

MINUTES

For the meeting of Parish Council, held on Wednesday, 1st September 2021

Meeting Number 21.370

Public Participation

There was one member of the public in attendance who raised three points:

1. Do some of the toys placed in the spinney area need to go in the playground as they keep getting moved there? It was suggested some if required could be placed in the box by the playground which will be provided for sport equipment. The Council thanked Janice Stafford Allen for contacting Sobell House and taking the time to supply the playing field with pots and pans, supporting the children of the village.
2. Now that 20mph is the speed limit on Church Lane could the residents on Church Lane be provided with speed awareness stickers to use on their bins. It was suggested this item is referred to the traffic advisory group for consideration.
3. The spinney and hedge along Church Lane (alongside playing field) are getting overgrown and require work. RSA suggested that a potential work day by a Dalcour Maclaren working party could be an option for next year. In the meantime he will talk to the hedge layer about tidying up the frontage and obtain a quote if possible and will send out a request to see if anyone can help with the spinney.

Action: Clerk to provide suggestion about 20mph bin stickers for Church Lane to NM for discussion by Traffic Advisory Group.

Action: RSA to investigate hedge maintenance costs for Church Lane and Council to send out request for help with the spinney.

21.370.1 Apologies for Absence

Councillors Bohm (DB), Davis (SD), Stafford Allen (RSA), Donne (HD) and Whitfield (RW) were all present. Councillor Mullane sent his apologies prior to the meeting, which were accepted.

Councillor Nigel Simpson was also in attendance for part of the meeting. Councillor David Hughes, James Henderson and Roger Evans sent their apologies with the latter two providing updates for the Council.

21.370.2 Declarations of Interest

RSA declared an interest in planning application 21/02373/F relating to Robins Folly, Mill Lane.

21.370.3 To Receive & Approve: Minutes of the Parish Council meeting held on 14th July 2021 (DB)

The minutes of the Parish Council meeting held on 14th July 2021 were discussed with no changes required.

The minutes for the Parish Council meeting held on 14th July 2021 were then moved by DB and seconded by SD. The motion was supported unanimously by the Council.

Action: Clerk to present minutes to Chair to sign, then file and upload to the web.

Minutes

Approved:.....Dated.....

21.370.4 For Information: Chairs Comment

DB commented that throughout the summer there has continued to be a lot of parish council work being done on works, planning, finance and specific issues such as the Oak Tree pathway.

DB attended a virtual event hosted by the Council to Protect Rural England and the Oxfordshire Neighbourhood Plan Alliance. Presentations were made by representatives of the Oxfordshire Growth Board regarding the 2050 Plan and CPRE who stated they are in favour of a Spatial Plan but focussed heavily on the Climate Emergency that we face and that this should be front and centre of any growth plan.

Issues raised which are relevant to Weston on the Green were highlighted by DB:

- Truly affordable homes, water supply, energy supply, available land that is not marked for conservation, or Green Belt.
- Build all the houses that currently have planning permission and consider lower market prices, smaller homes that are manageable for many people.
- Infrastructure and its effect on our village. What is needed? How does the infrastructure support the aim of low carbon emissions and the Climate Emergency statement by Cherwell District Council (CDC)?

In term of parish concerns DB has been contacted a number of times by residents of Monks Walk concerning the excessive lighting at The Manor Hotel. Enforcement, Conservation and the Environment have been contacted at CDC. Ideally, we would like some clarity from CDC as to how they are going to manage this situation. The lighting is in violation of the Neighbourhood Plan as it is intrusive in the village (Policy E2 ‘.keep exterior lighting levels low to encourage wildlife’).

21.370.5 For Information: Clerk report (Clerk)

The clerk highlighted a report provided to the Council which confirmed that the Parish Council received £250.00 from Ardley United Football Club for the annual rental of the playing field (2021-2022) on 12th July 2021. The Village Hall have also kindly donated some football nets for the permanent goal posts on the playing field.

A new box of sports equipment has been purchased for the playing field comprising items for cricket, football, badminton, rounders, bowls and basketball along with some children’s pond equipment for the North Lane pond. These items have been purchased by utilising the Government grant received by the Parish Council in 2021 from the Containing Outbreak Management Fund.

