

**Minutes of the Littlebourne Parish Council Annual Parish Meeting held on
Wednesday 20 MARCH 2019, at Littlebourne War Memorial Hall at 7.30pm**

Present

- Parish Councillors; Cllr Mike Gallagher, Cllr Mick Giles, Cllr Brian Hurlow, Cllr Sylvia Wilson, Cllr Peter Farrow and Cllr Melanie Moore.
- County Cllr Michael Northey
- Guest Speakers from Canterbury Medical Practice Dr James Hinksman, Emma Ray and Dee Stenning.
- Clerk Mrs Gail Hubbard
- 35 residents

1. Welcome and Apologies

The Chairman, Cllr Gallagher welcomed everyone and thanked them for attending.

Apologies for absence were received from Cllr Cate Reid (unwell), Cllr Ken Shaw (holiday), City Cllr Stuart Walker, Community Warden Gary Moore (on sick leave), Head teacher Stella Byrne and Roz Arman.

2. Minutes approval from 2018 APM

The minutes from last year were proposed by Mrs Stephanie Farrow, seconded by Mrs Anne Rigden and approved by the council. The minutes were duly signed by the Chairman.

3. Millennium Award 2019 presentation

This year's nominees were as follows;

MICK LONERGAN - for his idea and implementation of the two soldier effigies, which he made and displayed on the A257 roadside entrance either end of the village. This was a very moving way of commemorating those who gave so much for us, and the country, particularly during the First World War 1914 - 18.

For the idea and the huge effort he put into making the effigies I would like to nominate Mick for the Village Millennium Award 2019. This would I feel give further recognition of the sacrifice, made by so many sadly, during times of war. "WE MUST ALWAYS REMEMBER THEM".

CATE REID - for her work as Chair of Village Hall Committee, which has been a hard task over many years, she also runs the Hall Booking Service and goes the extra mile to help people wanting to book the hall. Cate has spent many hours sorting out numerous things to make the Hall a successful resource for the residents of Littlebourne, she has also sought outside bookings to make the hall pay its way. She has worked very hard in getting a team together for the Hall Management Committee who have been very successful in fund raising to improve the Hall Facilities.

Cate is also Secretary to the 4VPO Community Management Team which she has also done for many years. Cate assists in many jobs to help the community and I think that this commitment to Littlebourne Community often carried out under difficult circumstances should be recognised in receiving this award.

JOE MOUNT- He always will go out of his way to help people. He did some gardening for a neighbour and every Friday when he finished he would sit and have cups of tea with her for a long time at least 1.5 hours. Since I broke my foot he has been a star walking my husky for a good length of time for a small price.

He is the most charming, courteous person I know very modest and shy. He does so much for the residents of this village often extra and unpaid, helping elderly and disabled people. The dogs love him and they all enjoy their walk and his gentle calmness rubs off on them. HE WORKS LONG HOURS AND STRIVES TO FIT PEOPLE'S NEEDS IN, EVEN IF THEY PHONE HIM LATE. Yes please nominate Joe, he may be young but he has a maturity and sincerity that is rare.

The Chairman presented this year's Winner Joe Mount with a cheque for £100 and explained his name would be added to the Honours board in due course.

4. Guest Speakers from Canterbury Medical Practice

The Chairman introduced Dr James Hinksman, Emma Ray, Executive Manager and Dee Stenning, Operations Manager to talk about the opening of the new surgery on Court Hill.

Dr Hinksman spoke of the improvements this new surgery would bring;

- Proper parking including disabled bays (24 spaces in total)
- All patient services on ground floor level
- Spacious waiting room, in line with infection control and CQC regulations
- Large dispensary, with increased storage space
- Recruitment (they hope to attract new Doctors, with the new building and new Doctors not needing to become a partner in the surgery)

The building is complete, however there are still a few IT infrastructure tasks to finish before they can move across. They are hoping this will not be more than a few weeks.

A weekend move is planned; this would mean no disruption to services. When a date has been confirmed all patients will receive a letter from The C4G Clinical Commissioning Group explaining when this will occur. 3000 registered patients will need to be contacted.

The same phone number will be transferred to the new surgery on the move date. 01227 721515

A resident expressed concern over the barbed wire still in the hedge at the front of the surgery; this has already been reported by LPC to the builders, but as yet not removed. The Doctors would also look into this.

