

**NORTON PARISH COUNCIL**

**Date:** Tuesday 16<sup>th</sup> September 2014

**Time:** 19.30

**Venue:** Norton Village Hall

**Clerk:** Angela Feltham

Minute	Agenda Item/Outcome	Action
<b>ORDINARY MEETING</b>		
	<p><b>Record Attendance, Apologies, Absence.</b>  <b>Council Attendance:</b>                      Cllr M Goodman (Chairman)                      Cllr K Russell                      Cllr L Davidson                      Cllr C Thomas                      Cllr S Goulden                      Cllr R Macanndrais  <b>Invitees</b>                      Cllr Alan Hills  <b>Public</b>                      1 member of the public</p>	
14.09.232	<p><b>Acceptance of Apologies</b>                      Apology received and accepted from Cllr Woods due to a work commitment                      Cllr Alan Hills sent his apology.</p>	
14.09.233	<p><b>Declaration of Interest on the Agenda</b>                      None to declare</p>	
14.09.234	<p><b>Consideration of any requests for dispensation</b>                      None to declare</p>	
14.09.235	<p><b>Open Section</b>                      Cllr Alan Hills sent the following report that was read out in the meeting by Cllr Goodman.</p> <p>Following contact with the <b>Highways Department</b> regarding the maintenance of the roundabouts in Daventry, I have been informed that they will be starting work this week and this should be completed by the early part of next week. They are also looking for sponsorship to help with this.</p> <p>I attended the <b>Environment Development and Scrutiny Committee</b> meeting at the NCC on 10<sup>th</sup> September when we had a briefing from the Cabinet member Michael Clarke, it was interesting to note that the new Railway Station will open shortly, the Flore/Weedon by pass implementation is making progress and should assist traffic in and out of the Daventry Area. As for roadworks this is continuing along Victoria Embankment and the Towcester Road roundabout, project Angel the new council offices is on schedule and will be going out for bids shortly. A new cycling scheme is being introduced to Northampton, bicycles will be made available like the Boris Bike Scheme in London.</p> <p>I also went to the Cabinet meeting to speak against the closure of the <b>Daventry East Children's Centre</b> on the Southbrook Estate, classed as an area of High Deprivation, however this was to no avail this is still going ahead.</p> <p>Part of my Portfolio on the DDC is as Vice Chairman of the board of Daventry District and South Northants <b>Safer Stronger Partnership</b>, feeding into this are joint action groups one of which is a road issues JAG, this is attended by DDC, MGWSP (on behalf of NCC ), Police, Fire and Rescue and South Northants Council the contact is Kevin Fagan at DDC. It is worth noting that the rate for vehicle crime fell last year, both theft from vehicles and theft of vehicles, there was slight rise in the first 2 months of this year but overall the figures still show a downward trend</p>	

