

**Brasted Parish Council**  
**Parish Council Office Tel: 01732 455374**  
**Parish Council e mail: clerk@brastedpc.org.uk**  
**Minutes of the Council Meeting**  
**Held on Monday 15 January 2024 at 7pm**

**Present:** Councillors: D Edgar (Chair), S Heath (Vice Chair), D Binsted, H Furness, J Hardey, N McSheehy, C Rogowska, L Wentzell

**In attendance:** Clerk: A Hanson  
SDC Cllr S Robinson, SDC Cllr M Alger (items 6.2.1 – 8.5)

**Public:** None

<b>1</b>	<b>To receive and accept apologies for absence</b> C Wilson, L O’Hara, SDC Cllr N Williams	
<b>2</b>	<b>Open Session – public question time</b> None.	
<b>3</b>	<b>Declarations of Interest relevant to items on this Agenda</b> CR re item 15.4	
<b>4</b>	<b>Minutes of meeting on Monday 11 December 2023</b> Noted that the leak allowance was in cubic litres – minutes to be amended for this. Minutes were unanimously agreed. DE to sign.	DE
<b>5</b>	<b>Matters arising not covered below</b> None.	
<b>6</b>	<p><b>Recreation Ground &amp; Open Spaces</b></p> <p><b>6.1 Updates not covered below</b> None.</p> <p><b>6.2 Pavilion</b></p> <p><b>6.2.1 Nursery update</b> Clerk updated on a few recent issues (damage to nursery school Xmas tree by hirer, 2 x lights needing repair, alarm contact repair &amp; payment received after start of term). DE has repaired the alarm contact and arranged for a contractor to repair the lights tomorrow. Agreed the payment terms will be reviewed for the next hire agreement.</p> <p><b>6.2.2 Backdated water bill – update</b> A £1.7k credit has been applied to our account. Clerk will try and get this refunded to the bank account. Meeting suggested going to the Energy Ombudsman if there are any difficulties.</p> <p><b>6.2.3 Door replacement quote – agreement re deposit payment &amp; contract</b> <b>Resolved:</b> Unanimously agreed Clerk can sign contract with YES Glazing and deposit payment of £1,620. Clerk has input £1.8k onto the bank and will check whether to pay £1,620 or £1.8k.</p> <p><b>6.2.4 Legionella Risk Assessment</b> Envirocure carried out the Risk Assessment in December. A few amendments need to be made to the draft Risk Assessment to amend Responsible Person &amp; Deputy (Responsible Person = John Hardey, Deputy Responsible Person = David Edgar). JH clarified that the risk assessment does not need to be carried out every 2 years, it should be carried out ‘as and when required’.</p>	<p style="text-align: center;">AH</p> <p style="text-align: center;">AH</p>

