



## Oliver's Battery Parish Council meeting

Tuesday 4<sup>th</sup> April 2023

at 8.00pm

St Mark's Church Hall,  
Oliver's Battery Road South, Oliver's Battery

### MINUTES OF THE MEETING held on 4<sup>th</sup> April 2023

| <u>Present</u> | <u>In attendance</u>             | <u>Apologies/Absent</u> |
|----------------|----------------------------------|-------------------------|
| Cllr Kirkby    | Clerk – B Gibbs                  | Cllr Blundell           |
| Cllr Gaster    | District Cllr Laming             | Cllr de Liberali        |
| Cllr Leach     | County and District Cllr Warwick | Cllr Leigh-Jones        |
|                |                                  | District Cllr Williams  |

| <b>Item</b>   |   | <b>ACTION</b> |
|---------------|---|---------------|
| <b>22/102</b> | <b>Apologies for absence and declarations of interest</b>   |               |
|               | Apologies had been received from Cllrs Blundell, de Liberali and Leigh-Jones. District Cllr Williams also sent her apologies.<br><br>Cllr Kirkby welcomed Cllr Gaster to his first meeting of the Parish Council<br><br>There were no declarations of interest received.  |               |
| <b>22/103</b> | <b>To adjourn for public participation</b>  |               |
| 22/103.1      | Public Session.   |               |
|               | There were no members of the public present.  |               |
| 22/103.2      | To discuss the progress of resolutions from the last meeting: see Actions List  |               |
|               | 93.1 A parishioner spoke about potholes and road repairs in the village. The Clerk was asked to report the faults and write to HCC. This is ongoing.  | Clerk         |
| 22/103.3      | To receive the County Councillor's report   |               |
|               | Cllr Warwick had submitted a written report for consideration by councillors. Highlights included the following topics.<br><br>Coronation Grants -a new grant window for Hampshire County Councillors will open from 1st to 21st April. Called 'Member's Grants for the Coronation' it will offer grants up to £1k to support local events. |               |

|               |  |                                |
|---------------|--|--------------------------------|
|               | <p>From 1st April 2023 Parking and Traffic management services reverted from the City Council to Hampshire County Council. Requests for new parking controls such as yellow lines, disabled parking bays and access protection markings will henceforth be handled directly by the County Council. Cllr Warwick requested that she is copied into any requests for new controls.</p> <p>The County Council has received an additional £5.954m (ringfenced for this purpose) in the recent budget to repair potholes.</p> <p>On 20 March 2023 DEFRA and Natural England updated the guidance on declaring a Local Nature Reserve. It is now much easier for Parish Councils to make a declaration. This is a great opportunity for Parish Councils to contribute to Nature Recovery whilst engaging members of the community of all ages in a worthwhile project which leaves a legacy for generations to come. Cllr Leach to read guidance to see if this is worth pursuing.</p>   | Cllr Leach                     |
| 22/103.4      | To receive the District Councillor's report  |                                |
|               | <p>Cllr Williams had submitted a written report for consideration by councillors. Highlights included the following topics.</p> <p>Winchester City Council recently announced that it has been successful in its bid for support from the Government's Social Housing Decarbonisation Fund Wave 2.1. The grant will be used to improve the energy efficiency of the council's social housing properties which are currently rated D or below.</p> <p>Winchester City Council has published a statement of intent to broaden eligibility for a scheme that is helping people who are struggling with their energy bills to improve the energy efficiency of their homes. The Energy Company Obligation (ECO4) 'Flexible Eligibility' scheme aims to ease fuel poverty by providing low-income households with grants for energy-efficient measures such as insulation, draught-proofing and heating upgrades.</p> <p>Winchester City Council recently announced their development partner for the Central Winchester Regeneration project as Jigsaw consortium.</p> <p>Winchester City Council are trialling an all-new electric P&amp;R bus in partnership with Stagecoach.</p> <p>The free weekly Park Yoga sessions will return to the Garrison Ground (next to Winchester Sport and Leisure Park) between 9.30am-10.30am on Sunday mornings from 7 May until 17 September. These sessions are for people of all ages and abilities and they are led by a qualified instructor - just bring your mat, towel or blanket and a drink of water. There's no need to pre-register - just pop along on the day to join in.</p> |                                |
| <b>22/104</b> | <b>To approve the Minutes of the meetings held on the 7<sup>th</sup> March 2023.</b>   |                                |
|               | RESOLVED – Agreed as a true copy and duly signed by the Chairman of the Council.   |                                |
| <b>22/105</b> | <b>Finance and Council matters</b>   |                                |
| 22/105.1      | To discuss the progress of resolutions from the last meeting: see Actions List   |                                |
|               | <p>65.7 The lease of former sewerage disposal works at Oliver's Battery dated 12th November 1997 has expired and the Parish Council is currently "holding over" on the lease. Subject to the required due diligence being undertaken. The Clerk commented that Andrea Newsom (WCC Estate Management) was still gathering information from the City Council. Ongoing</p> <p>85.7 The Clerk to obtain alternative prices from insurers with and without the Parish Council's fixed assets insured so the options can be considered at a future meeting. Ongoing.</p> <p>85.8 Cllr Leach said she would report again to the April meeting. On agenda</p>  | <p>Clerk</p> <p>Cllr Leach</p> |

