

## Wickhambrook Parish Council

### Minutes

Of an Ordinary meeting of the Parish Council held on **Thursday 30<sup>th</sup> September 2021**

**Present:** Cllrs P Couzens, J Claydon (part), K Merritt, S Moy, S Thwaite, T Turner

**Attending:** Parish Clerk Hilary Workman, Mr Simon Moy, Cllr Sarah Pugh.

This meeting was held in the Dulcie Smith Room, Wickhambrook

Memorial Social Centre.

21.09.01 **Noted:**

The following apologies for absence were accepted:

- Cllr Mike Lavelle – Work obligations

21.09.02 **Noted:**

2.1 That when any Members' Declarations of Local Non-Pecuniary Interests and/or Disclosable Pecuniary Interest in subsequent Agenda items were invited, there were none.

2.2 There were no declarations of lobbying for planning matters on the agenda their nature, including gifts of hospitality exceeding £25

2.3 There were no requests for dispensations

2.4 There were no additions and/or deletions to the Council's Register of Interests

21.09.04 **Noted:**

4.1 Cllrs considered the co-option of Mr Simon Moy to the Parish Council and

**4.2 Resolved**

**That Mr Simon Moy be co-opted on to Wickhambrook Parish Council to serve forthwith.**

Having signed the Declaration of Acceptance, Cllr Moy participated in the meeting from this point.

21.09.05 **Noted:**

Correspondence to this meeting not dealt with as an Agenda item or in the Clerk's report:

5.1 SALC Bulletins

5.2 West Suffolk Council:

- Consultation on Gambling Policy
- Information about Tree Wardens and The Queen's Green Canopy.

5.3 Festival of Suffolk – Plans for Queen's Platinum Jubilee Celebration

5.4 Correspondence from Local Residents

- Bench Seating at Recreation Ground and Six Acres
- Land to rear of Croft Close

5.5 Anglia Water

- Strategic water network programme
- Land to rear of Croft Close – The meeting agreed that if approached formally by Anglian Water, and there being no other cost implications than maintenance of the land, an interest in it being transferred to the parish council should be expressed.

5.6 The Voluntary Network

5.7 Suffolk Community Foundation

5.8 Suffolk Constabulary – Community Policing – Vehicle Crime & Security

5.9 Local Resident to Gazeley – Traffic Calming measures

5.9 Royal British Legion – Displaying a Tommy – The meeting asked the clerk to include costs for purchase of a Tommy and/or Unknown Women in War Statue in preparation of the draft budget for 2022/2023

