

HOVETON PARISH COUNCIL

Minutes of the Parish Council Meeting held on 4th June 2018 at the Jubilee Room, Hoveton Village Hall

Present: Councillor Martin Richmond (Chair of the Meeting)
Councillor Alex Howe
Councillor Peter Howe
Councillor Christopher Marshall
Councillor Russell Reeve
Councillor Ann Rogers

Officer: Lisa Weller – Clerk

Visitors in Attendance: Councillor Nigel Dixon (District and County Councillor)
Five members of the public

1. ATTENDANCE

Apologies for absence were received from Cllr Jilly Gourlay.

2. QUESTIONS OF THE CLERK and CLERK'S REPORT

- 2.1. There were no questions of the Clerk.
- 2.2. The Clerk had nothing to report.

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. MINUTES OF PREVIOUS MEETING

The minutes of the Hoveton Parish Council (HPC) meeting held on 2nd May 2018 were **AGREED and APPROVED**. The minutes were signed by Cllr Richmond.

5. PUBLIC SPEAKING

5.1 To receive a report from the County and the District Councillor Nigel Dixon.

Cllr Dixon reported that the hedge that runs alongside the Tunstead Road trod needs to be trimmed as it's intruding onto the trod. There are also weeds growing up from under the trod. **Action 1: Contact NCC Highways to request maintenance work (Clerk).**

Cllr Dixon provided a further update on the development of the new Local Plan. Though the preferred site options for Hoveton (as detailed on the map distributed at the Annual Parish Meeting) remain the same, another option has been presented which will involve the reservation of a two-hectare strip of land that borders Broadland High School (to be used for school expansion) and the moving of the proposed development now known as 'Brook Park Phase 2' further up the road. This option is due to be discussed by the Local Plan Working Party. Cllr Dixon reported that there is one developer (Norfolk Homes Ltd) which would like to raise Hoveton up the Local Plan settlement hierarchy in terms of the

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number of new homes the parish should be allocated (Norfolk Homes Ltd believes this should be 350+). This developer has put forward a proposal to the Local Plan Working Party for a development of 200 new homes on Littlewood Field (opposite Church Field, on the other side of the road). Cllr Dixon doesn't support this proposal, and he reports there is huge opposition to the position the developer is taking regarding Hoveton. The proposal is due to be discussed at the Local Plan Working Party's July meeting. **Action 2: Write to Local Plan Working Party via Mark Ashwell to raise HPC's concerns about Norfolk Homes Ltd's proposal (Cllr Richmond).**

Cllr Dixon continues to exchange emails with Anglian Water regarding the problems with flooding on Meadow Drive. It is proving difficult to get Anglian Water to recognise this is a problem it must solve, as opposed to the flood authority. Anglian Water must take the lead in investigating why its sewer is flooding. Non-return valves have been fitted which stop the water from backing up and stop residents from being flooded as quickly as they were, but the water goes into residents' lateral drains which are then liable to flood. The overall problem therefore remains unsolved and this is a work in progress.

5.2 To receive a report from Hoveton's Beat Manager, PC Tom Gibbs.

PC Gibbs was unable to attend the meeting but he provided a written report including a breakdown of incidents dealt with within the parish. The Safety Camera Partnership has begun some speed enforcement work on Stalham Road. There have been recent reports of unwanted 'cold callers' in the village. 'No Cold Callers' door stickers are available from PC Gibbs (email gibbst@norfolk.pnn.police.uk). **Action 3: Ask PC Gibbs if his reports to HPC may be published in full on the HPC website (Cllr Alex Howe).**

5.3 To receive questions from members of the public relating to local issues.

A local resident reported that the shelter on Hoveton Village Hall's playing field has been sprayed with vulgar graffiti, and asked if this graffiti could be painted over, perhaps with graffiti-proof paint. **Action 4: Report this to HVH Management Committee (Clerk).**

A resident of Brook Park reported that residents have still not been given a schedule for grass cutting. Cllr Dixon agreed the grass cutting had been mismanaged by Persimmon; he is due to attend an on-site meeting with Persimmon this week to raise this and other matters. The resident queried when Brook Park will be adopted by North Norfolk District Council (NNDC). Cllr Dixon advised that once the landscaping work is complete a review will be held to check all problems (drainage, landscaping) have been adequately solved. It will likely take about a year for sufficient evidence to be gathered but this evidence is required before the site can be adopted.

