



## MINSTER LOVELL PARISH COUNCIL

www.minsterlovell-pc.gov.uk

Parish Clerk: Sharon Palmer, 2 Charterville Close, Minster Lovell,  
Witney, Oxon OX29 0SL

Email [info@minsterlovell-pc.gov.uk](mailto:info@minsterlovell-pc.gov.uk)  
Tel: 07712 705865

### **Minutes of the Parish Council Meeting held on Monday 15<sup>th</sup> November 2021 at 7.00pm in St Kenelm's Hall, Brize Norton Road, Minster Lovell**

**Present:** Cllr David Haley (Chair), Cllr Jean King, Cllr Jonathan Stowell, Cllr Ann Williams, Cllr Brian Layt, Cllr Sue Bicker, Sharon Palmer (Clerk)

**Part time:** Cllr Colin Dingwall, Cllr Liam Walker

**Apologies:** Cllr Gill Hill

**Parishioners present:** 9

The meeting started at 7.00pm.

#### 1. Welcome / Members present and apologies for absence

Cllr. Haley welcomed Councillors and members of the public and invited Councillors and the Clerk to introduce themselves.

#### 2. Declaration of interest in agenda items

No declarations of interest

#### 3. Parishioner's Public Participation (for questions and comments on agenda items)

Mr Andrew Brian addressed the meeting and introduced himself and his wife, Mrs Anne Brian, as the managers of the Horse & Radish Public House. Mr Brian referred to the minute of a previous Parish Council meeting which reported a discussion regarding parking and the use of traffic cones on the grass verge opposite The Horse and Radish. Mr & Mrs Brian had also received a visit from the local neighbourhood Police Community Support Officers (PCSO's) which they thought had been initiated by the Parish Council. Mr Brian wished to recount the comments the PCSO's made regarding parking and the use of traffic cones on the grass verge opposite their establishment. The PCSO's had told Mr & Mrs Brian that it is legal to park on either side of the carriageway. Mr Brian suggested that the speed of traffic is often well in excess of the speed limit and this is the issue, and not where their patrons park. He quoted the Highway Code to say the law states there should be a clear 10 metre no parking distance from the junction of Upper Crescent road and the Burford Road, and that was a matter for OCC Highways and the Police to enforce, and not the Parish Council.

Mr Brian said he was concerned that any restrictions such as bollards and cones may result in someone tripping or falling over and would restrict access for anyone in a wheelchair or with restricted mobility. He would not accept liability for any incidents which resulted from placing any cones or restrictions on the pavement. Mr & Mrs Brian felt that cones or other restrictions would simply force people to park elsewhere and could cause an issue in surrounding roads. He noted there were cones on the grass verge the previous day and would communicate this to the Police. He sought confirmation on whether the placement of these cones had been mandated by the Parish Council.

Mr Brian also shared information that they are currently talking with planning consultants and would apply for planning permission for the erection of 12 luxury shepherds huts to the rear of their property. The plans would include additional parking of 12-14 spaces on the right hand side of the garden. This would be in addition to looking to optimise the number of spaces in the existing car park. A pre-application would be made within the next few weeks.



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Mr Brian concluded by asking if the Council mandated the use of the traffic cones on the grass verge opposite his establishment, stating that the PCSO's had said this was an illegal act and not in line with parking or road regulations. Cllr Bicker challenged the statement which contradicted information given to her by the Police earlier that day.

Cllr Haley responded, and said it was a positive move that the establishment was looking to ensure they have enough parking facilities for their clients. Cllr Haley then explained the Parish Council had been asked by parishioners to take action with regard to the dangers associated with driving out of Upper Crescent and referenced the recent petition which was signed by over 350 parishioners. Cllr Haley acknowledged that the speed limit was being exceeded by some and confirmed that the Council has commissioned a traffic speed survey on the B4047 and is taking advice from OCC on speed reduction measures, including a reduction of the speed limit.

Cllr Stowell mentioned there is a plan to have a speed monitoring strip placed on the stretch of road and Mr Brian agreed that the strip could be anchored to the pub's roadside sign if the strip were placed in front of the pub.

The Parish Council had not mandated the use of traffic cones but had discussed the use of cones and were aware that the cones were being placed there in a strident effort to improve road safety.

Cllr Williams expressed her views regarding safety especially with regard to not being able to see oncoming traffic or motorcyclists when exiting Upper Crescent as the cars parked on the grass verge severely restricted visibility.

Cllr. Haley said that the Council would appreciate the publican's help in order to avert any future parking and traffic issues.

#### 4. To receive the Minutes of the Parish Council Meetings

- a) dated 1<sup>st</sup> September 2021
- b) dated 22<sup>nd</sup> September 2021
- c) dated 12<sup>th</sup> October 2021
- d) dated 18<sup>th</sup> October 2021

The Minutes were not presented for signature and signing would be deferred until the December meeting.

#### 5. To receive an update from District Councillor Gill Hill

Cllr Hill had been unable to attend the meeting.

#### 6. To receive an update from District Councillor Colin Dingwall

Cllr Dingwall introduced himself and noted that WODC and Blenheim Estates have been given an award for an innovative new housing scheme. The scheme involved Blenheim developing their land themselves rather than selling to a developer. This enabled them to provide housing at a rate of 60% affordable housing.

Cllr Dingwall told the meeting that he had recently supported a successful request by Witney Ruby Football Club who had received a £50k grant to upgrade their Ground.

Cllr Dingwall noted that victims of abuse are routinely offered accommodation away from their former homes and WODC had not previously offered such accommodation. Following his recommendation,



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WODC approved a motion to support children and women who are victims of abuse by providing accommodation.

Cllr Dingwall noted that applications for grants of up to £50k for community facilities, eg children's play areas had to be made by January 2022. Following a question from Cllr King, Cllr Dingwall confirmed that grants were for up to 25% of the cost of the project and grants received had to be used within 12 months of receipt.

Cllr Haley noted there had been some social media activity recently regarding provision of amenities for older children in the Parish. It would take some time to gather suggestions and bring the plans to reality. The Parish may apply for a grant to supplement S106 monies and funds already allocated.

Cllr Haley asked Cllr Dingwall for clarification on the minimum distance between properties when applying for planning permission for extensions. Cllr Haley noted that there had been a planning condition that a 30 metre distance would apply between Dovecote Park properties and those in Wenrisc Drive. He mentioned two examples of where this has been breached by the recent granting of planning permission. Cllr Dingwall noted that meterage distance is usually applied on a case by case basis. He confirmed that all future planning applications in Dovecote Park would be managed through the planning process on an individual basis using 30mtrs as a guide and not a strict rule. It was agreed that the Council should write to WODC setting out its understanding of the planning conditions and seeking assurance that this will be applied in all future applications.

**Action:** Clerk to write to WODC Planning Department, copied to Cllr. Dingwall.

### 7. To receive an update from County Councillor Liam Walker

Cllr Walker confirmed he had chased the developer of Dovecote Park regarding moving the speed limit sign and had received assurances that they would be moved by the end of the year.

Cllr Walker drew attention to the current Consultation by WODC regarding Witney High Street and encouraged parishioners to respond to the consultation.

Cllr Walker drew attention to the Burford Bridge HGV order deadline for decision that is set for 5th December 2021.

A decision had been taken to delegate authority to implement 20mph speed limits where Parish Councils support it. Cllr Walker is running a mini-consultation and will share the results at the February Parish Council meeting.

Cllr Walker urged parishioners to report potholes on 'Fixmystreet'.

Cllr Bicker asked when the white gates near Dovecote Park would be moved and Cllr Walker confirmed the developer is aware of the requirement to move the gates and Cllr Walker would contact them again.

Cllr King asked about the robustness of the existing gates. Cllr Haley said that, following discussions with the site manager, it is thought that the gates are in good condition and will be able to be re-positioned.

Cllr Stowell confirmed the Council wished to commission speed monitoring strips on the B4047 and asked how to effect this. Cllr Walker agreed to email the contact details of the officer to the Clerk.

### 8. To review planning applications, decisions, appeals and enforcements\*



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a) Receive and discuss planning application

- I) To receive and review planning application: 21/03444/HHD – Causeway Cottage, Old Minster Lovell, Witney, Oxfordshire OX29 0RN – Demolish existing garage and replace in same position.

Councillors discussed the plans and noted that the new building would occupy a similar footprint and saw no basis for objection to the application.

**ACTION: Clerk to confirm to WODC Planning Department that the Council do not have any comments or objection to the plans as submitted.**

- II) To receive and review planning application: 21/03420/HHD – 7 Bushey Ground, Minster Lovell, Witney, Oxfordshire OX29 0SW – Erection of side and rear extensions

**ACTION: Clerk to inform the WODC Planning Department that the wrong location map and site plan was shown on the planning portal and to confirm that the Council had no objection to the application. However the Council would like to reiterate the concerns of a neighbour regarding vehicular access and asks that this is taken into account when the application is assessed.**

- III) To receive and review planning application: 21/03490/HHD - Charterville House Burford Road Minster Lovell, Oxfordshire OX28 0RZ - Single story rear extension to extend kitchen

Cllr King commented that there appeared to be no grounds for objection. The Council discussed the contemporary design of the building and resolved to make no comment or objection to the plans as submitted.