21.370.6 For Information: District and County Councillor information updates

Councillor Simpson provided an update from Oxfordshire County Council highlighting it has been quiet due to the summer break. Covid cases are reportedly creeping up again in Oxfordshire but vaccinations are ongoing for younger people at the Kassam and additional resources have been placed into Oxford city.

In terms of planning Councillor Simpson commented that he will support the parish with the new Ben Jonson application which Councillor Hughes has requested to go to committee. He also highlighted the potential effects of increased HGVs through the village due to the Symmetry Park and Ardley freight terminal proposals along with the approved Great Wolf development. DB commented that at some point the cumulative effect of all these planning applications needs to be taken into account.

21.370.7 For Information: Technology Advisory Group update (James Henderson)

DB provided an update on the full fibre project in J. Henderson’s absence. We are reportedly still in the funding queue, it has been difficult to reach people due to holidays but hoping things will move along shortly. A comment to that effect will be added to the Parish Council website and facebook site.

Action: DB/Clerk to add comment on status of full fibre technology project to the PC website and facebook.

Minutes Approved:.....Dated.....

21.370.8 For Information: Oak Tree footpath update. **Resolution To Approve** payment of arboriculturalist fees of up to £800+VAT to determine the effect of the alternative pathway on the veteran oak tree (DB)

A report was provided by Roger Evans (read by DB) on the latest status of the proposed footpath application.

1. Further detail keeps being requested by Cherwell District Council (CDC). Progress has been hampered by the case officer leaving the Council and a new officer has taken over. The original case officer failed to log onto the server the additional information that we provided in the spring so we have had to repeat that loop. To date we have provided:
 - Plan of proposed path
 - Design and Access Statement
 - Cross-section from tree to neighbour's boundary showing proposed path with detailed levels at half metre intervals
 - Construction detail and spec for path
 - Elevation of proposed stone headwall to ditch and balustrade
 - Two eye-level perspectives
 - Method statement for demolition of built structure
2. CDC have confirmed that they will not require planning permission for demolition of the built path.
3. CDC confirm that the developer's S106 Agreement will not have to be reworded to accommodate should the proposed path replace the constructed path.
4. Iain Osenton (CDC advisor on trees) has now requested a supporting report from an arboriculturalist. The Parish Council has a quotation from Fiona Bradshaw of Sylva Consultancy for consideration.
5. CDC have also requested further information on levels for which requires a topological survey. This is also requested by Fiona Bradshaw in CAD format and is included in the requested arboriculturalist fees.

The resolution to approve payment of arboriculturalist fees of up to £800+VAT to determine the effect of the alternative pathway on the veteran oak tree was proposed by DB and seconded by SD. The motion was supported unanimously by the Council.

Action: DB to liaise with Roger Evans regarding the instruction of the arboriculturalist for the proposed new Oak Tree footpath.

21.370.9 Resolution To Approve Parish Council financial accounts, end of Q1 - FY 2021-2022 (HD)

HD presented the Parish Councils Q1 accounts for financial year 2021/22 following their approval by the finance advisory group. A summary of expenditure in Q1 vs budget, bank reconciliation and income details were provided. HD confirmed the Council has received income from Cherwell District Council (half the annual precept payment), VAT refund, Oxfordshire County Council annual verge grass cutting payment, sale of the 20s Plenty Signs and the Containing Outbreak Management Fund grant.

The accounts provide a clear understanding of the Parish Council's current finances and the explanations provided allow the Council to understand difference in spend vs budget.

The resolution to approve the Parish Council financial accounts, end of Q1 - FY 2021-2022 was proposed by HD and seconded by RW. It was supported unanimously by the Council.

Action: Clerk to upload the Parish Council Q1 accounts (FY 2021/22) to the Parish Council website.

Minutes

Approved:.....Dated.....

21.370.10 Resolution To Approve Parish Council to apply for a Public Works Loan Board (PWLB) loan following receiving borrowing approval from the Secretary of State for Housing, Communities & Local Government in order to purchase the playing field and spinney in Weston on the Green. The loan would be a fixed rate loan for £30,000 over the borrowing term of 20 years with the exact interest rate to be determined prior to agreement of the loan by the Responsible Financial Officer (HD/RW)

RW confirmed that the Council can now formally apply for a loan to purchase the playing field and spinney from the Public Works Loan Board as we have formally received borrowing approval from the Ministry of Housing, Communities & Local Government. RW went on to highlight the report on the purchase produced by the finance advisory group outlining the key information associated with the loan.