22/105.2 To accept payments for March 2023 and agree the March 2023 bank transactions with the bank balance.

All outstanding invoices had been circulated in advance of the meeting.

RESOLVED: To approve all invoices & payments up to this date.

| Payment date | Customer        | Details                           | Gross  |
|--------------|-----------------|-----------------------------------|--------|
| 03/03/23     | Film Club       | Grant received                    | 100.00 |
| 07/03/23     | PCC St Luke's   | Grant received                    | 350.00 |
| 21/03/23     | HCC             | Grant received                    | 300.00 |
| 06/02/23     | OBPC Councillor | Fee Refund Thermal Imaging Camera | 67.51  |

| Invoice Date | Supplier         | Details                       | Gross   |
|--------------|------------------|-------------------------------|---------|
| 03/03/23     | KORC Sport Ltd   | Picnic Benches                | 1240.80 |
| 10/03/23     | ID Mobile Ltd    | Mobile Phone Contract         | 10.63   |
| 28/03/23     | St Mark's        | Hall Hire Jul-Oct 2022        | 30.00   |
| 28/03/23     | St Mark's        | Hall Hire Oct 2022 – Jan 2023 | 40.00   |
| 28/03/23     | Vita Play Ltd    | Rec Ground Repairs            | 590.40  |
| 28/03/23     | Grass & Grounds  | Mar 23 invoice                | 129.20  |
| 28/03/23     | Ms M Foster      | Expenses                      | 312.50  |
| 28/03/23     | Mr C Stride      | Expenses                      | 145.37  |
| 29/03/23     | WDCA             | Grant payment                 | 300.00  |
| 31/03/23     | Ms A Paterson    | Expenses                      | 51.60   |
| 31/03/23     | Ms A Paterson    | Expenses                      | 67.98   |
| 31/03/23     | Ms A Paterson    | Expenses                      | 93.98   |
| 31/03/23     | B.V. Gibbs       | March 23 Salary               | 599.75  |
| 31/03/23     | HMRC             | Marc 23 PAYE/NIC              | 150.00  |
| 31/03/23     | Unity Trust Bank | Service Charge                | 18.00   |

Bank reconciliation as at 31st March 2023

Unit Trust Bank

|                    |           |
|--------------------|-----------|
| Opening balance    | 22,423.79 |
| Add - income       | 47,577.46 |
| less - expenditure | 34,972.46 |
| Closing balance    | 35,028.79 |

|                |           |
|----------------|-----------|
| Total Balances | 35,028.79 |
|----------------|-----------|

|                          |           |
|--------------------------|-----------|
| Balance as per cash book | 35,028.79 |
|--------------------------|-----------|

|          |      |
|----------|------|
| Variance | 0.00 |
|----------|------|

22/105.3 To receive update from the Events Working Group (standing item)

Cllr Leigh-Jones provided a written report.

The Easter Egg Hunt 2023 is being coordinated by Marianne Foster and Colin Stride on behalf of the OBPC Events Group. The numbers of entries will be published after Tuesday April 4<sup>th</sup> although we are sure we will have late entries & entries on the day which we will cater for rather than disappoint and turn away.

There will be 6 courses with 2 MapRun phone App based courses (new for this year).

These MapRun courses have been part of a partnership with Southampton Orienteering Club (SOC), who have provided the necessary technical input in making these work.