14.09.236	<b>Approve Minutes of meeting held 15<sup>th</sup> July 2014</b> Proposed to accept as an accurate record of the meeting by Cllr Macandrais, 2 <sup>nd</sup> Cllr Thomas. All in favour.	
14.09.237	<b>Approve Minutes of extraordinary meeting held 29<sup>th</sup> July 2014</b> Proposed to accept as an accurate record of the meeting by Cllr Thomas, 2 <sup>nd</sup> Cllr Macandrais. All in favour.	
14.09.238	<b>Approve Minutes of extraordinary meeting held 26<sup>th</sup> August 2014</b> Proposed to accept as an accurate record of the meeting by Cllr Russell, 2 <sup>nd</sup> Cllr Goodman. All in favour.	
14.09.239	<b>Actions from previous minutes</b> <b>Minute 14.07.196 – Report by Eon on condition of street lighting.</b> Clerk reported Eon expect to conduct a survey during September. Cllr Goodman asked for the item to appear on the October agenda.	<b>CLERK</b>
	<b>PLANNING</b>	
14.09.240	<b>DA/2014/0710 – 55 Daventry Road, Norton</b> Conversion of dwelling  Cllr Goodman proposed approval of the application with a request that DDC is informed that it is the view of NPC that traditional timber framed windows and doors would be more appropriate to the Chapel building given due consideration to the surrounding properties especially 54 Daventry Road, a Grade II listed building.  Cllr Goulden asked for it to be brought to DDC’s attention that once completed the dwelling will have a shared driveway for three cars in an area where parking is limited. This could ultimately cause friction between neighbours should ownership of either property change hands. Currently both properties are owned by family members.  2 <sup>nd</sup> by Cllr Russell. All in favour.	<b>CLERK</b>
14.09.241	<b>DA/2014/0581 – White Horse Inn</b> Decision Notice Cllr Goodman, Cllr Macandrais and Clerk all attended a planning meeting held by DDC Planning on 27 <sup>th</sup> August where the Committee approved this application. Cllr David Smith, Daventry District Councillor did not support the application and voiced his views along with Cllr Alan Hills, Northampton County Councillor, who also spoke on behalf of Norton to support refusal of this application.  Cllr Goodman noted that the supporting photographs projected onto a screen for consideration by the Planning Committee, omitted the Charity Cottages along Daventry Road in Norton. Properties to either side, i.e. Tattlebank and Daventry Road cottages near the Village Hall were viewed as being opposite the White Horse Inn with particular reference to the installation of uPVC framed windows and doors in these properties. However the Charity Cottages with their traditional and original windows and doors, although mentioned had no visual presence. Cllr Goodman expressed the opinion that the omission of photographs of the Grade II listed charity cottages from DDC’s Planning Committee presentation resulted in their councillors having biased information on which to base their decision.	
	Minute No. 14.09.259 was brought forward for reporting. (please see minute no. for details.)	
14.09.242	<b>Report to Councillors on Chairman and Clerk’s meeting with Richard Wood and Tom James at Daventry District Council on the subject of the impact of the Daventry SUE development.</b> Chairman and Clerk attended a meeting with Richard Wood, Local Strategy Manager	

and Tom James, Senior Policy Office, Planning, of DDC at their request. The meeting was intended to discuss the impact of the Daventry Sustainable Urban Environment (SUE), a Neighbourhood Plan and any possible changes to the parish boundary. Chairman reported to the meeting the following:

- 1) There is no proposal to change the parish boundary. As a consequence there will be many (as yet unknown until a planning application is submitted) dwellings in the parish but not within the village of Norton.
- 2) NPC will be included in negotiations with DDC and developers of the land to discuss and agree upon projects that will mitigate the impact of the development on the village and its residents.
- 3) Community Infrastructure Levy (CIL) payments, once approved must be used toward the projects identified as required to mitigate the impact of the development on the village.
- 4) CIL payments, although not yet adopted by DDC could be enforce by April 2015, would be calculated upon the total square metres of the dwellings at a price per sq mtr yet to be determined but could be £150 per sq mtr.
- 5) NPC could be eligible to receive 15% of £150 per sq mtr. If a Neighbourhood Plan is adopted before negotiations this figure could rise to 25%.
- 6) There will be a cap on payments equivalent to £100 per existing dwelling. i.e. 180 dwellings in the parish would cap the payment at £18,000 for the first stage. Subsequent stages would incorporate the additional dwellings into the calculation. i.e. 1<sup>st</sup> phase of the development in Norton Parish creates say 150 dwellings. This would increase the cap on the second payment to £33,000. This would continue through the building phases until the development was complete.
- 7) CIL payments, once adopted by DDC will be applied to all new dwellings from single builds to large developments.
- 8) From April 2015 an applicant that applies for a revision of an application approved prior to this date will also have CIL applied to the building costs.
- 9) Development under existing 'Reserved Matters' are exempt from CIL.
- 10) Any open spaces within the development will be offered to NPC or a nominated Management Company
- 11) The appointment of tenants in Gouldens View remains under the rules set under Section 106 Agreement in place at the time of the development was built
- 12) Weedon Lane, social housing run by DDHA. NPC is not permitted to comment on a possible tenant.
- 13) DDC agreed a new housing needs survey would be beneficial in light of a possible development on the perimeter of the village. If a need for bungalows was identified that would be included in the negotiations with the developer.