**Signed:** Paul Couzens

**Date:** 25/11/2021

- 21.09.06 Public comment or question invited on any Agenda item (**Open Session**). **7:10pm**  
**There being no members of the public present, the session closed.**
- 21.09.07 **Noted:**  
To receive any reports from Representatives of the Council on External bodies, Ward Members and other external bodies as appropriate.
- 7.1 Cllr Mrs Bobby Bennett, Suffolk County Council (*previously circulated*)
- 7.2 Cllr Mrs Sarah Pugh, West Suffolk Council  
Cllr Pugh advised that she had been in working with the Strategic Housing and Planning Teams with regard problems a number of her parishes had been experiencing with Community Action Suffolk's (CAS) delivery of Housing Needs Surveys (HNS), and the extent to which information could subsequently be shared with parish council working groups (particularly the preparation of Neighbourhood Plans). She had been advised that CAS were no longer a preferred partner of West Suffolk for delivery of HNS, and had not been so since the autumn of 2020 (*N.b.this is not what CAS had informed Wickhambrook Parish Council in approaching it to work with them to deliver a Housing Needs Survey*).
- Cllr Roach, who holds the portfolio for planning at West Suffolk, would be very pleased to meet with the Parish Council and answer questions regarding the preparation of a Neighbourhood Plan and supporting Housing Needs Survey.
- 21.09.08 **Noted:**  
The meeting appointed the following officers of the Council
- |     |                              |                |
|-----|------------------------------|----------------|
| 8.1 | Vice-chairman of the Council | (Cllr Lavelle) |
| 8.2 | Planning Officer             | (Cllr Turner)  |
| 8.2 | Highways/VAS reporting       | (Cllr Couzens) |
- 21.09.09 To receive and discuss any reports and requests to this meeting relating to Highways Issues and take action as appropriate.
- |     |                           |                    |
|-----|---------------------------|--------------------|
| 9.1 | Emergency Planning        | Cllr Mike Lavelle  |
| 9.2 | Road Safety Working Group | Cllr Sandy Thwaite |
| 9.3 | Neighbourhood Plan        | Cllr Tracey Turner |
- (*tabled and circulated as WPC.21.09.01*)
- Resolved**
- 9.3.1 The parish council direct the clerk to apply to West Suffolk Council for the parish of Wickhambrook to be designated a Neighbourhood Area for the purpose of preparing a Neighbourhood Plan, and submit the application form and plan attached as Appendix A to report WPC.21.09.01.**
- 9.3.2 Authorise unspent £75 plus VAT allocated under Minute ref 21.07.17 for future delivery of a parish wide Household Survey;**
- 21.09.10 To note a summary of decisions taken at the Estates Committee on 5th August 2021.
- Min No. Resolved:**
- |       |   |
|-------|---|
| 8.2.1 | <ul style="list-style-type: none"> <li>a) To authorise the cost of removing vegetation and cleaning the guttering of the Chapel of Rest, at a cost of not more than £170.00 plus VAT. - approved</li> <li>b) To authorise the cost taking out on entrance to cemetery (Chapel of Rest entrance), remove Yew trees first on left and first on right to open up for Landscape scenery at a cost of £200.00. - approved</li> <li>c) To authorise the cost of purchasing two waterbutts to replace those at the front of the Chapel of Rest, at a cost of not more than £120.00 plus VAT. - approved</li> <li>d) To authorise the cost of repointing and work to the War Memorial at a cost of not more than £670 plus VAT. approved</li> </ul> |
| 8.4   | The committee delegate to the clerk authority to either renew the existing (electricity) contract or move to an alternative supplier upon   |

- expiry of the existing contract based on quotes available at the time renewal falls due.
- 9.1** 9.1.1 To authorise the cost of:
- i. Strimming of the outer banks of the recreation ground & six acres a maximum of two times in this current financial year at a cost £220.00 per visit; - approved
  - ii. To cut the hedges around the bowling green, along the track next to the rec, the beech hedge near the car park and the hedge around the cemetery a maximum of two times in this current financial year at a cost of £395.00 + VAT per cut; and approved
- 9.1.2 To refer an item to the next meeting of the parish council to authorise the anticipated increase on the contract to reflect the changes to cutting frequencies (£1535.00 plus VAT) and adjust the due payments schedule accordingly; and
- 9.1.3 To approve the proposed revised specification for cuts and proposed areas set out at Appendices A & B, (subject to any changes agreed at the meeting) in advance of quotes being requested for the grounds contract for financial year 2022/23.
- 10.1** To authorise the commissioning of a Survey of Parish Trees in 2021 and undertake two walk-round tree inspections in years 2 and 3 (2022 & 2023) at a cost of £500 plus VAT to be carried out by Acacia Tree Surgery.
- 11.1** Estates Committee authorise the commissioning of a workshop organised through West Suffolk Families and Communities Team to address Graffiti in the Skatepark and consult with users on new equipment at a cost of £500 plus VAT.

21.09.11 **Noted:** Clerk's Report

- 11.1 An oral update on Quiet Lanes Suffolk, that the consultation had closed and Suffolk County Council were now reviewing any comments from all 3<sup>rd</sup> Wave consultations. Quiet Lanes were working to complete signage on Wave 2 prior to moving onto Wave 3. The meeting expressed its thanks to Paul Buckle, parish volunteer, and Roger Medley, for having posted the consultation signs and checked they remained in place during the whole period of the consultation.
- 11.2 That the VAT126 Claims submitted for Quarter 1 (£2099.52), and July (£282.01), have been paid (see agenda items 12.1.1 & 5), and that a further claim for August (£453.54) had also just been paid.
- 11.3 That Cllr John Barton had resigned from the parish council. The meeting expressed its thanks to him for his contribution over the years, particularly his work on Road Safety and the Vehicle Activated Signage in the parish.

**Resolved:**

**To remove John Barton as an authorized signatory on the parish council Unity Trust bank accounts.**

- 11.4 The External Auditors's report and certificate 2020/21 (*previously circulated as WPC.21.09.02*), that in their opinion  
*"the information in Sections 1 and 2 of the AGAR was in accordance with Proper Practices and no other matters had come to their attention giving cause for concern that relevant legislation and regulatory requirements had been met".*

and that the Council has complied with the Accounts and Audit Regulations 2015 in the publication of a Notice of Conclusion of Audit.