**ACTION: Clerk to confirm to WODC Planning Department that the Council do not have any comments or objection to the plans as submitted.**

- IV) To receive and review planning application under Planning (Listed Building and Conservation Areas) Act: : 21/01866/LBC - White Hart Inn Burford Road Minster Lovell, Witney, Oxfordshire OX29 0RA - Replace the top hinged opening lights in four front ground floor windows. Existing horizontal tongue and grooved wood ceiling and joists removed in the single storey at the right hand end of the property exposing the roof rafters and purlins. Above underside of rafters clad in wood fibre tongue and groove insulation board and finished with lime plaster to form vaulted ceiling.

Councillors supported the application noting that the plans improved the exterior and interior of the building

**ACTION: Clerk to confirm to WODC Planning Department that the Council supported the plans as submitted.**

- V) To receive and review planning application: 21/03610/HHD – 59 Wenrisc Drive, Minster Lovell, Witney, Oxfordshire OX29 0RG - Two storey side extension with single storey rear extension and conversion of garage to accommodation.

Councillors reviewed the application and raised concern regarding the scale of the extension and asked the Clerk to submit comment on the application.



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**ACTION: Clerk to confirm to WODC Planning Department that the Council do not object to the plans as submitted but to wished to comment that:**

- **The building would come forward of the existing building footprint.**
- **The Council raised concerns to the extent of the building and the proximity of the houses behind as there would be only c.7.5m distance from the houses at the rear of the new building.**
- **The Council requested that the views of all neighbouring properties should be carefully considered when this application is reviewed.**

b) Receive an update regarding enforcement actions

Cllr Dingwall had no updates at this time, but had requested his colleagues feedback regarding the enforcement action in relation to Lavender Cottage to enable us to update parishioners.

### 9. Co-option of Councillor

Cllr Haley proposed that the Council advertise for nominations for a co-opted Councillor; seconded by Cllr King and agreed unanimously. The Council RESOLVED to advertise in the appropriate way including on Social media sites. Cllr Stowell proposed to use Facebook as another advertising option; seconded by Cllr Williams and agreed unanimously.

Cllr Haley noted that the previous Clerk had set up a Parish Council Facebook site and the site is now being used by the general public. The site is not functioning as it was intended. Cllr Haley asked for agreement to take down the Parish Council Facebook site pending a review of how the Council uses a Facebook site in the future. Cllr Stowell proposed that the Parish Council Facebook site be taken down; seconded by Cllr Williams and agreed unanimously.

### 10. Matters and actions arising from the previous meeting which are not covered by other agenda items:

a) To review Action Log

The action log was reviewed and discussed. The Clerk confirmed that completed actions would be removed from the list after each Parish Council monthly meeting.

b) Queen's Platinum Jubilee celebration

Cllr Bicker had contacted the Minster Lovell Sports & Social club but had not received a reply. Cllr Biker agreed to follow-up and ask them for a response.

The Clerk noted that the Minster Lovell WI had no plans in place to mark the Queen's Platinum Jubilee. Cllr Bicker mentioned that this would be discussed at a future WI meeting.

Cllr Haley requested support for a sub-group to make suggestions or decisions and noted a local parishioner who is willing to offer support.

Following a discussion it was agreed to bring the matter to the meeting to be held on 7<sup>th</sup> December 2021.

### 11. To discuss correspondence received that requires a decision or action

a) Email received from Stuart Norridge, Chair of Governors, Burford School

Mr Norridge wrote: I am one of the Governor's at Burford School and this year we are trying to get out into the local community to represent the School. I was wondering if there would be a possibility of coming along to a Parish Council Meeting and just explaining our role in the School and answering



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questions as well as maybe helping out with any concerns your Parish may have. It might be that it is easier to do this at an Open Meeting but I would appreciate the opportunity. I appreciate that you may need to consult with the Parish Councillors first but I look forward to hearing from you. I went to Burford as a pupil and I then taught at Burford for 40 years so I know the School very well.