A local resident queried whether a guarantee could be given that financial contributions made by developers with permission to build new homes in Hoveton will be used for the benefit of the Hoveton community. Cllr Dixon advised that developers' contributions are made to a number of budgets, most of which are held by Norfolk County Council (NCC). Contributions may be made for road improvements, libraries, education, social services,

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for example, but these contributions are not tabled to particular settlements. The Parish Council does not have the power to decide how and where these contributions are spent but HPC (or Hoveton Village Hall) may bid for money for Hoveton. Cllr Richmond agreed that HPC will try to monitor developers' contributions to ensure these funds are spent in and for Hoveton, but ultimately where and when the contributions are released depends on a number of factors.

6. MATTERS ARISING FROM PREVIOUS MEETINGS

- 6.1. Cllr Alex Howe reported three blocked gullies on Newey's Way to NCC on 10th May. Highways has confirmed this is their land and work to clear the gullies will be done over the next month or so. Efforts will be made to limit disruption to traffic. NCC is waiting for Amey to replace the school sign on Horning Road – Amey has accepted it must replace the sign. Cllr Howe will report two potholes on Station Road to NCC via FixMyStreet. Cllr Reeve reported seeing a large pothole on Tunstead Road near Two Saints Close. He will provide Cllr Howe with a photo of this pothole. **Action 5: Report potholes to NCC via FixMyStreet (Cllr Alex Howe).**
- 6.2. MS Amlin, the insurance company now dealing with the road traffic accident which damaged a street light on Church Road, has confirmed that they are now prepared to consider HPC's claim for damage to the street light. Amlin has asked for photos, quotes for repairs, etc, to be provided as documentary evidence of HPC's losses. A quote has been provided by Amey, HPC's street lights contractor, for repairs to the street light (£2,215.02, including VAT, for a column replacement). It was **AGREED and RESOLVED** that HPC should submit a formal claim to Amlin, and request that Amlin agrees to pay for the quoted work. HPC agreed to pursue the matter with its own insurance company should Amlin refuse its claim. **Action 6: Send requested information to Amlin/make formal claim (Cllr Alex Howe).**
- 6.3. Two local businesses have been contacted with a reminder that they must not use Granary Staithe for the advertising or operation of their businesses. At the request of HPC an enforcement officer from NNDC visited Hoveton recently to consider the use of advertising boards in the general Wroxham Bridge area. The officer felt that there wasn't a significant problem with advertising in this area and that the boards were on private land. Cllr Peter Howe has contacted the enforcement officer to ask whether the advertising signs on the bridge itself should be removed, as these are not on private land. HPC is happy to support local businesses, but complaints have been received from two local business owners regarding commercial advertising in this area, so HPC must try to ensure that the situation regarding advertising is fair for all business owners. One of the businesses that was asked not to operate from the Staithe has now moved to Pocket Park, along with an advertising board for the second business. HPC has requested the removal of the board. Permission has not been given for the business to operate in Pocket Park, but there are different rules concerning the use of Granary Staithe and Pocket Park. HPC agreed that a broader discussion was needed on this topic, and perhaps a policy concerning the use of its land.

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- 6.4. Barrington Farm has advised they will be unable to proceed with the mural project this year but would like to revisit this project next year. No funds have been spent on the project by either HPC or Barrington Farm. Cllr Marshall proposed that funds set aside for the project in this year's budget could instead be diverted to Hoveton Village Hall (to be discussed later in the meeting).
- 6.5. Cllrs Alex and Peter Howe have begun updating the asset lists of bins and benches (this is a work in progress).