SOC will also be using one of these MapRun courses as part of their summer series shortly afterwards. Both MapRun courses will then remain available for people to use or reuse after the event.

St Marks Hall is again being made available to us for this event. We are grateful for the support of the Parochial Church Council as this not only gives us use of the Hall but also enables access to the toilets and refreshments if required.

Cllr Kirkby said that there will be a Big Lunch Coronation event on the afternoon of Sunday 7<sup>th</sup> May. Further details of the event will be published as they emerge. A Save the Date poster will be added to the website and there is now also an Oliver's Battery Events FB page.

Cllr Kirkby said that, following a discussion with Cllr Warwick, he will be applying for a grant from the HCC Coronation fund of £600.00. Cllr Kirkby also proposed increasing the amount allocated in the Events Budget from £200.00 to £250.00.

**RESOLVED** – To increase the Parish Council's allocation to £250.00, allocating £50 from the general reserve towards the costs of the OB Coronation event due to take place on the afternoon of Sunday May 7<sup>th</sup>.

22/105.4 To receive update from the Sustainability Working Group (standing item)

No report was received.

22/105.5 To receive update from Tree Warden on visual inspections carried out (standing item)

No report was received.

22/105.6 Budget & Precept 2023-24

Cllr Kirkby spoke about the Budget for 2023-24.

Cllr Kirkby commented on the remaining line items that had not been agreed previously.

The Mobile Phone has now ended and replaced by a "pay as you go" option to retain the current number (07443 622513).

The annual insurance premium and insurance contingency line items are with the Clerk for review. The Conservation Area rent will reduce to zero if the freehold is obtained.

The Clerk reminded everyone that there may be costs associated with obtaining the freehold. This will include survey costs and conveyance costs.

| Annual Budget 2022/23 | Actual v Budget (11/22) |                       | Initial Budget 2023/24 |
|-----------------------|-------------------------|-----------------------|------------------------|
| <b>RECEIPTS</b>       |                         |                       |                        |
| 39,664.00             | 39,664.00               | Precept               | 41,410.00              |
|                       | 4,336.69                | Other                 | -                      |
|                       | 2,759.26                | VAT                   | -                      |
| <b>39,664.00</b>      | <b>46,759.65</b>        | <b>TOTAL RECEIPTS</b> | <b>£0.00</b>           |
| <b>PAYMENTS</b>       |                         |                       |                        |
| 9,000.00              | 5,349.00                | Salary & NI           | 10,184.00              |
| 1,827.00              | 958.00                  | Pension               | 2,158.00               |
| 200.00                | 85.00                   | Clerk Expenses        | 200.00                 |

|                  |                  |   |                  |
|------------------|------------------|---|------------------|
| 132.00           | 86.00            | Mobile phone                              | 10.00            |
| 100.00           | 0.00             | Travel                                    | 100.00           |
| 300.00           | 90.00            | Meeting costs                             | 300.00           |
| 200.00           | 361.92           | Admin                                     | 200.00           |
| 80.00            | 36.00            | Bank charges                              | 80.00            |
| 400.00           | 334.25           | Insurance Premium                         | 400.00           |
| 450.00           | 440.00           | Audit Fees                                | 500.00           |
| 600.00           | 520.00           | Dog Waste Bins                            | 700.00           |
| 6,500.00         | 4,319.00         | Recreation Spaces: contracts and play     | 6,500.00         |
| 100.00           | 46.50            | Recreation Spaces: annual play inspection | 100.00           |
| 100.00           | 50.00            | Recreation Spaces: Conservation Area rent | 0.00             |
| 150.00           | 38.00            | Recreation Spaces: water supply           | 100.00           |
| 300.00           | 0.00             | Training                                  | 200.00           |
| 1,000.00         | 0.00             | Insurance Contingency                     | 1,000.00         |
| 1,000.00         | 727.00           | Subscriptions                             | 1,000.00         |
| 1,600.00         | 4,393.00         | Tree Surveys and Remedial Works           | 5,000.00         |
| 3,000.00         | 1,901.00         | Recreation Spaces: repairs and renewals   | 3,000.00         |
| 125.00           | 0.00             | Lengthsman rubbish disposal               | 100.00           |
| -                | 0.00             | Lengthsman or equivalent                  | 1000.00          |
| -                | 0.00             | Bus shelters                              | 0.00             |
| -                | 0.00             | Legal expenses                            | 500.00           |
| 1,000.00         | 241.00           | Grants & Donations                        | 500.00           |
| 1,500.00         | 1,399.70         | Events                                    | 1,300.00         |
| 500.00           | 0.00             | Tree Planting                             | 5,000.00         |
| 3,000.00         | 1,056.00         | Newsletter                                | 1,200.00         |
| 500.00           | 80.00            | Bench maintenance                         | 500.00           |
| 3,000.00         | 0.00             | Recreation Spaces: Improvements           | 10,000.00        |
| 1,500.00         | 13.50            | Sustainability                            | 1,200.00         |
| 500.00           | 658.00           | Miscellaneous                             | 1,000.00         |
| 1,000.00         | 0.00             | Planning                                  | 0.00             |
| -                | 0.00             | Section 137                               | 0.00             |
| -                | 0.00             | VAT on payments                           |                  |
| <b>39,664.00</b> | <b>23,182.87</b> | <b>TOTAL PAYMENTS</b>                     | <b>48,622.00</b> |