Cllr Haley proposed that Mr Norridge be invited to the April or May meeting; seconded by Cllr King and agreed unanimously. The Clerk noted that Mr Norridge had expressed a preference to attend the meeting to be held in May 2022.

b) Email received regarding Brize Norton Aviation Park

The Council discussed the information provided and did not wish to pursue a presentation from the Company leading the development.

c) Request for donation received from Witney Baby Bank

d) Request for donation received from The Big Christmas Challenge

e) Request for donation received from Volunteer Link-Up (West Oxfordshire)

After discussion the Council agreed that no charitable donations would be made to the organisations who requested funding this year.

### 12. To receive and discuss the Allotment report

Cllr Williams and Cllr Layt provided the Council with an allotment report which was accepted by the Council.

### 13. Ripley Avenue Amenity Area

a) Path installation and approve lighting costs

Bovis had confirmed the cost to the Council will be £6,373.00. As suggested by the site manager, the Clerk has requested that the path be marked out for review and approval by Councillors.

Cllr Haley asked Cllr Dingwall to check if we would be eligible for a grant for 25% of the cost.

Cllr King proposed to accept the quotation; seconded by Cllr Williams and agreed unanimously. The Council RESOLVED to accept the quotation for lighting at a cost of £6,373.00.

b) Deed of Easement

Cllr Haley explained that this is the formal permission required for Bovis to carry out works at the Ripley Avenue Amenity Area.

The Clerk had not been able to locate the deeds to the Amenity Area. Cllr King noted that the deeds were taken to a solicitor by the previous Clerk and former Cllr Jones. Cllr King agreed to go to the Council's storage area at the Minster Lovell Scout Hut with the Clerk to collect the deeds from storage.

It is not known if the deeds were registered with the Land Registry. Cllr King proposed to accept any search fees; seconded by Cllr Stowell and agreed unanimously. The Council RESOLVED that the Clerk check with the Land Registry to see if the deed is registered and to pay any corresponding search fees.



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### c) Monthly Inspection report

Cllr King noted that the play park area was very well used. There were some signs of wear on the climbing frame platform and the park is showing some general signs of wear and tear. There had been some debris on the park and Mr King would remove that.

There was some damage to a tree where a branch had been pulled off and a Waitrose trolley had been abandoned within the park. Mr King will remove the trolley and will contact Waitrose to ask them to collect.

### 14. To receive the monthly dog fouling report

The Council received the monthly dog fouling report and thanked Mrs Holloway for continuing the role of dog warden and for bringing the issues of dog fouling to the Council's attention.

### 15. To discuss the date of the April 2022 meeting

The Clerk had noted that the third Monday of April 2022 falls on the Bank Holiday and Councillors were asked to confirm whether the date of the meeting should be changed to avoid this date.

Cllr Haley proposed the meeting date be changed to the 25<sup>th</sup> April; seconded by Cllr Stowell and agreed unanimously. The Council RESOLVED to hold the April 2022 meeting on Monday 25<sup>th</sup> April.

Subsequent to the meeting it has been noted that Cllr. Stowell will not be able to attend a meeting on Monday 25<sup>th</sup> April and therefore the Council will reconsider the date of the meeting at its meeting on Tuesday December 7<sup>th</sup> and confirm the date within the minutes of that meeting.

### 16. Cllr Stowell to report upon recent WIVTAG meeting

Cllr Stowell attended a recent meeting and suggested the Council write to Cllr Enright to report the impact and effect of HGV's on the Burford Road in Minster Lovell. Cllr Stowell agreed to draft a letter for signature by Cllr Haley.

### 17. Remembrance Service Review

On behalf of the Council Cllr King thanked the Clerk for project managing the 2021 Remembrance Service.

There were some suggestions for improvement for the 2022 Service:

Cllr Williams asked that we print 150 Order of Services.

Cllr Williams asked if the second hymn could be changed next year.

Cllr Williams asked if the planning committee might consider a more secular approach to the Service.

**Action: The Clerk would note this feedback and take into the planning meeting for the 2022 Service.**

### 18. Village News Jan/Feb/Mar 2022 Edition

The Clerk confirmed the deadline for copy for the next edition of the Village News is 22<sup>nd</sup> December and that she would provide a draft copy for approval at the December meeting.

### 19. Around the Village' – Matters not covered by other agenda items that need addressing or noting



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Cllr King noted that the noticeboards in Village need attention. It was agreed to discuss this further at the precept planning meeting on the 7<sup>th</sup> December 2021.

Cllr Layt had visited Leafield and was impressed with their Skate Park and play area in general. He asked if we could modify our exiting amenities before the S106 funding becomes available.

