

**MINUTES OF A MEETING OF LYMPSTONE PARISH COUNCIL HELD AT 7.30PM ON MONDAY  
3<sup>rd</sup> FEBRUARY 2020 IN THE VILLAGE HALL.**

<b>PRESENT:</b>	
<b>Councillors</b>	D Atkins, C Carter, R Eastley, K Hill, K Rogers and D Young.
<b>Clerk</b>	Miss L Tyrrell
<b>County Councillors</b>	J Trail
<b>District Councillors</b>	
<b>Public</b>	15 members

The Chairman welcomed everyone present and reminded the public they had three minutes to speak on any item on the agenda. Cllr Eastley addressed Madam Chairman and nominated Mrs Beatty to step forward and be co-opted on as a Parish Councillor. He added that Mrs Beatty had stood before and would be a great asset to the PC. It was unanimously agreed by all Councillors and applauded by the members of the public. Mrs Beatty read the Declaration of Office and was signed up. All Parish Councillors welcomed Cllr Beatty.

### **Public Session**

A member of the public raised his concerns of the closed public toilets, he added that he had first brought this to the PCs attention in October 2018 and nothing further had been done. He felt the toilets gave an unnecessary poor reflection on the village. The Chair explained that the male toilets had been closed due to an incident. The Chair explained that the PC were currently waiting for quotes for a refurbishment of the entire toilet block. The Chair added that it was necessary to refurbish the toilets, or they would be permanently closed. Another member of the public thought that EDDC would be paying for the toilets. Cllr Atkins explained that LPC had taken on the lease from EDDC who would have otherwise closed them. EDDC would not be providing any monetary support and they were continuing to close public toilets. Another member of the public added that the public toilets were a first point of call but had the PC considered putting up signs for the public to use other local business facilities. The Chair explained that although the male toilets were closed, the female toilets were still open and being used as a unisex facility. Cllr Atkins stated that he had been informed that there was a chance that the ceiling contained asbestos and this would be something additional to investigate. Cllr Hill suggested that perhaps a working party from the community could work together to repaint and tidy the facilities. Another member of the public suggested a maintenance contract could be necessary to sustain the future of the toilets. He added that it would be worth paying a contractor a retainer to be on call and service the toilets as and when. The Chair agreed with this suggestion.

Another member of the public asked permission to comment on a planning application. The Chair explained that they could do this when the application was discussed later in the meeting.

A member of the public raised concerns of the surface water coming from the drive 'Highstone Grove' of the new development in Longmeadow Road and the detrimental effect it was having on the main village road, the gully and culvert at Pretty Corner. He also raised the matter of water coming from the fields behind his property and the neighbours at Pretty Corner. He added that this additional water would cause the culvert to back up. The Chair added that the new developer was looking into rectifying this issue at Highstone Grove. Cllr Atkins informed all members that he had the dye from DCC to test the attenuation tank to see if it was working correctly. Another member of the public wanted DCC to answer this issue as they had approved the development and County Cllrs had assured members of the public at a public meeting the issue would be monitored. He reiterated that the main village road was breaking up and sinking and it was imperative something was done. The water was bubbling up at the bottom of the drive and causing the road to soften and subside. He added that Highways are not accepting the situation to sort out the surface water coming from the development site. He believed that surface water was not allowed onto the Highway and the vehicles entering/exiting the site were also damaging the road, footpath and adjacent properties. County Cllr Trail reassured all members that he was meeting with LFRG regarding the emptying of gully proposals and he would take the concerns raised back to Highways. The Chair asked the member of public to put all these points in an email to LPC who would support and send the letter on to Highways. Cllr Atkins reminded all that he had requested a meeting with Meg Booth, Richard Elliot, Mr Corcos, Mr Brewer and County Cllr Trail to look at the gullies. A member of the public asked if the road from the development site was public or private property. The Chair explained it was a private road. Another member of the public added that the owners of the houses and development are liable and suggested if Highways could rectify the problem then they would be entitled to bill the owners. A member of the public explained that the attenuation tank was not an actual tank, but linked crates and you could not easily investigate. Another member of

the public added that SWW should be informed of all the surface water coming from the site as he believed it was not coming through the control system as it should.

**20/11 Apologies:**

District Cllrs Ingham, Jung and County Councillor Scott. Mrs Carter (EET group)

**20/12 Minutes**

Cllr Atkins proposed the minutes were accurate. Cllr Hill seconded. Unanimous.

