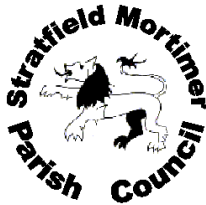


# Stratfield Mortimer Parish Council

## Minutes of the Full Council Meeting

held on 13<sup>th</sup> July 2017 @ 7.30 pm

at Mortimer Methodist Church, West End Road, Mortimer



### Present:

Councillors: Cllr. J. Earl (Chairman), Cllr. M. Dennett, Cllr. J. Bull, Cllr. N. Carter, Cllr. P. Challis, Cllr. D. Ives, Cllr. L. Jones, Cllr. N. Kiley, Cllr. C. Lewis, Cllr. M. Lock, Cllr. A. Richardson, Cllr. P. Wingfield.

Clerk: Haydn Selwyn-Jones – Parish Clerk  
Lynn Hannawin – Admin Assistant

Public/Press: There were 10 members of the public, District Councillor G. Bridgman and no members of the press present.

17/72	<p><b>Public Questions:</b></p> <p>District Cllr. G. Bridgman offered his Tuesday Walking Group's input in proposed Walk Schedules for the Heritage Trail.</p>	
17/73	<p><b>To receive any apologies for absence:</b></p> <p>None.</p>	
17/74	<p><b>To receive a talk from Thames Valley Police on how Police Constables and PCSOs are working in this area under the new format introduced on 1st June 2017</b></p> <p>Inspector Chris Ward of Thames Valley Police gave a talk on how TVP, from 1<sup>st</sup> June 2017, have adjusted the way that services are delivered in order to maintain the level of service expected despite the budget cuts they are having to accommodate.</p> <p>This has resulted in the setting up of four Emergency Response Team (ERT) hubs, whose tasks are to be first response teams to an emergency callout to ensure that officers are got to the incident within the 'Golden Hour'. Once the initial response tasks have been completed the incident will then be handed over to the Investigation Hub which then take matters forward and releases the ERT to get back into the area to deal with any further callouts.</p> <p>Parish Councils are still seen as important partners with TVP and Neighbourhood teams and PCSOs will still be in place, but not as many as previously, although, by not being drawn into Investigations, the PCSOs will be fulfilling their core role as a PCSO and the shift and team structures have been designed to allow a neighbourhood presence to be seen in the Parish on a daily basis.</p> <p>The four pillars of Neighbourhood Policing are still in place and they are Visibility, Engagement, Problem Solving and building Community Resilience.</p> <p>Yes, budgets are tight, but if the money is not there then the teams have to be creative in order to serve the local community.</p> <p>A brief discussion then took place around police numbers and recruitment, quantifying the policing presence in any a particular time</p>	