	<p>JH suggested 'volunteer' should be changed to 'councillor' in the report. DE confirmed pipework in loft has been taken out ie no dead legs.</p> <p>JH to send AH a copy of his legionella certificate to forward to Envirocure.</p> <p>Clerk to book legionella training with Envirocure for AH, DE, SH, JH.</p> <p><b>6.2.5 Lagging of pipes in loft</b></p> <p>DE to organise with contractor.</p> <p><b>6.2.6 Defibrillator checks &amp; legionella flushing</b></p> <p>JH to carry out weekly flushing at the pavilion.</p> <p>JH to provide updated legionella electronic log book for the Pavilion and send to Clerk on a weekly basis to be stored by Clerk.</p> <p>DE to check defibrillator at Pavilion every week.</p> <p><b>6.3 Net carbon neutral</b></p> <p><b>6.3.1 Solar Panel Survey</b></p> <p>Deferred until after Geospatial survey meeting.</p> <p><b>6.3.2 Geospatial Survey</b></p> <p>LOH to send link for Zoom meeting on 18 January at 7pm. Some councillors requested a recording as they are not available.</p> <p><b>6.3.3 Carbon Literacy Action Day Training 4 December 2023</b></p> <p>Deferred as LOH not present.</p> <p><b>6.4 Possible Pitch Funding from Kent FA – update</b></p> <p>Clerk has started the application. It commits the parish council to soil sampling 2 x pa. Meeting agreed this was satisfactory. DE may be able to assist with soil sampling.</p> <p><b>6.5. Hags Playground &amp; Green Gym – Quarterly Operational Report</b></p> <p>Noted. Contractor may be able to renew timber staining identified on several items of equipment – DE to check.</p> <p><b>6.6 Hags 2024 Draft Contract</b></p> <p>Meeting agreed to proceed with Hags contract for 2024.</p> <p><b>6.7 Tree Survey</b></p> <p>Meeting noted the tree survey carried out by Treecraft in November. Agreed to proceed with the additional aerial survey (£175) of the oak tree at Toys Hill which is graded poor, to carry out the clearance of dense undergrowth at Pipers Green (£110) to survey the trees and to fell the oak tree at the recreation ground which otherwise needs resistograph investigation. The Clerk will also obtain two further quotes for all the works. Meeting agreed that in future tree surveys should be carried out every year rather than every 2 years.</p> <p><b>6.8 Chart Lane Defibrillator – update</b></p> <p>Confirmed the bus shelter in Chart Lane is owned by the parish council. The meeting discussed giving a donation to purchase the defibrillator to be attached here. Clerk to send details of the parish council's defibrillator supplier to NM. Donation for the defibrillator and/or cabinet to be discussed at next meeting.</p> <p><b>6.9 Proposed Coronation gate - update</b></p> <p>No update from JH, agreed to supply information within a few weeks.</p> <p><b>6.10 Policy on Dog Fouling at Brasted Recreation Ground</b></p> <p>No update from JH, agreed to supply information within a few weeks.</p> <p><b>6.11 Research re alternatives to hanging baskets</b></p>	<p>JH</p> <p>AH</p> <p>DE</p> <p>JH</p> <p>JH</p> <p>DE</p> <p></p> <p></p> <p>LOH</p> <p></p> <p>LOH</p> <p></p> <p>AH, DE</p> <p>DE</p> <p></p> <p></p> <p>AH</p> <p>AH</p> <p>JH</p> <p>JH</p>
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	<p>No update from JH, agreed to supply information within a few weeks.</p> <p><b>6.12 Tennis courts – moss removal</b></p> <p>Tennis Club have researched and offered to apply moss killer to the courts. Their research also suggests that there should not be pressure washing of the courts as this damages the surface and it should be applied in dry conditions. Agreed to ask Trevor May to quote for the moss removal. Trevor May have suggested annual moss removal may be needed in future.</p> <p><b>6.13 Ace Fitness request for sign on tennis courts</b></p> <p>Clerk to get a quote for a freestanding wooden noticeboard to be erected by the playground by the path between the two playgrounds. Ace Fitness and other hirers could then place a notice on the noticeboard.</p> <p><b>6.14 Parking Query updates:</b></p> <p><b>6.14.1 Durtnalls Car park</b></p> <p>No update from JH. JH to contact Durtnalls and also The White House re parking. JH to contact Kent Highways for any other ideas to generate new parking in Brasted. JH suggested the council could purchase a property for parking purposes. JH will re do the parking survey carried out in 2010.</p> <p><b>6.14.2 White Hart Car park</b></p> <p>Awaiting update from CW re conversation with General Manager. Noted the car park is currently closed due to refurbishment works.</p> <p><b>6.14.3 Pym Orchard</b></p> <p>JH confirmed the green area is owned by KCC who would need to change the parking here, parish council cannot convert it into parking.</p> <p><b>6.14.4 Removal of Chicane by Chart Lane</b></p> <p>Agreed that even if this area was removed and made available for parking, there is insufficient road width to install chevron parking here. This was considered by KCC Highways in the past and ruled out. The area has been measured and the width is too small.</p> <p>SR will meet with DE and JH to review parking in Brasted. SR suggested putting 'Keep Clear' on the road markings outside the Village Shop &amp; the entrance to Jewsons. BPC could ask KCC Highways.</p>	<p>JH</p> <p>AH</p> <p>AH</p> <p>JH</p> <p>JH</p> <p>JH</p> <p>CW</p> <p>SR,DE,JH</p>
7	<p><b>Planning</b></p> <p><b>7.1 Erection of two 4-bed houses.</b> Land North West Of Orchard Farm High Street Brasted Kent Ref. No: 23/03656/FUL</p> <p>Agreed to unanimously support subject to the Conservation Officer's agreement and utilities being satisfactorily connected.</p> <p><b>7.2 Demolition of existing conservatory, side extension, boiler shed and the addition of a new single storey rear and side extension, external boiler plus detached garage.</b> Pilgroves Farmhouse South Brook Lane Toys Hill Kent TN8 6PA Ref. No: 23/03575/HOUSE</p> <p>Agreed to unanimously support.</p> <p><b>7.3 Covers Farm</b></p> <p>DE confirmed no date has yet been set for KCC Planning Committee to meet. SR confirmed that she had seen some very good letters sent to KCC by Brasted residents, it</p>	