Cllr Stowell outlined that the S106 monies had to be spent on the project it was allocated to. It was noted there were some funds in the pipeline and we could start the planning of the play area. The S106 money should start to come through in 2023. It was suggested we could potentially look for a public works loan and pay it back when the S106 money is available. Cllr Bicker had also visited Leafield and supported the request to start work on the Minster play area as soon as possible.

Cllr Dingwall said that in his opinion S106 money should be more open-ended as the community didn't always know what is needed at the time of the development taking place. He reminded the Council of the public works loan scheme and the playground grant schemes from WODC.

Cllr Stowell informed the Council that Thames Water are replacing a sewage pipe at the pumping station located off the B4047 Burford Road, to support new housing developments which are putting pressure on existing pipelines. It would take 4-6 weeks for works to be carried out.

### 20. Finance:

- a) To consider and approve payments due (Schedule of Payments & Receipts included)

i) Cheq No	ii) Spending powers	iii) Payee	iv) Invoice No	v) Details	vi) Expense
101443	Ref 144 Village News	Graham Kew Prints	16	Article in Oct/Nov/Dec edition of Village News	£45.00
101444	Ref 103 (Parish properties: maintenance of)	GW Shelter Solutions Ltd	SI-534	Balance of cost of repair to bus shelter on Brize Norton Road	£100.00
101445	Ref 146 Allotments	Castle Water Ltd	000618665 2	Allotment water rates	£48.65
101446	Ref 114 Grants - other	St Kenelms Hall	n/a	Grant to pay for signs and refreshments for Coffee & Chat group	£50.00
101447	Ref 110 Remembrance	Wendy Atkinson	n/a	Wreath for Parish Council	£17.00
101448	Ref 147 Website	Evergreen Computing Ltd	15870	Annual renewal – Domain Name minsterlovell-pc.gov.uk	£66.00
101449	Ref 106 (Salaries and Allowance)	Sharon Palmer	09/21	September, October and November salary and office allowances	£1,961.59
101450	Ref 115 (Grass cutting)	Ubico	60046600	September Grounds works	606.90
101451	Ref 134 S137 Grants	Paul Woodley	PR2	S137 2 <sup>nd</sup> payment 2021/22 Fishing bailiff	£75.00
101446	Ref 134 S137 Grants	St Kenelms Village Hall	PR7	S137 2 <sup>nd</sup> payment 2021/22	£150.00



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Cllr King proposed signing the cheques as set out in the agenda; seconded by Cllr Bicker and agreed unanimously. The Council RESOLVED to sign the cheques as set out.

Cllr Williams suggested the Clerk's telephone be upgraded. Cllr Williams proposed the purchase of a new telephone; seconded by Cllr King and agreed by all. The Council RESOLVED to support the purchase of new telephone for the Clerk.

b) To report payments made with the Council Debit Card

i) Transaction No	ii) Spending Power	iii) Payee	iv) Invoice No	v) Details	vi) Expense
1	138	Giffgaff	1632832838140	Clerk Mobile phone credit	£6.00

**ACTION: To be deferred to the next meeting to be verified as the paperwork was not available to the meeting.**

c) To report payments received

The Precept Payment received from WODC was £21,345.00

d) To receive bank reconciliation for September 2021

**ACTION: To be deferred to the next meeting to be verified as the paperwork was not available to the meeting.**

e) To receive quarterly expenditure report

**ACTION: Cllr King has started to prepare – and will be sent out prior to precept meeting.**

f) To receive a request for the purchase of training booklets from OALC/NALC/SLCC.

Proposed by Cllr Haley; seconded by Cllr Stowell carried unanimously. The Council RESOLVED to allow the Clerk a budget of up to £50 for training materials.

g) To receive request for Clerk's annual leave 9<sup>th</sup> & 10<sup>th</sup> December

The Clerk's leave was approved.

### 21. Chairman's Actions

a) Redirection of mail from former Clerk's address

The Clerk had completed forms to effect the redirection.

b) OALC Training courses attended by the Clerk

i) Agendas & Minutes – training attended on 1<sup>st</sup> November

ii) Planning - training attended on 1<sup>st</sup> November

Cllr King proposed the Chairman's actions be approved; seconded by Cllr Stowell and agreed unanimously. The Council RESOLVED to approve the Chairman's Actions.

There being no further business the meeting closed.

The next meeting will be held on Tuesday 7<sup>th</sup> December for budget setting.



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Signed..... Dated.....  
**Chairman**