*RESOLVED that the PC minutes of the meetings held on 6<sup>th</sup> January 2020 be confirmed as a correct record and signed by the Chairman.*

**20/13 To receive any Declarations of Interest**

None

**20/14 Clerk's report:**

The Clerk reminded all Cllrs to kindly respond to any emails sent from the Clerk when a decision needed to be made.

**20/14.1 New Post for The Green** – Cllr Hill suggested an access code lock as SWW, EA and the Harbour Board required access. Cllr Atkins proposed to buy a new post. Cllr Hill seconded. Unan.

*RESOLVED that the Clerk purchase a new post with an access code lock for the Green.*

**20/14.2 Crowdfunding sessions** – Cllr Atkins proposed that someone from the PC should attend this training. The Chair proposed Cllr Atkins to attend and represent LPC at the training session held in March. The Chair also suggested to advertise this free training in the Herald. Cllr Young seconded. Unan.

*RESLOVED that the Clerk add this free training regarding Crowdfunding to the PC Herald report.*

**20/14.3 Correspondence Received** – The Clerk read correspondence received.

Mr Cotton and LFRG Re: Flood Prevention

Mr Cotton and LFRG had applied for funding for a flood prevention scheme at Pretty Corner. They had requested the PCs support.

Cllr Young agreed that this was necessary to protect the properties and proposed to support the application. Cllr Rogers seconded. Unan.

*RESOLVED that the Clerk submit a letter of support from LPC.*

Mrs Hawkins Re: Building Site

Mrs Hawkins had written to LPC and highlighted concerns of the building site at Meeting Lane and the additional evening work taking place there.

The Clerk had also forwarded on the letter to Woodbury Parish Council as this site was in Woodbury but on the boundary of Lympstone. The Chair proposed that the letter was forwarded on to EDDC enforcement officer, Mr Sartain to investigate with a covering letter from LPC of the noted additional out of hours times and dates. Cllr Young seconded. Unan.

*RESOLVED that the Clerk forward Mrs Hawkins correspondence on to Mr Sartain.*

Lympstone Primary School Re: Circus Community Event

Lympstone Primary School requested permission to use Candy's Field on 2nd May to hold a pop-up circus community event. Later they would apply for a grant.

The Clerk highlighted the fact that DCC offered grants for community events and would forward on the appropriate information. Cllr Young proposed to support the event and grant the permission. Cllr Beatty seconded. Unan.

*RESOLVED that the Primary School use Candy's Field 2<sup>nd</sup> May for their pop-up circus event.*

*Lympstone Football Club Re: Presentation Award Ceremony*

Lympstone Football Club requested permission to use Candy's Field on 17<sup>th</sup> May to hold their club presentation event.

Cllr Young proposed to support the Club and grant permission to use the field. Cllr Beatty seconded. Unan.

*RESOLVED that the Football Club use Candy's Field 17<sup>th</sup> May for their club presentation event.*

Cllr Atkins added that there is parking chaos on a Saturday when a match is taking place. He believed the FC must take more of a responsibility to enforce stopping of cars driving into the village and suggested the train was used instead. The Chair proposed to forward a letter to the new Youth Chairman, Martin regarding the parking on match day. Cllr Young seconded. Unan.

*RESOLVED that the Clerk write to LFC Youth Chairman regarding roadside parking.*

**20/14.4 Stagecoach Route Consultation**

The Chair made all present aware of the public consultation.

<https://www.stagecoachbus.com/promos-andoffers/south-west/feedback-on-proposed-service-changes>

**20/15.6 Finance - Payments / Financial summary / Budget report**

Cllr Atkins proposed and approved the financial summary and budget report was a true and accurate account. Cllr Young seconded. Unan.

