

# PITSTONE PARISH COUNCIL

Minutes of the Parish Council Meeting held on 6 January 2022  
at Pitstone Pavilion commencing at 7.30pm

## General Matters:

### 277/21 ATTENDANCE AND APOLOGIES

1. Council present

Cllr Nicholls (Chairman), Cllr Saintey (Vice Chairman), Cllr Mitra, Cllr Weber, Cllr McCarthy, Cllr Heyman and Cllr Hawkins plus the Parish Clerk Mrs Eagling.

2. Apologies

It was **RESOLVED** to accept apologies for absence from Cllr Mrs Crutchfield and Cllr Blunt.

3. Absent

Cllr Kirk was absent.

4. Others present.

Buckinghamshire Councillor P Brazier plus 2 members of Ivinghoe Parish Council (planning onwards).

### 278/21 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS FOR MATTERS TO BE CONSIDERED AT THE MEETING

- 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.
- No other declarations nor dispensations were received.

### 279/21 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

No questions were tabled from the public gallery.

### 280/21 QUESTIONS FOR, AND UPDATES FROM, BUCKINGHAMSHIRE COUNCILLORS

Buckinghamshire Councillor Peter Brazier provided an update on the BC budget proposals for the next fiscal year (including a 3.99% increase in council tax and a cut in funding to the community boards). Cllr Brazier is also investigating what input the local members have in determining resurfacing priorities for the area.

### 281/21 MINUTES OF THE MEETING held on 25/11/2021

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

### 282/21 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 various ongoing matters.

1. Where third parties are responsible:

- Castlemead Highways Issues (including Westfield Road & removal of unauthorised advertising): BC and TW liaising. Remedial work commenced 15/11/21. Running late. TW agreed a revised completion date with BC of 10/1/22, then extended this to 14/1/22. BC will need a couple of weeks to undertake internal adoption post this. NB: These works will not include Phase V of Castlemead nor the business park, which will follow later. Nor will the works include the traffic monitoring strips on Westfield Road, which BC will install after the TW works are complete. Clerk conducted night survey of lighting within the proposed adopted roads & provided list of 8 columns non-operational within the area due to be adopted.
- 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.

- Castlemead Public Open Space Phase III: TW to transfer to BC. Latest delays caused by legal complications (original landowner requesting BC enter a Deed of Covenant).
- 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.
- PDA: £74k towards enhancing local bus services (asked BC to confirm what this can be spent on; they will investigate and advise in January) and £37k contribution to Pitstone Safety Scheme.
- PDA Lighting: The Parish Council has approved the one column on Vicarage Road opposite the new entrance (replaced previous column 4 from other side of road). UK Power Networks were due to connect on 6/1/22 but have postponed to 7-10/2/22. Internal roads will be private and therefore no requirement to adopt lighting.
- PDA Replacement Woodland: Replacement woodland currently being planted.
- PDA replacement car park: Illuminated car park will pass to the parish council along with the MUGA. Extra lighting column agreed by NKH.
- PDA MUGA: Discussions continue with NKH and BC re remedial works.
- PDA commercial areas: NKH submitting planning application to BC to try and convert use to residential.
- PDA open space: Transferring to "Ravensmoor (Pitstone) Management Co Ltd" and not Pitstone Parish Council.
- 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.  
Glebe Close carriageway resurfacing (possibly now 2022)  
Parts of Queen Street and Albion Road (possibly now 2022)  
Marsworth Road resurfacing.  
Collapsed Queen Street footpath (as above)  
Cut back overgrowth along path from Westfield Road to Marsworth.
- Replacement of Westfield Road roundabout street lighting/signage following collision damage – rescheduled for 17/1/22.
- Chequers Lane footpath – added to non-urgent list.
- Safety Scheme works by Westfield Road junction: unable to progress until Westfield Road adopted by BC (potential inclusion in Community Board grant application).
- Safety Scheme works along Marsworth Road: On hold until funding can be identified.
- Cycle Path to Tring station (HCC/CRT/BC): Canal & River Trust have developed ideas for the cycle access improvements onto the towpath from Marshcroft Lane. They do not have any drawings to share at present. HCC trying to get hold of BC to discuss what they need to approach the developers to provide approval of the works as the agreement was tightly drawn between them and the developers. Re vegetation cutting on Northfield Road HCC are pursuing investigations into increasing the verge grass cutting to make it a little easier for those walking to and from the Station.
- Aldbury flooding – BC exploring expanding flood mitigation project to include run-off from Pitstone into Aldbury
- Mapping Rights of Way 2026 legal deadline: Pitstone aspect of project being undertaken by local resident volunteer.
- VAHT remedial works to path between Yardley Avenue & Queen Street: complete

- Tennis/Netball/5-aside floodlit court: PPC awaiting a response from the landowner – their next meeting is in January.
  - Pitstone Memorial Hall Charity car park: PMH investigating with NKH.
  - PAA investigating potential provision of water tap at site & will provide further details at the proper time so that PPC can apply for approval by National Trust
  - Parking restrictions near quarry – BC progressed to next stage. Update due by end January 2022.
  - Ivinghoe Freight strategy – BC advised that they were having to re-examine the possible inclusion of the B440 and would need to re-draw plans and re-consult.
  - Whistlebrook – BC Peter Brazier to progress and advise PPC if require any further action.
  - Community Board Funding Application re B489 derestriction of B-road and 7.5 tonne limit submitted for consideration.
2. Within the scope of the parish council:
- Village web site: Cllr Nicholls creating Whistle Blowing/Safeguarding page.
  - Community Bus investigation: On hold. BC 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. Therefore approx. £17k available from BC. PDA contribution tbc – requested clarification of eligible expenditure.
  - Community Car Scheme – no matters for resolution this month. Summary for 2021 Circulated electronically. 154 requests. 69% of requests fulfilled. 4 new drivers joined. 41 trips where no drivers available.
  - Community Board Funding Application re Local Wildlife Site information boards passed due diligence stage with BC and out for approval amongst members.
  - Bird box project – reviewing installation sites in January.
  - MUGA bins/litter – once facilities/land handed back to PPC may wish to consider additional litter bins for this location.
  - Commemorative picnic benches – complete.
  - Changes to bank signatories – in progress.
  - PAA – long term aspiration for additional allotment land within the parish.
  - Photography Competition – winners prize giving, and publicity scheduled for 13/1/22.
  - Buckinghamshire Council expression of interest re parcel of land – anticipating further discussions in January so will appear on 27/1/22 agenda.
  - Sound absorbing panels for pavilion – under investigation and will be tabled on a future agenda.
  - Please refer to Sports & Leisure Committee minutes for full list of S&L related Matters Arising.

#### **283/21 CORRESPONDENCE**

The list of correspondence received was noted. Clerk to enquire if Cllr Crutchfield can attend BC Planning & Environment Service Update zoom on 26/1/22.

#### **Committee Matters:**

#### **284/21 PLANNING COMMITTEE**

##### 1. Minutes

It was noted that no planning committee meeting had been required during the month and therefore no minutes/report were due.

##### 2. Application Consultations

66 Windsor Road; 21/04594/APP; householder application for conversion of one side of a double garage to an office (part retrospective). No objections were received. It was **RESOLVED** to advise BC that the parish council wished to tender no objections to this application.

3. Decisions notified by Buckinghamshire Council.
  - Land Off Church Road (B488) Ivinghoe, 21/03577/APP, Provision of 72 C3 residential dwellings, including provision of vehicular and pedestrian access, highways improvements to the B488 / B489 junction, green and blue infrastructure provision and management with associated infrastructure and landscaping: BC refused.
  - Land at Portland House Westfield Road, 20/04139/APP, four industrial starter units and a retail unit, together with associated works: BC refused.
4. Applications outstanding with Buckinghamshire Council.  
Rear of the Bell (Haldi), Mill View on Groomsby Drive, Land to The South of Marsworth Road and The West of Vicarage Way (PDA commercial areas), 1 Beacon Court and Plot C on Westfield Road.
5. Enforcement outstanding with Buckinghamshire Council.  
27 Campbell Lane (20/00443/CONB) – enforcement notice issued. Must be restored to original conditions by 1/2/2022.
6. Appeals outstanding  
Land off Cheddington Road, Pitstone; 21/00908/APP; Appeal Ref: 21/00064/NONDET; Planning Inspectorate Ref: APP/J0405/W/21/3276552. Appeal lodged with Planning Inspectorate (PI) for non-determination.  
27 Campbell Lane; Enforcement ref: 20/00443/CONB, Appeal ref: 21/00078/ENFNOT; Planning Inspectorate Ref: APP/J0405/C/21/3285648. Appeal to be determined by Planning Inspectorate (PI) relating to the issue of the enforcement notice.

## 285/21 SPORTS AND LEISURE COMMITTEE AND RELATED MATTERS

1. Minutes  
It was **RESOLVED** to note receipt of the draft minutes arising from the Sports & Leisure Committee meeting held on 9/12/21.
2. Gutter and Hatch Protection  
It was **RESOLVED** to approve the quotation of £3,576 + VAT from Alpha Fence to supply & fit protective mesh around the guttering and in front of the serving hatch at the pavilion.  
It was **RESOLVED** to accept the Alpha Fence offer to fit steel carbine hooks on the bottom seam free of charge and **RESOLVED** to approve the quotation of £400 to attach steel hooks to the intermediate line wires.
3. Filter Replacement  
It was **RESOLVED** to accept the Ambivent quotation to replace the filters at the pavilion, found to be in poor condition at the annual service, £200 + VAT.
4. BT Analogue Switch Off  
ACE still investigating whether the pavilion alarm systems might be affected by the BT analogue switch off and whether any line upgrade is required.
5. Snow/Ice  
During periods of snow/ice, it was **RESOLVED** to clear the front path if there were bookings, but it was recognised that it was not possible to clear the car park itself due to the chip surfacing. It was **RESOLVED** to monitor the impact of the salt/grit on the chip car park and amend any measures if the surface seems to suffer. It was **RESOLVED** to meet the cost of obtaining the necessary grit/salt, equipment, PPE, and training.
6. Car Park Advertising  
Consideration postponed until the following meeting pending further information.
7. Minor Remedial Works  
The following minor works were noted: Hever Close goal pegs had to be replaced from stock held by the groundkeeper, and the equilibrium valve in toilet in referees room needs replacing to fix a slow continual flush.
8. Memorial Bench  
It was **RESOLVED** that, in principle, the parish council was in favour of a memorial bench on Pitstone Recreation Ground in memory of Mr Will Ruck, village centenarian. Council to consult with the family and recommend the Glasdon Stanford.

9. Village Halls Week

It was **RESOLVED** not to participate in village halls week this year.

**286/21 STAFFING COMMITTEE AND RECRUITMENT MATTERS**

1. Minutes

It was noted that no Staffing Committee meeting had taken place during the month and therefore no minutes were due.

2. Parish Councillor Vacancy

The expression of interest received was noted.

3. PPP Editor

It was noted that the potential volunteer editor had withdrawn their application and the vacancy was being readvertised.

**Charity Matters:**

**287/21 PITSTONE PARISH CHARITY**

It was **RESOLVED** to note receipt of the draft minutes arising from the charity meeting held on 25/11/21. Further charity meeting convened for 6/1/22.

**288/21 PITSTONE RECREATION GROUND CHARITY**

It was **RESOLVED** to note receipt of the draft minutes arising from the charity meeting held on 25/11/21. Further charity meeting convened for 6/1/22.

**Working Group Matters:**

**289/21 YOUTH CAFÉ**

It was **RESOLVED** to extend the contract for café management for a further six-months, on the same terms.