	<p>period, which was explained as not being possible as there no activity analysis defining this currently being kept.</p> <p>The use of Social Media was then raised as a means of the public getting information and reporting incidents and it was explained that this was not the ideal platform and the best way to getting information or reporting incidents was via email or on-line and of course via the 101 contact number for reporting incidents that were not at a 999 level.</p> <p>The plea was made for the public to report incidents more and it was requested that the contact details were more widely publicised.</p>													
<b>17/75</b>	<p><b>To receive any declarations of interest and dispensations:</b></p> <p>A general dispensation was granted to Councillors covering any possible personal interest that they may have with regard to the candidates for co-option to the casual vacancies on the Parish Council.</p>													
<b>17/76</b>	<p><b>To consider the applications for co-option to fill the Casual Vacancies on the Parish Council and vote to appoint two co-opted Parish Councillor.</b></p> <p>A closed ballot was requested by Cllr. M. Dennett and Cllr. D. Ives. Mr. G.H. Bridgman, Mr. C. Hassey, Mr. K. Johnson, Mr. D. Kilshaw, Mr. R. Read and Mrs. T. Reade then spoke for 3 minutes and answered questions regarding their applications to be considered for the casual vacancy on the Parish Council.</p> <p>Ballot slips were then issued and following several rounds of voting to establish a clear majority for each vacancy to be filled and on a clear majority. In view of the clear majority, Mr. D. Kilshaw and Mrs T. Reade were then declared co-opted members of Stratfield Mortimer Parish Council.</p> <p>Cllr. C. Lewis commented on the very high value of all the candidates and encouraged those that were not co-opted this time to apply for the now available casual vacancy role on the Parish Council resulting from the resignation, for personal reasons, of Cllr. T. Butcher.</p>													
#	<p>In view of the time taken to conduct the co-option process Cllr. J. Earl proposed, that the meeting should continue to 10:00pm. This was seconded by Cllr M. Dennett and <b>AGREED</b>.</p>													
<b>17/77</b>	<p><b>To resolve to approve the Minutes of the Parish Council Meeting of 8<sup>th</sup> June 2017:</b></p> <p>Cllr. J. Earl proposed, seconded by Cllr. M. Dennett to approve and sign the minutes as a true record of the meeting, subject to changing Item 17/66 from "...Tower Hamlets" to "...Tower House" and Item 17/70 to read "...Terms of Reference on the website", and was <b>AGREED</b> unanimously.</p>													
<b>17/78</b>	<p><b>To receive minutes of the Planning Committee meeting of 20<sup>th</sup> June 2017:</b></p> <p>Received and noted</p>													
<b>17/79</b>	<p><b>To receive planning decisions and information from West Berkshire Council</b></p> <table border="0"> <thead> <tr> <th><u>Application</u></th> <th><u>Address</u></th> <th><u>Decision</u></th> <th><u>Date</u></th> </tr> </thead> <tbody> <tr> <td>17/01049/HOUSE</td> <td>Green Gates, The Street, Mortimer Common. RG7 3RD SMPC had no objections</td> <td>Approved</td> <td>06/06/17</td> </tr> <tr> <td>17/01231/NONMAT</td> <td>Raggett House,</td> <td>Approved</td> <td>09/06/17</td> </tr> </tbody> </table>	<u>Application</u>	<u>Address</u>	<u>Decision</u>	<u>Date</u>	17/01049/HOUSE	Green Gates, The Street, Mortimer Common. RG7 3RD SMPC had no objections	Approved	06/06/17	17/01231/NONMAT	Raggett House,	Approved	09/06/17	
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	46, Kings Street, Mortimer Common, RG7 3RS SMPC had no objections for associated application 16/02192 but did not see the amendments for 17/01231/NOMAT		
17/00755/HOUSE	4 Orchard Road, Mortimer, RG7 3QN SMPC had no objections	Approved	13/06/17
16/03547/FULD	Land adjacent to 1A King Street, Mortimer Common <u>SMPC Comments:</u> Strongly Object to this application, although it would provide further village centre flats, for the following reasons: It does not tie in with the design statement of the Mortimer NDP currently being recommended to WBC for referendum. It is an inappropriate urban development for a village environment, especially in King Street. It is a clear overdevelopment of the site. The proposed Site Plan shows the reversing and "loading/unloading" bay area as easier to use than we consider it will be on the ground. A detailed on site Highways review is appropriate. As well as these objections we recommend that possible issues such as: Light for adjacent properties The proposed traffic flows through the car park should be reviewed thoroughly.	Refused	16/06/17
17/01230/FULD	Ferndale Court, 6 West End Road, Mortimer, RG7 3SY SMPC had no objections	Approved	23/06/17
17/00842/HOUSE	87 The Avenue, Mortimer Common, RG7 3RB SMPC had no objections	Approved	23/06/17
There were the following decisions made following date of Agenda:			
	<b><u>Application</u></b>	<b><u>Address</u></b>	<b><u>Decision</u>      <u>Date</u></b>
17/00765/COMIND	De Vere Hotel, Wokefield Park. RG7 3AE SMPC had no objections		Approved      26/06/17
17/01190/HOUSE	29, Groves Lea Mortimer RG7 3SS SMPC had no objections		Approved      27/06/17
17/01031/HOUSE	7 Asparagus Close Mortimer RG7 3WY SMPC had no objections		Approved      29/06/17
17/00956/COMIND	De Vere Hotel Wokefield Park RG7 3AE	Approved	30/06/17