*RESOLVED that the following payments be approved:*

**Payments (January 2020):**

02/01/20	DD	PNET3453454-1 REFERENCE: PNET3453454-1	£41.65
06/01/20	2661	Village Hall Hire for Community Hub Event 17/01/20	£20.40
06/01/20	2662	South West Water Business REF: 2151970901	£273.27
06/01/20	2663	D G Atkins - Hedge cutting	£546.00
06/01/20	2664	PVM Supplies	£131.48
06/01/20	2665	Machine Mart - LFRG	£745.58
06/01/20	2666	Optima Graphics - Herald printing (Jan)	£438.00
06/01/20	2667	Miss L Tyrrell- wages Dec 19	£873.07
06/01/20	2668	Miss L Tyrrell- expenses Dec 19	£180.38
06/01/20	2669	Mrs C Edworthy - wages Dec 19	£242.73
06/01/20	2670	HMRC - NI Dec 19	£21.01
06/01/20	DD	EDF ENERGY REFERENCE: 671024465401	£31.00
15/01/20	DD	EDF ENERGY REFERENCE: 671079829135	£42.00
15/01/20	DD	EDF ENERGY REFERENCE: 671079829166	£56.00
16/01/20	DD	EDFENERGY CUST PLC REFERENCE: 9208111111	£69.68
24/01/20	2671	Reformed Plastics - bench in Candy's field	£378.00
30/01/20	DD	PNET3453454-1	£40.98

**Receipts (January 2020):**

09/01/2020	FPI	THE LITTLE PLUMBING COMPANY (UK) LIMIT	135.00
14/01/2020	FPI	EVERNDEN D & J OLD DAIRY	126.00

**Financial summary (January 2020):**

Opening balance 1/4/19:	59,756.00
Total receipts (1/4/19 to 31/1/20)	54,187.08
Total Payments (1/4/19 to 31/1/20)	55,784.55
Running balance as of 31st January 2020:	58, 158.53

**Budget (January 2020):**

<b>Expenditure</b>			
<b>Code</b>	<b>Item</b>	<b>Budget</b>	<b>Spent</b>
10	VAT	£5,000.00	£1,444.13
100	S137 *	£500.00	£25.00
101	Other Grants	£1,000.00	£531.94
201	Clerk's Salary	£10,000.00	£8,747.31
202	Clerks Expenses	£800.00	£721.54
203	Office expenses	£1,200.00	£880.86
208	Village Hall Hire	£0.00	£0.00
209	Miscellaneous	£500.00	£0.00
301	Chairman's Allowance	£150.00	£85.00
302	Subs	£600.00	£625.78
307	Courses, Travel etc	£500.00	£295.00
308	Insurance, Audit, Elections	£3,500.00	£2,043.68
313	Miscellaneous inc Beacon bonfire	£500.00	£6,995.47
400	Herald Printing	£4,500.00	£3,738.00
602	Grass Cut	£4,000.00	£3,787.50
605	Other Maintenance	£1,000.00	£2,185.70
608	General tree work inc Candys Field	£500.00	£692.20
612	Bin emptying	£500.00	£686.67
616	Handyman	£4,000.00	£1,040.00
618	Notice Boards - Maintenance	£100.00	£0.00
633	Play Equipment Mtce	£1,000.00	£167.50
640	Lighting in Candy's field	£600.00	£655.81
701	Toilets inc: wages, consumables, rates, elec, utilities, repairs	£5,600.00	£3,728.21
702	Flood equipment and Maintenance	£500.00	£635.30
703	LFRG expenses	£500.00	£301.44
706	Gulliford Cemetery	£800.00	£9,260.00
800	Burial Ground	£500.00	£125.00
1101	Youth Club Building Maintenance	£1,000.00	£283.03
1102	YC Utilities	£2,000.00	£1,259.37
1300	Website etc	£400.00	£563.00
1400	Adverse weather	£200.00	£30.00
1500	Gully cleaning and jetting	£2,000.00	£0.00
2100	Parishes Together	£1,500.00	£1,575.00
2300	Community Hub Projects	£0.00	£1,516.55
2400	Cont to repairs to VH Car Park	£500.00	£0.00
2500	DCC Funding	£0.00	£0.00
2600	YC Recharge	£0.00	£0.00
	Total	£50,950.00	£53,181.86
	Add VAT		<u>£1,444.13</u>
	Total		£54,625.99

**20/15.7 Clerk's Action List**

*RESOLVED that the Council received and noted the Clerk's action list.*

## **20/16 The Climate and Nature Emergency**

The Chair read the proposed *'Parish and town councils may not be as powerful as local authorities, but they can "do their bit" in addressing the climate and nature emergency and be a force for change.'*

Cllr Atkins made a point of order and explained that the PC should be number one in this policy and not addressed as 'not as powerful as local authorities'.