Another resident raised a query over the Dispensary Service, was it available to all? They can only dispense to people registered at the Littlebourne Surgery and that live 1.6km from a pharmacy. Government Regulations prevent them dispensing to all patients.

The new urgent appointment booking procedure was raised, as some residents had received a text/email highlighting changes to the existing system and pointing them to the website for further info. The following is what is on the website;

NEW from 1st April - URGENT SAME DAY APPOINTMENT REQUESTS

“Patients should get the right care with the right person at the right time”.

- **We are introducing a new way for you to make same day appointments across all 4 surgeries to improve patient care and reduce waiting times**

- **You will still be able to book routine appointments as you do now via the reception team or online**
- **For same day requests, however, the aim is to make sure that those who most need to be seen by a Doctor or Advanced Nurse Practitioner are given priority**
- **When you request a same day appointment, the reception team will ask you to briefly explain the reason and you will be booked in for a telephone call-back**
- **When the clinician telephones back, they will discuss your health needs and decide jointly with you, the best course of action**
- **This might be coming to the surgery for a face to face appointment or it might be that your need can be dealt with over the telephone**

Dee Stenning explained this process in further detail. There will be two sessions per day, in the week, 8am till 1pm and then 1pm to 6.30pm. You don't need to call at 8am, you can call throughout the day. When you call in you will be asked to briefly explain the problem, you will then be called back by either a Doctor or a Advanced Nurse Practitioner (dependent on the nature of your call). This may be dealt with over the phone or may involve coming into the surgery.

Saturday is for routine appointments only.

Cllr Giles recommended that these changes be explained better in their materials (website/email/text). Initially he had been concerned but after their presentation it was much clearer how the new system would work.

LPC are happy to publicise material for the surgery; via Facebook, website, noticeboards.

Opening ceremony to be arranged for after the elections, LPC to be involved.

Cllr Gallagher thanked Emma, James and Dee, they then departed at 8.05pm.

5. Report on the past year by Littlebourne Parish Council Chairman,

Cllr Mike Gallagher - Councillor Gallagher read his Chairman's report below to the meeting;

We have changed the format of our Meeting this year to try to reduce the length of time taken up with individual reports and provide the opportunity for Villagers to ask questions as well as network informally at the end (and to try to end a bit earlier than normal!).

The number of individual reports have been reduced, although the current Councillors will take questions on their particular areas of Village involvement. I would ask that you wait until the brief presentations are finished before raising individual questions and there will be an opportunity to raise more general questions as the final item.

I spoke a bit last year about the 'B' word and our wondering then how it might affect this Village. I think that I can say that we have all waited for (and still are waiting and wondering about) the answer to that question.

It's fair to say, though, that it has had one major effect on the big issue facing us since 2012 namely proposed major development in the Village. The Housing market has cooled markedly over the past year across the country and our Village has been part of that trend. The new owner of The List site, Leath Park Developments (part of the Jenner Construction Group of Folkestone) have told us that they will build in phases starting at the lower end of the site and pace the building to the market.

Money

As you will remember from last year, the slice of funding that we get from the District Community charge has been fixed for the last two years at just over £13,000 in spite of the fact that the cost to complete the jobs covered by this money is budgeted at £19,000. This will continue, fixed at this level for the next two years, after which it disappears altogether. The remaining £600 of Council Tax support from the Government will have disappeared from next month so there will now be no extra funding from Government. So, as matters stand at the moment, we will have to find this money from increased precept receipts in 2021.

Through careful management this year, we have not increased the cost to each individual property in 2019/20 from what it has been this year. It is interesting to note that all Parishes in our District have been approached to subsidise the KCC Warden Service, Kent Police (for PCSOs) and, just recently, Canterbury District, to bolster the Environmental Enforcement Warden service.

I'm sure that we all have noted the Central Government's claim that 'Austerity is Over'!

Actions for 2018/19

We budgeted last year to replace some Play equipment and two Councillors and the Clerk spent some time looking at suitable items. They identified three separate sorts of equipment and having costed each. The Council agreed that the group should ask the pupils at Littlebourne School to indicate their preferences. Simultaneously the Clerk approached the City Council for a capital grant to help with the project. The pupils chose and the District agreed to support the purchase with a grant. This is planned to be installed in April.