	<p>17/01355/HOUSE Not discussed 51, The Avenue Approved 07/07/17 Mortimer RG7 3QU</p> <p>Received and noted</p>	
17/80	<p><b>To receive minutes of the Finance &amp; General Purposes Committee meeting of 6th June 2017</b></p> <p>Received and <b>APPROVED</b> and signed as true record of the meeting.</p>	
17/81	<p><b>To receive minutes of the Roads, Footpaths and Commons Committee meeting of 27th June 2017</b></p> <p>Received and <b>APPROVED</b> and signed as true record of the meeting subject to Item 01 first line being amended to read "...of the public to express".</p>	
17/82	<p><b>To receive minutes of the Cemetery Committee meeting of 27th June 2017</b></p> <p>Received and <b>APPROVED</b> and signed as true record of the meeting.</p>	
17/83	<p><b>To receive District Councillors' Reports:</b></p> <p>District Cllr. M. Lock presented her report, which was received following a question from Cllr. C. Lewis regarding the Four Houses Corner and it was explained that the site needs to be cleared in order for work to renovate the site completely to be carried out. So far four families have agreed to accept "bricks and mortar" accommodation whilst this takes place and discussions are continuing.</p> <p>Whilst the site is cleared WBC will be providing storage for all the static caravans.</p> <p>District Cllr. G. Bridgman then presented his report, which was received subject to an update regarding the Grazeley Project and the new Housing Infrastructure Fund. It was indicated that Mr. Bryan Lyttle, the WBC Planning and Transport Policy Manager, would be prepared to come and talk to the Parish Council on this, especially in line with the proposed Grazeley Station and the Council's plans to increase the Car Parking space at Mortimer Station.</p> <p>The Clerk was requested to invite Mr. Bryan Lyttle to speak at the next Full Council meeting in August or September.</p> <p>Cllr. P. Challis then raised the question of the state of the footpaths along The Street due hedge creep hedge overgrowth and was advised that work was in-hand on the hedge creep. Hedge overgrowth would need to be looked into.</p>	
17/84	<p><b>To receive Clerk's Financial Report on April &amp; May 2017 Financial A/Cs</b></p> <p>The April &amp; May 2017 Financial A/Cs were received and noted.</p>	
17/85	<p><b>Update report regarding the NDP Referendum</b></p> <p>Cllr. P. Wingfield reported on the overwhelming adoption of the NDP and passed on the appreciation of Mr. Bryan Lyttle, the WBC Planning and Transport Policy Manager, for all the helpers who contributed to the successful outcome of the process.</p>	
17/86	<p><b>To receive Clerk's Update (for information only):</b></p> <ol style="list-style-type: none"> <li>1 Arranged for completion of our Annual Return by our Internal Auditor</li> <li>2 Forwarded the approved Annual Return papers to the External Auditors</li> </ol>	

	<p>3 Posted the statutory notices required for the electors rights to inspect the 2016 2017 Annual Accounts and Return.</p> <p>4 Worked with Lynn Hannawin and Cllr. M. Dennett to post on the SMPC website:</p> <ul style="list-style-type: none"> <li>• All the Annual Return and Year End Finance papers</li> <li>• Various information notices regarding the NDP Referendum</li> </ul> <p>5 Completed the April &amp; May 2017 A/Cs</p> <p>6 Clerked, with Lynn Hannawin, 3 SMPC Committee meetings</p> <p>7 Managed the applications for application forms to stand for co-option to fill the casual vacancies on the Parish Council</p> <p>8 Set up the draft meetings calendar for the year</p> <p>9 Placed the advertisements for the Tarmacking of the Fairground Car Park</p> <p>10 Arranged the correct grass cutting for the Fairground Newt Corridor</p> <p>11 Completed a survey of the Fairground Trees, Fencing, Ditching and Ponds and arranged quotations for necessary remedial works</p> <p>12 Lynn Hannawin made contact with 24 Sporting and Leisure organisations regarding an initial meeting to discuss sporting and leisure activity opportunities within the Community.</p> <p>13 Initiated discussions with Landscape Designers for the Parish Cemetery and extension to the cemetery.</p> <p>14 Dealt with day-to-day public enquiries/emails</p> <p>Received and noted.</p>	
17/87	<p><b>To receive update on MOR006 Site Design Brief:</b></p> <p>Cllr. P. Wingfield presented the MOR006 Site Design Brief Review of Compliance report and went through the results.</p> <p>Cllr A. Richardson raised the question on item GD3 as to why no pedestrian crossing was being proposed as he felt that a crossing outweighed the opinion for no street lighting.</p> <p>In answer it was explained that the road layout at that area did not necessarily require a pedestrian crossing for safety reasons.</p> <p>Cllr. P. Wingfield then read out the brief letter of support from Pro Vision and T.A. Fisher for the NDP and thanks for the work carried out in reviewing their SDB.</p> <p>The following resolution that:</p> <ul style="list-style-type: none"> <li>• The group dealing with the Site Design Brief (SDB) is authorised to continue to discuss the proposed SDB with the developer.</li> <li>• TA Fisher is advised of the Council's views on those points in the SDB which it is believed require further consideration.</li> <li>• TA Fisher be approached to consider naming the development by way of a community consultation.</li> <li>• The Parish Council should initiate a review of the Building For Life principles and associated issues for The Site.</li> </ul> <p>was proposed by Cllr. J. Earl, seconded by Cllr. J. Bull and <b>AGREED</b> unanimously.</p>	
17/88	<p><b>To receive update on the Mortimer Library proposals:</b></p> <p>The Clerk advised that the Library was now running under the new arrangements.</p>	