**290/21 PITSTONE DEVELOPMENT AREA**

It was noted the discussions were ongoing between Nicholas King Homes, Pitstone Memorial Hall Charity, Buckinghamshire Council and Pitstone Parish Council regarding several issues relating to the MUGA, car park and hall car park.

**Other Matters:**

**291/21 DEVOLVED SERVICES**

1. It was noted that Buckinghamshire Council had postponed issue of the contracts for 2022/23 until January.
2. It was noted that both existing contractors were willing to extend their current contracts, on the same terms, and therefore **RESOLVED** to enter into fulfilment agreements with both.
3. It was noted that council had granted permission for CuriosiTea to erect a banner on the fence by the roundabout for the 2-weeks prior to their opening event on 10/1/22.

**292/21 SKATE PARK**

1. It was **RESOLVED** to note the final construction timetable of 11/1/22-6/4/22.
2. It was **RESOLVED** to approve the final Bendcrete contract price of £200,173.80, including small uplifts re improved drainage solution and finalised footpath works.
3. It was **RESOLVED** to enter the JCT Design and Build Contract with Bendcrete and members were granted permission to sign on behalf of the council.
4. It was **RESOLVED** to dispose of the concrete blocks from the Recreation Ground as part of the works.

#### 293/21 **IVINGHOE AND PITSTONE UNITED CRICKET CLUB**

1. It was **RESOLVED** to approve the amended proposals presented by the club to locate the double cricket nets parallel with the Marsworth Road boundary.
2. It was noted that this would require a reduction to the length of the football pitch but that this would still comply with the league regulations. It was therefore **RESOLVED** to grant permission for the groundkeeper to undertake the resizing of the football pitch as part of the works.
3. It was **RESOLVED** that the parish council would apply for planning permission as the facility will reside on council land and so that the project can benefit from the 50% cost reduction.
4. It was **RESOLVED** that the parish council would be willing to purchase part of the installation eg groundworks to council land and apply for an associated grant of S106 release.
5. It was **RESOLVED** to draw up a non-exclusive occupational licence with I&PUCC for the new cricket net footprint, defining responsibilities for both parties (including the renewal/renovation of the surface).

#### 294/21 **COMMUNITY BROADBAND / FIBRE TO CABINET**

Associated web page now in testing phase. Advisory leaflet being amended and redrafted for distribution to residents. Some more potential fibre champions identified for other areas of the village.

#### 295/21 **HIGHWAYS**

1. Pitstone and Ivinghoe Safety Scheme works by Brookmead School

Cllrs Heyman and Weber provided feedback from the BC/TfB presentation on 5/1/22. Further revised draft to be presented by BC/TfB in early February. Both parishes can then jointly consult with residents prior to approval. BC/TfB currently hope to install during the school summer holidays.

2. Castlemead and Westfield Road remedials

It was noted that Taylor Wimpey's contractors were behind schedule and had agreed a revised completion date with Buckinghamshire Council (first to 10/1/22 then extended again to 14/1/22).

It was noted that the current remedials excluded the business park and phase 5 residential, both of which would follow later.

3. Cheddington Road / The Green parking on the verge

TVP will monitor to ensure that footpath access and visibility are not obscured. No other further action required at present.

#### 296/21 **LITTER AND DOG FOULING**

1. It was **RESOLVED** to enter the dog waste bin emptying contract with Buckinghamshire Council for 2022-23 (£125.69 + VAT per bin for 104 empties per year), and the Chair was duly authorised to sign on behalf of the council.
2. It was **RESOLVED** to increase the frequency of litter picking around the business park roads (not the parks themselves) from quarterly to monthly to address an increase in litter. It was noted that the highways/verges remained under the control of Taylor Wimpey and would eventually be adopted by Buckinghamshire Council.
3. It was further **RESOLVED** to write to the business units and request their assistance to keep the area tidy and free of litter.

#### 297/21 **PPP**

It was **RESOLVED** to approve the parish council's submission for the forthcoming edition of PPP, with the minor amendments discussed.