**ALL CLLRS**

Cllr Goodman asked Councillors to give thought to possible projects for mitigating the impact of the Daventry SUE development on the village. It is prudent to be prepared for negotiations.

**CLERK**

Norton Parish is in an unusual situation because of the location of the potential new dwellings. Cllr Goodman suggested NPC might like to call upon NCALC and their free legal service for advice.

**CLERK**

Cllr Russell asked if a Planning Officer would attend a meeting with NPC Councillors. Clerk to enquire.

**CLERK**

Clerk was asked to contact Richard Mugglestone, NRHA regarding criteria for appointing a tenant in Gouldens View. Clarification is required concerning the need for a tenant to be on Daventry's Housing List. The criteria for this is 'basic' which means many potential tenants that have connections to Norton would not be considered for a vacant property

	<p>in Gouldens View.</p> <p>A meeting will be arranged in the near future between NPC and DDC's Finance Manager to discuss the financial implications of the Daventry SUE on Norton.</p>																																					
	<b>FINANCE</b>																																					
	<p><b>Bank Reconciliation as at 30 August 2014</b>                  Clerk/RFO presented the following reconciliation</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="text-align: right; width: 20%;">£</th> </tr> </thead> <tbody> <tr> <td>Cash in hand as at 1 April 2014</td> <td style="text-align: right;">25496.97</td> </tr> <tr> <td>Less unrepresented cheques as at 1 April 2014</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Add receipts during the current year</td> <td style="text-align: right;">4927.67</td> </tr> <tr> <td>Less payments during the current year</td> <td style="text-align: right;">-5314.72</td> </tr> <tr> <td><b>Cash in hand carried forward 30 August 2014</b></td> <td style="text-align: right;"><b>25109.92</b></td> </tr> <tr> <td colspan="2">Represented by Bank Account balances as at 30 Aug 2014</td> </tr> <tr> <td>HSBC Current Account *</td> <td style="text-align: right;">1357.59</td> </tr> <tr> <td>HSBC Playing Field Account</td> <td style="text-align: right;">1934.82</td> </tr> <tr> <td>HSBC Savings</td> <td style="text-align: right;">7507.80</td> </tr> <tr> <td>HSBC Deposit Bond</td> <td style="text-align: right;">15,070.36</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>25870.51</b></td> </tr> <tr> <td>Less unrepresented cheques</td> <td style="text-align: right;">-760.65</td> </tr> <tr> <td><b>Revised total</b></td> <td style="text-align: right;"><b>25109.92</b></td> </tr> </tbody> </table> <p>Clrs had no questions. * Chairman initialled to confirm bank account balances as correct reporting of on these accounts.</p>		£	Cash in hand as at 1 April 2014	25496.97	Less unrepresented cheques as at 1 April 2014	0.00	Add receipts during the current year	4927.67	Less payments during the current year	-5314.72	<b>Cash in hand carried forward 30 August 2014</b>	<b>25109.92</b>	Represented by Bank Account balances as at 30 Aug 2014		HSBC Current Account *	1357.59	HSBC Playing Field Account	1934.82	HSBC Savings	7507.80	HSBC Deposit Bond	15,070.36	<b>Total</b>	<b>25870.51</b>	Less unrepresented cheques	-760.65	<b>Revised total</b>	<b>25109.92</b>									
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14.09.243	<p><b>Approve payments and sign cheques</b>                  Clerk/RFO presented the following invoices for approval and cheques for signature.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Cheque No.</th> <th style="width: 15%;">Amount Total</th> <th style="width: 10%;">VAT</th> <th style="width: 15%;">Amount w/o VAT</th> <th style="width: 30%;">Payee</th> <th style="width: 20%;">Authority</th> </tr> </thead> <tbody> <tr> <td>100325</td> <td style="text-align: right;">180.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">180.00</td> <td>N.V.C.A.</td> <td>Hall Hire</td> </tr> <tr> <td>100326</td> <td style="text-align: right;">192.00</td> <td style="text-align: right;">32.00</td> <td style="text-align: right;">160.00</td> <td>Stephen Hartwell</td> <td>Grass Verges</td> </tr> <tr> <td>100327</td> <td style="text-align: right;">30.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">30.00</td> <td>Angela Feltham</td> <td>Expenses</td> </tr> <tr> <td>100328</td> <td style="text-align: right;">237.50</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">237.50</td> <td>Angela Feltham</td> <td>Salary</td> </tr> <tr> <td><b>TOTAL</b></td> <td style="text-align: right;"><b>639.50</b></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Proposal to approve invoices and sign cheques as presented                  Proposed by Cllr Russell, Seconded Cllr Macandrais, All in favour.                  Cllr Thomas and Cllr Davidson signed all cheques and initialled cheque stubs.</p>	Cheque No.	Amount Total	VAT	Amount w/o VAT	Payee	Authority	100325	180.00	0.00	180.00	N.V.C.A.	Hall Hire	100326	192.00	32.00	160.00	Stephen Hartwell	Grass Verges	100327	30.00	0.00	30.00	Angela Feltham	Expenses	100328	237.50	0.00	237.50	Angela Feltham	Salary	<b>TOTAL</b>	<b>639.50</b>					
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14.09.244	<p><b>Consider extra expenditure for grass cutting in 2014/15</b>                  Proposal to pay for as many cuts as required before the end of the 2014 season.                  Precept figure £2500 - spend to date £1440                  Proposed by Cllr Davidson, 2<sup>nd</sup> Cllr Goulden. All in favour.                  Clerk asked to contact grass cutting contractor</p>	<b>CLERK</b>																																				
14.09.245	<p><b>Review Bank Signatories and present Bank Mandate for signing</b>                  Not all Councillors involved in becoming signatories were in attendance.                  Proposal to visit on the next agenda. All in favour.</p>	<b>CLERK</b>																																				
14.09.246	<p><b>Consider options for future payment methods</b>                  Cllr Goodman proposed this be addressed at the next ordinary meeting. All in favour</p>	<b>CLERK</b>																																				

14.09.247	<b>Review condition and performance of laptop</b> Clerk expressed concern over the performance which included emails. Proposal to ask the computer shop in Daventry to assess the laptop with an agreed spend of up to £150 if this will improve all round performance. Proposed by Cllr Russell. 2 <sup>nd</sup> Cllr Goodman. All in favour.	<b>Cllr Goodman/ CLERK</b>
14.09.248	<b>Approve membership fee to NCALC for financial year 2015/16</b> Proposal to accept the increased fee of £237.87 from April 2015. Proposed by Cllr Davidson, 2 <sup>nd</sup> Cllr Russell. All in favour.	
14.09.249	<b>Approve re-investment of funds in HSBC High Interest Bond</b> The bond matures on 22 September 2014. The amount in this bond stands at £15070.36. Proposal to re-invest for a further six months. Proposed by Cllr Russell, 2 <sup>nd</sup> Cllr Davidson. All in favour. Cllr Goodman to telephone HSBC with the instruction.	<b>Cllr Goodman</b>
14.09.250	<b>Review of earmarked reserves and re-allocate where appropriate</b> No action required. Sufficient amounts are held in non-earmarked reserves. Re-allocation not required.	
	<b>HIGHWAYS</b>	
14.09.251	<b>Highways update by Cllr Macanndrais</b> Cllr Macanndrais reported several previous road repairs had sunk and would report them on Street Doctor.  It was noted that there had been a significant reduction in traffic speed since the relocation of the 30mph speed signs at either end of the Daventry Road and the installation of the 40mph speed signs at the A5 Eastern side of the village	<b>Cllr Macanndrais</b>
14.09.252	<b>Reinstate dog fouling sign</b> Cllr Goodman to source metal cable ties to secure the sign.	<b>Cllr Goodman</b>
14.09.253	<b>Review of traffic speed along Weedon Lane</b> The temporary traffic signs used along Daventry Road were now available and could be relocated along Weedon Lane. Cllr Goodman and Clerk to organise.	<b>Cllr Goodman/ CLERK</b>
	<b>OTHER BUSINES</b>	
14.09.254	<b>Receive reply from Stagecoach bus operator</b> Stagecoach have responded to the request from NPC for a re-routing of Service 11. Stagecoach are unable to consider this request due to timings on bus routes and the additional cost implication of introducing another vehicle.	
14.09.255	<b>Update on condition/maintenance of Jacks Patch</b> Clerk had received a report completed by NVCA on 10 July 2014 which included a response to the items identified by RoSPA. <ol style="list-style-type: none"> <li>1) The stones (boulders) for children to climb on and over do not comply but apart from removing them there is no resolution.</li> <li>2) The ground cover matting under the bark at the base of the slide was showing. This has been trimmed.</li> <li>3) A sign along the fence was reported as being loose. When Tim Kirby inspected this he couldn't find the issue.</li> </ol> There is an on-going issue with weed control. NPC are unable to offer assistance as the use of weedkiller is not permitted. NVCA to find a solution.	
14.09.256	<b>Update on proposals for the creation of a Village sign</b> Cllr Goodman proposed this be addressed at the next ordinary meeting. All in favour	<b>CLERK</b>
14.09.257	<b>Update on progress on contact with Land Registry</b> Cllr Goodman proposed this be addressed at the next ordinary meeting. All in favour	<b>CLERK</b>