22/105.7

To consider the future of the PC Community Newsletter

The Parish Council has produced a second edition of the 'new' Newsletter which was distributed at the end of March. It largely contained information on the Easter Egg Hunt and information from the Parish Council.

A meeting had been held with Cllrs Leach and Kirkby and Ann Jury the Editor of the Badger Farm and Oliver's Battery Community News to discuss ways of collaborating more closely. This publication was read almost as often as the PC Community Newsletter. There is significant repetition of contents between the two publications.

A meeting was held with Cllrs Leach and Gaster (who had expressed interest) and Christine Stride (who had expressed willingness to help) in order to develop a new "vision" for the magazine that would build on the work done in previous years.

RESOLVED – To develop the new vision and provide costed proposals to a future meeting.

RESOLVED – At least until the new vision is agreed, the Parish Council agreed to

Cllr Gaster

|               |   |       |
|---------------|---|-------|
|               | purchase half a page of advertising space in the Badger Farm and Oliver's Battery Community News at a total cost of £150.00 across three issues.  |       |
| 22/105.8      | To receive and determine a grant application from the Oliver's Battery Countryside Group  |       |
|               | <p>Cllr Kirkby led with this item. There was an agreement in place for the Parish Council to pay for Oliver's Battery Countryside Group's Public Liability Insurance. The premium had recently been paid by the group and they have now applied for a grant to cover the costs.</p> <p>RESOLVED – To grant the sum £190.81 for the Oliver's Battery Countryside Group's annual insurance premium.</p>   | Clerk |
| <b>22/106</b> | <b>Planning</b>   |       |
| 22/106.1      | To discuss the progress of resolutions from the last meeting: see Actions List  |       |
|               | No outstanding actions.   |       |
| 22/106.2      | To consider any planning reports and agree actions.   |       |
|               | <p>Cllr Blundell made the following written planning report.</p> <p>23/00683/LDC 5 Oliver's Battery Gardens: Addition of a dormer.</p> <p>The application is for a retrospective Lawful Development Decision and there does not appear to be any need for the PC to comment as the work was carried out in 2019 and there are no comments from the public.</p> <p>Update on applications previously reviewed by the Parish Council</p> <p>23/00575/NMA: Bridle View, 101 Old Kennels Lane, Oliver's Battery – permission granted.</p> <p>23/00073/HOU: 34 Old Kennels Lane, Oliver's Battery - permission granted.</p> <p>22/027773/HOU:11 Oliver's Battery Crescent, Oliver's Battery – AMENDED PLANS – Ongoing. Single storey rear extension, extension to existing porch, alterations to driveway and patio and associated works.</p> <p>On the 8<sup>th</sup> March the planning authority was informed of the Parish Council's decision to remove/withdraw its original objection (as well as its wish for this to go to the Planning Committee) on the basis that the revised plans addressed the majority concerns.</p> <p>22/00621/FUL: 11 Mount View Road, Oliver's Battery - ONGOING see below</p> <p>The proposed design clearly does not meet SB1 but the Parish Council is aware of multiple recent local projects that have veered away from this guideline, in terms of materials and respecting the local character.</p> <p>Following the amendment of the expiry date no further notice was displayed but the case officer confirmed that all those who had objected previously had been notified of that change.</p> <p>The Case Officer has been asked that this application is taken to the Planning Committee. They have advised that this won't happen until phosphate issues have been addressed by the Government and will keep us informed.</p> <p>On 28 March I asked the Case Officer for a further update on the situation and will advise the Parish Council of any response.</p> <p>23/00288/FUL 116 Oliver's Battery Road South: New detached 1.5 storey detached dwelling and detached garage, following demolition of existing dwelling.</p> |       |

