

MINUTES OF THE MEETING OF WOOTTON BRIDGE PARISH COUNCIL HELD ON TUESDAY 20 JANUARY 2009 AT 7.00PM IN WOOTTON COMMUNITY PRIMARY SCHOOL, CHURCH ROAD, WOOTTON BRIDGE.

Present: Councillor K Morris Chairman
Councillor S Porter Vice Chairman
Councillors B Abraham B Ballard A Coles Mrs W Jacobs
Mrs E Loughlin R Murphy.

Also present: 7 Members of the public
Mrs Lynda Smith Parish Clerk

Open Forum
No matters were raised.

1. APOLOGIES FOR ABSENCE.

A939. Apologies for absence were received from Councillors R Ashley and L Laws.

2. DAVID PUGH, LEADER OF THE IW COUNCIL.

David Pugh will answer questions on IW Council related matters.

A940. Members were informed that David Pugh would be joining the meeting later as he was chairing a meeting of the Cabinet.

3. MINUTES OF THE MEETING HELD ON 9 DECEMBER 2008.

A941. RESOLVED – THAT THE MINUTES OF THE MEETING HELD ON 9 DECEMBER 2008 BE APPROVED AS A CORRECT RECORD AND SIGNED BY THE CHAIRMAN.

4. DECLARATIONS OF INTEREST.

A942. There were no declarations of interest.

5. MATTERS ARISING.

Progress reports only.

A943. Signage, The Sloop.

It was requested that the situation with regard to the signage in the Sloop car park be placed on the next agenda so that the Parish Council can come to a firm decision on this matter.

A944. Tesco Express. (Minute A916)

The issues of litter and the broken sign at the Tesco Express store are still being pursued.

6. PLANNING.

i) To comment on the following applications:-

A945. P/02520/08 TCP/29407

Alterations; extension to form living room, study & utility room on ground floor with 2 bedrooms & bathroom over in roofspace to include dormer window on front elevation; alterations to roof Orchards, Packsfield Lane.

Members were informed that this is a substantial extension but to date no comments have been submitted from neighbouring properties.

RESOLVED – THAT THE PARISH COUNCIL RAISES NO OBJECTIONS TO APPLICATION P/02520/08 TCP/29407

A946. P/02593/08 TCP/00886/L

Pair of semi-detached houses with parking (revised scheme)
Land at rear of 25 and 27 High Street.

Members were informed that the Parish Council registered objections to an application for a terrace of 3 houses on this site in December 2007 on the grounds that the proposal constitutes overdevelopment of the site and gives rise to an undesirable arrangement of the buildings. The application was refused and then subsequently dismissed at appeal.

This latest application is for a revised scheme taking into account the Inspectors comments. The Tree Officer has asked for a landscaping scheme to be submitted to help maintain the bucolic feel of the area.

Discussion ensued when concerns raised included the effects on the veterinary practice.
RESOLVED – THAT THE PARISH COUNCIL REGISTERS OBJECTIONS TO APPLICATION P/02593/08 TCP/00886/L ON THE GROUNDS THAT THE PROPOSAL CONSTITUTES OVERDEVELOPMENT OF THE SITE AND GIVES RISE TO AN UNDESIRABLE ARRANGEMENT OF THE BUILDINGS. THE WOOTTON BRIDGE VILLAGE DESIGN STATEMENT ADVISES THAT NEW BUILD SHOULD STRICTLY RESPECT THE SCALE OF THE SETTING.

A947. P/02614/08 TCP/02077/S

Renewal: Conversion of barns/outbuildings into 4 units of holiday accommodation & 2 main or permanent residences & storage area for main house
Fernhill Farm, High Street.

Members were informed that in June 2006 the Parish Council raised no objections to the conversion of barns/outbuildings into 6 units of holiday accommodation & storage area for main house at Fernhill Farm. In April 2008 a variation of conditions nos 2 & 3 on TCP/02077/P to allow 2 of the holiday units to be occupied as main or permanent residence and sold off or disposed of separately was then submitted. The Parish Council registered objections on the grounds that the proposal is outside the Village Development Envelope and would set a precedent for similar applications in the future.

Discussion then ensued on this application and also the related application, also on this agenda, for removal of condition no. 3 on TCP/02077/R which states that the holiday units shall be retained in the same ownership as Fernhill Farm & shall not be sold off separately.