We also completed the Bus Shelter project and placed one on either side of the High Street at the Recreation Ground stop. The total cost of providing these was £17,000 and we were fortunate to obtain grants of £2,000 for each one, so that the total cost to Villagers was £13,000. An additional seat was provided in the Maltings bus shelter.

Two Surveys were carried out, masterminded by Cllr Moore and she will be reporting on the findings in a moment or two this evening.

Our Village Facebook page, set up to inform Villagers as well as to provide a forum for feedback and questions, is proving popular, but it has been necessary to monitor very closely items being posted. This seems to be a blight on social media generally and appears at times to verge on writing graffiti on walls. These systems only work if users control their messages and realise that they are publishing material to a large audience every time they post. All published material is subject to legal controls and these will be enforced if necessary.

We, and ten other Parish Councils and Community Groups, are part of the A257 Group and we meet six times a year to discuss current and potential future problems being encountered on the A257. Over the last couple of years, we have been working on a Plan to identify the major traffic problems in each Village

Community, suggesting solutions where appropriate and pointing out the common problems along the route. We have also calculated the effects of the combined Local Development Plans of both Canterbury and Dover Districts in terms of all of the additional permitted and planned developments as they are likely to impact traffic on this road between Canterbury and Sandwich as well as adjacent Villages. There is a total of 4,000 new properties being planned for this area and this will bring an extra 6000 cars on to the A257 and its feeder roads by the mid 2030's raising the daily loading of the road by over 50%.

The Plan was launched at the end of September last year to KCC Staff, Dover and Canterbury District Staff and to elected representatives. There was a meeting with the KCC Cabinet Member for Transport last month and there is to be a further one at the end of this month. The direct outcome of these meetings is that KCC Highways staff are now working with Parishes to develop an agreed Parish Traffic Plan for each to inform the KCC plan. Much extra leverage has been gained through working together with three different levels of local and national government.

As well as these strategic involvements we have continued to press our own Village questions, suggestions and complaints directly to KCC. The road markings in the Village were removed without reference to us and have now been restored. Re-surfacing work has been modified to use more appropriate materials and equipment has been provided that has been suitable for the areas within the Village, thus minimising the chance of property damage. Our long standing request to move the eastern 30mph gateway 100mtrs towards Canterbury is to be addressed shortly.

Planning

At about the time of the last Annual Meeting in March 2018, we met with the prospective purchasers of The List site from Rydon. We took the opportunity to tell them of our disappointments at the hands of Rydon and of our wish to help them achieve their development with our help and the many years of experience that our Villagers possess. We have so far had the chance to meet them and their partners Moat Housing on a number of occasions since. They gave a combined presentation to the Village in early July and answered your questions and there has been a meeting about their drainage plans for the estate.

LPC have pointed out their concerns about both the surface and foul water drainage plans for the estate, specifically about the balancing pond proposed for the bottom of the site. We were reinforced in this by objections raised by both KCC and Southern Water. There has been a redesign of the pond to allow for greater capacity, to the extent that this will now take up a large portion of the bottom piece of the site (originally to house the Doctor's Surgery) promised to the Parish by Rydon – although not included in the S106 legal Agreement. This means that there will be nothing of that land left over to be passed to LPC. The upside to this is that the developer will retain responsibility for maintaining this area and the pond. We have indicated that we want to be kept abreast of the discussions between Leath Park and Southern Water and KCC as this matter is resolved. The land at the top of the site has already been enclosed.

A positive point is that the S106 provision for Primary School development has been changed in favour of Littlebourne School and not Wickhambreaux.

Development is also proceeding with the five properties alongside The List track/footpath. We have expressed concern to the developer, King and Johnson, on a number of occasions about the blocking of this thoroughfare to pedestrians and the odd vehicle destined for the Allotments. We have also made it plain that they should write a suitable paragraph into the property Conveyances indicating that any prospective purchaser must take joint responsibility with the other purchasers for the future maintenance of The List

track since it is owned by the Parish Council and is not dedicated as a public highway. Maintenance will not be undertaken by the Parish.

Since there have been occasions when vehicles have been driven up the track to the top junction with the Lakes track, the Parish Council will be placing a gate at the top to prevent vehicle traffic (but not pedestrians) gaining entry or exit.

Lastly.....