HD also highlighted that the interest rate had actually reduced since initial discussions had been held with the Council and confirmed he will inform the Council of the approved interest rate at the time the loan is agreed.

He went onto comment that following the purchase of the playing field and spinney a refund will be paid by the Duchy of Cornwall to the Parish Council for the part of year not utilised under the lease of the land.

The resolution to approve Parish Council to apply for a Public Works Loan Board (PWLB) loan following receiving borrowing approval from the Secretary of State for Housing, Communities & Local Government in order to purchase the playing field and spinney in Weston on the Green. The loan would be a fixed rate loan for £30,000 over the borrowing term of 20 years with the exact interest rate to be determined prior to agreement of the loan by the Responsible Financial Office was proposed by RW and seconded by HD. The motion was supported unanimously by the Council.

Action: Clerk to update the playing field purchase section on the PC website with the latest information.

21.370.11 Resolution To Approve payment of solicitor fees of up to £5,100+VAT associated with the purchase of the Playing Field & Spinney, for Weston on the Green Parish Council and the Duchy of Cornwall. Note that £2,030+VAT has already been paid on account to the Parish Council's solicitors (HD/RW)

RW highlighted the explanation of the legal fees associated with the purchase of the playing field and spinney which is detailed in the purchase report mentioned in 21.370.10.

The resolution to approve payment of solicitor fees of up to £5,100+VAT associated with the purchase of the Playing Field & Spinney, for Weston on the Green Parish Council and the Duchy of Cornwall (note that £2,030+VAT has already been paid on account to the Parish Council's solicitors) was proposed by RW and seconded by HD. The motion was supported unanimously by the Council.

Action: PC bank signatories to proceed with bank transfer for the purchase of the playing field when indicated by the solicitor.

21.370.12 Resolution To Approve that the Chairman and Vice Chairman are authorised by the Parish Council to progress the transaction and sign the legal contracts once the loan funds have been received (HD/RW)

The resolution to approve that the Chairman and Vice Chairman are authorised by the Parish Council to progress the transaction and sign the legal contracts once the loan funds have been received was proposed by RW and seconded by HD. The motion was supported unanimously by the Council.

Action: Clerk to confirm with PC solicitor the approvals detailed above relating to the purchase of the playing field and spinney and to liaise with him through the next stage of the purchase.

Action: Clerk to liaise with HD over the application for the loan from the PWLB for the purchase of the playing field and spinney.

Minutes

Approved:.....Dated.....

21.370.13 Resolution To Approve a request from the Village Hall for a donation of £1,000 towards a new heating project for the main hall. The donation is subject to achieving the remainder of cost by fundraising (RW)

RW presented a request received from the Village Hall for a donation towards the second stage of their heating project, installing new heaters within the main hall which would provide an ambient background heat and be more efficient than the existing radiant heaters.

RSA confirmed he is not on the Village Hall committee.

The resolution to approve a request from the Village Hall for a donation of £1,000 towards a new heating project for the main hall. The donation is subject to achieving the remainder of cost by fundraising was proposed by RW and seconded by DB. The motion was supported unanimously by the Council.

Action: Clerk to inform the Village Hall of the donation from the Parish Council towards the main hall heating fund and arrange payment when project to be actioned.

21.370.14 Resolution To Approve £180 donation to cover the Village Hall hire fee, for a twelve-month period from September 2021, to host the Neighbours Natter monthly coffee morning (RW)

RW presented a request received by the Parish Council to cover the Village Hall hire fee to host a new Neighbours Natter coffee morning. It was confirmed that the hire fee would be paid either monthly or quarterly depending on invoicing from the Village Hall.

The resolution to approve a £180 donation to cover the Village Hall hire fee, for a twelve-month period from September 2021, to host the Neighbours Natter monthly coffee morning was proposed by RW and seconded by HD. The motion was supported unanimously by the Council.

Action: Clerk to inform Patsy Parsons and Village Hall of the £180 donation from the Parish Council towards the hire of the hall for the Neighbours Natter coffee morning and arrange payment when appropriate.

21.370.15 Resolution To Approve Report of the Independent and Parish Remuneration Panel on the Review of Parish Members’ Allowances for the 2021/2022 Financial Year (HD)

HD commented on the report of the Independent and Parish Remuneration Panel on the Review of Parish Members’ Allowances for the 2021/2022 financial year received from Cherwell District Council. Weston on the Green Parish Council would fall within Band 3 and could pay parish basic allowance of £225/annum plus an additional amount for the chairman.

Currently Councillors do not take any allowance for undertaking their role and no councillor wished to take an allowance for the forthcoming year.

The report also detailed Travel and Subsistence Allowances e.g. details on mileage claims. It was considered that there shouldn’t be a cost to being a councillor and should people wish to claim expenses the report provides guidance for the figures to use.

The resolution to approve the recommended allowance levels provided in the report of the Independent and Parish Remuneration Panel on the Review of Parish Members’ Allowances for the 2021/2022 Financial Year was proposed by HD and seconded by RW. The motion was supported unanimously by the Council.

The report summary has already been placed on the Parish Council notice board and it will be added to the Parish Council website.

Action: Clerk to add the Independent and Parish Remuneration Panel report for 2021/22 to the PC website.

Minutes Approved:.....Dated.....

21.370.16 Resolution To Approve Councillor signatories on Parish Council Barclays Bank accounts (HD)

HD confirmed that the current system of two councillors approving payments for both the online and cheque payments systems is working well. There are currently three councillor signatories (HD, SD and DB) and HD proposes to continue with this arrangement.

The resolution to approve councillor signatories as HD, SD and DB on Parish Council Barclays Bank accounts was proposed by HD and seconded by DB. The motion was supported unanimously by the Council.

Action: Bank signatories to be reviewed following May 2022 Parish Council elections.

21.370.17 Resolution To Approve the following invoices for payment (HD)

HD requested approval of the following invoices detailed in the table below.

PC Ref	Payee	Purpose	Total (incl VAT)	Budget Line	Amount Remaining in 2021-22 Budget
206*	Oxford Edens	Grass cutting 16/07/21 (playground, stocks/Ben Jonson, B430 verge)	£258.00	Works-Grass Cutting/Village contractor	£1,300.00
207*	Oxfordshire Neighbourhood Plans Alliance	Top up to full membership subscription payment following NP being made	£25.00	Subscriptions/Oxfordshire Neighbourhood Plans Alliance	£25.00
208	CPRE	Annual membership renewal	£36.00	Subscriptions/CPRE	£36.00
209*	Oxford Edens	Grass cutting 30/07/21 (playground & stocks/Ben Jonson)	£150.00	Works-Grass Cutting/Village contractor	£1,042.00
210	Playsafety Limited	Rospa Play Safety 2021 Annual Inspection of Playground	£99.00	Works/Playground annual inspection	£99.00
211^	Duchy of Cornwall	Yearly rent (29/09/21 - 28/09/22) for playing field & spinney	£738.35	Works/PWLB Repayments – Playing field & spinney loan	£1863.00
212	Oxford Edens	Grass cutting 13/08/21 (playground & stocks/Ben Jonson)	£150.00	Works-Grass Cutting/Village contractor	£892.00
213	123Connect Limited	Exchange Mailbox (@clerk) hosting fee	£144.00	IT/Email server	£144.00
214	Clerk (J Mullane)	PPE and cleaning items for PC Meetings (Amazon)	£29.54	Contingency	£1,012.96
215	Clerk (J Mullane)	Plants for planters (Bunkers Hill)	£14.80	Works-General/General Village Maintenance	£1,910.00
216	Clerk (J Mullane)	Plants, soil & grit for planters (Bunkers Hill)	£57.91	Works-General/General Village Maintenance	£1,895.20

It was noted that invoices 206, 207 and 209 had already been paid in order to avoid late payment fees. Under invoice 211 HD highlighted that following the purchase of the playing field and spinney a refund will be paid by the Duchy of Cornwall to the Parish Council for the part of year not utilised under the lease of the land.

The resolution to approve the invoices detailed in the table was proposed by HD and seconded by SD. The motion was supported unanimously by the Council.

Action: Clerk to update invoice log with approvals.

Action: Clerk to initiative request for payments from Councillors and ensure payments authorised.

Minutes

Approved:.....Dated.....

21.370.18 For Discussion: Discuss and agree recommendations from the Planning Group (HD)

Key planning applications on the planning report (updated 23rd August 2021) were discussed by the Council.

Building Applications:**Decision Received – Permitted**

21/00410/DISC – Land North of Oak View - Discharge of Condition 3 (turning area) and 4 (Construction Method Statement) of 17/01995/F – This is to do with installation of gas tanks.

21/02146/OUT - Reynards Lodge North Lane- Outline:- application for demolition of workshops, stables and tennis court and construction of two houses, one bungalow and a barn conversion.

21/02281/F - Unit 8 Manor Farm Northampton Road - Replacement of existing storage building - for use as commercial storage.

Decision Received – Rejected

None

Awaiting Decision

21/00516/F - Grass Verge adjacent to North Lane – Formation of Footpath at top of North Lane – Parish Council Application.

21/00873/F – Kemsley Farm, Northampton Road – Extension to and conversion of barn to form a single dwelling house and associated works.

21/01580/F - Kemsley Farm Northampton Road - Change of use of land from agriculture to equestrian use. Erection of a building to provide stabling for 36 ponies with associated facilities.

21/02472/F & 21/02473/LB – Ben Jonson Inn – Erection of two bed bungalow in pub garden. Access through car park and hole in Westlands Avenue wall.

Councillor Hughes has reportedly requested for this application to be called in.

21/02373/F - Robins Folly Mill Lane - Remove existing flat roofed extension and replace with pitched roof extension to side.

New Applications:

21/02668/F - BP Family Farm Services - Installation of electric vehicle (EV) charging bays and associated site works, replacement lighting and associated electrical connections and infrastructure.

The Council highlighted that this is a considerably over developed site and had concerns over the location of the charging bays and the safety of the site.

21/02722/NMA - Ladygrass Church Lane - Non-material amendment to 21/00404/F - Revision to height and profile of wood-burner flue on south elevation. Addition of fixed rooflight to 'cat slide' roof on east elevation.

Tree Works:**Rejected / Issues**

None

New Application – Case Officer Iain Ossenton

21/02797/TCA - St Mary The Virgin Church Church Lane - Tree Safety Survey.

21/02826/TCA - Guernsey Cottage Mill Lane - T1 -T2 -Willow Pollard down to 10ft.

Minutes

Approved:.....Dated.....

Action: HD/Clerk to send appropriate planning replies to Cherwell District Council.

HD highlighted the information sent to residents regarding the public exhibition on the proposed plans for Siemens Healthineers at Symmetry Park, on land to the north of the A41 and east of the M40 near Junction 9.

Action: Symmetry Park public exhibition information to be placed on the PC website/facebook.

Regarding the Manor Hotel HD also confirmed the Council has been in touch with enforcement at Cherwell District Council and has received no correspondence from them. This information has been confirmed with concerned residents and contacts of people to contact directly have been provided.

RSA also noted that he had been in contact with the Oxfordshire County Council Gypsy and Traveller Services department regarding the bus and additional vehicles located permanently in the layby opposite the RAF airfield. He has also informed the MoD too. Traveller Services replied that the occupant has been offered housing by the local authority, but he has not taken them up on their offer. The legal process has commenced to evict him, but due to requiring a hearing at the Magistrates Court this does take a period of time. Should the Magistrates grant an order, it means that the vehicles would have to leave, the order lasts for 3 months. It is possible that he could rotate between 3 locations and come back here every 3 months. Should the Governments new Police Bill be passed then the period for not returning would be increased to 12 months. That legislation is awaiting a reading in the House of Lords, after the summer recess.

21.370.19 Resolution To Approve that Weston on the Green Parish Council declares a Climate Emergency and will respond to all applications and concerns with the safety of climate, insects and animals (DB)

Cherwell District Council has declared a Climate Emergency and Oxfordshire County Council has an extensive climate policy and as such expect planning and projects to conform to standards that do not add harm and which protect the environment.

The UK will host the UN Climate Change Conference COP26 with Italy in November 2021 to bring together world leaders to commit to urgent global climate action. [#OneStepGreener's](#) intention is to create a mass movement of green steps across the country in the lead up to COP26, showing how small actions culminate in large collective action.

Weston on the Green Parish Council have a biodiversity policy and are clear that this is one small step in the national effort. In order to give teeth to this policy it would be prudent for the Parish Council to declare a Climate Emergency and be very public about saving energy, protecting animals and insects and all the other micro-behaviours that will help create an improved environment.