**Resolved:**

**That, having noted the External Auditors advice, the parish council adopt the proposed policy on valuing assets (Appendix B to report WPC.21.09.02).**

- 11.5 That following submission of a Community Restart Application to Community Action Suffolk, it is recommended that the parish council adopt a Safeguarding Policy (*previously circulated as WPC.21.09.03*).
- Resolved:**  
**That the parish council adopt the proposed Safeguarding policy (Appendix A to WPC.21.09.03).**
- 11.6 The meeting considered the proposed response to West Suffolk Council's consultation on a revised services and facilities matrix (*previously circulated as WPC.21.09.04*) and asked the clerk to submit it to West Suffolk Council with no changes.
- 11.7 The meeting considered a request in respect of a memorial to include a porcelain image on the memorial (*previously circulated as WPC.21.09.05*) and agreed that it had no objections to the inclusion of porcelain plaques with photographic images on memorials, provided that the images did not form more than one third height of the memorial.
- 11.8 The meeting considered an update on Social Media and ICT (previously circulated as **WPC.21.09.06**), noting the increased reach the parish council is gaining from its facebook page, and
- Resolved:**  
**The parish council authorise subscription to McAfee Antivirus to cover 10 devices at a cost of £44.99 plus VAT for one year.**

**21.09.12 Noted:**

- 12.1 the following income received

	<b>SUMMARY OF PAYMENT RECEIVED</b>	<b>AMOUNT</b>
<b>12.1.1</b>	HMRC – VAT126 Claim Quarter 1 2021.22	£2099.52
<b>12.1.2</b>	West Suffolk Council – Locality Grant – Road Safety Posters	£334.00
<b>12.1.3</b>	H J Paintin Ltd – Interment & Memorial – Clarry	£500.00
<b>12.1.4</b>	EE – CREDIT REFUND	£0.20
<b>12.1.5</b>	HMRC-VTR- July VAT126 Refund	£282.01
<b>12.1.6</b>	Southgate of Newmarket – Alexander	£250.00
<b>12.1.7</b>	Saxon Monumental Craft – Di Giulio	£300.00

- 12.2 payments to be authorised as listed below:

	<b>SUMMARY OF PAYMENT TO BE AUTHORISED</b>	<b>AMOUNT</b>
<b>12.2.1</b>	Suffolk Assn. of Local Councils – Training Cllr Turner #24966	£30.00
<b>12.2.2</b>	Suffolk Assn. of Local Councils – Training H Workman #25013	£30.00
<b>12.2.3</b>	H Workman – Printerland – Refund of Waste Toner Bottle # SO684468	£34.37
<b>12.2.4</b>	Mdsign – Events Calendar Plugin - #1813	£242.66
<b>12.2.5</b>	H Workman – Refund of Zoom subscriptions (Aug & Sept '21)	£28.78
<b>12.2.6</b>	West Suffolk Council – Skip for MUGA panel removal #1169622	£357.96
<b>12.2.7</b>	Parish Online- Mapping Software #42UF076-0005	£120.00
<b>12.2.8</b>	PKF Littlejohn LLP – External Audit #SB09407	£360.00
<b>12.2.8</b>	H Workman – Quarter 2 Homeworking Allowance	£64.50
<b>12.2.9</b>	H Workman – Quarter 2 Expenses (Corrected from £136.68 on agenda).	£136.38
<b>12.2.10</b>	H Workman – Refund of Adobe Subscriptions July – September	£45.51

