

TWYFORD ANNUAL PARISH MEETING

Via Webinar 21st April 2021 AT 8PM

Present: Mr R Mantel (Chairman), Members of the Council – Mrs E Ashley, Mrs B Ditcham, Mrs J Duffield, Mrs A Evans, Mrs L Jarvis, Mrs T Ramsden, Mrs S Wisdom, Messrs R Abeywardana, M Alder, J Bowley, M Bray, J Jarvis, C Wickenden & T Winchester.

Borough Councillors: Mr S Conway.

Guest Speaker: Fiona Hewer, Wild Maidenhead.

Members of the public – 25.

In attendance: Mrs L Moffatt, Clerk & Mrs L Povey, Assistant Clerk.

Apologies - None.

1. Mr R Mantel presented the minutes of the last Annual Parish Meeting held on 24th April 2019.

2. **Matters Arising** – None.

3. **Speaker – Fiona Hewer, Wild Maidenhead** – Fiona Hewer presented on her work with Wild Maidenhead. Slides will be made available on the Twyford Parish Council website.

4. **Parish Lands Report** – Mr Bowley reported on the Parish Lands committee's activities this year.

Parish Lands

The Parish Lands Committee is responsible for managing all the council's land and property. This includes King George V Recreation Ground, Stanlake Meadow, the two allotment sites, the Burial Ground, Bell Corner, Jubilee Corner, and Polehampton Corner. The Committee also oversees the work of the Village Ranger and Park Warden. I am going to take you through some of the highlights of what the committee has done over the past two years.

KGVR

Whilst COVID-19 has meant that regular community events such as the Round Table Bonfire Carnival and the Scout Donkey Derby have not been held on King George V Recreation Ground, it has been an invaluable green space for residents during these difficult times.

Over the past two years we have installed new benches to allow people to relax and enjoy the facility. We also had feedback from some residents that a particular bench was a catalyst for anti-social behaviour. To alleviate this, we move the bench from the semi-secluded location it was into a more open location on the main field.

An increase in usage of the facility over the past number of years has meant we have had to install new bins. We still have some persistent issues with people breaking glass, but we are starting up outreach workers from the Twyford Youth Centre to try to see if this can help minimise it.

We continue to do all we can to have a positive impact on the environment. As part of this we have planted a new hedge along the Longfield Road boundary. As this matures over the coming years it will be a haven for wildlife.

Since it was first installed back some 13 years ago the skate park has been very popular. However, it is now getting a little aged. We were approached by some young people asking if we could enhance it, so we have started on a process to investigate how this facility can be regenerated and improved.

Stanlake

Our other major outdoor space is Stanlake Meadow. This is the home of Twyford Cricket club and Twyford Comets football club. Both these clubs are extremely popular with a wide age range of people. As with King George V Recreation Ground, Stanlake Meadow has been a great community asset during these times of COVID-19.

Over a number of years, we have had a small number of unauthorised encampments set up by travellers. Whilst small in number, the cost of each one is considerable. Not least of which is the cost of the clean-up that has to be done after they have left. We have, at multiple times, consulted with the police and others about efforts we can take as deterrents. Until now most of these have been small and not as effective as we might want. So now we have installed "Tractor Gates". These have special concealed locks. Making it extremely hard to break the lock off.

On a more positive note, one of the things, we are immensely proud of is the Big Twyford Tree Planting Project, a community tree planting project. There was a huge community involvement with over 200 people involved, and over 75 trees planted. Our special thanks go to Rebecca Howard who spear headed this project, and the crowd funding. She also designed the image for our lectern. The one you saw at the beginning.

A number of years ago we had the hedge along the Waltham road laid. Laying a hedge helps rejuvenate it and promotes healthy growth, in addition to providing a good habitat for wildlife. Within the last few months, we have had the hedge along Stanlake Lane laid as well. Whilst at the moment it looks a little bare it will soon start to grow.

We are enormously grateful to CROW, a local volunteer group, and The Friends of Stanlake Copse. Who jointly have carried out extensive works on the copse in the North East corner of the field. These two groups have done clearance work and work to form paths through the copse. They have created habitats to encourage both flora and fauna. As part of our ongoing commitment to encouraging wildlife we have installed a number of bird boxes in the copse. Special thanks go to Stephen Lloyd, for his work there and with the Big Twyford Tree Planting project, and to Ian Butterick of The Friends of Stanlake Copse.

As well as Stanlake Meadow being the home of the Twyford Comets football club we have, for many years, had a set of goal posts that are permanently set up. This is to allow casual usage by anyone wanting to. These are so well used we suffer from "goalmouth erosion". Over the years the current ones corroded. So recently we have replaced them, at the same time relocating them, and hope they will be equally well used.

Allotments

Both sets of allotments, Hurst Road and London Road, are extremely popular. They are, and have been, fully occupied, and we have a waiting list.

As well as the work done on the individual plots by the tenants, we, in collaboration with the allotment tenants association, conducted planting of trees and bulbs to enhance the general amenity of the sites.

A very special initiative has started this year under the name of "Twyford Growers". Twyford Growers is a new initiative by the Parish Council to help Twyford residents with low to mid-level anxiety and depression. The members of the group will be referred to it, primarily via social prescribers at Twyford surgery. The group will comprise up to eight people with one project leader and one volunteer. The Parish Council has reserved a 10-pole plot for the use of the group and allocated monies to cover the cost of employing the group leader for a 26-week period in 2021. Support is supplied by Age UK Berkshire to control expenditure and report back to the Council on a regular basis. The plot, which was in a semi derelict condition, has been brought back into useable state by the efforts of volunteers drawn from the allotment community at Hurst Road.

Burial Ground

Our Ranger has done work to replace the rotting earth retaining boards at the top end of the burial ground. This will allow us to enhance the planting in this area.

As well as with the two main recreation grounds we have carried out hedge laying at the burial ground too. This will again regenerate the hedge providing an important wildlife habitat.

Polehampton, Jubilee, and Bell Corners

I would like to thank our gardening volunteers who do a great job looking after Polehampton Corner, Jubilee Corner, and Bell Corner.

Within the next few months, we will be installing a pyramid shaped planter on Bell Corner to complement the hanging baskets we have around the village centre.

As well as all those from the council and the community that helped to decorate the two Christmas trees on Jubilee and Bell corners.

Thankyou

On behalf of the committee, I would like to take this opportunity to thank the various council employees, and the many volunteers from the community, for all their hard work throughout the last two years. Finally, I would like to thank the members of the committee for their time and contributions. Thank you.

5. Planning and Amenities Report – Mrs Ditcham reported on the Planning and Amenities Committee's activities for the past year.

Although this report is for 2 years for the sake of brevity in the main, I will cover it as one period, the main chief exception will be Covid related initiatives.

Thanks

The P and A committee wish to thank our clerks Lucy Moffatt and Lynn Povey for their outstanding work over the last 2 years. Lynn has clerked all our meetings and followed through assiduously on matters arising.

Further Thanks

I would like to thank the P and A committee of 7 councillors who have all taken on a variety of additional tasks to ensure that our remit is fulfilled.

The Remit of the P and A committee is:

- To comment to WBC on Planning applications for Twyford using our local knowledge in addition to knowledge of Planning Regulations.
- To respond to consultations local and national.
- Report on highway and footpath defects.
- To have responsibility for lighting on estates in our village.
- Air Pollution.
- Organise Twyford in Bloom.
- Have an overview of the TPC Covid response.

Planning Applications

During the last 2 years the number of monthly applications for residential and business planning applications remain the same on average of 7 per calendar month. These are mainly for extensions to existing homes although there have been applications for new builds and change of use of commercial premises. All planning application are available to be viewed on the WBC website together with comments from TPC and residents. The members of the P and A committee view all application prior to the meeting and discuss each application before commented or making no comment to WBC. We will also comment on infringements to agreed planning applications. You will be aware that little land for future building is available at present. WBC Local Plan is still being developed this will be dealt with in the report on our Neighbourhood Plan later in this meeting.

Local and National Consultations

The committee has responded on a number of National and WBC consultations involving planning.

Highway and Footways

It is the responsibility of WBC to maintain Highways and footways. when we become aware of unsafe area these are reported, recoded and repairs followed up. Residents are encouraged to report defects such as potholes either directly to WBC or through our clerks.

A major highway issue during the last 3 years is the installation of Gateway signs at the entrances of the village. These are funded through TPC funds but must follow WBC guidelines and be

installed by WBC contractors. These are in production now and include reference to our twinned town of Quincy, as well as the required speed restriction sign.

Lighting

TPC owns all the lampposts on the older housing estates in our village, we are responsible for the condition of the posts and power supply. Councillors do a monthly check but welcome reports from residents of faults. Other lighting throughout the village is the responsibility of WBC however we do report and follow up on outages. On occasion this can take an inordinate length of time for example the streetlamp on the island junction of Church Road and Station Road. This work is being undertaken by 2 different companies and organised through WBC. A very frustrating situation!

Air Pollution

The problem of high levels of air pollution, particularly in the centre of our village is of concern. WBC have invested in air monitoring devices. You will have seen small vials attached to lampposts these are checked monthly, a device on Bell Corner gives continuous readings. The travel restrictions of the last year have greatly altered what would be readings in normal conditions. TPC are grateful to The David Brownlow Trust which has funded the installation of 5 living lampposts around the centre of the village. The plants included in these lampposts are specially selected to absorb elements which pollute the air. They are also attractive features in our village. Twyford is probably the only village in Britain with so many such posts. There is a current WBC initiative primarily for schools, TPC has attended these sessions and involved our 3 schools.

Twyford In Bloom

For several years, this programme was run successfully by Twyford Together, now it is part of TPC remit working with T.T. and other organisations in the village.

In 2019 the village was awarded Gold thanks to the efforts of very many. It must be noted that great thanks are due to Gordon Storey who died last month. His vigorous support for Twyford In Bloom and many other village initiatives will be very sadly missed.

Last year the competition was unable to happen but the work to make the village attractive for and by residents continued. The hanging baskets were particularly enjoyed by all as we walked the village. Although some businesses were not a financial position to have hanging baskets many residents clubbed together to fund hanging baskets which really improved our environment and were much appreciated. Hanging basket orders for this year has exceeded 100 which is a fantastic result and thanks is given to all those who have placed an order. We are taking part again this year although as a result of COVID restriction the competition is hugely different. There will be awards for particular horticultural, community and environmental initiatives which will be judged online. There will not be a whole village award but hopefully all will return to normal and we will be able to add to our awards board in Jubilee Square.

The subcommittee meeting for Twyford in Bloom has met twice and many exciting initiatives are underway. More detail on the website. We are incredibly grateful to Amar Sheik – the owner of Bridge Park for a very generous donation towards In Bloom Initiatives.

I would like to thank all the Adopt A Street volunteers very ably organized by Chris and Gerry Wise, for their hard work keeping the village litter free. We have plans to take part in the Village Litter pick on June 12th more details will be online and on our notice boards.

TWYFORWARD

The final section of our Planning and Amenities report “COVID initiatives” has been prepared by Rohana Abeywardana a colleague councillor who has led on this work.

2020/21 has seen a dramatic shift in all our lives; Covid-19 has, for many, created increased anxiety and uncertainty. TPC has recognised the important roles that many of our residents have played in the last year and we decided to celebrate this through our online Arts and Crafts Festival, TwyForward – Twyford looking FORWARD to build on the positives achieved.

A team of 5 councillors (Bridget Ditcham, Charles Wickenden, Sue Wisdom, Teresa Ramsden and Rohana Abeywardana) set out to create an online portfolio of memories from this time as part of a community resilience programme, with a focus on working together and looking forward to the future. We aimed to bring together poems, stories, journals, articles, art (any form, e.g. mosaic, tapestry, videos), photos, music and dance. We wanted to ensure that we could learn from the experiences that we are all going through. The project was part of an on-going project which has lasted the duration of the lockdowns.

TwyForward has enabled us to celebrate the community of Twyford. We hope that the portfolio of memories has helped to improve morale in the village and allowed people to have a forum to share their happiness and anxieties. The forum, we hope, has helped, in some way, to combat social isolation and loneliness.

The initiative has received excellent and positive praise in the media.

6. Neighbourhood Plan Report – Mr Wickenden reported on the Neighbourhood Plan.

The Neighbourhood Plan has been in development since 2018 when development of the Wokingham Local Plan commenced. For those who do not know, this deals with the development of housing and infrastructure across the Borough, including Twyford, and covers a period of 15 years. It is an important plan that is used to guide development in the area. The Neighbourhood Plan, if accepted, will form an important part of this and as such needs to be constructed with care, ensuring that it provides local checks and balances and clarification for the borough wide plan. Since 2018, the Local Plan has experienced delays which has meant that we have also been slower to produce our own plan as the likelihood of development in our Parish has fluctuated over time. In 2019, we conducted the Twyford Village survey which produced a significant response from the village. We shared the results in October 2019 and set about developing the details of our plan largely based on resident's feedback. However, we came to a grinding halt in March 2020 as the pandemic took hold. We finally got started again at the end of last year and have since made progress in defining the structure and content of our plan. This is our first update to the Annual Parish Meeting since spring 2019.

Just a quick reminder of the key takeaways from the 2019 Twyford Village Survey. I will not go through all these point by point but hopefully they will be recognisable to the majority of residents. A strong theme that we see as a key success factor is that Twyford retains its village community and atmosphere over the coming decades. The Plan must focus on this to ensure this remains the case. Since the appearance of the pandemic, we have also seen more demand for home working support, better protection of pedestrians and cyclists and the whole area of sustainability and carbon neutrality has come to the fore both locally and in central government planning. So, we are developing policies that promote carbon reduction in transport, homes, and businesses in the parish.

So where are we now? We have a large amount of evidence and feedback to work with and we have engaged consultants to help provide guidance. We have a small but dedicated team of residents developing the plan which we hope to share the details with you all towards the end of the year. Once this is done, we will work with Wokingham Borough Council and the Planning Inspectorate to ensure it is fit to be presented to the village in a referendum which all local voters will be entitled to vote in. The restrictions on meeting and social distancing rules mean that we still have some obstacles to producing the plan. But we believe that the benefits of having a Neighbourhood Plan both financially and in protecting our village community is worth the effort we are making now. Finally, if anybody would like to join us or if you have specific ideas, please contact the Parish Council. We are always grateful for help and ideas.

Thank You.

7. Financial Report – Mr Winchester reported.

Hello and Welcome to the Finance report

Rather than show you a lot of numbers, I thought I would give you an overview. If you want the detail, which would normally be on your chairs, you can find it on the website. I am also going to touch on the past two years, as we did not have this meeting last year. As a council, we estimate, based on past experience, how much money we're going to spend next year, and we estimate our income from rents and fees. The difference is how we set the precept, which is then included in your council tax to fund all the services that you get from the Parish Council. If you look at the past two years, you can see that income dropped as sports clubs were unable to play and Colleton was unable to run the after-school club. We also had some big-ticket items, which I will come to later, which we paid for out of capital. Some of this was offset by a COVID grant. We then spread the cost of repaying that capital over the next few years.

One of the things we do is give grants to deserving causes, based on a combination of how much they do for the people of Twyford and how much they need our help. This is a selection of some of those causes – you may recognise some of them. There was a particular focus on youth mental health this year. The Covid Support Group has not got a logo – they were too busy buying and delivering food for people who were forced to isolate to design one.

This is selection of some of the big-ticket items. John talked about the impact of travellers: it is not just the financial cost of bailiff's, clean-up, and repair, it's also the impact on all the activities that can't happen. This drove the decision to install the tractor gates. We have also replaced the goals at Stanlake, repaired the fence to the allotments, and made improvements to our website to make it more accessible.

This is what we've set as the Precept next year for a band D home: in a league table of the 17 Parish Councils, we're fourth lowest – Woodley are top and Swallowfield at the bottom.

To finish on a positive note, we have an Annual Twyford Citizen of year award. This year it went to Sam Bramwell, who set up the Twyford Berks Covid 19 Community Support Group. She and her team of administrators have led and co-ordinated a massive initiative to aid the elderly and vulnerable during lockdown – not just food and loo rolls but collecting prescriptions and in one case even removing a bed to allow a hospital bed to be installed. Well done Sam and all the volunteers.

8. Fête Report. Mr Bray reported on Twyford Village Fete 2019.

The committee were satisfied that the event was enjoyed by all those who attended.

There was good feedback for the band and beer tent.

The committee were happy with the children's entertainment. The foam for the children was entertaining for participants and spectators alike and well worth repeating.

Inflatables, hover-boards, Punch and Judy and Circus skills are all worthy of note.

The Dog and Duck show for the adults was very entertaining.

The football tournament was well organised by Twyford Comets.

There were many stallholders in attendance selling a varied selection of goods for sale. The local History Society were present. The Allotment Association (TATA) raised funds by selling local produce donated by plot holders.

The employment of a professional Master of ceremonies was a new innovation which made everything move seamlessly from one item to the next.

The Public Address system, security and waste collection operated efficiently.

The committee thought that the car parking pass system needed improvement. And that more helpers in the planning and on the day would make life easier. Arranging the stalls around the periphery of the main should be considered.

The 2020 Fete was cancelled due to the Covid-19 pandemic.

The Fete for 2021 will not take place due the uncertainty of the continuing Covid-19 situation.

Planning for 2022 will commence in the autumn.

I would like to express my thanks to the Fete committee, the clerk's office and council staff and the many helpers who made the 2019 Fete the success it was. And look forward to the Fete in 2022.

9. Twyford Twinning Association – Reported by Mr M Alder on behalf of Mrs H Evans.

This has not been a good year for the Twinning Association along with most local activities. Sadly, our concert scheduled for last April had to be cancelled along with other events such as the proposed football team visit in June and a proposed cycle trip to join Cuincy cycle club at Cuincy.

However, despite all these setbacks the Twinning Association has managed to maintain its links with Cuincy through several Zoom sessions with our friends over there. They have been having a tough time as well as us and are not so advanced with vaccination as we are in the UK so are still enduring degrees of lockdown. It has been great to chat with our friends in Cuincy through Zoom and they appear to be in good spirits. Claude Hego, their Mayor, has been re-elected which is great news for the community as he is very committed to Twinning and moving forward.

They have a new library (La Mediatheque) in Cuincy and it was suggested at our last meeting that we send them some English books for their library. Hazel has offered to co-ordinate this and will be looking for some easy-to-read adult books and of course children's books in English and in good condition.

We can only hope that things will improve in the next few months so that we can reconnect properly with our friends in Cuincy. We do plan to go ahead with the events that were cancelled and will let everybody know as soon as something is likely to happen.

On the home front we were delighted that the Parish has arranged for a sign denoting that we are Twinned with Cuincy to appear below the village sign at Bell Corner. We are looking forward to the village gateway signs to appear with Twinned with Cuincy on them.

Our finances are healthy although not rich with £419.20 in the bank account, mainly from fund raising and membership fees. However, we have recently been awarded a grant from Tesco Bags for Help scheme of £1000. Although we don't yet have this money it is brilliant news and will give us a bit of a boost for the next time, we are entertaining visitors from Cuincy. In the long term we are thinking that perhaps some sponsorship from local businesses would give us an income that would enable us to continue to entertain visitors from Cuincy in something approaching the very generous manner in which they entertain us when we visit them.

We currently have 26 members in the association and would like to sign more up to join us.

We have 76 people on our FaceBook page which is well used for posts from the members.

10. Borough Council matters – Reported by Borough Cllr Stephen Conway.

This last year has been very challenging for many people in our community. To help us through these difficult times, the borough council has worked closely with Wokingham Citizens Advice to set up a hub to coordinate the wonderful efforts made by volunteer groups, including our own Covid Support group. Your borough councillors would like to say a big thank you to all those who have helped others, both through volunteer bodies such as the Covid Support group and as individuals, buying shopping for the self-isolating and offering moral as well as practical support. Twyford is blessed with a great sense of community, and it has come to the fore over this last year in ways that have lifted many people's spirits.

Your borough councillors have tried to play their part, too. Lindsay and I, as Twyford ward councillors, have worked to ensure that residents in financial difficulties have received help with the rescheduling of council tax and rent payments. We have also helped local businesses gain access to the discretionary funding distributed by the borough council.

Covid has inevitably had an impact on the borough council itself. Its income has declined, as car-parking revenue and hiring charges have fallen dramatically and the number of people unable to pay council tax or rent has increased. But perhaps the biggest impact has been on services, with staff redeployed to help with Covid-related duties. This has delayed, for instance, the drawing up of detailed parking schemes, which we hoped would have followed much more rapidly from the Twyford parking survey that Lindsay and I persuaded the council to undertake last year.

But, despite Covid's taking up a lot of our time and energy, we have also been addressing other matters of concern. As always, we have been helping residents with a wide range of problems, from social services to recycling and from trees to road resurfacing. But some issues merit highlighting.

