/APP, increase in width of crossover. It was **RESOLVED** to advise AVDC that the parish council had no objection to this application.
- 2) Decisions:
 - a. Barley End on Stocks Road sewage works: AVDC Approved (PPC tendered no objections)
 - b. 13 Glebe Close two storey side and rear extension: AVDC approved (PPC tendered no objections)
 - c. 6 Campbell Lane, 18/01979/APP, Conversion of garage: AVDC approved (PPC advised AVDC of covenant)
- 3) Outstanding Applications: The following applications were noted as being outstanding with AVDC: the Pitstone Development Area residential application and Duncombe Farm Cottage on Stocks Road
- 4) AVDC Planning Forum: Cllr Crutchfield provided a report on this forum held on 5/9/18. Including: the provisional date for the 2019 election being set as 2/5/19; Pitstone will move from Buckingham constituency to Aylesbury Vale constituency in the boundary changes; updates from Development Management, Planning & Enforcement, VALP, Aylesbury Garden Town status, National Tree Week and the East/West Corridor. AVDC propose to hold every quarter.

- 1) It was noted that there had been no Sports & Leisure Committee meeting during August and therefore there were no minutes to note.
- 2) Cllr Saintey provided feedback on the pavilion celebratory event/football match held on 29/7/18.
- 3) I&PUCC requests re ball stop netting on the Recreation Ground
 - a. Mrs Joanne Groom and Mr Jason Dimbleby, Vice Chair and Chair of the Ivinghoe & Pitstone United Cricket Club described their concerns.
 - b. I&PUCC wish to install removable ball stop netting that they could erect on match days to protect those in the outside bar area. I&PUCC to provide a link. It was **RESOLVED** that once received the Sports & Leisure Committee would investigate costs/options and liaise with the club, before presenting a recommendation back to full council.
 - c. The club would like to see further protection along Marsworth Road between the bus stop and the roundabout – either more removable ball stop netting or mature tree planting. It was **RESOLVED** that the Sports & Leisure Committee would investigate costs/options and liaise with the club, before presenting a recommendation back to full council.
 - d. The club would like to see some form of bollards/boulders/fencing/railing etc along the Vicarage Road edge of the Recreation Ground to prevent vehicles driving onto the cricket pitch. A gate/retractable bollard etc would be required for the ground keepers' access. It was **RESOLVED** that the Sports & Leisure Committee would investigate costs/options and liaise with the club, before presenting a recommendation back to full council.
 - e. District Councillor Derek Town encouraged I&PUCC to consider applying for New Homes Bonus Micro Grant or VAHT Thriving Communities grants.
 - f. I&PUCC were thanked for attending and providing the information, and then departed the meeting.
- 4) Local Green Space between Marsworth Road and The Crescent
 - a. It was **RESOLVED** that the Sports & Leisure Committee should investigate potential low fences/boulders etc for the boundary along Vicarage Road (potentially the same as those being investigated for the Recreation Ground, see above) and then present a recommendation back to full council.
 - b. It was **RESOLVED** to purchase 2 x Stanford Seat with parish council plaques from Glasdon at a cost of £2,038.02 + VAT. It was **RESOLVED** to commission installation of the benches from J Leonard at a cost of £600. To be attributed to the 'street furniture' cost centre.
 - c. It was **RESOLVED** to replace the missing wooden fence slat and to replace/repair broken fence slats, but not to replace the complete fence at the present. It was further **RESOLVED** to install a disability kissing gate suitable for wheelchairs & pushchairs at the thin end of the site to allow access back onto Marsworth Road. Cost £900 to be attributed to the maintenance and open space budgets.
 - d. It was **RESOLVED** to obtain additional quotations for the supply and planting of daffodil bulbs for consideration at the 27-9-18 meeting.
- 5) Pavilion Planning: council noted receipt of the minutes of the pre-application meeting with AVDC. AVDC have confirmed that no site visit is necessary and are due to provide feedback by 14-9-18.
- 6) Allotments
 - a. Cllrs Saintey & Crutchfield have declared interests in the allotments, as plot holders, and therefore moved to the public gallery and took no part in voting for these agenda items.
 - b. Brian Brooks, Chair of Pitstone Allotment Association, provided additional information to council regarding allotment uptake and complications arising from untended plots. It was **RESOLVED**:
 - i. PAA/PPC to undertake an advertising push via a variety of media to increase awareness and interest in the allotment site to fill forthcoming vacancies
 - ii. To consider alternative plot formats to suit resident needs eg smaller plots, raised beds etc
 - iii. PAA to obtain quotations for weed suppressant matting and investigate possible grant opportunities eg New Homes Bonus or Thriving Communities
 - iv. To review the situation again at Christmas, and then decide about out-of-parish tenants if necessary
 - c. Brian Brooks, Chair of Pitstone Allotment Association, provided additional information to council regarding the problems with the allotment track getting boggy in winter. It was **RESOLVED**:
 - i. To permit PAA to accept a delivery of crushed brick and use this as a temporary solution to treat the worst affected corner

- ii. That PAA would investigate permanent solutions such as permeable matting, obtain quotations and investigate grant opportunities. Then present back to full council at the end of the year.
 - d. The PAA representatives were thanked for attending and then departed the meeting. The two members returned from the public gallery.
- 7) Recreation Ground Play Area
- a. It was **RESOLVED** to accept the quotation of £300 to replace the wooden seat and make good the metal beneath on the rocking rocket.
 - b. It was noted that one flat swing seat had needed to be removed following vandalism and **RESOLVED** not to replace the swing seat at present (3 swing seats remain)

147/18 **STAFFING COMMITTEE:** No report due. No meeting held.