**12.3 Resolved:**

**That the payments to be made, listed 12.2 be authorised.**

12.4 The following payments previously authorised.

	<b>PAYMENT TYPE</b>	<b>SUMMARY OF PREVIOUSLY AUTHORISED PAYMENT</b>	<b>AMOUNT</b>
<b>12.4.1</b>	BACS	Hilary Workman – Clerk Salary – Period 4 ( <b>Min. 21.03.12.7</b> )	£734.98
<b>12.4.2</b>	BACS	HMRC – Tax NI Liability Period 4 ( <b>Min. 21.03.12.7</b> )	£21.20
<b>12.4.3</b>	BACS	Refund to Parish Clerk of Microsoft Business Essentials Subscription 07/06/21 – 06/07/21 #E0100F1S1JW ( <b>Min. 21.03.12.7</b> )	£45.60
<b>12.4.3</b>	BACS	Verse – A3 Printing & Large formats ( <b>Min.21.02.9.3.2.3</b> )	£201.84
<b>12.4.4</b>	DD	Smart Pension Period 4 pension contributions ( <b>Min. 21.03.11.7</b> )	£19.55
<b>12.4.5</b>	DD	3 Business Services – Clerk & Emergency Mobile – July'21 #AGP1227275248 (Min. 21.03.11.6)	£22.00
<b>12.4.6</b>	BACS	R H Landscapes #001030 July Cuts ( <b>Min. 21.03.12.7</b> )	£2142.00
<b>12.4.7</b>	BACS	Hilary Workman – Clerk Salary Period 5 (Min.21.03.11.7)	£752.18
<b>12.4.8</b>	BACS	Bruz Packs Ltd – Delivery of Quiet Lanes Notices #10580 (Min. 21.07.20.1.2)	£78.00
<b>12.4.9</b>	BACS	Azurevac – Cleaning Chapel of Rest Gutters # SR1125 (Min.EC.21.08.08.2.1.a)	£160.00
<b>12.4.10</b>	BACS	HMRC – Tax/NI Contributions Period 5 (Min. 21.03.11.7)	£4.00
<b>12.4.11</b>	DD	E.ON – Chapel of Rest (August)	£12.79
<b>12.4.12</b>	BACS	Mdsign – Website Updates #1811 ( <b>Min. 21.03.11.7 refers</b> )	£198.00
<b>12.4.13</b>	BACS	Abbeygate Masonry Ltd – Re-pointing War Memorial #4853 (Min. EC.21.08.08.2.1.d)	£804.00
<b>12.4.14</b>	BACS	Wave/Anglian Water Business – Bowls Club #9339512 (Min. 21.03.11.7)	£14.45
<b>12.4.15</b>	BACS	R H Landscapes #001030 August Cuts #001225 ( <b>Min. 21.03.12.7</b> )	£1428.00
<b>12.4.15</b>	BACS	Suffolk Tree Surgery & Landscape – Work to cemetery trees # 1229 (Min. EC.21.06.8.2.1 & EC.21.08.8.2.1.b)	£450.00
<b>12.4.16</b>	DD	3 Business Services – Clerk & Emergency Mobile – August'21 #AHP123590606 (Min. 21.03.11.6)	£22.00
<b>12.4.17</b>	DD	E.ON – Chapel of Rest (September) #H10F050B97	£10.32
<b>12.4.18</b>	BACS	Sustainable Furniture (UK) Ltd – Garden Bench for Coltsfoot Green #SFO-49663 (Min. 21.07.11.3.1)	£245.00
<b>12.4.19</b>	DD	3 Business Services – Clerk & Emergency Mobile – Sept'21 #AHP1244454794 (Min. 21.03.11.6)	£22.00
<b>12.4.20</b>	BACS	Refund to Parish Clerk of Microsoft Business Essentials Subscription 07/07/21 – 06/08/21 #E0100FDLDH ( <b>Min. 21.03.12.7</b> )	£45.60
<b>12.4.21</b>	BACS	Wickhambrook Memorial Social Centre – Hire of MSC: August #1217 (Min.21.03.11.7)	£20.00
<b>12.4.22</b>	BACS	H Workman – Refund of purchase of Waterbutts: Amazon Marketplace ( <b>Min. EC.21.08.9. refers</b> )	£109.98
<b>12.2.23</b>	BACS	Hilary Workman – Clerk Salary Period 6 (Min.21.03.11.7)	£752.18
<b>12.2.24</b>	BACS	HMRC – Tax/NI Contributions Period 6 (Min. 21.03.11.7)	£4.00

12.5 A payment made under the Scheme of Delegation 3(b) (in cases of extreme risk to the delivery of council services, the Clerk/RFO may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out)

BACS Information Commissioner (ICO Registration) £40.00, and

**Signed:** Paul Couzens

**Date:** 25/11/2021

**Resolved:**

**That an annual direct debit (£35.00) be authorised for future annual registration with the ICO, representing a saving of £5 per annum.**

12.6 **Resolved:**

**To update the Parish Council's authorised signatories to its Unity Trust accounts, making provision for Simon Moy to be added as an authorised signatory (view and authorise payments).**

12.7 The current account balances and reconciliations to 31<sup>st</sup> August 2021, and the Chairman's confirmation that they were supported by relevant bank balances.

