



## Stratfield Mortimer Parish Council

### **Minutes of the Meeting of the Parish Council held on Thursday the 13<sup>th</sup> of October 2022 @ 7.30pm at Mortimer Methodist Church Hall, West End Road, Mortimer**

These Minutes are subject to approval.

#### **Present:**

#### **Councillors:**

Cllr. M. Dennett (Chairman), Cllr. G. Bridgman, Cllr. N. Carter (arrived at 19:36), Cllr. K. Field, Cllr. H. Geary, Cllr. S. Hill, Cllr. D. Kilshaw, Cllr. C. Lewis, Cllr. M. Lock, Cllr. A. Marsden, Cllr. D. Morsley, Cllr. A. Noonan, Cllr. M. Shaw, Cllr. J. Wells.

#### **Clerk:**

Mrs. L. Hannawin.

#### **Public/Press:**

Five members of the public were in attendance. There were no members of the press present.

#### **Part I**

#### **22/061 Public Questions (for agenda items only)**

No questions were raised or comments made at this point.

#### **22/062 To receive any apologies for absence**

Apologies were received from Cllr. D. Butler.

#### **22/063 To receive any declarations of interest**

**To receive from Members at this point or at any point during the meeting, in respect of any items included on the agenda, disclosure of any interests in line with the Parish Council's Code of Conduct and gifts and hospitality in line with Government legislation.**

Cllrs. Bridgman and Kilshaw declared a personal interest in agenda item 22/068 2. Queen's Platinum 70<sup>th</sup> Jubilee.

Cllr. Field declared a personal interest in agenda item 22/069. 10 Windmill Common.

## 22/064 Minutes of Last Meeting

To resolve to approve the Minutes of the Council Meeting of the 8<sup>th</sup> of September 2022.

**RESOLVED**, with two abstentions, that these minutes be approved for signature by the Chairman as a true and correct record of the meeting.

## 22/065 Clerk's Report

To receive a report from the Parish Clerk outlining actions taken following the meeting held on the 8<sup>th</sup> of September and other updates.

1. **External Annual Governance Accountability Return:** The Notice of Conclusion of Audit has been posted to the noticeboards and website, along with certified AGAR Sections 1, 2 & 3, prior to the deadline of the 30<sup>th</sup> of September.
2. **Operation London Bridge:** On hearing of the death of Her majesty Queen Elizabeth, the Council's agreed procedure was put in place with the website being promptly updated with the official photograph and words of condolence. The online book of condolence was also opened, although no messages were received. Other relevant information was posted to the website to keep residents informed. On receipt of the email regarding the National Silence for Reflection, to be held on Sunday the 18<sup>th</sup> of September, the decision was taken to support the village by inviting people to come together on the Fairground for the Moment of Reflection. Cllr. Kilshaw arranged for the necessary technical support and a successful, if brief, event was held. The cost was £290.00 ex VAT. A thank you was issued to all concerned.
3. **Swing Dome Remedial Work:** Resurfacing of the Swing Dome safety surface took place on the 14<sup>th</sup> of September. The new surface needed 24 hours to set, and the contractors put up HERAS fencing to prevent use of the equipment. Within 2 hours of the contractors finishing the work, persons unknown gained access to the area and vandalised the new surface. This was reported to the police via 101 on the 15<sup>th</sup> of September 2022, ref number: 0567150922. The HERAS fencing, which belonged to the contractors, was left in place whilst waiting for the damaged surface to be addressed. Overnight of the 18<sup>th</sup>/19<sup>th</sup>, the HERAS fencing was torn down and damage was sustained to 3 panels, with a further panel being thrown over the fence. The contractors were informed about the damage, which the Custodian had managed to repair. This incident was also reported to the police.
4. **Mortimer Youth Club:** Suggestions on how the donated funds should be spent will be sought in the next newsletter and considered at a future Full Council meeting.
5. **Freedom of Information Requests (FOI):** Two FOIs have been received and these are being dealt with as per the requirements of the Freedom of Information Act.
6. **CIL Report 2021/22:** This has been completed and returned to West Berkshire Council (WBC) and uploaded to the website: [SMPC CIL Report 2021-22 V2.pdf \(stratfield-mortimer.gov.uk\)](https://stratfield-mortimer.gov.uk/SMPCCILReport2021-22V2.pdf). At the request of WBC, an additional section has been included to show the CIL funds allocated during the year but not, as yet, spent i.e. transfers to the Cemetery and Tennis Court Earmarked Reserves.

In addition, the Clerk reported that the Mortimer Village Partnership had requested that three portable toilets are placed in the Fairground car park for the duration of the Scarecrow Trail (22<sup>nd</sup> – 30<sup>th</sup> of October). The Fairground and Cemetery Committee had advised that this was acceptable on

the condition that MVP are responsible for any incidents, and the toilets are removed on the 31<sup>st</sup> of October. The toilets will be placed at the front of the car park to deter vandalism.

The report was received.

## **22/066 Items to be taken into private session**

**To determine which items, if any, of the Agenda should be taken with the public excluded.**

Cllr. Dennett proposed that agenda items 22/068 7. Community Grant, 9. Fitness Equipment and 10. Windmill Common, be taken in Part II.

Seconded by Cllr. Bridgman.

**RESOLVED** unanimously.

# Cllr. Dennett stated that agenda item 22/068 1. Neighbourhood Plan shall be taken next, followed by 22/068 2. Queen's Platinum 70<sup>th</sup> Jubilee.

## **22/068 Items for Consideration and Resolution**

### **1. Neighbourhood Plan (NP)**

**To receive and endorse a written report from the Neighbourhood Plan Steering Group (NPSG).**

Ms. J. Wines, Chairman of the NPSG attended and presented a report, giving updates on both the small revision to the existing Neighbourhood Development Plan and the new Neighbourhood Plan. It was confirmed that if the reserved land is used for medical or school purposes there should be no cost for the use of the land but there may be costs involved if the land is used for commercial purposes. In addition, there should be no costs if the land is used for social amenity purposes. However, careful consideration will need to be given to the meaning of social amenity to ensure the purpose of the eventual use of the land does stray too far from the medical and school definition. Information was also provided on the result of the recent consultation of which the full results will be available shortly from the NP website.

### **2. Queen's Platinum 70<sup>th</sup> Jubilee**

**To receive a report and financial status on the Queen's Platinum 70<sup>th</sup> Jubilee.**

A draft report and spreadsheets relating to the events' income and expenditure had been circulated. Councillors and members and former members of the Q70 Working Party made comments and asked questions regarding the details of the report, seeking clarification and transparency. Areas discussed were the arrangement with Burghfield Santas and details regarding bar purchases and income; figures relating to purchases by Mortimer Music Live; glass purchases and sales and remaining stock – further information is being sought; areas of unplanned spend and overspend on budgeted costs; lack of letters of thanks for sponsors; points learnt for future events.

Cllr. Dennett reiterated thanks to all those involved.

The report and financial status were received.

## 22/067 Committee and Working Party/Group Reports

### 1. Planning Committee

Cllr. Morsley confirmed the application for the Mann's Hill Farm wellness centre had been approved.

Further to a meeting about the station car park with Great Western Railway (GWR), GWR have confirmed that current Department of Transport rules means that they (GWR) are not allowed to fund any developments and without some degree of third-party funding they cannot take the project forward. Cllr. Morsley has started to look at an extension on planning, although initial investigations indicate this is no longer an option. In addition, it is not possible to start the development until the pre-commencement conditions have been met.

### 2. Climate and Environment Working Party

Cllr. Marsden confirmed the Greening Campaign is having a promotional stand at the Mortimer Emporium on the 20<sup>th</sup> of November. The launch is being planned for the second weekend in January.

### 3. Garth Hall Working Party

The request for legal advice has been submitted to Wellers Law Group.

### 4. Mortimer to Burghfield Cycleway and Footpath

The arboricultural and ecological studies are finished. A map of all the trees along the route has been produced and the trees have been tagged and categorised. A report highlights which trees will need to be removed. Where this involves higher grade trees, to obtain maximum tree retention, the route will be adjusted, and other mitigating measures taken. Both surveys will help to inform the preliminary design which will enable costs to be established.

### 5. Strategy Working Party

Research is currently being carried out into installing CCTV. The Working Party will be meeting to consider future projects for the 2023/24 budget.

### 6. The Street Footway Party

An onsite meeting has been held with WBC officers. They acknowledged that protruding debris, left following the flailing, needs addressing. They are reluctant to undertake work to retain the bank along the first part of the route but will consider what can be done.