	Following a brief discussion it was considered that Cllr. C. Lewis should be considered for the role of Rotas Administrator and Cllr. M. Lock should take the role of establishing the required Library Working Group.																																													
<b>17/89</b>	<b>Garth Hall:</b> Nothing to report as yet.																																													
<b>17/90</b>	<b>To receive an update on the Fairground Car Park re-surfacing:</b> Cllr. C. Lewis advised that the specification had now been agreed and that the Public Notice Advert had been placed.																																													
<b>17/91</b>	<b>To receive and note a summary of payments made with authorisation of Chairman or Vice-Chairman:</b> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">1 HMRC – PAYE/NIC – Mth. 2 2017</td> <td style="text-align: right;">£766.80</td> </tr> <tr> <td>2 Salaries &amp; Wages – Mth. 3 2017</td> <td style="text-align: right;">£2,636.38</td> </tr> </table> <p>Received and noted</p>	1 HMRC – PAYE/NIC – Mth. 2 2017	£766.80	2 Salaries & Wages – Mth. 3 2017	£2,636.38																																									
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<b>17/92</b>	<b>Finance - To resolve to agree accounts for payment:</b> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">1 Suez – The Street waste collection – June 2017 inc VAT D.D.</td> <td style="text-align: right;">£107.35</td> </tr> <tr> <td>2 Stanley Electrical Services – 2nd Part Invoice for electrical supply work to Grazing Area inc VAT</td> <td style="text-align: right;">£4088.40</td> </tr> <tr> <td>3 Southern Electric – estimated electricity charges – plot 2 16<sup>th</sup> March – 26<sup>th</sup> June inc VAT D.D.</td> <td style="text-align: right;">£15.23</td> </tr> <tr> <td>4 Southern Electric – estimated electricity charges – plot 1 16<sup>th</sup> March – 16<sup>th</sup> June inc VAT D.D.</td> <td style="text-align: right;">£13.75</td> </tr> <tr> <td>5 Southern Electric – estimated electricity charges – carpark 16<sup>th</sup> March – 26<sup>th</sup> June inc VAT D.D.</td> <td style="text-align: right;">£15.23</td> </tr> <tr> <td>6 Vision ICT – website hosting and support Sept 2017 – Aug 2018 – inc VAT</td> <td style="text-align: right;">£276.00</td> </tr> <tr> <td>7 B.T. – phone and broadband services 04<sup>th</sup> April – 31<sup>st</sup> August inc VAT D.D.</td> <td style="text-align: right;">£418.82</td> </tr> <tr> <td>8 C &amp; D Facilities – GM &amp; grass cutting – June 2017 inc VAT</td> <td style="text-align: right;">£1292.94</td> </tr> <tr> <td>9 Dads Shop – Custodian/Councillor sundries – June 2017 inc VAT</td> <td style="text-align: right;">£18.90</td> </tr> <tr> <td>10 West Berks – quarterly rent as per 03<sup>rd</sup> July</td> <td style="text-align: right;">£750.00</td> </tr> <tr> <td>11 West Berks – West End Car Park rent – Dec 2016</td> <td style="text-align: right;">£10.00</td> </tr> <tr> <td>12 BALC – BALC Subscription &amp; NALC Levy inc VAT</td> <td style="text-align: right;">£1007.41</td> </tr> <tr> <td>13 Mike Dennett – Nat West - Custodian mobile phone top-up</td> <td style="text-align: right;">£20.00</td> </tr> <tr> <td>14 Mike Dennett – Clas Ohlson -Refuse sacks inc VAT</td> <td style="text-align: right;">£9.45</td> </tr> <tr> <td>Mike Dennett – Shell Fairfield -Petrol for Custodian’s strimmer inc VAT</td> <td style="text-align: right;">£6.01</td> </tr> <tr> <td></td> <td style="text-align: right; border-top: 1px solid black;">£35.46</td> </tr> <tr> <td>15 Tenant Barber – The Baobab - Helium balloons for NDP</td> <td style="text-align: right;">£31.96</td> </tr> <tr> <td>16 HMRC – PAYE &amp; NIC for June</td> <td style="text-align: right;">£695.00</td> </tr> <tr> <td>17 Playsafety Ltd – Annual ROSPA inspection – inc VAT</td> <td style="text-align: right;">£184.80</td> </tr> <tr> <td>18 Claire Connell – Final part of audit fee</td> <td style="text-align: right;">£240.00</td> </tr> <tr> <td>19 Haydn Selwyn-Jones – The Payroll Site – payroll software inc VAT</td> <td style="text-align: right;">£89.70</td> </tr> <tr> <td>Haydn Selwyn-Jones – Amazon – waterproof gazebo in VAT</td> <td style="text-align: right;">£99.99</td> </tr> </table>	1 Suez – The Street waste collection – June 2017 inc VAT D.D.	