	<p>would be useful to have more sent to KCC. SR suggested sending e mails to the Head of KCC Planning, Sharon Thompson, cc Laura Trott MP.</p> <p>SR will revise her original leaflet and send to the Clerk (who will insert it in the Brasted Diary) and send to JH.</p> <p>JH will print 600-700 copies and deliver to the remainder of Brasted.</p> <p>Agreed that w/c 22/1/24 JH will count the current number of HGV's (3 m wide) passing through Brasted every day at Church Road Mon – Fri 7am – 5pm. JH and SR to liaise.</p> <p><b>7.4 Boons Park &amp; The Carriageway planning applications</b></p> <p>Clerk confirmed these applications were not called in to the Development Control Committee as there was no legal basis to do so.</p>	<p>SR</p> <p>JH</p> <p>JH</p>																																																																																																																																																																
8	<p><b>Finance</b></p> <p><b>8.1 Management Accounts &amp; Bank reconciliation at 31/12/23</b></p> <p>The Management Accounts have been circulated. Income is £4k above budget due to increased party bookings, increased income from the nursery and income from the bootcamp. Costs are £4k below budget due to maintenance employee not recruited, some savings and overspends on utilities, increased expenditure on playground equipment and tennis court fencing, grounds maintenance saving due to delayed invoice. Overall the accounts at 31/12/23 are £8.6k under budget.</p> <p>The bank reconciliation and the bank statement at 31/12/23 were agreed and signed by the Chair.</p> <p><b>8.2 Payments for Approval</b></p> <p>The Clerk has circulated all the payments.</p> <p>The following payments were submitted for approval:</p> <table border="1" data-bbox="264 1088 1347 1998"> <thead> <tr> <th>ID No</th> <th>Date of invoice</th> <th>Date of Payment</th> <th>Payment method</th> <th>Payee</th> <th>Details</th> <th>Total Cost (£)</th> <th>Reclaim VAT (£)</th> </tr> </thead> <tbody> <tr> <td>P231 61</td> <td></td> <td>11/12/2023</td> <td>BP</td> <td>Citizens Advice North &amp; West Kent</td> <td>Grant</td> <td>250.00</td> <td>0.00</td> </tr> <tr> <td>P231 62</td> <td></td> <td>01Dec 2023</td> <td>DD</td> <td>Direct Debit (EDF ENERGY)</td> <td>Pavilion electricity</td> <td>249.00</td> <td>0.00</td> </tr> <tr> <td>P231 63</td> <td></td> <td>08Dec 2023</td> <td>DD</td> <td>Direct Debit (BT GROUP PLC)</td> <td>Pavilion broadband</td> <td>39.59</td> <td>6.60</td> </tr> <tr> <td>P231 64</td> <td></td> <td>08Dec 2023</td> <td>DD</td> <td>Direct Debit (EDF ENERGY)</td> <td>Pavilion gas</td> <td>100.00</td> <td>0.00</td> </tr> <tr> <td>P231 65</td> <td></td> <td>18Dec 2023</td> <td>DD</td> <td>Direct Debit (LLOYDS BANK PLC)</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>First Rescue (pedi pads for pavilion defib)</td> <td>128.80</td> <td>21.47</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Swale Heating (boiler plan)</td> <td>231.00</td> <td>0.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Kall Kwik (Xmas leaflets)</td> <td>47.00</td> <td>0.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Toilet paper</td> <td>16.55</td> <td>2.76</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Hand towels</td> <td>51.16</td> <td>8.53</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Hand towels</td> <td>51.16</td> <td>8.53</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Currys (clerk's printer)</td> <td>306.98</td> <td>51.16</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>-</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Refund of Solar Together deposit</td> <td>150.00</td> <td>0.