I would like to thank my Fellow Parish Councillors all of whom are ready and waiting to answer your questions during the rest of the evening. All of them deserve my thanks for everything they have done in the past year both in their respective responsibilities and as a Council. We all will have completed our terms of office this year and elections will take place on May 2. Thank you for your support and, if you feel that you have something positive that you can offer to the Village then please consider standing as a Littlebourne Councillor.

We all of us, though, regularly turn to our Parish Clerk, Gail. She, and Cllr Peter Farrow became our instant experts on the General Data Protection Regulations (GDPR) last May and Gail reorganised all our filing in double quick time. Such is the extra volume of work caused by cuts in other people's operations that she agreed to increase her hours with Littlebourne last year. There is always something that needs doing, or something we've never come across before. Gail invariably knows what to do, or who to ask, to keep us all on the straight and narrow. Gail is the one who keeps us all in order – thanks so much!

6. County Cllr report:

i) Cllr Michael Northey - Kent County Council

Cllr Northey's read his report as follows:

I would like to begin by paying tribute to the excellent work and tireless energy of your parish council. They are real champions for the community. Of course, one can't during this election period endorse any particular candidate or candidates, but every one of the parish councillors I have worked with over the years has always had the interests of Littlebourne at heart, as indeed I am sure do all people wishing to serve on the pc. And of course, Gail is a tower of strength as your clerk, in all she does.

As so often, everywhere, all over Kent the main common worry is traffic. It has for example become much more difficult and unpredictable for me to get to County Hall since first being elected in 2005. Almost every second day there is a hold-up somewhere in the system. This is where the A257 Group locally has done such valiant work.

Kim Tatman, Vice Chairman of Ickham and Well PC, in association with the A257 Group has put together a magnificent plan to help all along the A257. On Tuesday 19 Feb there was a high level meeting in Wingham, of Mike Whiting, the relevant Cabinet Member at KCC, Tim Read Head of Highways Transportation and Waste, Wendy Boustead, Schemes Programme Manager East, me, Sue Chandler the KCC Member for Sandwich, Brian Curtis the Group Chairman and the Secretary Kerry Coltham, and Kim Tatman, in total 8 people, to discuss this plan in detail. The KCC people said it was the best Plan they had seen. They took it very seriously and have taken it away for serious study and to see where they can implement it. Littlebourne proposals include moving the existing 30mph gateway 100 metres toward Canterbury and a possible 20 mph limit in the village.

Winter, even a relatively mild one, causes many more potholes all over the country and the county. The latest figures up to March 8, show that Canterbury District has had 2,673 potholes mended since 8

December last, the highest total of any Kent District. All Kent has had 17,570 done.

In early February Highways announced an ambitious plan to clear vegetation from Kent's footpaths, and along highways. There are plans to employ more highways inspectors.

Also, five new drainage engineers and a planned team leader have been recruited to help tackle flood risks. They will be looking after the vast numbers of drains in Kent. KCC includes round 250,000 roadside drains, 250 ponds and lagoons, 25 pumping stations and 8,500 soakaways. These numbers are constantly increasing, because of new housing developments all over the county. We are still asked to report any issues on the website.

As for the dreaded word, Brexit, the government has given KCC £29 million to help improve roads for any eventuality.

KCC still provides over 300 services. I recommend the KCC website to see the wealth of activities. This is also valuable for reporting problems, or finding out how to access help, such as social services needs. So many thanks to them and especially yourselves, not only councils, but people and clubs etc, for all you do make Littlebourne an even better place.

A resident raised a question at this point, asking if there was any chance of a crossing on The Hill from the bus stop over to the Evenhill as this is a really dangerous point to be crossing the road. The Chairman responded that it was something LPC were asking for already, it is in The A257 Plan.

7. The Village Surveys – Cllr Moore

Youth Survey – We had only a small response to this survey, held in early 2018. 60% of those responding were under 10 years (probably due to the fact Cllr Wilson and Cllr Moore visited the school). The modern and more recent additions to the playground seem to be the most popular, with requests for a new climbing piece to replace the not so popular Igloo. 75% felt there was not enough to do in Littlebourne.

Adult Survey - We had 102 responses for the survey held over September and October 2018. The parish council were keen to know what the villages thought about Littlebourne and gather ideas of issues that they felt the Parish Council should concentrate on over the next few years – particularly since money is tight and will possibly be tighter still.

In summary it was wonderful to see that 97% of responses felt that Littlebourne is a pleasant place to live but the majority felt that the roads around the village are not safe for cars or pedestrians. The Parish Council wanted feedback on how they were perceived in the village and we were glad to see that the majority of responders knows of the Parish Council and could say hello to us in the street – there is always room for improvement!

Communication across the village seems to be split fairly evenly between Facebook, the LPC News and noticeboards. This knowledge is useful as such schemes as the emergency plan and the village warden received below average awareness. It has highlighted the need to communicate this to Littlebourne. We wanted to investigate the importance of twinning with Wimille and so asked a number of questions about this – it seemed Twinning was deemed a positive activity for the village and so the Parish Council will consider this moving forward. The Parish Council spending on grants, litter picking and supporting local societies also received positive responses.

We then asked some open questions regarding areas of Littlebourne you felt the Parish Council should concentrate on in the future and it seems the biggest problems were pavements, footpaths, parking and pedestrian ways, followed closely by the need for more amenities and events in the village – including something for younger residents. Obviously, some of the ideas do not come under the responsibility or purchasing capability of the Parish Council, however we are looking into several suggestions to see what we can do.

Question one

97 % felt that Littlebourne is a pleasant place to live
 87% felt Littlebourne is a safe place to live
 56% felt that roads were NOT safe for pedestrians
 59% % felt that roads were NOT safe for cars
 52% felt that there are enough amenities

Question Two

75% people know what the PC does and it’s responsibilities
 58% Feel that the PC communicates well
 66% Knows a member of the PC to say Hello to
 68% Feel they can come to PC with issues
 79% Know how to contact the PC

Question Three – How do you find out about local issues and events in Littlebourne.....

Notice boards around the village	59%
The Neighbourhood Watch email	23%
Facebook	63%
The Parish Council website	24%
Twitter	1%
The Kent Gazette	31%
Church & Village / LPC News	67%

Question 4

51% Are aware of Neighbourhood Watch Scheme and feels it is important
 53% Do NOT know of the village warden but feel it is important
 57% Did NOT know of the Emergency Plan but feel it is important

Question 5

Twinning (the highest responses)
 97% Aware of twinning
 79% Not participated
 22% Are interesting in participating
 24% Feel it is a benefit
 41% say Yes to continued funding

Question 6

Future spending

94% support PC Grants

82% support bus shelters

70% happy on level of spend for grass cutting etc.

Question 6 & 8

Ideas for spend or areas to concentrate on :

All comments were put into one of these categories – some comments mentioned more than one area and were all counted

In order of popularity

1 st	Parking issues, pedestrian problems
2 nd	Footpaths and cyclepaths (not pavements)
3 rd	Café/ amenities / events (not including public toilets)
4 th	Bins / Litter / Fly tipping and Dog Fouling
5 th	Speeding
6 th	Public toilets
7 th	Street lighting
8 th	Planning and housing

Obviously not all areas come under the PC jurisdiction, but all comments were noted.

8. Reports from local organisations:

Sloyden and Durrant Charities – Cllr Mick Giles

A report by Cllr M Giles at the Annual Parish Meeting held in the War Memorial Hall on 20th March 2019 to which all residents were invited.

I have recently acquired an account book showing that in 1944 H Mount & Sons paid rent of £2- 12 shillings & sixpence as Littlebourne`s share for 7 acres of land bequeathed by Harry Sloydon in 1568 to benefit the poor of Littlebourne and Wickhambreaux.

This continued until 1965 when they bought the land for £450 and Littlebourne`s share, £225 put into a Charity investment Scheme.

The book also shows that in 1944 Gardner and Co paid £1-1 shilling and 8 pence for the ground rent for the Malthouse Cottages (now the Maltings) left by John Durrant for the poor of Littlebourne in 1560, until in 1969 it was bought by Bridge Blean Rural District Council for £20 which was also put into a Charity investment Scheme.

These two charities ran separately until 1995 when they were merged into one.

The combined original invested sum of £245 was worth £3660 in 2018.

The Charity exists to help residents in need or hardship and last year payments totaling £300 were made leaving a balance of £1,341.01.

The current and this old account book is available tonight to anyone wishing to see it, or at any other reasonable time by written application to the Parish Council Clerk.