## 22/068 Items for Consideration and Resolution

### 1. Neighbourhood Plan

**To receive and endorse a written report from the Neighbourhood Plan Steering Group (NPSG).**

Minuted above.

### 2. Queen's Platinum 70<sup>th</sup> Jubilee

**To receive a report and financial status on the Queen's Platinum 70<sup>th</sup> Jubilee.**

Minuted above.

### 3. Committee and Working Party Appointments

To resolve the appointment of:

- a. **Cllr. Shaw to the Fairground and Cemetery Committee, Roads, Footpaths and Commons Committee, Mortimer to Burghfield Footpath/Cycleway Working Party and The Street Footway Working Party.**
- b. **Cllr. Dennett to the Mortimer to Burghfield Footpath/Cycleway Working Party.**

Cllr. Dennett proposed the appointments as above.

Seconded by Cllr. Morsley.

**RESOLVED** unanimously.

### 4. Dispensation(s)

To consider the requests received and resolve the granting of the dispensation(s).

A request for a dispensation had been received from Cllr. Shaw in respect of setting the precept.

Proposed by Cllr. Dennett.

Seconded by Cllr. Morsley.

**RESOLVED** unanimously.

### 5. Remembrance Day

- a. **To receive an update on the planned commemorations and agree further actions to be taken.**

Remembrance Day is Sunday the 13<sup>th</sup> of November. Six to eight marshals are required to man the road closures.

- b. **To resolve the purchase of a "Tommy" and the associated budget.**

Cllr. Bridgman proposed the purchase of the male and female pairs of figures with the inscriptions "Lest We Forget" and "We Remember", and a budget of £1,000 which will allow for the cost of permanent fixings.

Seconded by Cllr Kilshaw.

**RESOLVED** unanimously.

### 6. Newsletter

To receive a report from the Communications Working Party and agree the production and delivery timetable of the next newsletter.

Cllr. Carter gave a report. The Neighbourhood Plan website is now live, and the use of other forms of social media is being considered. The Working Party were proposing that SMPC newsletters are produced and delivered in conjunction with Mortimer Village Partnership newsletters with the next one being in February. However, due to the amount of available content, it was agreed to produce a Winter newsletter for delivery early December. Cllr. Dennett will compile a list of articles.

# Cllr. Dennett proposed the meeting to continue past 21:30 if required.

Seconded by Cllr. Morsley.

**RESOLVED** unanimously.

### 7. Community Grant

To receive confirmation of the eligible applications received for consideration at Full Council on the 10th of November 2022.

Minuted at Part II.

**8. Fairground**

- a. **To resolve the budget of up to £20,000, from Community Infrastructure Levy Reserves, for the Fairground Utility Square.**

Cllr. Hill presented a report and confirmed the quotes are for higher specification railings that, unlike those surrounding the children's play area, are harder to bend.

Cllr. Hill proposed the resolution as above.

Seconded by Cllr. Lock.

**RESOLVED** unanimously.

# Cllr. Bridgman left the meeting.

- b. **To resolve the budget of up to £20,000 from Community Infrastructure Levy Reserves, for the Fairground Footpath.**

Cllr. Hill provided information regarding the proposed path.

Proposed by Cllr. Lock.

Seconded by Cllr. Morsley.

**RESOLVED** unanimously.

The Clerk will check if the two proposed projects fall under permitted development.

**9. Fitness Equipment**

**To receive an update and approve the amount of payment for the Wicksteed invoice.**

Minuted at Part II.

**10. Windmill Common**

**To receive an update.**

Minuted at Part II.

**22/069 Finance****1. Accounts to the 31<sup>st</sup> of August 2022**

**To receive and approve the Income and Expenditure Report to the 31<sup>st</sup> of August 2022 and the Balance Sheet as of that date.**

Proposed by Cllr. Field.

Seconded by Cllr. Noonan.

**RESOLVED** unanimously.

# Cllr. Bridgman re-joined the meeting.

**2. Payments made with authorisation of Chairman/Vice-Chairman**

**To receive and note summary of payments.**

Item	Payee Details	Amount	Reference
1.	Salaries (Month 6 – September 2022)	£ 4,262.46	850864174 496542970 140717264
2.	HMRC – PAYE & NI for Month 6	£ 1,244.93	871481959
3.	Community Heartbeat Trust – supply and installation of keypad control cabinet in BT Kiosk – inc. VAT *	£ 1,230.00	573883002
4.	ETC – annual tennis court surface clean 2022 – inc. VAT *	£ 1,080.00	416303915

5.	SUEZ Recycling – correction on August statement for twice weekly collection during the month – inc. VAT	£ 160.85	DD
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\* payment required prior to 13<sup>th</sup> October 2022

Figures missing on September report:

6.	<b>Salaries (Month 4 – July 2022)</b>	<b>£4,451.88</b>	423763383 41232563 25158242
7.	HMRC – PAYE & NI for Month 4	£1,183.34	698017417
8.	Salaries (Month 5 – August 2022)	£4,333.54	148667451 609528961 888837054
9.	HMRC – PAYE & NI for Month 5	£1,169.23	316679797

The payments were received and noted.

### 3. Accounts for Payment

To receive and APPROVE items of expenditure:

Item	Payee Details	Amount	Payment Ref. No.
1.	Ridge & Partners – tree survey and tagging – inc. VAT	£ 11,520.00	84862935
2.	Real Christmas Trees – 20ft Norway Spruce plus delivery – inc. VAT	£ 595.00	384996100
3.	Tactical Facilities – pillbox grass cut, cemetery grass cut and pathway treatment – inc. VAT	£150.00	
4.	Tactical Facilities – Cemetery grass cut Sept 2022 – inc. VAT	£ 78.00	778234792
5.	D.C. Sturt – IT support and maintenance August 2022	£ 105.00	102813695
6.	D. C. Sturt – IT support and maintenance September 2022	£ 105.00	102813695
7.	Sunshine Commercial Services – Fairground Area D maintenance for August 2022 and strimming playground, play area and car park – inc. VAT	£ 365.86	63395288
8.	Sunshine Commercial Services – Fairground Area D maintenance for September 2022 and strimming playground, play area and car park, wildflower cut – inc. VAT	£ 365.86	63395288
9.	Vita Play – part remedials on Fairground play area – inc. VAT	£ 11,652.36	688298588
10.	Vita Play – repair to vandalised rubber under basket swing – inc. VAT	£ 720.00	688298588
11.	Connecting Communities in Berkshire – annual membership renewal for 2022	£ 42.00	185031834
12.	Blandy & Blandy – prof. legal advice re Windmill Common – inc. VAT	£ 991.80	428797866
13.	Sign Wizzard – supply of Speedwatch signs and fixings – inc. VAT	£ 559.77	660294905
14.	Saunders Inspired Productions – sound system for National Moment of Reflection – inc. VAT	£ 348.00	844993159
15.	Dads Shop – postcrete, combi padlock, green refuse bags – inc. VAT	£ 46.57	905723117

16. WEL Medical – 3xdefib batteries for iPad SP1 & SP2 AEDs – inc. VAT	£ 612.00	744460367
17. Bolt Word (e-Bay) – 50x security screws- inc. VAT [SMPC Card]	£ 10.47	DD
18. Lloyds MultiPay Card – monthly fee [SMPC Card]	£ 3.00	DD
19. SUEZ – Fairground Recycling Sept 2022 – inc. VAT	£ 87.59	DD
20. Smart Pensions Ltd – Monthly fee (Sept 2022) inc. VAT	£ 18.00	DD
21. Smart Pensions – September 2022 (Month 6)	£ 282.10	DD
22. BT – phone & broadband charges Aug-Nov 2022 – inc. VAT	£ 391.64	DD
23. SSE – Electricity at Fairground car park 28 June 2022 to 13 September 2022 – inc. VAT	£ 33.83	DD
24. SSE – Electricity at Plot 1 Fairground 28 June 2022 to 13 Sept 2022 – inc. VAT	£ 33.83	DD
25. SSE – Electricity at Plot 2 Fairground 28 June 2022 to 13 Sept 2022 – inc. VAT	£ 53.46	DD
26. Unity Trust Bank – cash & cheque service charge June-August 2022	£ 41.10	DD
27. Unity Trust Bank – transactions and direct debit charges June-Aug 2022	£33.45	DD

Proposed by Cllr. Dennett.

Seconded Cllr. Bridgman.