12.8 The meeting noted the review of income and expenditure against budget and the proposed adjustments to the approved budget (previously circulated as **WPC.21.09.07**), and

**Resolved:**

**Authorise adjustments to Earmarked reserves as below:**

- i. **Six Acres Development – reverse the virement from general to earmarked reserves in May (£1990), leaving Earmarked reserves of £2500**
- ii. **Tree Surgery – via back to general reserves £1060 which represents the delayed payment from the previous year, leaving earmarked reserves of £1640.**
- iii. **Cemetery & Churchyard – via all earmarked reserves back into general reserves (£1248.00) leaving a nil balance.**

The meeting also noted the Chair's report that a payment of £47.10 as the parish council's contribution to refreshments at the Community Engagement Day on 3<sup>rd</sup> July had been authorised by the clerk following consultation with the Chair under the Scheme of Delegation (c).

21.09.13 **Noted:**

Planning results as notified by West Suffolk summarised below:

- 13.1 **DC/21/1376/FUL** - Planning Application  
Conversion of existing agricultural barn into three dwellings with vehicular access  
**Agricultural Building Giffords Lane Wickhambrook Suffolk**  
**WSC:** Approve Application **WPC:** Supported
- 13.2 **DCON(A)/20/2079** - Application to discharge conditions 2, 3, 4, 6, 8, 9 and 10 of application DC/20/2079/LB  
**East Cottage Attleton Green Wickhambrook Newmarket CB8 8YA**  
**WSC:** Application Granted **WPC:** Not Consulted
- 13.3 **DCON(A)/20/2078** - Application to discharge condition 2 of DC/20/2078/HH  
**East Cottage Attleton Green Wickhambrook CB8 8YA**  
**WSC:** Application Granted **WPC:** Not Consulted
- 13.4 **DC/21/1424/HH** - Householder planning application  
a. second floor side extension  
b. single storey side extension (following removal of shed and oil tank)  
c. single storey rear extension  
d. new roof to existing rear extension  
**Bridge House Coltsfoot Green Wickhambrook CB8 8UW**  
**WSC:** Application Granted **WPC:** Supported
- 13.4 **DC/21/1376/FUL** - Planning application  
conversion of existing agricultural barn into three dwellings with vehicular access  
**Agricultural Building Giffords Lane Wickhambrook Suffolk**  
**WSC:** Application Granted **WPC:** No Objection
- 13.5 **DC/21/1132/HH** - Householder planning application – detached outbuilding comprising office/guest bedroom  
**Stone Hall Cottage Baxters Green Wickhambrook CB8 8UY**  
**WSC:** Application Granted **WPC:** No EoM Requested

**Signed:** Paul Couzens

**Date:** 25/11/2021

- 13.6 **DCON(A)/20/1233** - Application to discharge conditions 5 (new/replacement windows - detailed) and 6 (new/replacement doors - int/ext) of DC/20/1233/LB  
**Gaines Cottage Bunters Road Wickhambrook CB8 8XY**  
**WSC:**Application Granted **WPC:** Not Consulted
- 21.09.14 The meeting considered the following Planning applications notified by West Suffolk for comment:
- 14.1 **DC/21/1730** **Householder Planning Application**  
detached double garage  
**Holly House Giffords Lane Wickhambrook CB8 8PQ**  
**No objections**
- 14.2 **DC/1738/HH** **Householder Planning Application**  
loft conversion to existing side extension with dormer to front and rear elevations  
**Beckenried Bury Road Wickhambrook CB8 8PD**  
**No objections**
- 14.3 **DC/21/1403/FUL** **Planning Application**  
a) conversion of barn to dwellinghouse with reconstruction of northern wing and replacement pitched roof and residential land  
b) two detached storage buildings/garages (following demolition of existing bungalow and out buildings)  
c) stable block and menage  
d) solar PV array  
e) outdoor swimming pool with associated pool plant and associated landscaping works  
**Timber Barn Peacocks Farm Farley Green Wickhambrook**  
**No objections**
- 14.4 **DC/21/1404/LB** **Application for Listed Building Consent**  
a) conversion of barn to dwellinghouse with reconstruction of northern wing and replacement pitched roof and residential land  
b) two detached storage buildings/garages (following demolition of existing bungalow and out-buildings)  
c) stable block and menage  
d) solar PV array  
e) outdoor swimming pool with associated pool plant and associated landscaping works  
**Timber Barn Peacocks Farm Farley Green Wickhambrook**  
**No Objections.** The meeting asked the clerk to query whether the existing bungalow listed at b) was subject to listed building consent.
- 14.5 Resolved:**  
**That the Clerk make known the Council's comments on planning applications above to the Corporate Manager, Growth & Sustainable Planning at West Suffolk Council.**
- 21.09.15 **Noted:**  
Other Planning matters for information, to be noted or for inclusion on a future agenda.
- 15.1 The following item was circulated and there was no request for consideration at an extra-ordinary meeting:  
**DC/21/1424/HH** - **Householder planning application**  
a. second floor side extension  
b. single storey side extension (following removal of shed and oil tank)  
c. single storey rear extension  
d. new roof to existing rear extension  
**Bridge House Coltsfoot Green Wickhambrook CB8 8UW**