Media & Communications – Cllr Melanie Moore

LPC are continuing to grow the Facebook reach. However, there is still a huge proportion of the village not on Facebook so we continue to use the traditional methods of communications such as the noticeboards and LPC News. The NHW email service run by Viv Spratt is also a very useful communication channel for both NHW advice and village communications.

Littlebourne Community Fund – Cllr Mick Giles

A report by Cllr M Giles at the Annual Parish Meeting held in the War Memorial Hall on the 20th March 2019 to which all residents were invited.

Purpose:

To facilitate the distribution of the rent received from the Parish Council funded extension to the 4 Villages Store, by providing finance for community events and projects in the Parish of Littlebourne through the village organizations and / or others and where funding from any other source is not available or is incomplete.

During this financial year we have approved a request for £5000 from the Ladybirds pre-school to enable the renovation of their building and obtain a long term ongoing lease with KCC.

We have also agreed in principle to fund a Neighbourhood watch scheme to protect vulnerable residents, which we will consider when the detailed application is received.

Since the fund was set up in March 2013, we have been able to fund projects and events by grants totaling £15,612.81.

The current financial balance is £6150.92 and after April 5th we will receive the 2018 rent from the 4VPO which subject to a proportion of expenses should be approximately £3500.

May I remind all village organizations and others wishing to organize events or projects they feel would benefit the community and where funding is not available or incomplete to make their applications to the chairman Cllr Mick Giles Tel 728228 or email cllrgiles@littlebournepc.org, the committee will give all applications careful consideration.

Full details including written estimates and quotations are required as is the production of final invoices and detailed expenditure on completion of the event or project.

Littlebourne Primary School – Head Teacher Stella Byrne (read by Cllr Sylvia Wilson)

I am pleased to say the school is still thriving in terms of current numbers and the applications for entry in September 2019.

We are about to start a joint project between residents of the village and our pupils with a focus on sharing life stories and learning more about each other.

We are very grateful to the Parish Council for the grant which we are using to engage children with 'scootering' to and from school with the aim of reducing the number of car journeys and increasing pupil activity levels.

We are also developing Forest School facilities in the grounds supported by the Four Villages Fund.

9. Questions from residents

A resident asked why the school had used a double decker bus rather than two smaller buses, as it had been seen accessing via Jubilee Road. Cllr Wilson said she was unsure if it had been Littlebourne School but explained that this would have been much cheaper to take one bus if it was a whole school outing.

Another resident of Jubilee Road asked if LPC has any plans for reducing the traffic/traffic calming for Jubilee road. The Chairman explained the problem of access to Builders Square and the various farms in the Ickham and Wickhambreaux direction, Jubilee Road is now the only route for vehicles over 7.5tonnes. Nargate Street is physically narrow with a particularly awkward access at the junction with the A257, LPC managed to get this closed off to HGV's with KCC from Church Road to the A257 about 6 years ago.

A couple of further residents of Jubilee raised their concerns over the safety of children on the road, especially on the Church Road corner where HGV's have regularly knocked the bollards out of the ground. The Chairman explained that the two ends of Jubilee Road where redesigned to prevent lorries mounting the pavement when turning into and out of the road. The pavements were given larger kerbs and bollards installed this was done to improve safety.

Cllr Gallagher explained it is beyond our jurisdiction to make the changes, we have no powers, this is down to KCC Highways. LPC can make representation to KCC on behalf of our residents and we will continue to do so.

The whole village is blighted with a problem of traffic, it is not just Jubilee Road.

Cllr Northey responded explaining he had been involved for 14 years and was part of the traffic calming project for the A257 in Littlebourne and the 7.5tonne ban on Nargate Street. The problem is with the access to the farms, the large companies say they won't collect from the farms unless they can use an HGV. Finding a technical solution is the problem, but he is willing to have another go on our behalf. He encouraged residents to email him on the matter, it then gives him something to pursue and chase.
Michael.Northey@kent.gov.uk

A resident raised a query over fire hydrants; apparently there is one in Builders Square that has been concreted over, could this one be put back in service when a new planning application is submitted for the rebuild? Clerk to contact KFRS and bring this matter to their attention.

It was then suggested the Highways Subcommittee could invite a couple of representatives from Jubilee Road to attend a meeting to discuss.

The Chairman then thanked everyone for coming and closed the meeting at 9.45pm.

Signed..... (Chairman)

Date.....