#### 298/21 **CORONAVIRUS**

It was noted that the pavilion operations and posters had been amended to reflect the latest government guidance. It was **RESOLVED** to proceed with the volunteer event and children's presentation on 13 January 2022, with the appropriate mitigating measures in place.

## 299/21 HER MAJESTY'S PLATINUM JUBILEE 2022

1. It was **RESOLVED** to participate in the Queen's Green Canopy project and plant a commemorative tree within the grounds of the pavilion.
2. It was **RESOLVED** to re-consider the Woodland Trust Free Tree pack and any opportunities for the Recreation Ground after the skate park and footpath installation was complete.
3. It was **RESOLVED** to re-name the community room at the pavilion, 'The Platinum Room,' and erect a commemorative plaque.

## 300/21 ISSUES RAISED BY MEMBERS OF THE PUBLIC

1. It was noted that a complaint had been received re council/councillor conduct at the November meeting, which had subsequently been considered by other members of the council and a response sent to the resident. No further correspondence received. No contact received from the Monitoring Officer.
2. Please refer to Cheddington Road/The Green minute 295/21.3.
3. Please refer to Business Park litter minute 296/21.2&3.
4. Please refer to Memorial Bench request minute 285/21.8.
5. It was noted that a new request had been received for a possible additional bench at the end of Glebe Close. Council to raise initial enquiry with landowner (VAHT) to enable consideration at future meeting.

## Financial Matters:

### 301/21 FINANCIAL MATTERS

1. Rushendon Furlong S106  
Buckinghamshire Council advised that they were still reviewing any implications relating to S106 funds that were not specifically allocated to a site/project within their legal agreements.
2. VAT Return  
It was noted that the monthly VAT return had been submitted. HMRC to refund £1,281.32 to PPC in relation to the 1-30/11/21 period.  
(Buckinghamshire Councillor Peter Brazier departed the meeting.)
3. Staff Overtime  
It was **RESOLVED** to pay the Parish Assistant for 74.5 hours overtime worked over the last 3 months, at current normal rate.  
  
It was **RESOLVED** to pay the Clerk for 71.5 hours overtime worked over the last 3 months, at current normal rate.  
  
Both payments to be included in end of January payroll.
4. Financial Summaries and Expenditure  
The bank reconciliation, financial summary, confidential salary payments, pavilion & allotment monthly summaries, skate park project financial summary, budget monitor, debtors and creditors were noted.  
  
It was **RESOLVED** to make the payments outlined in the financial summary and two councillors were granted approval to enact the bacs transfers. The Chairman was granted authority to sign the financial papers on behalf of the council.
5. Internal Controls  
It was noted that the Internal Controls had been undertaken with no issues or actions arising.
6. Budget for 2022/23  
The updated draft of the budget, including the precept implications (tax base now received from Buckinghamshire Council), were considered.
  - It was **RESOLVED** to include sufficient provision for an additional bench for Glebe Close in case this request can progress.
  - It was **RESOLVED** that financial contribution towards ongoing capital development at the pavilion should carry forward from the current year with no further contribution in 2022/23 as the pitch advertising barrier project has yet to be implemented.

- Members to provide further feedback ahead of final budget papers needing approval at 27/1/22 meeting.

7. Internal Audit

It was noted that IAC Ltd had advised that the internal audit would be conducted remotely this year due to ongoing Coronavirus advice to that sector. It was further noted that IAC had requested a two-stage review, with the first deadline being 21/1/2022.

8. Grants

It was noted that two community groups were currently working on grant applications for submission to the parish council, which would be tabled to an agenda in due course.

(The two representatives from Ivinghoe Parish Council departed the meeting.)