**Noted:**

The meeting considered the proposal put forwards by the Estates Committee (*previously circulated as WPC.21.09.08*) to adjust the Grounds Contract for the current financial year. In answer to a question from Cllr Merritt, the clerk confirmed that after the additional cuts to be considered by the parish council, the total cost of the grounds contract for the current financial year (**£9,580 plus VAT**) would still represent a saving of £4,388 plus VAT on that quoted by the two contractors used in previous years. The meeting agreed that the small triangle at Coltsfoot Green where the new combined waste bin had been sited should be included in the grounds contract specification for the next financial year.

**Resolved:**

- i. **a further £2,180 plus VAT to cover the cost of the adjustment necessary to the grounds contract arising from the necessary additional cuts added to the schedule in the early spring months of the year;**
- ii. **increase the total amount approved under the List of Due Payments (Min. 21.03.11.7 refers) in respect of R H Landscapes and Maintenance to £9580 plus VAT;**
- iii. **Approve the proposed revised specification for cuts and proposed areas set out at Appendices A & B, (subject to any changes agreed at the meeting) in advance of quotes being requested for the grounds contract for financial year 2022/23 (Min. EC.21.08.91.1.2 refers)**

**20.09.17 Noted:**

An update on the Housing Needs Survey to be commissioned with Community Action Suffolk (*previously circulated as WPC.21.09.09*).

**20.09.18 Noted:**

The meeting considered options for the Multi-Use Games Area (MUGA), (*previously circulated as WPC.21.09.10*) and

**Resolved:**

**18.1. The parish council authorise the cost of works to the old MUGA space on Six Acres to include:**

- i. **Removal and disposal of a basket ball hoop at Ground level - £112.50**
- ii. **Undertake repairs to damaged tarmac area £654.37**
- iii. **Supply and install Green Bow Top fencing height of 1.2m - £4269.80**
- iv. **Delivery - £212.55**

**At a total cost of £5249.22 plus VAT, undertaken by Playforce, and approve the transfer of £5,250 from earmarked reserves (Teen Project Replacement) to General Reserves.**

**18.2 The parish council delegate the clerk to submit any appropriate grant applications to attract funding for the development of the re-development of the old MUGA space for outdoor gym equipment.**

**21.09.19 Noted:**

The meeting nominated Cllr Moy to lay the wreath at the Remembrance Day Ceremony at Wickhambrook Cemetery on Sunday 7<sup>th</sup> November, and

**Resolved:**

**That a donation of £50 be made to Royal British Legion for the Remembrance Day Wreath.**

**21.09.20 Noted:**

Other matters for information, to be noted or for inclusion on a future agenda

- The clerk had approached MSC regarding preparation for renewal of the lease on the play area in January 2023
- Request for contribution to MSC for works to the halls.

**Signed:** Paul Couzens

**Date:** 25/11/2021



- 21.09.21 **Noted:**  
That the scheduled date for the next meeting is Thursday 25<sup>th</sup> November beginning at 7:00pm in the Memorial Social Centre (Dulcie Smith Room).
- 21.09.22 **Noted:** Close of meeting: 8:20pm.

**Signed:** *Paul Couzens*

**Date:** *25/11/2021*