Cllr Young added that the policy has been drawn up by Devon Climate Emergency Response Group and the PC should consider adopting the policy for the future impact on the locality. He added that LRFG would be happy to be part of climate change discussions from a village perspective and other concerned groups. Cllr Young explained that it could be added to the NP and could be used now as a PC policy with immediate effect. The Chair added that if it was adopted then it could be applied to all areas in the Parish including planning. The Chair supported the PC in signing up.

A member of the public added that DCC education department should consider the use of cars and children being driven to their first choice of school. During the school holidays, the roads were eased. The Chair explained that was not something that could be so easily controlled in today's society. The member of the public appreciated that certain needs demanded certain places but overall many people did not need to travel. DCC had cut the funds to public services and added more cars on the road. Another member of the public added that DCC should be putting pressure on the Government to stop choices in all areas of transport to protect the future of the wildlife and climate change. A member of the public added that some parents had to travel as there was not enough children in the Parish to sustain the school and that public transport did not always allow for public access to some schools. Another member of the public raised the point of Highways and DCC to raise a transport plan for the Primary School and LFC. County Cllr Trail added that a transport plan is only necessary for new developments. He suggested that a member of the PC joined DCC Environment Committee to report and work alongside them. The Chair proposed to agree to this. Cllr Young seconded. Unan. The Chair asked Cllr Trail for the contact details and Cllr Trail explained he would forward all details on to LPC in due course.

*RESOLVED that a member of LPC to sign up and join DCC Environment Committee.*

## **20/17 Parking under the Railway Bridge**

The parking need for shoppers under the bridge in The Strand during store opening times was discussed. Cllr Hill read the proposal from the Getting Around group to change the time limit of parking to 30 minutes. It had been suggested to create three parking bays but visibility from Station Hill would be adversely affected. The times of parking would be from 7am to 9pm to coincide with the store opening times. The Chair reminded all members that the public consultation for Highways was now closed but this was something that could be considered at next year's proposals. Cllr Hill with the Getting Around group would be investigating this further and forwarding a proposal to Highways for future consideration. Cllr Beatty asked to consider who would enforce the parking. Cllr Atkins added that he had seen more enforcement officers in the village. He had also asked the store manager about the proposal and they welcomed the idea. He feared for the future of the village store if the PC did not try and support the use of it. The Chair proposed Cllr Atkins and Cllr Hill to email County Cllr Trail and Scott with the proposals of the parking to be considered at the next Highways consultation. Cllr Young seconded. Unan.

*RESOLVED that Cllr Atkins and Cllr Hill to email and converse with County Cllrs.*

A member of the public added that the shop was currently undergoing a refurbishment and had been taken over by Bestway. Cllr Beatty suggested that shoppers should also be encouraged to walk to and from the village store.

## **20/18 Reports from the Chairman, East Devon District Councillors and Devon County Councillors**

The Chair reported that the public meeting held last Thursday in the Village Hall had been a well-attended, positive and constructive meeting. She added that LPC had delivered facts and clarified the position of a CIO. She now hoped that the meeting had extinguished any rumours. The Chair added that questions and answers were given by both LPC and VHMC. Both parties

had agreed to the finalisation of the proposals to be dealt with their legal representatives. It was an amicable evening with both LPC and VHMC agreeing that they both wanted the best for the Village Hall as an integral part and amenity of the community. Mr Wilson (VHMC Secretary) added that it had been a good opportunity to talk reasonable and clear the air. The remaining technicalities would now be dealt with through the legal teams. The Chair also reported on the WI photo opportunity and report of the successful money raised and installing of the new community defibrillator at the Saddlers Arms. Cllr Young added that the photo and report had also been added to the village website. Mr Stratford thanked the PC on behalf of the WI for their continued support in taking on the guardianship of the defibrillator.

No District Cllrs were present to report.

County Cllr Trail reported that the A376 gully cleaning took place last month. He added that a meeting was arranged with LFRG to inspect and clear the blocked gully's in the Parish on 8<sup>th</sup> February. The gullies that could not be cleared by hand would be cleared with a new machine next month. Potholes were slowly being repaired in the Parish. He added that contractors were employed to repair potholes and would not be paid if they reopened in a certain amount of time. He reminded all present that any potholes identified must be reported to highways online to be rectified. There was a new 'dragon' machine being used in the area from March/April to burn out and fill potholes effectively. Cllr Trail added that correspondence received from DCC is observed and respond to consultations with the PC proposals. He added that the last street parking review had seen 66 restrictions and another 14 to be added. He also added that it included removing yellow lines in certain areas. Cllr Trail asked the Chair if FOGBG had ordered their sign for Gulliford Burial Ground. The Chair would follow this up.