## Reports & Other:

### 302/21 REPORTS

1. It was noted that streetlight 9 on Cheddington Road had been repaired by L&T. Two further lanterns on Cheddington Road had now failed and been reported. 8 streetlights within the area to be adopted by Buckinghamshire Council were reported to TW/BC for repair prior to transfer. 1 streetlight on Vicarage Road was reported to Nicholas King Homes (UK Power Networks to attend in Feb).
2. It was noted that allotment plot 45a has changed tenants.
3. It was noted that the Chequers Lane footpath issue had been reported to BC for repair (ref **40180008**), subsequently inspected and added to non-urgent works list.
4. It was noted that Simply Walks were relocating from Ivinghoe to Pitstone Memorial Hall as the start/finish point.
5. It was noted that a resident had written to the parish council regarding the LPA decision re 72 Vicarage Road and the BC/Bellway decision to install a hard standing for the Ship Lane school bus service. A response has been provided in relation to the queries raised.
6. It was noted that Thames Valley Police had provided a crime update for December 2021: "Between 01/12/2021 & 01/01/2021, 7 incidents were reported to us. Of these 7, only 1 was of note and that was a burglary in a unit at the industrial estate where aluminium was stolen."
7. It was noted that the council had received many positive comments regarding the Christmas tree lights at the pavilion and on the recreation ground.
8. The other minor reports were noted but not discussed in detail.

### 303/21 OTHER

1. Date and Time of Next Meeting

The next meeting of the full Parish Council is scheduled for 27 January 2022.

2. The following items were noted for inclusion on the agenda

- Pay fee to Memorial Hall for wheelie bin usage
- £1 per annum lease payment due from Memorial Hall
- Submit precept demand
- Annual review of Internal Controls and complete Annual Internal Audit
- Consider nominations and determine Volunteer of Year
- Consider if can hold an annual parish meeting, set date, location, and draft agenda.
- Annual review of Grant Awarding Policy and Community Engagement Strategy

3. Reminders and Forthcoming Events

The following reminders & events were noted:

- Parish Council meetings: 27/1/22, 3/3/22, 31/3/22, 28/4/22, 26/5/22, 30/6/22, 28/7/22, 1/9/22, 29/9/22, 3/11/22, 24/11/22, 5/1/23.
- Sports and Leisure Committee meetings: 20/1/22 (instead of 13/1/22), 10/2/22, 10/3/22, 14/4/22, 12/5/22, 9/6/22, 14/7/22, 11/8/22, 8/9/22, 13/10/22, 10/11/22 and 8/12/23.
- Volunteers thank you evening: 13/1/22 7.30pm
- Photography competition presentation event: 13/1/22 6pm

- PPP Publication dates: April (briefing deadline 21/3/22), July (briefing deadline 2/6/22), October (briefing deadline 1/9/22), and January (briefing deadline 5/12/22).
- BMKALC/BC Parish Liaison meeting dates: 19/1/22 – Cllr Saintey attending.
- 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
- P&IJFC vinyl banners: 7-21/9/21, 23/10-6/11, 19/4-3/5, 30/8-13/9.
- Party in the Park 16 July 2022.
- Play around the Parishes 10-12 on Thurs 18/8/22.
- BC Clerks Forum 18/1/22 – Clerk to attend

**304/21 CLOSURE OF THE PUBLIC SECTION OF THE MEETING**

There being no further business to transact, the Chairman thanked everyone for their attendance and closed the public section of the meeting at 21.05.

**In accordance with the The Openness of Local Government Bodies Regulations 2014 (S.I. 2014/...) and The Local Authorities (Executive Arrangements)(Meeting and Access to Information)(England) Regulations 2012 (S.I. 2012/2089) the public and press were excluded from the following section of the meeting due to the confidential/sensitive nature of the business to be transacted.**

**305/21 PAVILION SITE PROPOSALS FROM P&IUFC AND P&IJFC**

The latest discussions were noted. It was noted that both clubs would submit formal proposals for consideration at the 27/1/22 meeting.

**306/21 CLOSURE OF THE MEETING**

There being no further business to transact, the Chairman thanked everyone for their attendance and closed the meeting at 21.15.

Signed: *D Nicholls*

Date: 27/1/22

\_\_\_\_\_  
Chairman