|               |   |                  |
|---------------|---|------------------|
|               | <p>This application was made following Cllr Blundell pointing out to Winchester City Council Planning that the existing dwelling had been demolished rather than extended as the original application. This resulted in Enforcement notice 23/00067/BCOND, resulting in a new application.</p> <p>There are no planned changes to the materials or elevations and consequently the Parish Council thought that objecting would serve any useful purpose, given the original application was permitted.</p> <p>A reply is still awaited regarding the landscaping included in the recent planning application at the Dentist's surgery, 94 Oliver's Battery Road South. This has been followed up again and also by Brian Laming, City Councillor. It is understood that this is now the subject of an Enforcement Notice but was not on the last list issued by Winchester City Council.</p> <p>Cllr Kirkby thanked Cllr Blundell for her report.</p>   |                  |
| <b>22/107</b> | <b>Communications</b>   |                  |
| 22/107.1      | To discuss the progress of resolutions from the last meeting: see Actions List  |                  |
|               | <p>45.1 Cllr Omand to lead on Facebook with Cllr Leach.</p> <p>Cllr Kirkby said that he was in contact with a parishioner who was offering to help Cllr Leach with this item. He thanked Mr Omand for his efforts on behalf of the Parish Council.</p>  |                  |
| <b>22/108</b> | <b>Recreation Ground, Wildlife Conservation Area and the Battery</b>  |                  |
| 22/108.1      | To discuss the progress of resolutions from the last meeting: see Actions List  |                  |
|               | 58.1 Update on an Inclusive Recreation Ground for all Ages project (see agenda item).   |                  |
| 22/108.2      | To consider report based on Groundsman's weekly reports and agree actions.  |                  |
|               | Cllr Leigh-Jones provided a written report, confirming that there were no issues identified in the Groundsman's checklist.  |                  |
| 22/108.3      | To receive reports on routine maintenance and ad-hoc tasks that have been completed (Standing Item)   |                  |
|               | <p>The frayed rope bridge at the Recreational Ground will be repaired by mid-April.</p> <p>Cllr Leigh-Jones presented the Handyman Group's report:</p> <ul style="list-style-type: none"> <li>• Closed off both ends of the rope bridges on the Multi Play Equipment to prevent use until replacement bridges are fitted.</li> <li>• Cllrs Leigh-Jones and Kirkby met with volunteers to look at work required along North boundary of the field to cut back the overhanging vegetation prior to the planned planting of the natural hedge on that boundary. It was agreed that work can be carried out by the Handyman Group but not until the bird nesting season is over and the method of disposal of the cuttings has been decided.</li> <li>• Play equipment examined to decide on requirement for Spring non slip stain coating.</li> </ul> <p>The following tasks are planned for April 2023.</p> <ul style="list-style-type: none"> <li>• Staining of new bench planks in Rec and new tables at St Marks. This will require up to three days of dry warm weather.</li> <li>• Application of non-slip paint to the equipment identified as requiring a new coating - two dry days required for each equipment.</li> <li>• Stain to be purchased and provided by Cllr Leigh-Jones.</li> <li>• Weather permitting, probably completing during last week of April/beginning of May.</li> </ul> | Cllr Leigh-Jones |