Cllr Trail also reported on Cllr Scott's behalf the following information: Since the last PC meeting the budget targets had changed and the budget will be decided on the 20<sup>th</sup> February at Full Council. The proposed increase is 4% council tax, 2% general revenue and 2% social care. The overall increase in budget of 8.7% to £541.2 million, the majority of which is adult care/health and children's services. Highways will increase to £57.5 million with £1 million allocated strictly to drainage. Cllr Scott's work with health is obvious that demand is only going to increase. Currently DCC spends 70% of its revenue budget on 3% of the Devon population. This statistic is going to have to drive huge changes in Devon about how all services are provided, this is not peculiar to Devon and is a national problem. Cllr Scott asked that the PC council consider supporting the Healthy Weight Declaration in Devon and the Prevention Concordat for Mental Health and could present to all councillors at the next PC meeting. DCC will sign up to the Concordat on the 20<sup>th</sup> as Cllr Scott's motion comes back to Full Council for a decision. Cllr Trail also reported that the PC application for Happy to Chat funding had been approved. There was also a new Happy to Chat bus service launched from Exeter to Exmouth every Tuesday 10am-2pm, which was a very good example of a private business, charity and authority working together to deliver services. Cllr Trail added that he would be meeting with CTCRM, Cllr Scott and another Cllr to work collaboratively on mental health and suicide missions. Cllr Scott had taken the lead on mental health and Cllr Trail had taken part lead on veteran's mental health. Cllr Trail proudly announced how the County Cllrs continued to work for the Parish. The Chair thanked Cllr Trail for all his hard work.

Cllr Trail left the meeting at 8.37pm.

## **20/19 Planning Applications**

**19/2833/FUL** - Proposed re-modelling of chalet bungalow including construction of roof extensions and provision of cladding and widening of access to Hulham Road at Backenhayes Acres.

Cllr Atkins proposed to support the planning application. Cllr Young seconded. Unan

**LPC RECOMMENDATION: Support**

*RESOLVED that the Clerk submit the recommendation from LPC to EDDC.*

**19/2819/FUL** - Construction of two storey rear extension at 4 Malt Field.

A resident spoke on this application. The resident explained that the existing build currently blocked 2/3 of the light of their kitchen window. An extension would obscure and block all the window and deprive them of ambient light. Cllr Young agreed with the resident and the two-storey extension affected the natural light into the resident's kitchen. He also added that it was over development of the site. Cllr Young proposed to object to the planning application. Cllr Beatty seconded. Unan.

*LPC RECOMMENDATION: **Object** on the grounds of overdevelopment and loss of light to neighbouring property.*

*RESOLVED that the Clerk submit the recommendation from LPC to EDDC.*

**19/2707/FUL** - Construction of 2no. two bedroom dwellings at Leighton Cottage.

A resident spoke on this application. The resident queried how the applicant would access the property to build it. The proposed application would overlook neighbours' properties and it was in the proposed conservation area.

The Chair proposed to object to this development due to the following reasons: overdevelopment, lack of parking (parking in pub is not a consideration), contravenes NP, impact on the water course, added overloaded sewage system, change of streetscene on entering the village, dangerous access to the highway; current road already too congested. Mr Stratford (Getting Around Group) added he would draft and submit a response to Planning. Cllr Eastley proposed to object. Cllr Atkins seconded. Unan.

*LPC RECOMMENDATION: **Object***

*RESOLVED that the Clerk submit the recommendation from LPC to EDDC.*

**19/1801/FUL** - Demolition of Highcliffe Bungalow and Highcliffe Mews, and construction of one replacement dwelling at Highcliffe Bungalow Sowden Lane.

Cllr Atkins proposed to object to this planning application in regard to the balcony overlooking the properties below and the leaning wall into the highway which limits the visibility of access. Cllr Rogers seconded. Unan.