The first is the plight of the 58 families, many of them in south Twyford, who were not offered a place at the Piggott seniors when its initial admissions were published on 1 March. Lindsay, Wayne (as councillor for Hurst) and I have been seeking to help the families affected and have met with council officers to make the case for those on the waiting list. The council has now agreed to the school's offer to create an additional 19 places. The withdrawal of some of those who received an offer on 1 March has so far created another half a dozen. We continue to work with officers to try to reduce the waiting list further.

The second point I want to highlight is the threat of large-scale housing development. The council's draft local plan, approved by the executive, includes one site in Twyford and two in Charvil. Lindsay and I are very concerned about the cumulative impact on traffic, air quality, and local infrastructure of these sites, if they were to find their way into the final version of the local plan. Lindsay and I have objected to the Bridge Farm site in Twyford on a variety of grounds, not least on the access arrangements.

More is possible, however. The draft local plan is going to be reworked now that it has become clear that the council cannot proceed with large-scale development at Grazeley. Without Grazeley, the council is obliged to look for other sites that can accommodate the number of new dwellings that had been allocated to Grazeley.

Changes in the planning system will make our task in resisting development much harder. Though the government has retreated from its original intention to impose a doubling of the housing numbers on our borough, ministers have not given up other aspects of their so-called reforms, which will allow developers to pay less towards infrastructure improvements and provide less social housing. The new rules will also reduce the ability of councils and local residents to object to some new schemes.

On a more positive note, some of you will be aware that a proposal for a new dwelling on land behind 20-22 Station Road was refused by the council as out of keeping with the conservation area. Lindsay objected to the scheme and I proposed the refusal at the planning committee. I'm glad to report that our refusal was upheld recently at appeal, which means that the conservation area has been saved from what would have been a real eyesore.

And, finally, I can't end this report without saying how delighted I am that Twyford is finally going to get its long-awaited new library. The money for phase one of the scheme has been approved and planning permission has been granted. Work should be starting on the old Polehampton Boys' school building very soon. As the person who began the campaign for a new library many years ago, and who has presented numerous petitions to the council to persuade its leadership to honour the commitment to provide a new library, I want to say thank you to all involved in making this happen.

Reports by Borough Cllr Lindsay Ferris & Cllr Wayne Smith. Due to being up for election and this Parish meeting falling within the purdah period, Cllr Lindsay Ferris & Cllr Wayne Smith were unable to submit a report.

11. Chairman's Review of the Year - Mr Mantel reported.

The council is now half-way through its 4-year term of office.

Elections took place 2 years ago in May 2019 and, out of 18 candidates, 15 councillors were elected.

Since then, 2 councillors have resigned and the council co-opted Mrs. Sue Wisdom and Mrs. Andrea Evans to fill the vacancies.

In March 2020, the council resolved to meet weekly to react promptly to the pandemic. The meetings were to meet via Zoom.

The council adopted The Climate change Plan. This is published on our website and committees monitor the plan with targets to be met in defined time scales.

Councillors need to sign a code of Conduct before they can take their seat on the council. In a consultation this year the council decided they want all decisions affecting complaints under the code of conduct to be announced publicly. They also want to keep the limit of £25, above which gifts and hospitality need to be declared. In the last 2 years there has been 1 complaint.

12. Questions from the floor.

- Nikki Ochtman – RG10 magazine
 - Request for a copy of Fiona’s Wild Maidenhead slides. Clerk to forward these.
- A Smith – Resident
 - Adopt-a-Street Volunteer. Request for more bins specifically behind Loddon Hall. Clerk to add this to the next Parish Lands Agenda for discussion.
- A Smith – Resident
 - Twyford Tennis Club Committee Member. Wishes to discuss expansion plans. Mr J Bowley invited Mr A Smith to forward the details to the Clerk for discussion at Parish Lands.
- Clare – Resident
 - Request for the bin at Jubilee Corner to be emptied on a more regular basis. Cllr Stephen Conway to liaise directly with WBC on behalf of the resident.
- Victoria Hudson – Resident
 - Asked if there will be French Language items from Cuincy within the new Twyford Library? Mr M Alder to liaise with the Twyford Twinning Committee and counterparts in Cuincy to arrange a book swap.
- Gerry Wise – Resident
 - Asked if the living lampposts were being watered. Assistant Clerk to investigate.

**The meeting
closed at 9.24 pm.**