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Monthly fee</td> <td>3.00</td> <td>0.00</td> </tr> <tr> <td>P231 66</td> <td></td> <td>19Dec 2023</td> <td>DD</td> <td>Direct Debit (NPOWER)</td> <td>Streetlights electricity Nov 2023</td> <td>126.42</td> <td>6.02</td> </tr> <tr> <td>P231 67</td> <td></td> <td>19Dec 2023</td> <td>DD</td> <td>Direct Debit (CASTLE WATER LTD)</td> <td>Pavilion water Nov 23</td> <td>70.84</td> <td>0.00</td> </tr> <tr> <td>P231 68</td> <td></td> <td>20Dec 2023</td> <td>DD</td> <td>Direct Debit (BT GROUP PLC)</td> <td>Clerk's phone</td> <td>34.93</td> <td>0.00</td> </tr> <tr> <td>P231 69</td> <td></td> <td>28Dec 2023</td> <td>DD</td> <td></td> <td>Clerk's payroll December</td> <td></td> <td>0.00</td> </tr> </tbody> </table>	ID No	Date of invoice	Date of Payment	Payment method	Payee	Details	Total Cost (£)	Reclaim VAT (£)	P231 61		11/12/2023	BP	Citizens Advice North & West Kent	Grant	250.00	0.00	P231 62		01Dec 2023	DD	Direct Debit (EDF ENERGY)	Pavilion electricity	249.00	0.00	P231 63		08Dec 2023	DD	Direct Debit (BT GROUP PLC)	Pavilion broadband	39.59	6.60	P231 64		08Dec 2023	DD	Direct Debit (EDF ENERGY)	Pavilion gas	100.00	0.00	P231 65		18Dec 2023	DD	Direct Debit (LLOYDS BANK PLC)									First Rescue (pedi pads for pavilion defib)	128.80	21.47						Swale Heating (boiler plan)	231.00	0.00						Kall Kwik (Xmas leaflets)	47.00	0.00						Toilet paper	16.55	2.76						Hand towels	51.16	8.53						Hand towels	51.16	8.53						Currys (clerk's printer)	306.98	51.16							-							Refund of Solar Together deposit	150.00	0.00						Monthly fee	3.00	0.00	P231 66		19Dec 2023	DD	Direct Debit (NPOWER)	Streetlights electricity Nov 2023	126.42	6.02	P231 67		19Dec 2023	DD	Direct Debit (CASTLE WATER LTD)	Pavilion water Nov 23	70.84	0.00	P231 68		20Dec 2023	DD	Direct Debit (BT GROUP PLC)	Clerk's phone	34.93	0.00	P231 69		28Dec 2023	DD		Clerk's payroll December		0.00	
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P231 70		29Dec 2023	DD	EDF ENERGY	Pavilion electricity refund	-	0.00
P231 71		31- Dec- 23	DD	Unity Trust	Service Charge	141.29	0.00
P231 72		08/01 /2024	BP	HMRC	Clerk's tax & NI Oct - Dec 23	18.00	0.00
P231 73	13/12/ 2023	08/01 /2024	BP	April Skies	Interim Audit 23-24	661.61	0.00
P231 74		08/01 /2024	BP	Toys Hill Hall	Community Grant	150.00	0.00
P231 75	19/12/ 2023	08/01 /2024	BP	Gilden Test & Inspection	PATesting	2,000.0	0.00
P231 76	02/01/ 2024	08/01 /2024	BP	Sevenoaks District Council	Bin Collection 4/12/23 - 31/12/23	0	0.00
P231 77		08/01 /2024	BP	Sevenoaks District Council	Dog Bins	166.44	27.74
P231 78	04/12/ 2023	08/01 /2024	BP	Sevenoaks District Council	Bin collection 6/11/23 - 3/12/23	101.60	0.00
P231 79	04/01/ 2024	08/01 /2024	BP		Clerk's HMRC Home Allowance (10 mths @ £26 pcm)	101.60	0.00
P231 80	05/01/ 2024	08/01 /2024	BP	YES Glazing	First Stage payment	1,800.0	0.00
P231 81	07/01/ 2024	08/01 /2024	BP		Cleaning 17/12/23, 7/1/24	0	0.00
P231 82	12/12/ 2023	08/01 /2024	BP	Treecraft	Tree survey	75.00	119.0
						714.00	0
<p>The payments were unanimously agreed. DE &amp; CR to authorise online.</p> <p><b>8.3 December 2023 Interim Audit Report</b></p> <p>The interim audit report has been circulated. The recommendations include a new accounting system (which will be on the February Agenda), the high reserves will be reviewed in February after the precept has been agreed, the bank reconciliation will now be signed off every quarter.</p> <p><b>8.4 Ideas for Reserves expenditure &amp; cricket nets costings (SH)</b></p> <p>Deferred until February meeting.</p> <p><b>8.5 Agreement re Precept &amp; 2024/25 Budget</b></p> <p>Meeting reviewed the draft budget for 24/25 and agreed to reduce the Precept for 24/25 by £1,000 to £38,817 (In favour: 5, Against: 3) to take account of the cost of living crisis for residents and the high level of parish council reserves. Suggested Clerk also mention this in the Brasted Diary.</p> <p>Draft 2024/25 Budget to be reviewed in light of agreed precept at February meeting.</p>							
<b>9</b>	<p><b>District &amp; County Councillor Reports</b></p> <p><u>SDC Cllr Sandra Robinson:</u> Encouraged parish council to consider non allergenic trees when planting any trees in Brasted ie exclude 7 pollen trees that cause allergic reactions (hazel, alder, ash, oak, beech, silver birch, cedar, horse chestnut). SR has requested Thames Water start a 'Report a problem to your residents' App to communicate information to residents re issues on the A25.</p> <p><u>SDC Cllr N Williams</u> – Local Plan 2040 Consultation has now closed. We now move into regulation 19 of Plan 2040. This is when the data from regulation 18 (public consultation) is reviewed and recommendations made. These are put to the DCAC on March the 26th.</p> <p><u>SDC Cllr M Alger</u> – encouraged parish council to e mail her with any issues she can assist with.</p>						