| 22/108.4      | To consider any further updates on an Inclusive Recreation Ground for all Ages project.   |             |             |             |     |                                       |         |     |  |         |     |                      |         |     |  |  |     |  |  |  |
|---------------|---|-------------|-------------|-------------|-----|---------------------------------------|---------|-----|--|---------|-----|----------------------|---------|-----|--|--|-----|--|--|--|
|               | <p>Cllr Kirkby led on this item. Cllr Gaster had joined the group for the time being. Cllr Blundell had completed the CIL application for further benches, picnic tables, bins and football goals. There is a lengthy decision making process and was no guarantee that this application will be successful.</p> <p>Work continues to identify suitable tree and hedge species for the site. A survey has been undertaken to prepare the site for planting. Trees along the northern boundary will be crown lifted to provide more light to the new plantings.</p> <p>Quotes were obtained from Itchen Valley Trees (£3,330) and Mill Farm Trees (£1,482) but were subject to change due to the length of time between now and the planned commencement of the works (October/November).</p> <p>Community involvement with the planting will continue to be investigated, for example sponsorship for each of the trees</p> <p>RESOLVED: That the Parish Council continues to support this project.</p> |             |             |             |     |                                       |         |     |  |         |     |                      |         |     |  |  |     |  |  |  |
| <b>22/109</b> | <b>Lengthsman Scheme</b>  |             |             |             |     |                                       |         |     |  |         |     |                      |         |     |  |  |     |  |  |  |
| 22/109.1      | The Lengthsman had visited on the 15 <sup>th</sup> March and had completed all of the tasks on the check list.  |             |             |             |     |                                       |         |     |  |         |     |                      |         |     |  |  |     |  |  |  |
| <b>22/100</b> | <b>Items for Consideration Only</b>   |             |             |             |     |                                       |         |     |  |         |     |                      |         |     |  |  |     |  |  |  |
| 22/100.1      | To discuss the progress of resolutions from the last meeting: see Actions List  |             |             |             |     |                                       |         |     |  |         |     |                      |         |     |  |  |     |  |  |  |
|               | Clerk to write back to the person concerned to let them know the (Children's outdoor gym) proposal did not have the Parish Council's support. Action complete.  |             |             |             |     |                                       |         |     |  |         |     |                      |         |     |  |  |     |  |  |  |
| 22/100.2      | To discuss correspondence received during the month and items for the agenda at the next meeting.   |             |             |             |     |                                       |         |     |  |         |     |                      |         |     |  |  |     |  |  |  |
|               | To discuss correspondence received during the month and items for the agenda at the next meeting.   |             |             |             |     |                                       |         |     |  |         |     |                      |         |     |  |  |     |  |  |  |
|               | <table border="1"> <thead> <tr> <th>From</th> <th>Description</th> <th>Circulation</th> </tr> </thead> <tbody> <tr> <td>WCC</td> <td>Winchester Business Bulletin March 23</td> <td>Council</td> </tr> <tr> <td>WCC</td> <td>Biodiversity Action Plan Update Dec 22</td> <td>Council</td> </tr> <tr> <td>WCC</td> <td>Council Tax Briefing</td> <td>Council</td> </tr> <tr> <td>WCC</td> <td></td> <td></td> </tr> <tr> <td>WCC</td> <td></td> <td></td> </tr> </tbody> </table>  | From        | Description | Circulation | WCC | Winchester Business Bulletin March 23 | Council | WCC | Biodiversity Action Plan Update Dec 22 | Council | WCC | Council Tax Briefing | Council | WCC |  |  | WCC |  |  |  |
| From          | Description   | Circulation |             |             |     |                                       |         |     |  |         |     |                      |         |     |  |  |     |  |  |  |
| WCC           | Winchester Business Bulletin March 23   | Council     |             |             |     |                                       |         |     |  |         |     |                      |         |     |  |  |     |  |  |  |
| WCC           | Biodiversity Action Plan Update Dec 22  | Council     |             |             |     |                                       |         |     |  |         |     |                      |         |     |  |  |     |  |  |  |
| WCC           | Council Tax Briefing  | Council     |             |             |     |                                       |         |     |  |         |     |                      |         |     |  |  |     |  |  |  |
| WCC           |   |             |             |             |     |                                       |         |     |  |         |     |                      |         |     |  |  |     |  |  |  |
| WCC           |   |             |             |             |     |                                       |         |     |  |         |     |                      |         |     |  |  |     |  |  |  |
| <b>22/101</b> | <b>Date of next meeting – Annual Council Meeting 2<sup>nd</sup> May 2023 at 7.30pm</b>  |             |             |             |     |                                       |         |     |  |         |     |                      |         |     |  |  |     |  |  |  |
|               | <b>Annual Parish Meeting Tuesday 23<sup>rd</sup> May at 7.30pm</b>  |             |             |             |     |                                       |         |     |  |         |     |                      |         |     |  |  |     |  |  |  |
|               | Meeting ended at 8.44pm   |             |             |             |     |                                       |         |     |  |         |     |                      |         |     |  |  |     |  |  |  |