£107.35	2 Stanley Electrical Services – 2nd Part Invoice for electrical supply work to Grazing Area inc VAT	£4088.40	3 Southern Electric – estimated electricity charges – plot 2 16 <sup>th</sup> March – 26 <sup>th</sup> June inc VAT D.D.	£15.23	4 Southern Electric – estimated electricity charges – plot 1 16 <sup>th</sup> March – 16 <sup>th</sup> June inc VAT D.D.	£13.75	5 Southern Electric – estimated electricity charges – carpark 16 <sup>th</sup> March – 26 <sup>th</sup> June inc VAT D.D.	£15.23	6 Vision ICT – website hosting and support Sept 2017 – Aug 2018 – inc VAT	£276.00	7 B.T. – phone and broadband services 04 <sup>th</sup> April – 31 <sup>st</sup> August inc VAT D.D.	£418.82	8 C & D Facilities – GM & grass cutting – June 2017 inc VAT	£1292.94	9 Dads Shop – Custodian/Councillor sundries – June 2017 inc VAT	£18.90	10 West Berks – quarterly rent as per 03 <sup>rd</sup> July	£750.00	11 West Berks – West End Car Park rent – Dec 2016	£10.00	12 BALC – BALC Subscription & NALC Levy inc VAT	£1007.41	13 Mike Dennett – Nat West - Custodian mobile phone top-up	£20.00	14 Mike Dennett – Clas Ohlson -Refuse sacks inc VAT	£9.45	Mike Dennett – Shell Fairfield -Petrol for Custodian’s strimmer inc VAT	£6.01		£35.46	15 Tenant Barber – The Baobab - Helium balloons for NDP	£31.96	16 HMRC – PAYE & NIC for June	£695.00	17 Playsafety Ltd – Annual ROSPA inspection – inc VAT	£184.80	18 Claire Connell – Final part of audit fee	£240.00	19 Haydn Selwyn-Jones – The Payroll Site – payroll software inc VAT	£89.70	Haydn Selwyn-Jones – Amazon – waterproof gazebo in VAT	£99.99	
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	Following explanation of Item 2 – The electrical supply work for the Grazing Area, that this work was being co-funded with Mortimer Music Live and Mortimer Village Partnership, the motion to agree the finances was proposed by Cllr. N. Carter, seconded by Cllr. N. Kiley and was <b>AGREED</b> by 11 votes for and 1 abstention.	
<b>17/93</b>	<p><b>To receive Correspondence (for information only):</b></p> <ul style="list-style-type: none"> <li>i. WBC – Fairwinds appeal date notification.</li> <li>ii. WBC – Electoral review warding arrangements.</li> <li>iii. Various Casual Vacancy Forms.</li> <li>iv. Office of National Statistics Annual Survey of Hours and Earnings forms.</li> <li>v. Sundry invoices and planning applications and decision notices.</li> </ul> <p>Received and noted.</p>	
<b>17/94</b>	<p><b>To receive Minor Matters (for information only):</b></p> <p>Cllr. A. Richardson advised that the Community Cricket Match was being played on 16<sup>th</sup> July 2017.</p> <p>The Clerk advised that Cllr. T. Butcher had sadly resigned from the Parish Council due to personal reasons and the process for filling the Casual Vacancy would now proceed.</p> <p>Cllr. D. Ives proposed that Freda Batten be invited to open the new pedestrian crossing.</p> <p>Cllr. N. Carter raised the question as to getting the un-adopted footpath running from Stephens Close to the Alfred Palmer Memorial Field cleared of overgrowing vegetation. This has been brought to the attention of WBC but is currently not being actioned as the path is un-adopted and ownership is not clear. It was advised that the locals who are complaining about the state of the path should contact WBC themselves to re-inforce that contacts that the Council have already made with WBC.</p> <p>Cllr. J. Earl raised the question of holding an August Full Council meeting to which the consensus opinion was for a meeting in August.</p>	
<b>17/95</b>	<p><b>To receive any future Agenda items</b></p> <p>Committee Membership for Cllr. L. Jones and the new co-opted Councillors needed to be an Agenda Item for August.</p> <p>Cllr. A. Richardson requested a future Agenda Item for the constitution of the Finance &amp; General Purposes Committee to be discussed.</p>	

The next meeting is on 10<sup>th</sup> August 2017.

The meeting closed at 9:58 pm.