7. PLANNING MATTERS

7.1. Planning Application BA/2018/0174/FUL Installation of two parking meters. Kings Head Hotel, Station Road, Hoveton. **No objection.**

7.2. No planning applications had been received since 29th May 2018.

HPC noted the following planning consultation responses submitted by the Clerk, as per HPC's Planning Protocol:

7.3. Planning Application PF/18/0803 (NNDC) Erection of first floor front and single storey rear extensions, demolition of existing garage, erection of replacement garage with first floor annexe accommodation. Windborne, 21 Stalham Road, Hoveton. **No objection.**

7.4. Planning Application PF/18/0679 (NNDC) Extension and renovation to existing car-park area and installation of illuminated bollards. Broadland High School, Tunstead Road, Hoveton. **No objection.**

7.5. Planning Application BA/2018/0147/HOUSEH Single storey extension. The Patch, Brimbelow Road, Hoveton. **No objection.**

7.6. Planning Application BA/2018/0154/FUL Temporary approval (5 years) for 38-space public car park and site facilities for construction on derelict land. The Broads Hotel, Station Road, Hoveton. **No objection.**

HPC noted the following four planning decisions (all APPROVED):

7.7. ADV/18/0258 Retention of display of two non-illuminated signs. Hoveton Village Hall, Stalham Road, Hoveton.

7.8. BA/2018/0093/HOUSEH Garage/workshop. The Wilderness, Meadow Drive.

7.9. PF/18/0449 Single storey rear extension and new chimney. 8 Burnt Fen Way.

7.10. PF/18/0523 Variation of condition 2 (approved plans) of permission PF/17/0103. Re-siting of bungalow, use of alternative facing bricks/roof tiles, retaining wall to be timber sleepers. 12 Three Acre Close, Hoveton.

HPC considered the following additional planning matters:

7.11. One additional planning decision received since 29th May 2018 was noted by HPC: PF/18/0656 Erection of conservatory to front and side elevation. Nevin, Tunstead Road, Hoveton – REFUSED

7.12. PF/17/0043 (change of use of office car park to a mixed use of car park, hand car wash and valeting service; Lurista House, Stalham Rd Industrial Estate, Hoveton). Concerns have been raised that the applicant has not complied with conditions set out in the decision notice for this application. Specifically, longer opening hours to those agreed are displayed on the site's banner (which also has incorrect wording, as it claims this site is a 'Wroxham' Car Wash) and conditions relating to drainage

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do not appear to have been met. NNDC is currently working with the site operator to ensure the appropriate technical compliance, and further action will be taken by them if necessary.

8. TO AGREE AND RESOLVE THE FOLLOWING PAYMENTS:

- 8.1. Payment of £252.35 to HM Revenue & Customs – tax and national insurance contributions (employee PAYE income tax of £78.20, employee NIC of £81.00, employer NIC of £93.15). **AGREED**
- 8.2. Payment of £12.00 to Thinking Rural CIC – payroll service for May 2018 (£10.00 + £2.00 VAT). **AGREED**
- 8.3. Payment of £81.52 to Amey LG Limited – street light repair, Two Saints Close (£67.93 + £13.59 VAT). **AGREED**
- 8.4. Payment of £93.60 to Millennium Pest Control Ltd – pest control services for May, June and July 2018 for Granary Staithe (£78.00 + £15.60 VAT). **AGREED**
- 8.5. Payment of £60.00 to Roger Canwell – relating to Mr Canwell’s internal audit of HPC’s accounts for the financial year ended 31st March 2018. **AGREED**
- 8.6. Payment of £2,604.00 to North Norfolk District Council (NNDC) – planting and maintenance of annual bedding plants 2017-18 (£2,170 + £434 VAT). **AGREED**
- 8.7. Payment of £19.98 to Cllr Peter Howe – reimbursement of cost of extra wood stain for painting of the Granary Staithe picket fence. **AGREED**
- 8.8. Payment of £49.50 to Norfolk SLCC – delegate place for Cllr Alex Howe for the Norfolk Local Councils 2018 Summer Conference. **AGREED**
- 8.9. Payment of £1,991.63 – Clerk’s pay and expenses for the period 26th April to 27th May 2018 – comprising of pay for the month £1,944.81 (147 hours @ £13.23 per hour, inclusive of 35 hours special projects – organisation of HPC’s electronic files/GDPR work) plus expenses £46.82. Payment of pay to be made less any tax, national insurance, and workplace pension contributions. **AGREED**
- 8.10. Payment of £540.66 to the Norfolk Pension Fund – May 2018 LGPS workplace pension contributions (comprising of employee contribution of £112.80 or 5.80% of pensionable pay, plus employer contribution of £427.86 or 22.0% of pensionable pay, based on the May 2018 pensionable pay of £1,944.81). **AGREED**
- 8.11. Payment of £398.20 – Litter Picker wages (May 2018) – comprising of pay for the month £385.00 (44 hours @ £8.75 an hour) plus back pay of £13.20 (44 hours @ £0.30 an hour) for April 2018. **AGREED**
- 8.12. No requests for payment had been received since 29th May 2018.