*LPC RECOMMENDATION: **Object** on the grounds of the balcony overlooking the properties below and the leaning boundary wall into the highway which limits the visibility of access.*

*RESOLVED that the Clerk submit the recommendation from LPC to EDDC.*

**20/0088/FUL** - Demolition of existing garage and construction of replacement garage with workshop at Sowden Lodge.

Cllr Atkins proposed to support the planning application. Cllr Rogers seconded. Unan.

*LPC RECOMMENDATION: **Support***

*RESOLVED that the Clerk submit the recommendation from LPC to EDDC.*

**20/0092/ADV** - A refurbishment of the current signs at the Saddlers Arms.

Cllr Young proposed to support the planning application. Cllr Rogers seconded. Unan.

*LPC RECOMMENDATION: **Support**. It was also noted that a resident had the original signage of the Saddlers Arms with their coat of arms. The resident welcomed the managers to view the signs if they were interested.*

*RESOLVED that the Clerk submit the recommendation from LPC to EDDC.*

**20/0099/FUL** - Construction of single storey extension and balcony, replacement door and windows and installation of new first floor side facing window at Shoestring Cottage.

Cllr Young proposed to support the planning application. Cllr Rogers seconded. Unan.

*LPC RECOMMENDATION: **Support***

*RESOLVED that the Clerk submit the recommendation from LPC to EDDC.*

**20/0103/FUL** - Construction of single storey side extension at 17 Birch Road.

Cllr Young proposed to support the planning application. Cllr Atkins seconded. Unan.

*LPC RECOMMENDATION: **Support***

*RESOLVED that the Clerk submit the recommendation from LPC to EDDC.*

## **20/20 EDDC Planning decisions**

*RESOLVED that the EDDC decisions were noted.*

## **20/21 Matters raised by Councillors**

**Facilities and Estates** – Cllr Atkins explained that he had met with the grave digger to assess the burial ground. He felt the burial ground was in desperate need of straightening headstones and filling collapsed graves. He proposed stronger wording in the burial ground rules and regulations from (10) 'All graves and memorials must be kept in proper repair by the persons interested in their preservation...' (and) '...should be maintained by family members for two years from burial, relatives must maintain the grave by either contacting the PC or grave digger...'. It was noted that the headstones are not on a wide enough slab base to stay upright once the grave began to sink. He requested a Part B regarding the running of the burial ground and its documentation. Cllr Hill offered his support to work with Cllr Atkins on bringing the memorial ground documentation up to date.

Cllr Atkins also brought up the request for ashes to be laid on the north side of the footpath and to the right-hand side of the bench. Cllr Atkins felt that there would not be enough room in the grave section for laying ashes and adding a memorial. He suggested a grave plot could be purchased to lay the ashes and headstone added instead. The Chair suggested a small section of turf could be lifted, the ashes laid, and a memorial plaque added to the bench. Unan.

*RESOLVED that the Clerk respond to the request of ashes with either option available.*

Cllr Atkins also reminded all members that the dead Ash tree and stump needed removing between the lane at Candy's Field and Burgmanns Hill. Cllr Atkins proposed to get the tree and stump removed before bird nesting season at the cost of £400. Cllr Young seconded. Unan.

*RESOLVED that the Clerk contact the contractor to remove the tree.*

**Communications** – Cllr Young reported that there had been an issue with the website, but this was currently being rectified.

**Environment** – Cllr Hill announced that he was attending an EEMP meeting tomorrow at County Hall and would report back next month. A member of the public requested that Cllr Hill find out urgently from the EA what was being done regarding the large amount of sand movement in the Exe. Cllr Carter added that he was really interested in finding out more about getting a community water tap from the information received from the Clerk. Mrs Briggs (Chair of LPS PTA) also shared this interest for the Scout group. The Chair proposed that the Clerk forward on the appropriate information to the sailing club and scouts. Unan.

*RESOLVED that the Clerk send relevant information to Sailing Club and Scouts.*

Cllr Beatty informed all that a local fisherman had his oysters tested for impurities by the EA and they came back clear.

## **20/22 Matters raised by Councillors**

Cllr Beatty queried who was responsible for the stile at Courtlands Lane as it was deteriorating and needed replacing. Cllr Atkins explained that DCC had to be contacted and it brought to their attention under the P3 scheme.

*RESOLVED that the Clerk contact DCC and inform them.*

Meeting closed **9.17pm**

Chairman:

Date: