

PITSTONE PARISH COUNCIL

Minutes of the Parish Council Meeting held on 29 April 2021
via electronic log-in commencing at 7.30pm

General Matters:

1/21 ATTENDANCE AND APOLOGIES

1. Council present via video conferencing

Cllr Nicholls (Chair), Cllr Saintey (Vice Chair), Cllr Mrs Crutchfield, Cllr McCarthy, Cllr Mitra, Cllr Weber, and Cllr Mrs Stoddart plus the Parish Clerk Mrs Eagling.

2. Others present.

Mr D Frankum, I&PUCC and Mr J Heyman who will be joining the parish council in May. Buckinghamshire Councillor D Town.

3. Apologies

It was **RESOLVED** to accept apologies for absence from Cllr Dr Frearson, Cllr Blunt, and Cllr Hawkins.

2/21 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.
- The Clerk declared that she was a resident at the end of Castlemead affected by the changes to Westfield Road but has no pecuniary interest.
- Cllr Crutchfield declared interests as a member of the Pitstone Allotment Association and trustee of Pitstone Memorial Hall Charity.
- As this was the last meeting of the current council, Cllr Nicholls thanked all the members of the council for their previous support and for the ongoing support of those members who had chosen to re-stand.

3/21 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

- No councillors with declared interests wished to speak about those matters during the public session.
- Mr D Frankum of the Ivinghoe & Pitstone United Cricket Club provided a summary of their aspirations for the double cricket nets on Pitstone Recreation Ground. It was **RESOLVED** to pull forward discussion of their grant/S106 application – see below.

4/21 GRANT AND S106 APPLICATION FROM I&PUCC

- It was **RESOLVED** that the parish council would support an application to Buckinghamshire Council for release of S106 funds to I&PUCC, to the value of £5,500.
- It was further **RESOLVED** to await the outcome of the above application before determining whether any funding gap remained that required PPC consideration.
- David Frankum thanked the council and departed the meeting.

5/21 REPORTS FROM BUCKINGHAMSHIRE COUNCILLORS

Buckinghamshire Councillors Derek Town attended the meeting for just this section and provided an update on the outstanding planning matters for the parish. As this would be the last meeting of his current term of office the parish council thanked Cllr Town for his previous support and assistance.

6/21 MINUTES OF THE MEETING held on 25/3/2021.

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on 25 March 2021 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

7/21 CLERK'S REPORT ON MATTERS ARISING

This section provides updates on issues that are ongoing. Resolutions cannot be passed on items in this section of the agenda as insufficient detail will have been provided to councillors to satisfy the legal requirements, therefore minor updates will only be noted. This

information is provided to keep members of the public up to date on the numerous ongoing matters.

Where third parties are responsible:

- Castlemead Issues: BC and TW liaising.
- Castlemead Lighting: PPC advised BC and TW that they would be willing to adopt any LED lighting if other conditions also met. Unable to adopt non-LED lighting & associated liability to upgrade due to SOX/SON being discontinued. PPC and DM at BC liaising re options for upgrading to LED and will advise in due course. Unlikely to require adoption until end of 12-month maintenance period, which will not commence until Westfield Road also on maintenance.
- Castlemead Public Open Space Phase III: TW to transfer to BC.
- Castlemead Right of Way along Westfield Road: SD Forbes instructed contractors to clear access. RoW now cleared.
- Rushendon Furlong Street Lighting: the parish council has agreed with Croudace to adopt the street lighting and illuminated bollards on provision that the stipulated conditions and contributions are met. BC to adopt highways prior to PPC adopting. Not on maintenance yet as unresolved sewerage issue. PPC not required to adopt until close of 12-months maintenance period.
- Bellway Open Space & LEAP: PPC has agreed to adopt the open space within Vicarage Road post completion certificate being issued by BC & 2-year maintenance period by developer. Playground opened to public at end August 2020. S106 also provides for maintenance monies (£tbc). Monitor drainage problem to ensure resolved.
- Bellway Street Lighting: the parish council has resolved that it would be willing to adopt the street lighting within the development. BC to adopt internal highways (following 12m maintenance period) prior to PPC adopting lighting.
- Vicarage Road footpath (Bellway site entrance to Marsworth Road bus stop): Agreement between Bellway and BC. Eta Spring 2021.
- PDA: £58,800 per hectare open space land; £74k towards enhancing local bus services; £216,584 sports & leisure contribution and £37k contribution to Pitstone Safety Scheme.
- PDA Lighting: The Parish Council has approved the one column on Vicarage Road opposite the new entrance (replaces previous column 4 from other side of road). Internal roads will be private and therefore no requirement to adopt lighting.
- PDA Replacement Woodland: Replacement woodland to be planted in 2021 planting season.
- PDA replacement car park: Illuminated car park will pass to the parish council along with the MUGA. Extra lighting column agreed by NKH. ETA end July 2021 (triggered by 50% of dwellings being sold).
- PDA MUGA: Works commenced by NKH, eta for completion and handover late July 2021 (triggered by 50% of dwellings being sold).
- PDA commercial areas: Been on the open market since April 2020.
- Land off Westfield Road/'The Mounds': with Taylor Wimpey.
- TfB Issues:
 - Reconstruction of Vicarage Road footpath from Tun Furlong towards Church Road added to capital footway program but no works being undertaken in 2020/21 financial year.
 - Glebe Close carriageway resurfacing is currently 2nd on priorities list with estimated implementation date of 2021.
 - Parts of Queen Street and Albion Road on list with Glebe Close, hope to undertake in 2021.
 - Collapsed Queen Street footpath – on list with Queen Street carriageway works estimated to be carried out in 2021.
- Safety Scheme works by Brookmead School. PPC resolved to contribute £7,332 to the scheme. The BC Community Board approved their match funding in November 2020. BC/TfB to schedule works.
- Safety Scheme works by Westfield Road junction: unable to progress until Westfield Road adopted by BC.

- Feasibility Study re declassification of B489: Would require application to LAF Transport Scheme next funding round and 50% match funding.
- Safety Scheme works along Marsworth Road: On hold until funding can be identified.
- Cycle Path to Tring station: Canal & River Trust and Hertfordshire Council to undertake site visit on 26/4/21 to determine feasibility & cost of improvements to Marshcroft Lane route as potential leisure route improvement.
- Pitstone Allotment Association water project: PAA to provide further details of their proposals in due course.
- Mapping Rights of Way 2026 legal deadline: Pitstone aspect of project being undertaken by local resident volunteer.
- Tennis/Netball/5-aside floodlit court: No action can be taken by the parish council at this point. Unable to progress until **the** landowner confirms able to negotiate.
- Pitstone Memorial Hall Charity car park: trustees to investigate alternative car park solutions and respond to the parish council in due course.
- BC land by The Crescent: BC reinvestigating.
- Community Broadband / Fibre to Cabinet: resident investigating and will advise in due course. PPC resolved, in principle, to provide up to £500 funding to produce A5 leaflets and banners.
- Footpath 2: Buckinghamshire Council carrying out remedial works to the surface of the footpath within the fenced area during 2021/22. RoW advise that still have a few issues to sort out but hope to allocate out job within next month.
- Maintenance of Westfield Road roundabout: Marketing Force now offering roundabout for 'adoption' which will increase frequency of maintenance visits. No volunteer input required. Information published via website/Facebook/Twitter.

Within the scope of the parish council:

- Village web site: Cllr Nicholls creating Whistle Blowing/Safeguarding page.
- Potential path from railway bridge to college lake: initial investigations being considered by Cllr Weber.
- The Pightle Open Space: Cllr Weber investigating land ownership.
- Purchase of the Leisure Land: Land Registry finally completed and issued documents.
- Recruitment of Assistant Youth Worker: On hold.
- Environmental/Carbon Audit: postponed until sufficient data re pavilion usage.
- Community Bus investigation: On hold pending lifting of Covid-19 restrictions. BCC holding £10k of funds for Sustainable Transport arising from Rushendon Furlong development, plus approx. £7k of funds that were unused from the shelter/rtpi project (figure provided by BCC). Therefore approx. £17k available from BC.
- Volunteer of the Year: Individual private ceremonies to take place during May.
- Switch to gas contract supplier – progressing eta 1/9/21.
- Tree risk assessment for oak and ash – booked for 24/6/21.
- LED streetlight roll out to Albion Road – on order. Eta May/June.
- Lateral Flow covid tests – now available to all residents, free-of-charge, from Windmill pharmacy. Therefore, parish council no longer required to register as business provider. Information supplied to all staff and current volunteers plus published via website/Facebook/Twitter.
- Local Wildlife Site information boards – investigating artwork, design, and photography implications prior the applying to Community Board for funding.
- Approved Contractors list – only one contractor applied to date (painter & decorator).

8/21

CORRESPONDENCE

The list of correspondence received was noted.

Committee Matters:

9/21 PLANNING COMMITTEE – CLLR CRUTCHFIELD, CHAIR OF COMMITTEE

1. Minutes

It was **RESOLVED** to note receipt of the draft planning committee minutes of the meeting held on 15/4/21.

2. Applications

No consultations received from Buckinghamshire Council.

4. Decisions notified by Buckinghamshire Council.

36 Albion Road, 20/02734/APP, erection of a timber temporary garage on front drive: BC refused planning permission.

5. Appeals allowed by the Planning Inspectorate.

20/00093/NONDET, Land At 140 Vicarage Road: Appeal allowed, and planning permission granted for detached dwelling, car port and associated access arrangements.

6. Appeals outstanding with Planning Inspectorate.

21/00020/FTHA, 4 The Pightle: appeal lodged with Planning Inspectorate following Buckinghamshire Council's refusal. Under Householder Appeals Service there is no opportunity to submit further comments.

7. Applications outstanding with Buckinghamshire Council.

Rear of the Bell (Haldi), Land adjacent to the Duke of Wellington PH, Portland House on Westfield Road, 9 Bolebec End, 18 Church Road and Land off Cheddington Road (opposite 61/63).

8. Enforcement outstanding with Buckinghamshire Council.

- 27 Campbell Lane (20/00443/CONB) – erected fence despite refusal of planning.
- 4 The Pightle (20/02682/APP) – fence remains despite refusal of planning (see above appeal)
- 51 Rushendon Furlong (21/00307/ACL - 21/00227/CONB) – lawful development certificate for single storey brick and block side extension. Certificate not yet approved but construction commenced.

9. Buckinghamshire Council Planning Policy meeting

It was noted that the presentation documents had been circulated electronically.

10. VAHT preliminary correspondence re Cooks Wharf

It was **RESOLVED** that the parish council would be minded opposing such a development as it lies outside the settlement boundary, and to seek engagement with Cheddington and Marsworth Parish Councils before responding.

10/21 SPORTS AND LEISURE COMMITTEE – CLLR SAINTLEY, CHAIR OF COMMITTEE

1. Minutes

It was **RESOLVED** to note receipt of the draft minutes of the Sports & Leisure Committee meeting held on 8/4/2021. There will be no committee meeting in May due to the election and change to covid regulations.

2. Pavilion Senior Pitch Spectator Barrier System

- It was **RESOLVED** that the parish council would be willing to invest £5k of capital funding budgeted for this financial year towards the purchase and installation of a pitch barrier system for the senior football club.
- The PPC funding to include several mesh infill panels to enable advertising hoardings which will provide an ongoing revenue stream for the pavilion ground maintenance work (number to be determined) as well as providing a revenue stream to the football clubs (if they sell advertising space).
- The PPC funding to include the extra barriers required to create the player's tunnel.
- It was **RESOLVED** to alter the draft specification to state that barriers should be white (not black).
- It was **RESOLVED** that the parish council would work with P&IUFC on the specification of both the physical barrier system and the advertising pricing structure.

- It was **RESOLVED** that the Parish Council would be willing to permit P&IUFC to install the barrier system, once it was satisfied that the underground pitch drainage system could be protected from damage and their work would be to suitable standard.

3. Pavilion Terms and Conditions of Hire

It was **RESOLVED** to adopt the updated Terms and Conditions of Hire that reflect the new PPL/PRS music licence. The Chairman was granted permission to sign on behalf of the council.

4. Pavilion Non-Domestic Rate Bill 2021-22

It was noted that the annual rate bill (£2,020.95) had been granted 100% small business relief from Buckinghamshire Council again for the forthcoming year.

5. Remedial works to open space

- It was noted that only minor remedial works now outstanding at pavilion.
- It was **RESOLVED** to undertake waterproofing and repair to the container roof to extend its life. Approx. cost £200-300 for materials + labour. It was further **RESOLVED** to appoint J Leonard & Son to undertake this work as concerns were raised relating to volunteers working on the container roof.
- It was **RESOLVED** to approve production of signage for the pavilion car park to advise that charges apply to non-users. Approx. cost £100.
- Query ongoing with Huck Teck re renovation of tunnel mound and ground matting. Update to be provided at next meeting.
- It was noted that the following remedial works had needed to be undertaken during the month: extra batten needed for groundkeeper's pedestrian gate at pavilion and repair needed on pedestrian gate at pavilion as wood warped.
- It was noted that a quotation was outstanding to purchase & install 3 extra half height concrete support posts for the fence at the pavilion which is bowing. To be carried forward to May meeting.

6. Skate Park

- It was noted that tender submissions were not due until 13/5/21.
- It was noted that Buckinghamshire Council had approved the application for S106 funding.
- It was **RESOLVED** that, having considered all the feedback and the response from BC's leisure department, that council was assured that full planning permission was not required for the skate park so long as it adhered to all the permitted development requirements and guidance provided by Fields in Trust etc.

7. Future Leisure Development

It was **RESOLVED** that the parish council would re-consult with the community regarding any future leisure requirements once all the current works are completed.

11/21 **STAFFING COMMITTEE**

1. It was noted that there had been no meeting during the month and therefore no report was due.
2. It was noted that the year-end payroll actions had been completed.
3. It was **RESOLVED** to approve payment for the quarterly overtime undertaken by the Parish Assistant and Clerk (17/80hrs).
4. It was **RESOLVED** to approve attendance on New Councillor Training for Town and Parish Councils for upcoming new members of the council (£38 per person).

Charity Matters:

12/21 **PITSTONE PARISH CHARITY**

It was **RESOLVED** to note receipt of the draft minutes of the charity meeting held on 25/3/21. No matters had been referred to the parish council.

13/21 **PITSTONE RECREATION GROUND CHARITY**

It was **RESOLVED** to note receipt of the draft minutes of the charity meeting held on 25/3/21. No matters had been referred to the parish council.

Working Group Matters:

14/21 YOUTH CAFÉ

1. Re-opening

It was noted that the parish council hoped to re-open the youth café from 19/5/21. The café manager and council are liaising.

2. Action 4 Youth

It was **RESOLVED** to approve the renewal of the annual membership to Action 4 Youth (approx. cost £100).

15/21 HIGHWAYS AND PATHS

1. Westfield Road

The anticipated timescales advised by Buckinghamshire Council relating to the installation of their proposed solution, and which were published on our website for resident's information, were noted. The latest mVAS report for Westfield Road was noted, with no significant variances to previous reports. Data for both mVAS units on Westfield Road should hopefully be available for the May meeting.

3. HS2 Road Safety Fund

It was **RESOLVED** that the parish had not been sufficiently impacted by HS2 construction traffic to secure a favourable bid to this grant stream. It was **RESOLVED** to monitor HS2 construction traffic and defer an application until such point as an impact can be demonstrated. It was further **RESOLVED** to approach HS2 and see if they could confirm routing plans for our area.

16/21 PITSTONE DEVELOPMENT AREA

1. Concerns have been raised to Nicholas King Homes regarding the surface, gradient and fencing of the MUGA. Site visit arranged for w/c 3 May 2021.
2. Nicholas King Homes have been asked to confirm that the angle of access to the replacement car park, from the NKH road, is not too difficult to manoeuvre and whether any changes are required. Site visit arranged for w/c 3 May 2021.
3. Nicholas King Homes have been asked to confirm what terms would be associated with the transfer of land for 'proposed' extra car parking adjoining Pitstone Memorial Hall Charity land. Awaiting a response.
4. It was noted that NKH had started to install the footpath that would connect with the Recreation Ground but that this did not go up to their boundary. Site visit arranged for w/c 3 May 2021.

17/21 COMMUNITY AND PUBLIC TRANSPORT

It was **RESOLVED** to write to Tring Town Council and enquire if any budget had been allocated by West Midlands Trains for a bus service for the villages.

Other Matters:

18/21 DEVOLVED SERVICES

1. BC Place Based Devolved Service Pilots

No further update received from Buckinghamshire Council.

2. Marsworth Road hedge

It was noted that the owner had now fully cut back the hedge on Marsworth Road. Letter of thanks sent from the parish council. Two letters of thanks received from residents.

19/21 ANNUAL ASSEMBLY 2021 AND PHYSICAL PARISH COUNCIL MEETINGS

1. It was **RESOLVED** that carry forward consideration of any potential annual assembly until covid restrictions were lifted further.
2. It was noted that the Government had not extended the legislation permitting remote meetings, neither had the Court hearing found favourably in terms of interpreting the original legislation in a manner which would permit remote attendance. Therefore, all parish council meetings must return to face-to-face meetings from 7/5/21. Covid secure guidelines will also have to be met. It was **RESOLVED** to delegate power to the clerk to investigate how this may successfully be implemented.

20/21 ELECTION AND PURDAH

1. It was noted that an uncontested election had been declared and the 10 people standing had been elected unopposed to Pitstone Parish Council, therefore no full election would take place.
2. The number of elected individuals may change, if those offered seats do not, or cannot, accept them.
3. The parish council will need to recruit to fill the remaining vacancies (there are a total of 11 available seats on the council) via co-option. This cannot be advertised until after 10 May (the date that seats become effective) so would appear on the May agenda.
4. Councillors noted that purdah regulations continue until after 6/5/21.

21/21 POLICIES

1. It was **RESOLVED** to adopt the updated Community Self Help / Emergency Plan. The Chairman was duly authorised to sign on behalf of the council.
2. It was **RESOLVED** to enquire if the local Community First Responder may be willing to be listed.

22/21 MEMBERSHIPS

It was **RESOLVED** to approve renewal of annual membership to SLCC (£234).

23/21 2021 CHILDREN'S COMPETITION

It was **RESOLVED** to carry forward this agenda item to May.

24/21 BAT & BIRD BOX PROJECT

It was **RESOLVED** to carry forward this agenda item to May.

25/21 GREAT BRITISH SPRING CLEAN (28/5/21-13/6/21)

It was **RESOLVED** to promote the Keep Britain Tidy Great British Spring Clean and the assistance that Buckinghamshire Council can provide. It was **RESOLVED** that the parish council did not need to provide additional resources as BC were acting as the hub.

26/21 ASSET OF COMMUNITY VALUE

It was **RESOLVED** to re-apply to list the old allotments by The Crescent as an Asset of Community Value (previous listing has expired).

27/21 QUEEN'S PLATINUM JUBILEE IN JUNE 2022 AND THE DUKE OF EDINBURGH (1921-2021)

It was **RESOLVED** to carry this item forward to the May agenda.

28/21 ISSUES RAISED BY MEMBERS OF THE PUBLIC

It was **RESOLVED** to carry this item forward to the May agenda.

Financial Matters:

29/21 FINANCIAL MATTERS

1. VAT Return

It was noted that the March VAT return had been submitted. PPC to pay £14.82 to HMRC.

2. Financial Summaries and Expenditure

The bank reconciliation, budget monitor, financial summary, confidential salary payments, pavilion monthly summary, pavilion project financial summary, debtors and creditors were noted. It was **RESOLVED** to make the payments outlined in the financial summary and 2 councillors were granted approval to enact the bacs transfers. The Chairman was granted authority to sign the financial papers on behalf of the council.

3. Internal Controls

It was noted that the Internal Controls had been undertaken with no issues or actions arising.

4. Review of Supplier Bank Details

It was noted that the parish council checks bank details held against bank details quoted on invoices for each payment throughout the year, rather than just annually. Review of bank details therefore undertaken.

5. Reconciliation of Hever Close Maintenance S106 account

It was **RESOLVED** to transfer £489.68 from the NatWest S106 Reserve Account to the Unity Trust account, to reimburse funds spent during the financial year.

6. Reconciliation of the NatWest Accrual Reserve account

It was **RESOLVED** to retain the accrual funds in the Unity Trust account rather than move back to the NatWest reserve account.

7. 2020-21 Annual Return and Accounts

Draft documents to be reviewed at May meeting prior to June internal audit.