**RESOLVED** unanimously.

## 22/070 Items for information only

### 1. To note the meetings that have taken place of the following committees and to receive the draft minutes:

- a. **Planning 29/09/2022**
- b. **Fairground and Cemetery 04/10/2022**

The meetings were noted, and the draft minutes received.

### 2. District Councillor Reports

Cllr. Bridgman apologised for the cancellation of the District Parish Conference. He gave further information regarding Co-Production and confirmed that Friends of Mortimer Library was one of the projects being considered under this scheme.

The report was received.

### 3. Correspondence:

Item	Details
1.	West Berkshire Council (WBC): Invitation for five representatives of SMPC to attend a Thanksgiving Service to commemorate Her Majesty The Queen at 7.00pm on Friday 4 November 2022.
2.	WBC: Information sheet on material planning considerations. Circulated.
3.	WBC: Notification of payment of the 2nd instalment of the precept. This was received on the 4 October.
4.	BALC Executive: Notification of Berkshire Association of Local Councils 2022 AGM at 7.00pm on Wednesday 9th November 2022 at the Oakwood Centre, Woodley RG5 4JZ. Circulated.



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|----|---|-----|
| 5. | WBC: Providing details of the third round of CIL grants for local infrastructure projects. Closing date is Monday 14 November. Information has been shared via the website and social media and with some third parties directly. |     |
| 6. | WBC: Invitation to attend a "Community Conversation on Community Litter Picking Days" event, taking place online at 1pm on Monday 17 October. Circulated.   |     |
| 7. | Greenham Trust: Information regarding WBC Emergency Cost of Living Crisis Appeal. Circulated.   | Any |

councillors interested in attending the WBC thanksgiving service for Her Majesty The Queen should let the Clerk know.

In addition, the following had been received:

- Rialtas (providers of the Council's accounting software): Confirming that the company has been sold to N. Harris Computer Corporation. Rialtas will retain its own brand, strategy, and budget.
- WBC: Information re Constituted Friends Groups/Friends of Mortimer Library as mentioned under 22/070 2. and Co-Production.
- NALC: Information re the Civility and Respect Pledge.
- Tadley Citizens Advice Bureau: Information re their Community Liaison Lunch taking place on the 2<sup>nd</sup> of November, 12pm – 3pm.

#### 4. Planning decisions and information from West Berkshire Council.

**22/01655/CERTP: 40 Stephens Firs, Mortimer, Reading, West Berkshire RG7 3UY**

**Proposed single storey side extension and loft conversion.**

**LAWFUL** – 9 September 2022

**SMPC Comments:** There were no objections in principle, however the Committee noted that parking spaces for up to 3 cars was not indicated on the plans (SMPC Neighbourhood Plan 9.2.2. GD2 Internal & External Access and Parking) as the proposed loft conversion would increase number of potential bedrooms to 4 or 5, and the labelling of rooms, such as the kitchen, on the proposed plans should be made clear.

**22/01726/HOUSE: 5 Bilberry Gardens, Mortimer, Reading, West Berkshire RG7 3WU**

**Reserved matters for details of the appearance, landscaping, and scale of the approved residential development for Phase 2b comprising 14 houses including associated landscaping.**

**Reserved Matters is submitted pursuant to the Outline Planning Permission 7/03004/OUTMAJ as varied by the S73 Application 19/00981/OUTMAJ.**

**GRANTED** – 16 September 2022 *(It is not otherwise felt that the single storey rear extension's harm to the surrounding area, bearing in mind that no further alterations/additions under PD can be made to the dwelling)*

**SMPC Comments:** The Committee noted that there were no permitted development rights on this property (Condition 22 of planning approval 02/01364/FULMAJ) and that this proposed rear extension is large and possibly an overdevelopment that would result in a loss of amenity space at the property.

