



Minutes of the ordinary meeting of the Parish Council held on Monday 13th November, 2017 in the Parish Council Meeting Room

Present: Councillor M. Wilson (Chairman),
Councillor Mrs. C. Gilsenan (Vice Chairman),
Councillor Mrs. M. Beadle,
Councillor S. Crowther,
Councillor C. Everett,
Councillor L. Foggett,
Councillor R. Goodchild.
Councillor Mrs. V. Greenwell,
Councillor M. Robertson,
Alan Macnab, Clerk.

In attendance: Borough Councillor Mrs. D. Jones, Derek Dodwell, Chairman of the Darlington Association of Parish Councils and Parish Meetings and 4 Members of the Public.

The meeting started at 6.41 p.m.

303. Chairman's Opening Address

The Chairman welcomed everyone to the meeting of the Parish Council.

304. Apologies for Absence

An apology for absence was received from Councillor N. Embleton.

305. Declarations of Interests

Councillor Mrs. Gilsenan declared an interest in Minute No.314a. as a member of the Management Committee of Middleton St. George Community Association and took no part in the discussions.

306. Minutes of the Parish Council Meetings of the 11th September and 9th October, 2017

The minutes of the Parish Council meetings held on the 11th September and 9th October, 2017 were presented.

Councillor Mrs. Gilsenan requested that Minute No. 271h. 350 Houses at Durham Tees Valley Airport at the meeting on the 11th September, 2017 be clarified and her comments at the meeting that "the article was misleading residents - giving the idea that the money from the 350 houses was a 'windfall', when it was actually the Section 106 financial contribution, as agreed between Darlington Borough Council and the developers, to mitigate the effects of the development" be included in this minute.

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Councillor Mrs. Gilsenan moved that Minute No. 285 of the meeting held on the 9th October, 2017 be corrected to include the fact that she, as well as other Parish Councillors, had apologised for not noticing the date of the late application prior to voting on the cooption, and that she had read out the recommendation from the Secretary of the County Durham Association of Local Councils.

The Chairman called for a vote on the minutes of the meetings held on the 11th September and 9th October, 2017, as presented, without Councillor Gilsenan's corrections. There were 4 votes in favour of accepting the minutes of both meetings and 1 against and 3 abstentions.

The Minutes of the meetings held on the 11th September and 9th October, 2017 were **agreed** with Councillor Mrs. Gilsenan's amendment to Minute No. 271h of the meeting on the 11th September, 2017 being included in the minutes of the meeting. The Chairman signed the minutes of both meetings.

307. Matters Arising

a. Village Emblem

The Clerk reported that following the Parish Council meeting on the 9th October, 2017 he had passed the emblem design back to the designer with the request that St. Laurence's Church be included in the design.

b. Parish Council Facebook Administrator

Councillor Mrs. Gilsenan still had not given administrator rights to the Chairman, despite this being agreed at the October Meeting. Councillor Mrs. Gilsenan agreed to do this as soon as possible.

c. Staff Pensions

The Clerk reported that work was on-going to enroll the Litter Picker on the NEST pensions scheme.

d. Story/Miller Homes Site – Update

Councillor M. Robertson reported that the Borough Council's Enforcement Officer was inspecting the site as a result of the complaints which had been made. The situation was generally satisfactory. There had been mud on the roads but this was being removed towards the end of each working day. Councillor M. Robertson will continue to monitor the site.

e. Drop Kerb, Haxby Road

The Clerk reported that following the last meeting on the 9th October, 2017 he had contacted the Highways Officer to ask when the drop kerb will be installed. The Highways Officer forwarded his email to Story/Miller Homes requesting following the Clerk's email asking for the drop kerb to be installed. Councillor M. Robertson reported that the drop kerb had still not been installed. Borough Councillor Mrs. D. Jones agreed to contact the Highways Officer to ask him to arrange for the drop kerb to be installed as soon as possible.

f. Risk Management Policy and Risk Assessments

The Clerk reported that the Risk Management Policy had been completed and he was working on the Risk Assessments which formed part of the policy. He had completed the risks part and was carrying out the assessment of the impact of the risk and the likelihood of the risk occurring for each risk in accordance with the matrix supplied by Durham Association of Local Councils. Risk Management policies would be investigated by

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the new external auditors as part of the 2017-18 Annual Return and if they were incomplete the Annual Return could be qualified.

The Parish Council considered the health and safety risk assessments. The Clerk reported that health and safety risk assessments were being drawn up. The Clerk reported that the annual PAT and gas safety risk assessments were being arranged.

Councillor Mrs. Beadle reported that the Litter Picker had a health and safety risk assessment.

Councillor M. Robertson gave details of the fire safety training which the Fire and Rescue Service can carry out and the fire safety procedures for the Parish Council's building and the regular checks which he carries out.

g. Website Training

The Clerk reported that following the last meeting on the 9th October, 2017 he had given the Parish Council's preferred dates of Monday and Wednesday evenings for training by the website provider Inspirar and he was awaiting some dates for the training to be held in the Parish Council Meeting Room.

h. Amendment to the Minutes of the Parish Council Meeting on the 9th October, 2017

Councillor L. Foggett referred to Minute No. 285 Requests to Address the Parish Council Meeting of the meeting held on the 9th October, 2017.

Following a discussion, it was **proposed and agreed** that the Parish Council will seek legal advice from the Monitoring Officer of Darlington Borough Council on the co-option procedures which had been followed. The meeting also agreed that the Parish Council looks into doing a proper overall risk audit, and see whether there was NALC/Durham Association of Local Councils guidance on this.

308. Planning Matters

Councillor Mrs. Gilson reported on the following planning matters:

a. Planning applications received for determination by the Parish Council

The following planning applications were presented.

17/00911/FUL. Mixed use development comprising of A1 convenience store and residential development comprising erection of 10 dwellings. Land opposite Acorn Close, Yarm Road, Middleton St. George.

The Parish Council received a draft letter of objection from Councillor Mrs. Gilson.

The Parish Council **agreed** to object to the planning application on the grounds which were given in Councillor Mrs. Gilson's draft letter. Councillor Mrs. Gilson's letter was approved by the Parish Council.

17/00928/FUL. Variation of condition3 (approved plans) of planning permission 11/00202/FUL dated 6 September 2011 (for erection of 26 bed dementia care unit, cafe to main hall, entrance to hall and 36 No. independent living bungalows (C2 Residential Institutions) with replacement caretakers lodge) to permit alterations to build a 16 bed dementia care unit. Middleton Hall Retirement Village, Middleton St. George.

The Parish Council **agreed** that no comment be made on this application.

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17/00927/LBC. Listed Building Consent for alterations to Family Living Unit including demolition of 2 No. en-suites, erection of 2 No. en-suites and construction of 2 No. bay windows. Middleton Hall Retirement Village, Middleton St. George.

The Parish Council **agreed** that no comment be made on this application.

17/00953/FUL. Erection of single storey rear extension, pitched roof to existing flat roofed dormer to the rear, erection of garden workshop to the rear and replacement of existing garage. 23, St. Anne's Gardens, Middleton St. George.

The Parish Council **agreed** to support the neighbour's objections (loss of external natural light to her property due to the size of the proposed extension).

17/00965/FUL. Demolition of the existing Vestry and erection of a single store extension to provide a new Vestry and Generator room. Church of St. George, Middleton St. George.

The Parish Council **agreed** not to object to the proposed extension, subject to submission by the applicant to the Local Planning Authority of a Listed Building Planning Application.

17/00993/FUL. Construction of dropped kerb to allow vehicular access from highway. 7, Middleton Lane, Middleton St. George.

The Parish Council **agreed** that no comment be made on this application.

The Parish Council **agreed** that future draft letters of objection to planning applications which are being considered by the Planning Committee or the Parish Council be given to members of the public who are present at the meeting.

b. 350 houses at Durham Tees Valley Airport

Following the Parish Council meeting on the 9th October, 2017 the Clerk had contacted the Business Development Director at Durham Tees Valley Airport to ask if he was prepared to meet the Planning Committee to minimise the impact of the development on the community. The Business Development Director had agreed to attend the Planning Committee on the 6th December, 2017.

c. Middleton St. George Master Plan – Update

Following the planning workshops the Parish Council and Darlington Borough Council had agreed that public consultation with residents would be held. The Parish Council at its meeting on the 9th October, 2017 had requested that the public consultation be in the form of a public meeting on a Saturday morning in the Community Centre. Darlington Borough Council had arranged the public consultation in the form of a drop in session on the 6th December, 2017 and the session was held in the lower hall in the Community Centre which was not disabled friendly and that it should be held in the upper hall.

d. Department for Transport Accessibility Consultation

The draft response to the Department for Transport Accessibility Consultation was circulated before the Parish Council meeting.

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The Parish Council **agreed** that the response should be sent to the Department for Transport.

e. Two new major development plans

The following new major development plans had been received:

Up to 430 residential dwellings, three shops and a new primary school on land to the east of Middleton Lane and south of the railway line to Yarm Road, Middleton St. George.

Up to 70 houses on land to the north of Yarm Road, Middleton St. George.

The Parish Council expressed concern about the ad hoc planning applications which were being received for large scale developments in the Parish.

f. 44 houses garages and associated infrastructure. Field at OSGR E434813 N513507, Yarm Road, Middleton St. George.

It was reported that the CPRE had submitted objections to this development to Darlington Borough Council.

g. Proposed Church Centre

There was nothing further to report. The PCC Secretary and Church Warden will be attending the next Planning Committee meeting on the 6th December, 2017 to give an update.

309 Financial Matters

Councillor Mrs. Beadle reported that a meeting of the Finance Committee had been held on the 6th November, 2017 and gave the financial report.

a. 2017-18 Financial Report, Progress against the Budget, Bank Reconciliation and Bank Statement as at the 6th November, 2017

i. Financial Statement

The Financial Statement gave the income, expenditure and balances in the Parish Council's accounts as at the 6th November, 2017 were:

| | |
|--|---------------------|
| Contingency - Saver Account 1 – Barclays | = £21,313.08 |
| Contingency - Saver Account 2 – Barclays | = £16,269.78 |
| Reserves - Account with Darlington Credit Union | = £ 5,081.45 |
| Community Account | = £55,746.98 |
| Barclaycard Expenditure: | |
| 10.09.2017 Norton Anti-Virus for laptop | £79.99 |
| 14.10.2017 Sweeping brush for Litterpicker | £12.11 |
| Barclaycard Total | = £92.10 |

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ii. Progress against the Budget

The progress against the budget statement showed that the projected year end carry forward to the 2018-19 financial year would be £25,076.24. It was anticipated that there would be underspending in budget headings which will result in the carry forward being increased.

iii. Bank Reconciliation

The bank reconciliation on the 6th November, 2017 showed that the Community Account spreadsheet balance held by the Parish Council was £55,746.98 and the Community Account balance held by the bank was £55,746.98.

iv. Bank Statement

The bank statement showed that the balance of the Parish Council's Community Account on the 6th November, 2017 was £55,746.98.

b. Payments received and outstanding and Payments for Approval.

i. Payments received.

| Date | Customer | Amount |
|------------|--|----------------|
| 18.10.2017 | HM Revenue and Customs. VAT Refund. July to September | £67.64 |
| 02.11.2017 | Scottish Power. Reimbursement of overcharge on monthly gas charge. | £71.75 |
| 02.11.2017 | Middleton Fisheries. Rent for using ponds 2 and 3 in October 2017 | £100.00 |
| | Total | £239.39 |

ii. Payments outstanding.

| Date of invoice | Customer | Amount |
|-----------------|---|----------------|
| 01.11.2017 | Middleton Fisheries. Rent for using ponds 2 and 3 for November 2017 | £100.00 |
| | Total | £100.00 |

The Clerk reported that the Litter Picker Recharge of £2,800 from Darlington Borough Council had been paid into the Community Account at the bank on the 10th November, 2017 and a cheque had been received from Darlington and District Motor Boat Club for £26.86 which was the electricity recharge for the period 26th July to 1st November, 2017. This cheque will be paid into the bank account as soon as possible.

iii. Payments for Approval

| Date | Supplier | Amount |
|-------------|---|---------|
| 13.11..2017 | Northumbria in Bloom Entry Fee for 2018 | £125.00 |
| 13.11.2017 | M. Palfreman. Grounds Maintenance October, 2017 | £666.41 |
| 14.11.2017 | Scottish Power - Gas Monthly | £55.00 |
| 16.11.2017 | Barclaycard Commercial. PVC Broom for Litter Picker | £12.11 |
| 23.11.2017 | BT Hub Monthly | £35.99 |

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| Date | Supplier | Amount |
|-------------|--------------------------------|------------------|
| 30.11.2017 | Cleaner - C. I. Wood Pay | £70.00 |
| 30.11..2017 | Litter Picker - J. D. Lynn Pay | £510.00 |
| 30.11.2017 | Clerk - A. W. Macnab Pay | £559.80 |
| | TOTAL | £2,034.31 |

c. Timetable of Controls – November 2017

The Timetable of Controls Report for November 2017 was presented which had been considered by the Finance Committee on the 6th November, 2017. The Clerk reported that the actions which were given in the report had been carried out.

d. Review of the Assets Register

Advice had been received from the Secretary of the Durham Association of Local Councils on the values to be inserted in the Assets Register and the advice was being followed.

The Parish Council **agreed**:

- i. that the payments given in the schedule be approved; and
- ii. to note that the actions in the Timetable of Controls had been carried out.

310. Budget and Precept Setting for 2018-19

The budget and precept setting report for the 2018-19 financial year had been circulated before the meeting. Councillor Mrs. Beadle reported that the Finance Committee at its meeting on the 6th November, 2017 had considered the report and had agreed that it be now considered by the Parish Council.

The budget and precept setting report anticipated that:

- a. The surplus carry forward from 2017-18 to 2018-19 would be £25,076.24.
- b. The total income would be £78,251.58 and the total expenditure in 2018-19 would be £54,064.00 which would result in a year end surplus of £24,187.58 to be carried forward to 2019-20. This assumed that there would not be an increase in the Parish Precept on £45,182.
- c. The total income would be £77,400.09 and total expenditure in 2019-20 would be £54,705.00 which would result in a year end surplus of £22,695.09 to be carried forward to 2020-21.

Councillor Mrs. Greenwell reported that the Clerk had written to Phil Wilson MP on the issue of the Council Tax Support Grant. The Clerk stated that the Secretary of State for Communities and Local Government had indicated in his address to the National Association of Local Councils AGM that he wanted principal councils to pass down money to local councils through the Council Tax Support Grant and he was looking to issue stronger guidance on this. The Clerk had written to Phil Wilson MP, with the support of the Parish Council, asking him to write to the Secretary of State drawing his attention to the fact that Darlington Borough Council had withdrawn

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the Council Tax Support Grant to Parish Councils from the 1st April, 2017 unlike Durham County Council and the other Tees Valley Borough Councils who continued to pass on the Council Tax Support Grant to their Town and Parish Councils. The Clerk had asked Mr. Wilson to write to the Secretary of State to ask him to urge Darlington Borough Council to reinstate the Council Tax Support Grant for Parish Councils.

The Parish Council expressed concern that when new properties were occupied and the occupiers started paying Council Tax the precept element did not come to the Parish Council.

Following a discussion it was proposed by Councillor Mrs. Beadle and seconded by Councillor Mrs. Greenwell that the budget for the 2018-19 financial year be approved and the precept for the 2018-19 financial year remain at its current level of £45,182. The Parish Council **agreed** that the budget for 2018-19 be approved and the precept for 2018-19 remain the same at £45,182.

311. Parks and Grounds

The Chairman of the Parish Council reported that a meeting of the Parks and Grounds Committee was held on the 14th October, 2017 and gave details of the issues considered by the Committee.

a. Water Park

Councillor M. Robertson reported that a stile at the top end of the Water Park beyond pond 3 needed repairing. The Clerk was asked to contact the Borough Council's Rights of Way Officer to ask him to arrange for this stile to be repaired.

The Committee received a report that a Boot Camp was operating in the Water Park. The Clerk reported that authorisation had been given by the former Chairman of the Parish Council but because of his resignation he was prevented from reporting it to the Parish Council and the Parish Council had been given the operator's insurance details.

The Parish Council **agreed** that the Clerk will obtain the risk assessments from the operator, how much he charges, the hours the boot camp took place in the Water Park and to ask the operator to remove the banners from the entrance to the Water Park.

b. Play Area and Playing Field

The Clerk reported that the health and safety inspections were being carried out on a weekly basis and he would send the latest inspection report to Councillor Crowther.

It was discussed and agreed at the Parks and Grounds Committee meeting that Mr. Hill and the Parish Council formalise the agreement that Londis Staff use the car park at the playing field which was an oral agreement but Mr. Hill was happy for it to be a written agreement. The Committee also asked if Mr. Hill can erect a sign at the entrance to the car park stating that the Parish Council were not responsible for any damage caused to vehicles in the car park and the gate would be closed at a certain time.

Councillor Mrs. Greenwell reported that she had received two quotation for repair work in the play area and was seeking a third quotation.

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c. The Front

Councillor Mrs. Beadle reported that the meeting which was due to be held on the 13th November was being re-arranged.

d. Small Area of Land, Middleton Lane

Councillor Mrs. Beadle reported that the work to tidy up the piece of land behind the bus shelter to the rear of the school fence was in hand.

The Parish Council **agreed** to note the Parks and Grounds report.

312. The Whinnies Nature Reserve

Councillor Mrs. Beadle reported that the meeting with Network Rail to discuss the diversion of the footpath at the eastern end of The Whinnies was held on the 25th October, 2017 when there was agreement to the diversion being made.

Councillor Mrs. Beadle also reported that Durham Wildlife Trust who had taken over the management of The Whinnies wanted to involve community groups and the school in looking after The Whinnies.

The Parish Council **agreed** to note the report.

313. Community Liaison

The Community Centre reported that the Parish Council Christmas Tree Lights would be inspected by an approved electrician and a certificate obtained.

The Parish Council **agreed** to note the report.

COUNCILLOR M. ROBERTSON LEFT THE MEETING.

314. Section 137 Grants

The Clerk reported that two requests had been received for Section 137 grants.

a. Middleton St. George Community Association had made a request for a grant of £500 towards the cost of food and refreshments for the Magic Christmas Sparkle Event on the 25th November, 2017 in the Community Centre. The Community Centre gave the cost of food and refreshments which was circulated to the Parish Council.

b. Darlington Rotary Club had made a request for a contribution to St. Teresa’s Hospice for the services of Rotary Club members collecting Christmas Trees in the village on Saturday 6th January, 2018 from 9.30 a.m.

Following a discussion the Parish Council **agreed** to make a Section 137 grant of £500 to Middleton St. George Community Association towards the cost of food and refreshments subject to the production of the Association’s accounts and £100 to St. Teresa’s Hospice for the Christmas Tree collection service by Darlington Rotary Club.

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315. Standards

Councillor Mrs. Gilsenan reported that the following matters were forwarded to the Parish Council because the Standards Committee meeting which was due to be held was inquorate.

a. Parks and Grounds Committee Terms of Reference

It was proposed by Councillor Crowther and seconded by Councillor Mrs. Greenwell that the terms of reference be approved. The Parish Council **agreed** that the Committee's terms of reference be approved.

b. Health and Safety and Employee Welfare Policies

The draft Health and Safety and Employee Welfare Policies were submitted with the papers for the meeting together with Councillor Crowther's recommendations for the Health and Safety Policy.

Councillor Crowther made the following recommendations for the Health and Safety Policy.

Section 12 – First Aid Training. The Clerk needed this training.

Section 13 – There was a need for a nominated Fire Officer, who will check the Council's premises for fire risk on a regular basis.

Section 24 – Lone worker. The Litter Picker should have a basic first aid kit on his barrow and there should be an annual inspection of his equipment by the Clerk.

Section 6 – Annual Inspection. An annual check of procedures, electrical equipment, premises etc by a qualified H&S inspector needs to be carried out.

The Parish Council **agreed** to Councillor Crowther's recommendations on the Health and Safety Policy being implemented and the Health and Safety and Employee Welfare Policies be approved.

The Clerk was asked to contact Councillor M. Robertson to draw up health and safety risk assessments for the Parish Council's operations. It was pointed out that a risk assessment had been drawn up and given to the Litter Picker.

There was a need for the Litter Picker to have a first aid kit and Councillor Mrs. Beadle reported that she will be purchasing a first aid kit for the litter picker.

Councillor Mrs. Beadle reported that the chainsaw must only be used and a trained and qualified operator and a risk assessment must be in place before it is used.

The Clerk reported that arrangements for the annual PAT and gas safety inspections were in hand.

c. Inclusion of a separate page on the website for committee agendas and minutes

The Clerk reported that the website provider, Inspirar, will be able to provide a separate page for committee agendas and minutes and this was being actioned.

d. County Durham Association of Local Councils AGM Report

Councillor Mrs. Gilsenan reported that she had attended the County Durham Association of Local Councils AGM on the 21st October, 2017 and her report was circulated with the papers for the meeting.

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e. General Data Protection Regulations – Report on training on the 1st November, 2017

Councillor Mrs. Gilsenan reported that the Clerk and she had attended the General Data Protection Regulations Training at Spennymoor Town Hall on the 1st November, 2017. A report on the training course and the implications was circulated at the meeting.

The Parish Council will be required to have a Data Protection Officer, and that Durham Association of Local Councils was looking into ways in which their members could share several Data Protection Officers, in order to minimise costs involved for individual Parish Councils

The Parish Council **agreed** that the regulations be put on the agenda for the next Parish Council meeting on the 11th December, 2017 and that a sharing arrangement for the Data Protection Officer’s post be investigated.

f. Date for the next meeting of the Standards Committee

The Parish Council **agreed** that the next meeting of the Standards Committee will be held on Monday 18th December, 2017.

316. Committees and Representatives on Outside Bodies

The Parish Council received the list of members of the Committee which needed to be updated as a result of the resignation of Parish Councillors and the election/co-option of new Parish Councillors.

The Parish Council **agreed** that:

- Councillor Goodchild will be a member of the Finance Committee.
- Councillor Foggett will be a member of the Planning Committee and a member of the Standards Committee.
- Councillor Embleton will be a member of the Parks and Grounds Committee.
- Councillor Embleton will be asked if he wishes to be a member of the Community Liaison Committee.
- Councillor Wilson will be a member of the Standards Committee.
- Councillor Wilson will be the Parish Council’s representative to the Association of Parish Councils.
- Traffic Monitoring will be shared by Councillor Wilson and Councillor Goodchild.
- Councillor Mrs. Greenwell will replace Councillor Wilson as the Allotments representative.

317. Clerk’s Pay

The Chairman reported that the Clerk was working well in excess of his contracted 15 hours each week and he was only paid for 15 hours.

There was perhaps a need for minute taking at committee meetings to be carried out by the Chairs of the committees to relieve the Clerk of some work.

Following a discussion the Parish Council **agreed** that:

- a. The Clerk will keep a note of the hours he works each week and the work he carries out and report to the next Parish Council meeting.
- b. The suggestion that minutes of committee meetings be taken by Chairs of the committees be investigated.

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c. Councillor Foggett to take over the administrative responsibilities for the website from the Clerk and the Clerk will obtain a user ID and password for Councillor Foggett.

318. Parish Council Training. Durham Association of Local Councils Bespoke Training

The Clerk reported that Durham Association of Local Councils had offered to carry out training for Parish Councillors including new Parish Councils in the Parish Council Meeting Room at a date to be agreed. The cost would be £250 + VAT.

The Parish Council **agreed** that Durham Association of Local Councils be asked to carry out Councillor training at a cost of £250 + VAT and the Clerk make the necessary arrangements for the training to be carried out.

319. Public Participation Session in Parish Council Meetings and Recording of Meetings Draft Policies

The draft policies on the Public Participation Session and Recording of Meetings were circulated with the papers for the meeting. The Clerk reported that Councillor Mrs. Gilson had made amendments to the policies which had not been included in the draft policies which had been circulated to the Parish Council.

Following a discussion, the Parish Council **agreed** that the two draft policies be referred to the Standards Committee on the 18th December, 2017 for further consideration.

320. Invitation to the Parish Council to attend the Annual Carol Service

The Clerk reported that the Parish Council had been invited to attend the Annual Carol Service on Sunday 17th December, 2017 at 4 p.m. in St. George's Church. The Chairman had agreed to read a lesson at the service.

321. Date of Next Meeting

The Parish Council **agreed** that the next Parish Council Meeting will be held on **Monday 11th December, 2017 at 6.30 p.m. in the Parish Council Meeting Room.**

The meeting ended at 9.12 p.m.

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