14.09.258	<p><b>Report from Cllr Russell on 5 Year Land Supply Briefing by DDC</b>                  Cllr Russell reported that DDC must be able to identify a rolling stock supply of land for 5 years. The review had not been conducted over the past 2 year and it had been reported that DDC no longer have a sufficient land supply to cover a 5 year housing development programme. Due to the shortfall DDC are required to find sufficient land to build an extra 20%. The number of new houses determined should be 2427 with an extra 20% (485) making the total house builds 2912. DDC have reported 3041 dwellings as either having planning permission approved, Reserved Matters or applications in progress. This equates to 5.2 years of land supply. This figure included the dwellings on the Churchfield site which has not reached the stage that the figures for this site could be included. Without this site DDC have 3.7 – 4.2 years land supply. Developers are currently focusing on smaller development due to their financial returns. Larger developments require a greater financial commitment due to the larger infrastructure required.</p>	
14.09.259	<p><b>Report from Cllr Russell and Cllr Goulden on CIL training at NCALC</b>                  (This item was reported before item 14.09.242)                  Cllr Russell reported that DDC are currently negotiating with developers under Section 106 agreement. This is expected to be superseded by Community Infrastructure Levy (CIL) payment as from April 2015 when the Core Strategy is expected to be adopted. Every house built after adoption of CIL will be subject to a payment of either £150 per sq mtr in rural areas on £50 per sq mtr in urban areas. Daventry SUE (Churchfields site) which will be built in Norton Parish will be classed as rural development. If a parish has a Neighbourhood Plan in place the parish council could receive 25% of the levy. In instances where there is no Neighbourhood Plan in place this will be 15%. Many parishes take the opportunity to invest in community assets such as their Village Hall. CIL will be applicable for retail premises but not wholesale/commercial premises.</p>	
14.09.260	<p><b>Review Councillors point of contact for Internal Audit Controls</b>                  Cllr Goodman explained the requirement for NPC to have a Councillor who checks that Clerk is applying Internal Controls especially with financial matters. No Councillors were forthcoming. Item to be revisited before the Internal Audit.</p>	CLERK
14.09.261	<p><b>Discuss Data Protection Act compliance</b>                  Cllr Goodman proposed this be addressed at the next ordinary meeting. All in favour</p>	CLERK
14.09.262	<p><b>Report from WWI Centenary Commemoration Sub-Committee</b>                  Cllr Goodman reported that although the weather conditions were poor on the day (10<sup>th</sup> August) there had been good attendance at the WWI exhibition held in the Village Hall. NPC had received a receipt from SAAFA for the donation of £154.33 raised from the collection box.                  Cllr Goulden gave thanks to the organisers of the event. Cllr Goodman reported there might be a possibility of displaying the items on a future date and to hold the details on the website as a permanent reference.                  A booklet containing information on the 16 men named on the War Memorial is being organised with the printers Design to Print. The booklet will be distributed to each household in the parish along with a commemorative bookmark for any children in the parish.</p>	
14.09.263	<p><b>Consider registering the Village Hall as a Community Asset</b>                  The Village Hall is owned by the Church and leased to NVCA. The lease has expired and NVCA no longer pay a 'peppercorn' rent and are waiting to hear from the Church with regard to the decision for the future. There had been a suggestion that the Church may be looking to sell the property. With this in mind Clerk had distributed information regarding the Right to Bid found on the website <a href="http://www.mycommunityrights.org.uk">www.mycommunityrights.org.uk</a>. Registering the community asset will provide a time buffer of 6 months to allow for negotiations, surveys, funding etc., however, it does not secure the property and it</p>	

	<p>could be sold to another party.                  Cllr Russell would like to see the allotment land and the White Horse Inn also registered as community assets. Clerk agreed to place the item on the agenda for the October meeting.                  Proposal to register the Village Hall as a community asset. Proposed by Cllr Goodman, 2<sup>nd</sup> Cllr Goulden. In favour, Cllr Davidson, Cllr Thomas. Cllr Macanndrais abstained.</p>	<b>CLERK</b>								
14.09.264	<p><b>Approve attendance to courses offered by NCALC</b>                  Cllr Russell had asked to be registered for the course 'Ordnance Survey and The Public Sector Mapping Agreement' on Wed 15 October.                  Cllr Goodman would confirm his availability to attend the course 'A Guide to Bidding for Grant Funding for Parish &amp; Town Councils' arranged for Tuesday 7<sup>th</sup> October.</p>									
14.09.265	<p><b>Agree date of next meeting</b>  <b>21<sup>st</sup> October 2014</b></p>									
14.09.266	<p><b>CORRESPONDENCE RECEIVED</b></p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Detail</th> <th style="text-align: left;">Action</th> </tr> </thead> <tbody> <tr> <td>HSBC – Letter to advise of High Interest Bond</td> <td>See minute14.09.249</td> </tr> <tr> <td>Chris Heaton-Harris MP – reply to letter 17<sup>th</sup> July</td> <td>Filing</td> </tr> <tr> <td>Northamptonshire Highways – Road Traffic Regulations Act 1984</td> <td>No action necessary</td> </tr> </tbody> </table>	Detail	Action	HSBC – Letter to advise of High Interest Bond	See minute14.09.249	Chris Heaton-Harris MP – reply to letter 17 <sup>th</sup> July	Filing	Northamptonshire Highways – Road Traffic Regulations Act 1984	No action necessary	
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Northamptonshire Highways – Road Traffic Regulations Act 1984	No action necessary									
	<p><b>FINAL CONCLUSION OF MEETING</b></p>									
14.09.267	<p><b>Raise matters for report only</b>                  Northamptonshire Highways are selling road salt. Cllr Goodman reported NPC is responsible for the grit bin located at the top of The Broadway which is currently full. In addition Cllr Russell is storing 10 bags of salt. It was decided no purchase would be necessary at the moment. It may become necessary to purchase sand to mix with the salt during the winter months.</p>									
14.09.268	<p><b>Meeting closed 21.35</b></p>									
Signed	<p>.....</p> <p><b>Cllr Mike Goodman</b>  <b>Chairman</b></p> <p style="text-align: right;"><b>Date .....</b></p>									