Concerns were expressed that the proposals fall outside the village development envelope. It was then countered that the proposals give rise to no new building and that given the present financial climate, if the applications are refused, it could mean that the conversions could not go ahead and the site could fall into disuse. It was then responded that the planning issues should be adhered to.

After full discussion a vote was taken (4 for, 3 against, one abstention) and it was:-

RESOLVED – THAT ALTHOUGH NOTING THAT APPLICATION P/02614/08 TCP/02077/S IS OUTSIDE THE VILLAGE DEVELOPMENT ENVELOPE, THE PARISH COUNCIL RAISES NO OBJECTIONS ON THE BASIS THAT THE PROPOSAL GIVES RISE TO NO NEW BUILD.

A948. P/02645/08 TCP/16137/C

Single/2 storey extension to provide additional living accommodation; conservatory
47 Lushington Hill.

The proposal is very close to the boundary of the neighbouring property.

RESOLVED – THAT THE PARISH COUNCIL RAISES NO OBJECTIONS TO APPLICATION P/02645/08 TCP/16137/C.

A949. P/02674/08 TCP/02077/T

Removal of condition no. 3 on TCP/02077/R which states that the holiday units shall be retained in the same ownership as Fernhill Farm & shall not be sold off separately
Fernhill Farm, High Street.

This condition was imposed to ensure that the units are managed and supervised as holiday accommodation to comply with policy. (Discussion on this application took place under minute A947)

RESOLVED – THAT ALTHOUGH NOTING THAT THIS APPLICATION P/02674/08 TCP/02077/T IS OUTSIDE THE VILLAGE DEVELOPMENT ENVELOPE, THE PARISH COUNCIL RAISES NO OBJECTIONS ON THE BASIS THAT THE PROPOSAL GIVES RISE TO NO NEW BUILD.

A950. Urgent planning matters: Any other planning applications received after the agenda was published.

There were no urgent items to consider.

A951. Progress reports on the following enforcement related matters:-

- Waterside, Sloop Lane - Planning contravention, particularly in respect of the balcony.
- Lakeside hotel - Enforcement issues associated with decking and lighting.
- Epirus- Red Road - Roof height.

Public comments included:-

There are still outstanding issues which need to be resolved; the door to be bricked up; fencing to be removed; height of the car port to be reduced.

A952. Barns at Palmers Farm.

Attention was drawn to the sale of the Hayloft at Palmers Farm which does not include the garage. Concerns were expressed that, on the planning application, the Hayloft had a designated garage. It was requested that this be recorded for future information.

A953. To receive any notices of planning decisions, appeals, Tree Preservation Orders. etc.
Decisions: P/02349/08 TCP/29359 Approved.

A954. To inform members of the Island Plan Core Strategy consultation, available online Friday 12 December 2008 to Monday 9 February 2009.

Members had been provided in advance with information on the Island Plan Core Strategy consultation. It was agreed that a Committee be delegated responsibility to go through the online response process.

RESOLVED – THAT A COMMITTEE BE FORMED OF COUNCILLORS B BALLARD, K MORRIS AND MRS E LOUGHLIN AND THAT THEY BE DELEGATED AUTHORITY TO SUBMIT COMMENTS ON THE ISLAND PLAN CORE STRATEGY ON BEHALF OF THE PARISH COUNCIL.

7. QUALITY REACCREDITATION.

A955. To inform members of the reaccreditation submission and in this connection to adopt the Statement of Intent on Training.

Members were informed that the Parish Council's Quality status lapsed on 31 December 2008. The reaccreditation portfolio was submitted on 30 December 2008 and the interview with the Accreditation Panel for reaccreditation has been provisionally set for Monday 26 January 2009. Further to concerns raised over the amount of paper involved with this process the Clerk stated that where possible she had used existing hard copies of information required and that all other information had been provided on DVD. This has now been accepted.

The Clerk then asked the Parish Council to approve the Statement of Intent on Training (copies of which had been sent to members in advance) which is a new requirement for Quality accreditation.

Members were then informed that the original portfolios are now being released by NALC. Requests must be submitted by 31 March 2009 and postage will be charged. Accordingly members were asked whether they would like the original Quality portfolio returned.

RESOLVED – THAT THE PARISH COUNCIL'S TRAINING STATEMENT OF INTENT BE FORMALLY ADOPTED. A COPY OF THE STATEMENT FORMS **APPENDIX A** OF THESE MINUTES.

RESOLVED – THAT THE PARISH COUNCIL WILL REQUEST FROM NALC THE RETURN OF THE ORIGINAL QUALITY PORTFOLIO SUBMITTED IN 2003.

A956. To discuss what action to take in respect of issues raised by the Parish Council on the reaccreditation process.

The Clerk asked members what action they may wish to take further to their concerns raised informally over the re-accreditation process.

In this connection an email has been sent to the Parish Team to the effect that the Parish Council feels strongly that the criteria that is being applied for reaccreditation lowers rather than raises the standards because it does not reflect what has been achieved since original Quality was attained back in November 2003.

Members acknowledged that the basic Quality criteria must be maintained at all times but to enable the Quality system to develop, improve and be even more meaningful for local councils, the present system of reaccreditation should be totally reviewed, taking into account what has been achieved and the experiences of those councils which have now come to this stage (bearing in mind that Wootton Bridge was one of the first 12 in the country to attain this status).

The Clerk then advised members that subsequently a meeting has been set up with NALC, IWALC, the Parish Team and the Clerks from Wootton Bridge and Brading to discuss the various issues raised on the reaccreditation process.

RESOLVED – THAT THE PARISH COUNCIL WILL TAKE A LEAD IN PUSHING FOR A FULL REVIEW AND ONGOING IMPROVEMENT TO THE QUALITY REACCREDITATION PROCESS.

8. RECREATION GROUND PHASE 2 - SPORTS AND FITNESS CENTRE.

A957. To receive and consider the draft framework for the Sports Association.

Members had been provided in advance with information received from the Project Group on the formation of the Sports Association, copies of which from **APPENDIX B** of these minutes.

Public comments included:-

Peter Foister explained that the Community Centre is booked for 27 February 2009 when the Sports Association will be formed. The Association will want to continue working closely with the Parish Council.

It is anticipated that the Project Group will be in a position to submit bids later this year.

During ensuing discussion points raised included:-

- Why is there just one Parish Councillor proposed to sit on the Association? It was replied that the structure is not set in stone but that after the association is formed people could be co-opted.
- Will the lease be confined to the building? It was confirmed that the lease will include the sports areas and the maintenance will continue to be carried out by the IW Council.
- How many people actually responded to the consultation? It was replied that there has been a long consultation process undertaken over a period of 3 years including at the 2007 Party in the Park. Public meetings have also been held. The consultation materials will be made available for viewing.
- What is the exit strategy? It was responded that this will be addressed as part of the bid process. Parish Council funds will not be put at risk, this project must stand on its own.

RESOLVED – THAT THE DRAFT FRAMEWORK FOR THE WOOTTON BRIDGE SPORTS AND FITNESS ASSOCIATION BE FORMALLY RECEIVED AND NOTED.

A958. Disused toilet block, recreation ground.

At this point members attention was drawn to an email received from Property Services (after the agenda was published) regarding the proposal to demolish the toilets in the recreation ground given that new toilets are being proposed as part of the Sports and Fitness Centre project and also that the new eco loos have been built at Brannon Way. Members' views on this are being sought. Attention was then drawn to a response to this proposal from Councillor A Coles who suggested that if there is money available to demolish the toilet block this would be better used to provide fencing around the existing play equipment.

It was agreed to respond to Property Services as follows:-

That the reinstatement of the toilets would be preferable as there is a need for toilets in this location for the following reasons: the new play equipment area is proposed for this location; the Doorstep Green has given rise to more people using the recreation ground; parents etc wait in this location to pick their children up from the primary school.

Public toilets are planned as part of our Sports and Fitness Centre project but this is long term and it could be another 5 years at least before this goes ahead. Accordingly the Parish Council, in first instance, requests information on the costs involved in reinstating the toilets.

9. VILLAGE DESIGN STATEMENT CONSULTATION DAY/ OPEN DAY.

A959. To update members on the arrangements for the Village Open Day/ VDS Consultation Day.

Arrangements are well in hand with the VDS review consultation. Also, through the Community Advice Network (CAN), there are about 16 organisations who will be exhibiting including: CAB, Age Concern, Sight Concern, Community Chefs, recycling info etc. There should be something for everyone.

Careful thought is now being given to publicity and the Clerk is working with the CAN on an advertisement for the County Press and also leaflets. The publicity costs will be shared with CAN.

Also it has been suggested that a banner be erected on the corner of Brannon Way. The Parish Council has a banner which can be used and costs involved with providing and mounting the lettering will be in the region of £100. Given the cost involved members agreed not to fund the banner.

A960. To report on the Working Group meeting held on 15 January 2009.

Issues raised at the Working Group meeting included:-

- The Working Group has now agreed the ten topic headings for the VDS/ Strategy Plan consultation and also the format that each display will take.
- To share the workload, it was suggested that volunteers be sought to help with each topic display.
- As well as the 10 topic headings the consultation day will include information on the Parish Council elections, the Parish Council 'style', wind farms and a display of old photos.
- The Community Centre has now agreed to provide refreshments free of charge providing a donation is made at the end of the day by the Parish Council and CAN towards the costs involved.
- Efforts will be made for the Gasification Unit to attend on the Day.
- A table will be set up to amuse any children attending.
- The school is being contacted with a view to providing some form of entertainment during the Day.
- Each topic display to be manned.
- Someone to be on the door.

At this point Councillor B Abraham and IW Councillor David Pugh joined the meeting.

A961. To appeal for volunteers to help with the displays/ arrangements and also to help on the Day.

A request was made to members for volunteer help to compile the display boards and also to help on the Day. This matter will also be raised at the Partnership meeting next Tuesday. The next meeting of the Project Group will be held on Thursday 12 February 2009 at 2.00pm in the HIC and it is hoped by that time that all the preparations will be nearing completion. Offers of help were then received from members.

10. PUMP LANE AMENITY AREA AND DINGHY PARK.
Progress report.

A962. Work is due to commence on the gate and fencing later this month. Estimates are being sought by the Parish Council in respect of costs involved in building the new access. WFA has approved the purchase of the fence and gates. There will be one vehicular and one pedestrian gate. The derelict boats are being dealt with and there have been offers to keep an eye on the area when the work is complete. Confirmation of the exact position of the gate was requested.

11. PARISH COUNCIL RISK ASSESSMENTS REVIEW AND MONITORING REGIME.

A963. To review the Parish Council Risk Assessments.

The Clerk has updated all the risk assessments in preparation for formal adoption by the Parish Council. RESOLVED – THAT THE PARISH COUNCIL RISK ASSESSMENTS AS LISTED, LAST REVIEWED FEBRUARY 2008 AND AS UPDATED, BE APPROVED AND SIGNED BY THE CHAIRMAN.

- SAFETY OF GENERAL PUBLIC AND EMPLOYEES - UNCHANGED
- SEATS AND LITTER BINS - ADDITIONS
- COUNCIL OWNED LAND - UNCHANGED
- HELP AND INFORMATION CENTRE - UNCHANGED
- FIRE - UNCHANGED
- FINANCE - UNCHANGED

A964. To review the monitoring regime in respect of the following:-

RESOLVED – THAT THE MONITORING REGIME CONTINUES IN LINE WITH THE APPROVED RISK ASSESSMENTS.

12. HIGHWAYS ISSUES.

A965. To consider the following matters suggested by PC Massey:-

- a) Extension to the double yellow lines to go across the entrance to the vets car park.

This has been suggested following problems that the vets have in gaining access to their car park when vehicles parking across the entrance. If agreed it would mean more painting on the brick sets. RESOLVED – THAT THE PARISH COUNCIL SUPPORTS THE REQUEST FOR DOUBLE YELLOW LINES ACROSS THE ENTRANCE TO THE VETS CAR PARK IN THE HIGH STREET.

- b) Provision of signage in the High Street for the free car park and toilets.

This could help alleviate the parking problems in the laybys and surrounding area.

This suggestion has been put forward as a way in helping to alleviate the parking and obstruction issue.

RESOLVED – THAT THE PROVISION OF SIGNAGE TO THE FREE CAR PARK AND TOILETS IN THE HIGH STREET IN ADVANCE OF BRANNON WAY JUNCTION BE SUPPORTED.

A966. Station Road traffic safety issues and 20 mph speed limits.

Progress report further to the meeting held with the Traffic Engineer and local residents on Tuesday 28 October at 2.00pm when issues raised included:-

- Traffic speed in Whiterails and Briddlesford Roads.
- Safe crossing for a blind lady in Station Road.
- Turning around of active speed sign in Station Road so that it targets vehicles coming in to the village.

Public comments included:-

- *Serious concerns raised over traffic mounting the pavement on the east side of Station Road in the vicinity of 35 and 49 Station Road. The local member stated that he needs to chase this matter up.*
- *Traffic problems outside Ivy Hall as a result of car park congestion at The Sloop. It was mentioned that the Enforcement Officer is visiting this area.*

With regard to Briddlesford crossroads road markings etc., these should be in place any time now.
With regard to 20mph limits, a policy is being drawn up to give consistency across the Island.
RESOLVED – THAT THE SAFETY ISSUES OF CARS AND LORRIES MOUNTING THE PAVEMENT IN STATION ROAD BE RAISED WITH HIGHWAYS AS A MATTER OF URGENCY.
- THAT HIGHWAYS WILL BE CONTACTED WITH A REQUEST TO TURN AROUND THE SPEED REACTIVE SIGN IN STATION ROAD.

13. VILLAGE PARTNERSHIP/REGENERATION - PROGRESS REPORTS.

To report on the following:-

A967. The Christmas Festival.

For a first attempt, the Christmas festival had been very successful and there has been much good feedback. A report of the event will be included in the next edition of the Bridge.
Councillor R Ashley has asked that his views on how he and his team enjoyed the event be relayed to the meeting and he passed on his praise to all those involved- it made him feel part of the community. He also mentioned that he was disappointed in the turn out of councillors for the choir.
Discussion ensued when members acknowledged how beautiful the Christmas Tree had looked. It was agreed to send letters of thanks to those involved.

A968. To inform members of the next Partnership meeting to be held on Tuesday 27 January 2009 at 7.00pm in the HIC.

Members have all been provided with copies of the agenda.

A969. Wootton WICI.

Members were then informed that a funding stream had become available just before Christmas in respect of revenue funding to develop new services in rural areas. In consultation with the Chairman the Clerk submitted a bid to develop a Wootton WICI at the HIC. This will be an interactive facility for information exchange and to provide such things as village diaries and Parish Council information on line. It will be internal system only at this stage but may be developed further should it be successful. The grant is for £1,000 and is for revenue costs only and must be spent by the end of March. The system is currently being developed and it will be showcased on the plasma screen at the Open Day.

14. COMMITTEES AND MEETINGS.

i) To report on the following meetings:-

A970. IWALCs Executive.

Members were informed that the Parish Charter will be adopted after the June elections. The Head of Planning, Bill Murphy, will attend the February IWALC meeting and this is open to all councillors. Concerns were voiced over the withdrawal of the churchyard and grass cutting grants effective from next year. At this point Councillor Pugh explained that because of the increase in the number of parish councils now on the Island and with the budget cuts, this scheme is no longer sustainable.

Any other meetings.

A971. Future Care Conference.

Councillor Mrs W Jacobs attended a conference on access to elderly services which includes such things as exercise, medicine and housing. The outcomes will be going to Parliament for a Green Paper.

A972. Portsmouth Harbour, Spithead and the North East coast of the IW onto the World Heritage List as the world's first Cultural Seascape.

To be held at the George Street Centre, George Street, Ryde on Friday 20 February 2009 at 7.00pm. It is hoped that a member of Woodside Residents Association will be attending this meeting.

15. CORRESPONDENCE.

For information only.

A973. Grass cutting and churchyard maintenance grants.

Letter received from the Leader of the IW Council explaining that it is likely that churchyard and grass cutting grants will stop next financial year.

A974. Communities in Control: real power; Codes of Conduct for local authority members and employees.

NALC response to the consultation. Also consultation document inviting comments by 12 March 2009.

A975. Woodside Residents Association.

Newsletter.

A976. Parish Press.

December 2008 edition of the Parish Press made available for members' perusal.

16. ACCOUNTS.

To consider and approve the accounts for payment.

A977. Members were provided with the accounts for payment a copy of which forms **APPENDIX C** of these minutes.

RESOLVED – THAT THE ACCOUNTS FOR PAYMENT TOTALLING £3,540.09 BE PAID.

17. TO RECEIVE ANY ITEMS FOR INCLUSION ON THE NEXT AGENDA.

A978. It was suggested that the heating is left on in the school for the next meeting.

At this point Councillor A Coles left the meeting.

DAVID PUGH, LEADER OF THE IW COUNCIL.

A979. The Chairman then properly welcomed IW Councillor David Pugh to the meeting. David apologised for joining the meeting late but he had been Chairing a meeting of the Cabinet. He said that it was good to be at the school and went on to talk about the new school system. He also mentioned the Code of Conduct and communication channels between the IW Council and the Parishes – the IW Council has made improvements in this respect although some sections are better than others.

Councillor Pugh had been provided in advance with a list of questions which included:-

- i) The situation with the former Lloyds Bank building in the High Street. It was granted planning permission for conversion to 2 dwellings and was given a condition of a year to start work which will have lapsed at the end of this month. What will happen now?

Councillor Pugh explained that the former Lloyds Bank building in the High Street was granted planning permission for conversion to 2 dwellings and was given a condition of a year to start work which will have lapsed at the end of this month. The owner needs to borrow funds to go ahead with the work. He will not be implementing the consent but within the next 10 days will be submitting another application. The Agent is seeking a 2 year condition. IWC need to consider whether this is acceptable but need to take into account the current financial situation. It was agreed that the situation is frustrating but the IW Council must act within the law. Compulsory Purchase was discussed and it was explained that all other avenues have to be pursued before CP can be actioned. The matter will be taken up again with Enforcement.

- ii) New Road traffic problems - parked cars at the High Street end narrows the road and for two vehicles to pass at the same time cars are mounting the pavement (on the east side) causing safety problems. This has been reported to Highways but so far a solution hasn't been forthcoming.

The need for a bollard at the top of the footpath which leads from New Road to Sloop Lane was mentioned. Councillor Pugh will take this matter up with the Local Member.

- iii) Help Centres. What is the future. We would like to develop our services at Wootton to include tourist information etc.

It was explained that some difficult decisions will have to be made this year and that cuts will have to be made. Councillor Pugh noted that the Parish Council wishes to develop services at the Help Centre and that the costs to the IW Council in respect of the existing service is minimal. The IW Council budget will be set in February after which time the situation will be clearer.

- iv) Play strategy and Play rangers. We need funding for our proposed new play area in the recreation ground and want to access funding through the Play Strategy.

The need for Wootton to be top of the list for the Play Finder funding for the new play area on Wootton recreation ground was mentioned. All the consultation has been undertaken and the plans are ready. The Sports Unit has to find out more about the funding process after which time the information will be rolled out to the Parish Councils.

- v) The Parish Team and the benefits that it brings to us and the Quality scheme and the beyond quality concept.

Councillor Pugh stated that the IW Council support for the parishes will continue in one form or another. The IW Council fully supports the Quality scheme and the Island has the highest proportion of Quality Councils in the country.

- vi) PFI :- In the present financial climate is the PFI safe and is there any way it can be accelerated to help create jobs for Island firms?

The PFI is a grant of £325m to be spent on road improvements over a 25 year period. There may not be a big enough firm on the IW to do the work but a requirement could be for Island sub contractors to be used. The scheme is due to start in 2011 and it is not likely that the timescale can be shortened. The IW Council is carrying out improvement works at present.

Other question raised included:-

- The need to protect our village businesses.

The Parish Council Business Policy was mentioned. *Councillor Pugh explained that viability is always an issue when looking at business related applications and each case is looked at separately. Officers must take note of our Parish Council Business Policy.*

- Planning; that officers should be accountable and the Parish Council should be given full reasons when decisions differ from the recommendations put forward by the Parish Council.

Justification and reasons for decisions should be available on line shortly.

- The Youth service review what is the likely future for Wootton Youth Club.

It was mentioned that attendance is now better but the building is in a bad state of repair.

Councillor Pugh asked whether there are other premises which could be used – other ways of providing premises could be looked at.

- Clarification was sought regarding the change to the education system and how this will effect Wootton CP school.

Councillor Pugh explained the school would be enlarged to take up to year 11. It is all about improving education standards. Discussion ensued regarding the changeover periods for pupils and concern was expressed that facilities will not be in place for some pupils in the change over.

The Chairman then thanked Councillor Pugh for attending the meeting.

There being no further business to discuss the meeting closed at 9.21pm.

Signed.....dated.....