148/18 **PITSTONE PARISH CHARITY:** Meeting scheduled for later 6/9/18.

149/18 **PITSTONE RECREATION GROUND CHARITY:** meeting scheduled for later 6/9/18.

Matters Raised by the Working Groups:

150/18 **YOUTH CAFÉ:** No café this month so no report due. Café Manager investigating New Homes Bonus grant for replacement equipment.

151/18 **GDPR:**

- 1) It was **RESOLVED** to approve and adopt the following suite of documents: Document Retention and Disposal Policy; Appendix A List of Documents; Data Audit Schedule; Information and Data Protection Policy; Management of Transferable Data Policy; Social Media and Communications Policy; Privacy Notices for hirers, consultations, members/employees/volunteers, allotment tenants, youth café users and general matters; Consent Form; Data Sharing Agreement and Log; Subject Access Request Form; Data Security breach Reporting Form; Privacy Impact Assessment Code of Practice plus Privacy Impact Assessment & Form.
- 2) Members were reminded that all councillors are scheduled to attend a GDPR training session delivered by BALC on 19/9/18 at Pitstone Heritage Park meeting room.
- 3) It was noted that under the Legal Deposit Libraries Act 2003 parish councils must deposit a copy of parish newsletters, maps, leaflets etc with the British Library for archiving. British Library have now agreed to access all publications via the website. PPC must submit hard copies of any documents not published electronically eg Pitstone 2000.
- 4) It was **RESOLVED** that the parish council would review their office furniture pending the pavilion redevelopment project.
- 5) Members confirmed that they were utilising the encrypted USB drives for electronic storage of any documents.
- 6) Two councillors (plus new councillor) to move across to the dedicated email account.

152/18 **HIGHWAYS AND PATHS**

- 1) Pitstone & Ivinghoe Safety Scheme: Ivinghoe parish council postponed consideration until September, therefore pending update from IPC.
- 2) Footpath to Marsworth: Stage 3 safety audit received. Only minor remedials identified which BCC will rectify at no further cost to the parishes. Project completed.
- 3) Cycle-path to Tring: The initial meeting with Hertfordshire County Council & Buckinghamshire County Council on 25/7/18 was discussed. HCC to respond by end of September with further proposals.

153/18 **PITSTONE DEVELOPMENT AREA:**

- 1) The parish council considered the draft S106 and the legal advice from Horwood & James.
- 2) It was noted and **RESOLVED** that, as per the previous resolution, that the parish council would adopt the replacement car park land once provided by the developer.
- 3) It was noted that the additional 12 parking spaces alongside the Memorial Hall drive were included within the planning application but were not being funded by the landowners. Therefore, later negotiations would need to take place regarding deliverance.
- 4) It was noted that the landowners (not developer) were still in negotiation with AVDC re the MUGA and therefore contributions may change.
- 5) It was **RESOLVED** that once a final clean draft had been approved by Horwood and James that the Parish Council would enter the S106, and two councillors were granted authority to sign on behalf of the parish council when the approved document was circulated for engrossment.

- 154/18 **COMMUNITY AND PUBLIC TRANSPORT**
- 1) Community Bus Transport Survey: Cllr Nicholls liaising with Chris Poll ahead of another joint parish meeting.
 - 2) Infrastructure Improvements: the eta of end September was noted. Clerk was asked to confirm that the shelter would be green to match the existing street furniture.
 - 3) Investigating bus to Tring station: Initial meeting being arranged for 27/9/18. Update to be considered at 27-9-18 meeting.
 - 4) Community Car Scheme: It was **RESOLVED** that the parish council would be willing to operate the Community Car Scheme. It was **RESOLVED** that the working party members would put forward a proposal about recruitment.

Other Matters:

- 155/18 **DEVOLVED SERVICES**
- 1) It was **RESOLVED** to side-out the shrubbery and trees along the alleyway between Cheddington Road and Crispin Field.
 - 2) No further devolved services remedials were noted.
- 156/18 **STREET LIGHTING**
- It was **RESOLVED** to replace a further 9 lanterns along Yardley Avenue at an anticipated cost of £4,644, and it was noted that this was slightly over the remaining budget of £4,418.
- 157/18 **CAA DRAFT AIRSPACE MODERNISATION STRATEGY CONSULTATION**
- It was **RESOLVED** that no response was required by the parish council.
- 158/18 **BCC INFRASTRUCTURE PRIORITY LIST**
- 1) It was **RESOLVED** to request an update from Brookmead School/BCC re their project/funding.
 - 2) It was **RESOLVED** to retain the Ivinghoe/Pitstone Safety Scheme and the Safe Access to Tring Station items on the PPC submission.
 - 3) It was noted that the path to Marsworth had been completed and could be removed.
 - 4) It was noted that BCC was dealing with the Freight Strategy project.
- 159/18 **CODE OF PRACTICE FOR HANDLING COMPLAINTS**
- It was **RESOLVED** to adopt the amended policy and the Chairman was granted authority to sign on behalf of the council.
- 160/18 **STANDING ORDERS**
- It was **RESOLVED** to adopt the amended Standing Orders, incorporating amendments issued by NALC in July 2018, and the Chairman was granted authority to sign on behalf of the council.
- 161/18 **HCC FLOOD MANAGEMENT CONSULTATION**
- It was **RESOLVED** that the parish council was happy to be involved in a joint meeting relating to this project, and the impact on Aldbury parish.
- 162/18 **PARISH COUNCIL INSURANCE**
- It was noted that the parish council was in the last year of a long-term agreement and **RESOLVED** to renew with Hiscox.
- 163/18 **TERMS OF REFERENCE WITH PITSTONE MEMORIAL HALL**
- It was **RESOLVED** to accept the terms of reference with the Memorial Hall Charity.
- 164/18 **SIGNAGE APPLICATION BY LITTLE ROTHSCHILD SURGERY**
- It was **RESOLVED** that the parish council could not support the signage in the current format. As there are two surgeries in Pitstone, it was felt that the proposed sign may be misleading and lead to delays accessing the Village Health Centre. The council may consider revised proposals by the roundabout that promoted both surgeries, or individual signage if immediately opposite the surgery.

Financial Matters:

- 165/18 **FINANCIAL POSITION AND PAYMENTS**
- The council noted the bank reconciliation, income, expenditure, debtors and creditors' information plus the monthly budget summary. It was **RESOLVED** to make the payments and transfers outlined in the monthly financial summary and noted that council had approved the end of August transactions electronically as per the resolution in July. Two councillors authorised the transactions for BACS transfer and initialled the corresponding paperwork. The chairman was duly authorised to sign the monthly summaries.

166/18 **INTERNAL CONTROLS**

The regular internal controls had been conducted with no amendments requested or issues arising.

Other Reports:

167/18 **OTHER REPORTS**

- 1) It was noted that both Play around the Parish sessions had been a success, with over 100 children attending on the first day and over 70 on the second date.
- 2) The mVAS report from May to July 2018 for Marsworth Road was noted.
- 3) Cllr Saintey provided feedback from the AVALC meeting including an update on unitary, May 2019 elections, New Homes Bonus and the East-West corridor.
- 4) The other reports were noted.

168/18 **THE FOLLOWING REMINDERS WERE NOTED**

- Parish Council meetings: 27/9/18, 25/10/18, 29/11/18, 3/1/19, 31/1/19, 28/2/19, 28/3/18, 25/4/19, 23/5/19, 27/6/19, 18/7/19, 5/9/19, 26/9/19, 31/10/19, 28/11/19 & 2/1/2020.
- Sports and Leisure Committee meetings: 13/9/18, 11/10/18, 8/11/18, 13/12/18, 10/1/19, 14/2/19, 4/4/19, 9/5/19, 13/6/19, 11/7/19, 8/8/19, 12/9/19, 10/10/19, 14/11/19, 12/12/19.
- Annual parish assembly: 14/5/19
- Annual thank you event for volunteers: 17/1/19
- SLCC branch meeting: 20/9/18
- PPP Publication dates: January, April, July and October.
- LAF meetings: 18/9/18
- LAF traffic calming sub-group: 26/9/18 7pm Mentmore
- Election 2 May 2019 (tbc). First parish council meeting must take place within 21 days.
- Play space planning expires April 2019
- BALC Councillor Induction Training – Cllr Hawkins 4/10/18
- BALC GDPR training for all councillors – 6.30-8.30pm 19/9/18 Pitstone Heritage Park Museum
- Hertfordshire Forward Conference 19/9/18 – Cllr Mitra attending

169/18 **DATE OF NEXT MEETING**

The next meeting of the Parish Council will be 27/9/18. Cllr Arney tendered apologies. It was noted that the following would appear on the agenda:

- First thoughts for budget (& 3-year plan)
- Decide which lights plan to upgrade to LED in 2019/20 and include associated figure in budget
- If Quarry 1 hasn't been cut, enquire with Mr Leach if it will be done this year.
- Quarterly review of clerk's hours/overtime
- PPP submissions
- New website accessibility legislation and associated policies
- BCC recycling consultation
- Feedback on the Police & Crime Commissioners meeting – Cllr Crutchfield

No further agenda items were requested.

170/18 **CLOSURE OF MEETING**

Before the meeting closed, a resident wished to raise a matter relating to a council contractor. It was **RESOLVED** that the council would write to the contractor about the incident.

There being no further business to be transacted, the Chairman closed the meeting at 22.07pm.

Signed: _____
Chairman

Date: 27 September 2018