**22/01791/HOUSE: Beechwood, Ravensworth Road, Mortimer West End, Reading, West Berkshire, RG7 3UD**

**Single storey rear extension.**

**GRANTED** – 16 September 2022

**SMPC Comments:** No objections.

**22/01821/COND1: 30 St Johns Road, Mortimer Common, Reading, West Berkshire**

**Application for Approval of Details Reserved by Condition 4 (Tree protection scheme) of planning permission 22/00229/HOUSE Demolition of the existing conservatory, proposed ground floor rear / side extension to provide a larger kitchen and living areas, as well as a first floor side extension providing a larger master bedroom.**

**GRANTED** – 16 September 2022

**22/01414/HOUSE: 60 Stephens Firs, Mortimer, Reading, West Berkshire RG7 3UY**

**Erection of front porch, re-roof front elevation of garage, conversion of garage to habitable accommodation, minor internal alterations and erection of garden room.**

**GRANTED** – 26 September 2022

**SMPC Comments:** No objections.

**22/01566/HOUSE: 1 Croft Road, Mortimer, Reading, West Berkshire RG7 3TS**

**Proposed two storey side extension with internal alterations including demolition of the existing conservatory.**

**GRANTED** – 27 September 2022 (*Cond.5: Prior to the development being brought into use the vehicle parking and/or turning space shall be provided in accordance with the approved plan(s). The parking and/or turning space shall thereafter be kept available for parking (of private motor cars and/or light goods vehicles) at all times.*)

**SMPC Comments:** The Committee have no objections to the proposed extension but, as the property is in Zone 3 and will become a 4-bedroom dwelling, would support Highways' comments for the need to show an additional parking space on the plans to accommodate this change.

**22/01884/HOUSE: 26 Briar Lea Road, Mortimer Common, Reading, West Berkshire, RG7 3SA**

**Two storey extension to rear and single garage extension to side of existing property.**

**GRANTED** – 28 September 2022

**SMPC Comments:** No objections however the Committee noted that there was no orange site notice displayed at the site at the time of this Committee meeting.

**4. Neighbourhood Action Group report.**

Cllrs. Carter and Wells are researching CCTV and have met with the Burghfield Parish Council supplier.

**5. Health and Safety.**

The Clerk reported a child had fallen from the Swing Dome and had needed hospital treatment for a broken wrist. In addition, a member of the public had reported two protruding bolts on a fence in the Grazing Area. These have been dealt with by the Custodian.

**6. Minor Matters.**

Cllr. Carter is organising the SMPC Christmas meal and those wishing to attend should confirm as soon as possible.

Cllr. Lock reported the Wokefield Advisory Committee had been tidying up Dragon Pool and undertaking work on Ash dieback.

Cllr. Wells has put up the Community SpeedWatch signs at the entrances to the village.

Cllr. Hill has dealt with a wasps nest on Highway's land near the Alfred Palmer Memorial Field.

## **22/071 Communications**

### **To identify items for communicating**

Relevant items will be included in the newsletter.

## **22/072 Future Agenda Items**

### **To identify future agenda items**

- SMPC paying for the Christmas dinner (Cllr. Bridgman).
- Coronation event (Cllr. Kilshaw).

## **22/073 Exclusion of Press and Public**

**To pass a resolution under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, to exclude members of the press and public from the meeting at Part II, items identified at 22/026 on the Agenda, due to the confidential nature of the business to be transacted.**

Proposed by Cllr. Dennett.

Seconded by Cllr. Bridgman.

**RESOLVED** unanimously.

## **22/074 Items for Consideration and Resolution**

### **7. Community Grant**

**To receive confirmation of the eligible applications received for consideration at Full Council on the 10th of November 2022.**

Four eligible applications have been received. These will be considered at the Council meeting on the 10<sup>th</sup> of November.

### **9. Fitness Equipment**

**To receive an update and approve the amount of payment for the Wicksteed invoice.**

A credit note has been received to date for security storage and welfare facilities against the original amount invoiced. The remaining cost of the project was considered in respect of the issues experienced with the equipment and installation and the subsequent remedial work already undertaken and due to be undertaken.

#Cllr. Field left the meeting at 21:55.

Cllr Bridgman proposed that the balance of the invoice be paid on receipt of a further credit note against the cost of the Post Installation Inspection and on the completion of the outstanding remedial works.

Seconded by Cllr. Lewis.

**RESOLVED** unanimously.

### **10. Windmill Common**

**To receive an update.**

Cllr. Lewis gave an update and confirmed the solicitor had replied to the response received to the original letter asking for the boundaries to be restored to their correct position.

As per the Committee Terms of Reference, legal matters may be considered by Finance and General Purposes should further decisions need to be promptly taken.

**Close**

The meeting closed at 22:08

Next meeting: November the 10<sup>th</sup>.

DRAFT SUBJECT TO APPROVAL