10	<p><b>24/25 Draft Meeting Timetable</b></p> <p>Clerk has circulated the draft timetable. Agreed to move the APM to 8 April 2024 (7pm – 8.15pm) and hold a meeting in August (Agenda to be drawn up, advertised and meeting minuted by the parish council, Clerk is on contractual unpaid leave). Meeting dates agreed for 24/25 are:</p> <p>Monday 8 April (APM)  Monday 13 May  Monday 10 June  Monday 8 July  Monday 12 August  Monday 9 September  Monday 14 October  Monday 11 November  Monday 9 December  Monday 13 January  Monday 10 February  Monday 10 March</p> <p>JH to supply refreshments for APM.  JH to deliver leaflets advertising APM, SR offered to also help.</p>	JH JH
11	<p><b>Councillor's e mail issues (SH)</b></p> <p>Clerk agreed to research other e mail providers due to continuing spam e mail issues.</p>	AH
12	<p><b>GoBus meeting (JH &amp; CR)</b></p> <p>JH confirmed there will not be a meeting with GoBus as the data demonstrates there is insufficient demand for buses in Brasted and GoBus have confirmed there have been no complaints to them from residents.</p>	
13	<p><b>Sundridge &amp; Brasted Social Club lease – update</b></p> <p>No update from Sundridge with Ide Hill parish council.</p>	
14	<p><b>Updates needed to Councillors' Declaration of Pecuniary Interests forms (CR)</b></p> <p>CR has completed her form.</p>	
15	<p><b>Kent Highways</b></p> <p><b>15.1 Updates from reported faults</b>  Noted.</p> <p><b>15.2 Pavement tarmac issues</b>  DE to check if the bricks have been reinstated by the Tea Shop.</p> <p><b>15.3 Gates at entrance to village on A25</b>  JH to prepare a design and costing for these. JH to contact Tandridge to obtain information on gates at Oxted.</p> <p><b>15.4 Rectory Lane Drain clearance schedule – update</b>  A resident has e mailed the Clerk regarding issues with Rectory Lane. SDC have not swept the road since the Summer so the drains are now blocked with debris. Suggested road sweep twice in Autumn to help keep drains clear. JH to sweep the pavements in High Street. Chart Lane up to Toys Hill needs to be swept by SDC. Clerk to forward resident's e mail to SR.  JH suggested storm drains at bottom of Chart Lane on RHS to take the volume of water coming down from Toys Hill. DE suggested more drains needed on west side of Chart Lane.</p> <p><b>15.5 Heights of fences over bridges</b>  DE is concerned about the low fence over the bridge in Brasted Hill Road which is only 1m high. Equine fences are 1.8m high. DE has spoken to Highways. DE to put on Fault Report.</p>	DE JH JH AH DE

<p><b>16</b></p>	<p><b>Correspondence</b>  <b>16.1 Potential Padel courts at recreation ground</b>                  Parish Council to ask for thoughts from members of the public at the APM in April.  <b>16.2 E mail re water level on unadopted land on Green</b></p> <p>BPC has carried out recent investigations on roots of horse chestnut tree which are not causing any issues with the level of the unadopted land on the Green. Agreed to leave the current unadopted land as it currently stands ie do not try to adopt it.</p>	
<p><b>17</b></p>	<p><b>Information Exchange</b>                  JH suggested changing the structure of the meetings to make them more efficient. Every councillor should provide a written report in advance of the meeting for the areas they represent. DE agreed to look into this.                  DE raised the issue of the double yellow lines in Rectory Lane which have been incorrectly marked. Clerk to investigate and raise with Kent Highways and Nick Chard.</p>	<p>DE                  AH</p>
<p><b>16</b></p>	<p><b>Date of Next meeting</b>                  Scheduled for Monday 12 February at 7pm.</p>	

The meeting closed at 9.25 pm.

Signed as a correct record ..... Chairman      Date .....