9. OTHER FINANCIAL MATTERS

- 9.1. HPC noted the monthly Budget Monitoring Statement. No actions were required.
- 9.2. Direct debit payment of £28.76 to 1&1 Internet Ltd, in relation to HPC’s website costs (payment scheduled for 8th June 2018). £23.97 + £4.79 VAT. **Noted**
- 9.3. Receipt of £1,491.38 from HM Revenue & Customs via direct credit on 8th May 2018 – VAT reclaim/repayment (1st October 2017 to 31st March 2018). **Noted**
- 9.4. Receipt of £3,216.17 from Norfolk County Council – delegated service payment for urban grass cutting (payment received via BACS on 23rd May 2018). **Noted**

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- 9.5. HPC considered several options for the new (replacement) HPC printer which is expected to cost around £30. A new shredder is likely to cost between £20-£60. HPC **AGREED and RESOLVED** that the Clerk should be authorised to purchase both items, based on the prices quoted. **Action 7: Purchase new printer and shredder (Clerk).** The old HPC laptop should be ready for disposal this month. HPC **AGREED** that secure disposal of the laptop should take place via Wroxham Computer Services. **Action 8: Arrange secure disposal of old laptop (Clerk).**
- 9.6. HPC considered renewing the Tree Condition Survey of Riverside Park/Pocket Park at a cost of £250 with Target Trees. HPC **AGREED and RESOLVED** that a biennial survey would be most appropriate and would meet its duty of care (Tree Survey to be included in HPC's budget for 2019-20). **Action 9: Advise Target Trees of the Council's decision (Clerk).**
- 9.7. Quotations for maintenance work at Granary Staithe were considered by HPC. The work will improve the corner shingle area of the Staithe. It includes repair work to the bench. HPC **AGREED and RESOLVED** to accept a quote of £560.00 from 'Can You Just'. **Action 10: Arrange work with Can You Just (Cllr Peter Howe).**
- 9.8. Scott Martin at NNDC has quoted £2,400 for the cost of planting and maintenance of Hoveton's flower beds for 2018-19. This is a £230 increase on 2017-18, but Mr Martin has advised this is the actual cost to NNDC. HPC **AGREED and RESOLVED** to pay the £2,400 quoted for 2018-19. HPC also **AGREED and RESOLVED** to take over the flower beds planting and maintenance work as from 2019-20. **Action 11: Advise Scott Martin of HPC's decision and ask for his advice on what steps to take next (Clerk).** Mrs C Williams, a volunteer, has produced a detailed report for HPC to consider regarding her proposals for the flower beds maintenance work. This report will be discussed at HPC's next meeting. **Action 12: Clarify the level of involvement Mrs Williams wishes to have in this work (Cllr Alex Howe).**
- 9.9. HPC considered a funding request from the Wroxham & Hoveton Community First Responders. HPC is working to a very tight budget this year but it was agreed the First Responders meet HPC's criteria for donations (a local charity, working within the community). HPC **AGREED and RESOLVED** to donate £200 to the charity (to be taken from unused funds set aside for the Barrington Farm mural project). HPC considered the availability of defibrillators in the parish and it was **AGREED** to ask the First Responders for their advice on the location of Hoveton's defibrillators and whether any more are needed (maybe at Hoveton Village Hall). **Action 13: Email First Responders to confirm donation/ask for defibrillators advice (Clerk).**
- 9.10. HPC considered the Hoveton Village Hall Management Committee's request for the release of a £5,000 donation earmarked for Hoveton Village Hall in HPC's 2018-19 budget. A request for further funding for HVH had also been received. All requests concerned funding for essential repairs (it was **AGREED** it wouldn't be appropriate for HPC's donations to be put towards normal running costs). It was **AGREED and RESOLVED** that, providing there are no legal barriers to HPC doing so, HPC would make a donation of £6,000 to Hoveton Village Hall, to include the £5,000 originally budgeted for this purpose plus £1,000 taken from unused funds for the Barrington Farm mural project.

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10. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

- 10.1. The Annual Internal Audit Report for the financial year 2017-18 and the Internal Auditor’s Report To Council were considered and reviewed. The reports gave HPC a 'clean bill of health' with no concerns raised. HPC **AGREED** its internal controls were working well.
- 10.2. HPC considered the assertions in the Annual Governance Statement (Section 1 of the Annual Governance & Accountability Return). In each case HPC **AGREED and RESOLVED** to answer 'yes' to these assertions and the statement was authorised to be signed by the Clerk/RFO and by Cllr Richmond.
- 10.3. The Accounting Statements for 2017-2018 (Section 2 of the Annual Governance & Accountability Return) were considered, **APPROVED**, and authorised to be signed by Cllr Richmond.
- 10.4. Explanation of Significant Variances in the Accounting Statements for the financial year 2017-2018. This document was noted by HPC and **AGREED** as being correct.
- 10.5. Bank Reconciliation for the financial year ending 31st March 2018, prepared in the format required by the external auditor. Noted by HPC. **AGREED** as being correct.
- 10.6. The Annual Accounts for the financial year 2017-18 were considered, **APPROVED**, and authorised to be signed by the Clerk/RFO and by Cllr Richmond.
- 10.7. The dates for the period for the exercise of public rights were **AGREED** by HPC as Monday 11th June 2018 to Friday 20th July 2018 inclusive. Documents required for external audit purposes will be added to HPC’s website/the parish noticeboards on Sunday 10th June. **Action 14: Arrange publication of audit documents (Clerk & Cllr Alex Howe)**. The Clerk/RFO was thanked for preparing the accounts.
- 10.8. The submission of the Annual Governance & Accountability Return for 2017-2018, plus all supporting documents, to PKF Littlejohn LLP was **AGREED** and authorised. **Action 15: Submit all required documents to external auditors (Clerk)**.

11. CORRESPONDENCE

- 11.1. Parishioner email – concerns about the erection of a picket fence in Grange Close. The resident has been advised accordingly and signposted to Victory Housing. Cllr Alex Howe is liaising with Victory Housing on several concerns raised by residents of Blofeld Loke.
- 11.2. One item of correspondence had been received since 29th May – Broads Authority consultation, Article 4 Directions removing permitted development rights (Church Road, Hoveton). Noted. HPC did not wish to make a response to this consultation.

12. REPORTS and UPDATES

- 12.1. Granary Staithe. Cllr Peter Howe is busy organising the Charity Day (more details to follow). He has reported a nearby sewer leak to Anglian Water who advised the sewer is on private land belonging to the business adjacent to the Staithe. Anglian Water has asked the business owner to repair the leak but so far this has not been done and the area is starting to smell. HPC **AGREED and RESOLVED** to refer this matter to Environmental Protection (NNDC) to ensure that prompt action is taken. **Action 16: Report sewer leak to Environmental Protection team (Cllr Peter**

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Howe). There has been some confusion recently concerning the ownership of the alleyway behind the Granary Staithe fence. This land is owned by HPC but is used as an access way by the business adjacent to the Staithe, so property repairs and maintenance may be undertaken. HPC **AGREED and RESOLVED** to put a sign on the gate leading to the alleyway, to clearly identify this as HPC's land. **Action 17: Arrange design/purchase of alleyway gate sign (Cllr Peter Howe).**

- 12.2. Riverside Park/Pocket Park. A draft Service Level Agreement has been provided by Norfolk & Suffolk Community Rehabilitation Company. The work is scheduled to be done in September. To be discussed at HPC's next meeting.
 - 12.3. Brook Park. Onsite meeting to take place 6th June, 9am. Cllr Marshall/Cllr Dixon to attend. Report to be received at HPC's next meeting.
 - 12.4. Hoveton Great Broad project. **Action 18: Circulate possible dates for site visit (Cllr Peter Howe).**
 - 12.5. Railway station signage project – HPC to send feedback to Cllr Peter Howe. **Action 19: Send HPC's comments to Greater Anglia (Cllr Peter Howe).**
 - 12.6. Wroxham & Hoveton Joint Action Group. Looking to organise an in-depth survey of traffic using the A1151 and of local air quality. This data could be used to highlight difficulties posed by further development in this area. Wroxham PC will investigate costs/the work involved. Proposal to hold a public meeting to discuss traffic issues with the Highway Authority, and to try to influence their input into the Local Plan – HPC **AGREED** this was a good idea. **Action 20: Raise public meeting idea with Wroxham PC (Cllr Richmond).** Enough volunteers have now been found to form a Hoveton & Wroxham Community Speed Watch team. The project has been given the green light by PC Gibbs. **Action 21: Arrange training for the Speed Watch team (Cllr Richmond).**
- 13. GENERAL DATA PROTECTION REGULATION (GDPR)**
- 13.1. Data Audit Schedule – inventory of personal data captured, stored and processed by HPC. A work in progress. Councillors to send feedback/comments to the Clerk.
 - 13.2. Document Retention and Disposal Policy. Not yet complete.
 - 13.3. Privacy Notices. Four Privacy Notices have been drafted. Clerk to circulate to HPC.
Agenda items 13.4 to 13.10 were deferred to HPC's next meeting, as the documents referred to were not yet available.
 - 13.11. Registration with ICO/payment of data protection fee. Task not yet completed due to persistent problems with availability of ICO's website form/phone line. Clerk has emailed ICO to report problems with form (all registrations require Data Protection Officer details, but HPC doesn't need/have a DPO). HPC **AGREED and RESOLVED** to approve the payment of £40 to the Information Commissioner's Office for HPC's data protection fee (Clerk to send cheque once registration is complete).
 - 13.12. HPC has been advised it does not need to appoint a Data Protection Officer (DPO). HPC **AGREED and RESOLVED** not to appoint a DPO. Data protection matters will be overseen by HPC as a whole, with expert advice sought if needed.
 - 13.13. There were no further updates concerning the General Data Protection Regulation.

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14. POLICY AND DOCUMENT REVIEW

Agenda items 14.1 to 14.6 were deferred to HPC’s next meeting, as the documents referred to were not yet available.

15. ADMINISTRATIVE MATTERS

- 15.1. HPC reviewed its committees and working groups. HPC **AGREED and RESOLVED** to close the Granary Staithe Working Party and the Pocket Park and Riverside Park Working Party as these working parties are no longer active. There are not enough councillors to form sub-committees/working groups at present. The duties of these groups have been rolled into councillors’ individual responsibilities.
- 15.2. No changes to councillors' current responsibilities were required. Cllr Reeve will be responsible for governance and finance matters alongside Cllr Richmond.
- 15.3. It was **AGREED** that a list of HPC’s representation on or work with external bodies would be useful. **Action 22: Compile list of HPC’s representations (Clerk).**
- 15.4. The current Parish Plan ends in 2018-2019. HPC will consider the current plan and think about possible updates/public consultation. To be discussed at next meeting.

16. MISCELLANEOUS

- 16.1. A proposal to hold a public presentation event jointly with Wroxham Parish Council was discussed earlier in the meeting (see 12.6).
- 16.2. HPC has received new advice from NNDC concerning the disposal of litter collected by HPC’s Litter Picker. NNDC has advised that litter picked on public highways may be disposed of via the boat bins on Station Road. Litter picked on HPC/private land should be disposed of via a commercial collection. HPC **AGREED** that any litter the Litter Picker collects from Granary Staithe may be put in the bins on the Staithe as HPC pays for these bins to be emptied. Any litter collected from the playing field is to be put in a bin provided by Hoveton Village Hall. NNDC has replaced some litter bins without informing HPC. **Action 23: Clarify current responsibilities for the emptying and maintenance of litter bins with NNDC (Cllr Alex Howe).**
- 16.3. The availability of defibrillators was discussed earlier in the meeting (see 9.9).
- 16.4. HPC **AGREED** the Clerk may attend an SLCC training webinar concerning agendas and minutes (£60 +VAT for two modules held on 13th and 20th June).

17. MEMBERS MATTERS

- 17.1. The Clerk was asked to prepare the report for the July issue of The Bridge. Items suggested for inclusion: Granary Staithe Charity Day; Parish Plan review; No Cold Callers stickers; long-term plans for flower beds; litter picking volunteers (contact Cllr Alex Howe). There may be a problem with the publication of the June issue of The Bridge, so some items from HPC’s June report may need to be repeated.
- 17.2. There were no further items put forward for consideration at future meetings.

The meeting closed at 9.30pm.

Signed Date

Name