The resolution to approve that Weston on the Green Parish Council declares a Climate Emergency and will respond to all applications and concerns with the safety of climate, insects and animals was proposed by DB and seconded by SD. The motion was supported unanimously by the Council.

Action: Further information on Climate Emergency and parish to be placed on PC website.

21.370.20 For Information: Housing Needs Survey Results (DB)

The final copy of the Future Housing survey results has been circulated to the Council. The turnout was 45% which is considered high. There has been some identified need in the village for both affordable and shared ownership housing. Community First will attempt to contact those who ticked the box and agreed to be contacted regarding next steps.

Both Community First and Frances Evans of Cherwell District Council have recommended we have an Open Evening where some of the options could be explained and questions answered. The Registered Provider (RP) for the new homes at the Southfield development will also be invited once their name is known. The RP will then circulate leaflets around the village with information. Actions to come out of the report will be worked on by DB/SD.

Minutes Approved:.....Dated.....

Action: DB/clerk to arrange an Open Evening where housing options could be explained with CDC and registered provider of Southfield development once known.

Action: Clerk to place Future Housing survey results/report on PC website.

21.370.21 For Information: Works update & RoSPA Playground Report (RSA)

RSA highlighted that the playground was inspected on 31st August 2021 and the general appearance was reasonable; key points are detailed in the submitted works and playground report.

RoSPA carried out a safety inspection of the playground on 29 July 2021. There are some actions, none of which is classed as major as a result of the RoSPA inspection and report, these include some gate repairs, shrinking of the safety surface and some bolt head covers that need replacing.

RSA also mentioned he will chain down the new chest for the new sport equipment at the playground.

21.370.22 Resolution To Approve spend of up to £400 on a laptop computer to input the results from the community speed watch project

The Parish Council part owns a traffic sentinel with Islip Parish Council. The traffic advisory group has received training from the Islip clerk and has since trialled the use of the camera. The Islip parish clerk advised the Traffic Advisory Group that a separate laptop is required to download and store the data produced utilising the sentinel camera. This data is then sent to the Community Police team for processing and it is understood that a separate device is required under data protection laws.

It was noted that the spend would be for up to £400+VAT and would come out of the 'Traffic Calming Initiatives' 2021/22 budget line which currently has £2,784.66 remaining for FY 2021/22.

The resolution to approve spend of up to £400+VAT on a laptop computer to input the results from the community speed watch project was proposed by HD and seconded by RSA. The motion was supported unanimously by the Council.

Action: Clerk to inform NM that he has approval to proceed with purchase of laptop for use with traffic sentinel.

21.370.23 Resolution To Approve quote from Oxfordshire County Council contractors for spend of £815+VAT to provide new pedestrian crossing safety signage on Church Lane (NM)

The Parish Council have received concerns from the community around the safety of road users on Church Lane, including a partially sighted resident and mobility scooter users, when accessing the centre of the village. Following a meeting with Dave Catling (Technical Officer – Traffic & Road Safety) from Oxfordshire County Council (OCC) he has drawn up plans for two new pedestrian crossing signs to be implemented before and after the crossing for the Church entrance on Church Lane, combining one with the existing 20mph repeater.

The quote for the proposed work to be undertaken by an OCC contractor is £815 +VAT. It was noted that the spend would come out of the 'Traffic Calming Initiatives' 2021/22 budget line to fund the purchase, this budget line currently has £2,384.66 remaining for FY 2021/22 (assuming item in 21.370.21 has been purchased).

The resolution to approve the quote from Oxfordshire County Council contractors for spend of £815+VAT to provide new pedestrian crossing safety signage on Church Lane was proposed by DB and seconded by SD. The motion was supported unanimously by the Council.

Action: NM/Clerk to check with residents to highlight the potential new safety signage posts.

Action: Clerk to inform Dave Catling on the Councils decision regarding the new safety signage on Church Lane.

Minutes

Approved:.....Dated.....

21.370.24 For Information: Development Plan 2021-2024 update (DB)

DB has modified and circulated the Parish Council development planning report based around the three core values. The plan highlights project timelines, responsibilities and further areas which require additional volunteers.

Action: Clerk to place PC Development Plan on PC website.

21.370.25 Next Parish Council Meeting: 6th October 2021, 7.30pm

Meeting Closed: 21.26

Minutes Approved:.....Dated.....