30/21 REPORTS

1. The feedback and presentation documents from Breakthrough Communications webinar on Crisis Communications held 31/3/21 were noted.
2. The feedback and presentation documents from Buckinghamshire Council's Clerk's Forum on 6/4/21 were noted.
3. The latest mVAS reports for Westfield Road and Vicarage Road were noted.
4. The changes to 2 allotment tenancies were noted.
5. It was noted that National Trust were not able to repair the surface damage in the Pitstone Hill car park in the short term.
6. It was noted that the Stocks Road toad signs had both been stolen.
7. It was noted that a local resident was helping with voluntary litter picking as part of their Duke of Edinburgh Award criteria.
8. It was noted that Buckinghamshire Council (BC) had declined to repaint the hopscotch and alphabet snake by Windsor Road play space as they would only maintain the area as open space. BC will grant PPC permission to repaint these facilities if the council wishes. It was **RESOLVED** to ask residents if they used these facilities and review at the May meeting prior to seeking quotations.
9. It was noted that BC confirmed they will be weed spraying kerb lines and footways this year. Therefore, no need for PPC to organise any hand clearance. BC also undertaking enhanced program to clear all gullies and review ditches etc.
10. It was noted that feedback had been sought following the Freecycle Weekend and subsequent fly-tipping. It was **RESOLVED** to advise the organisers that the parish council felt most of the feedback had been positive, but perhaps consider asking residents to monitor any high-value items/bicycles etc to ensure they were only collected by genuine customers.
11. Cllr Saintey advised that National Trust had a new General Manager.
12. It was noted that the noticeboards had been reviewed and no maintenance was required this summer.
13. The other minor reports were noted but not discussed.

31/21 OTHER

1. Date and Time of Next Meeting

The next meeting of the full Parish Council is scheduled for 20 May 2021 and will be first meeting of the new council and the annual meeting. The forthcoming agenda items were noted as including:

- Election results. Declarations of Acceptance of Office. Register of Interests. Expense form submission.
- To resolve to co-opt a member to fill the remaining vacant seat following election.
- Appoint new Chairman/Vice Chairman & Committee Members (Chairman must sign a separate Dec of Acceptance of Office to the post of Chair)
- This will be the annual meeting of council, must re-approve dd's/standing order payments and all those which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council may authorise payment for the year
- Annual review of bank mandates & actual banking arrangements plus the same for the credit card
- Annual review of Financial Regs, Standing Orders and Risk Assessment

- As this is the first Annual Meeting after election, must re-confirm eligibility for General Power of Competence
- Re-confirm electronic receipt of council information.
- Minute that the assets have been checked by a councillor and that council accepts the asset register as correct.
- Review the policy on use of the recreation ground/village green for regular hall hirers.
- Annual review guide to information available & the charge within
- Consider if wish to record and publish council meetings online.
- Annual review of licence to PAA (following meeting with PAA in May)
- Once youth café operational, consider if year 6 events will be feasible this year in last half term.
- Annual insurance renewal.

Councillors requested no additional items be tabled.

2. Reminders and Forthcoming Events

The following reminders were noted:

- Parish Council meetings: 20/5/21, 24/6/21, 29/7/21, 26/8/21, 30/9/21, 28/10/21, 25/11/21.
- Sports and Leisure Committee meetings: 10/6/21, 8/7/21, 12/8/21, 9/9/21, 14/10/21, 11/11/21 and 9/12/21.
- Staffing Committee: tbc.
- PPP Publication dates: April, July, October (deadline 30/9) and January.
- Election 6/5/21.
- BMKALC/BC Parish Liaison meeting dates: 14/7/21, 13/10/21, 18/1/22.
- Play around the Parish sessions booked for Tues 10/8/21 and Thursday 19/8/21 (both 10-12)
- Additional Queen's Platinum Jubilee bank holiday 3/6/22 (late May bank holiday moved to 2/6/22)
- Floodlight planning permission valid until 3-8-2023
- Wing & Ivinghoe Community Board meeting 16/6/21
- BALC new councillor training 26/5/21 (Cllr Heyman)

32/21 CLOSURE OF THE MEETING

There being no further business to transact, the Chairman thanked everyone for their attendance and closed the meeting at 21.50.

Signed: *D Nicholls*

Date: 20/5/21

Chairman