**ANNUAL PARISH MEETING OF BISHOP WILTON**

**Minutes of the Annual Parish Meeting and the Parish Council Meeting held on Monday 15th April 2019 at 19:00 hrs at the Bishop Wilton Village Hall.**

The meeting was chaired by Cllr Young and assisted by the clerk.

Present: Cllr Young, Bell, Grimley, King, Hall, Wilson and Black, Yapham’s PC Cllr Leo Hammond and Ward Cllr Rudd.

**Meeting started at 19:00 hrs**

1. **Minutes of last Annual Parish Meeting held on 16th April 2018**

These were not signed as the clerk had not brought them. ACTION: Clerk to ask ERNLLCA why the previous years minutes need to be signed off at the APM. ACTION: Clerk to bring a copy of the 2018 APM minutes to be signed at the meeting in May.

1. **Reports: Chairman, Finance, Parish Paths, Neighbourhood Watch, Village Hall and Poorlands.**

**Chairman**

It’s been another busy year for Bishop Wilton Parish Council.

We have received 13 planning applications in the last 12 months and have conducted 9 site visits for both planning and tree preservation orders within our conservation area. However, the planning application that will impact our community the most is the proposed new prison at Full Sutton. Our Parish Council have responded officially objecting unanimously to the proposal. I believe all councillors have also objected individually and in addition, some of us have attended extra meetings and public demonstrations.

The Emergency Plan (EP) was used for the first time at the end of July after winds of tornado strength hit the village and surrounding area blocking many roads with fallen trees. A local contractor very quickly responded and cleared the roads for us.

Fly-tipping has been on the increase, but East Riding of Yorkshire have been quick to clear up once the report has been logged. The road flooding at Youlthorpe is still on-going but has been promised by ERYC to be resolved this financial year. The drain problem at the end of Vicarage Lane has also been resolved and we liaise with ERYC for the rest of the Parish and find them to be reasonably efficient and easy to work with. The annual beck clearing will be a PC led community event that will take place early September.

Cllr Wilson wrote and submitted a final report on Full Sutton Industrial Estate. It was a valuable, well-written document that we will be able to refer to in years to come.

As we are all aware, last June the village shop ceased trading. This was of great concern to villagers and the PC alike. In September a working party was formed and the PC were asked to fund the application for assistance from the Plunkett Foundation, and have also pledged to the Community Shop Committee the maximum amount that a PC is allowed to by law for them to use for legal expenses, surveyors fees, print costs, etc. This has been an invaluable assistance for them and we will have a community run shop in the village by Autumn.

In June Cllr Hall joined us and is our ERNLLCA liaison representative, and although our numbers are stronger that they have been for a while, there are still two vacancies on the council.

**Finance**

Financial Report 2018-19

The Parish Council’s spending in 2018-19 remained within the set budgets, if two items of unusual, one-off expenditure are considered instead to have come out of reserves. The Council made a payment of £1083 to the Village Hall, which was their share of the VAT refund received for the Playground Project. It is hoped that this money will be used in the ‘Multi Use Games Area’ Project planned on the site of the Village Hall playing fields. The Council also made a payment of £3209 (excl. VAT) to support the Bishop Wilton Community Shop Project, enabling, amongst other things, the project to register with the Plunkett Foundation and do the necessary groundwork. The Council is entitled to support such a project on behalf of the Parish using section 137 of the local Government Act. The Council is enthusiastic about both Projects and wishes them well.

Due to these two items of expenditure, the Council’s reserves have fallen by £2514, but still remain healthy. The reserves may fall again next year as money is spent on IT equipment and on the conversion of the old roundabout into a picnic table, and another donation is made to the MUGA project. These last two items of expenditure have been made possible by Awards for All, who have agreed that their portion of the VAT refund received for the Playground Project could be spent in this way.

There are now only two sources of income for the Council: the Precept, from ERYC, and the VAT refund for the previous year, from HMRC. ERYC no longer give the Council a Parish Paths grant because they now organise and pay contractors directly for work maintaining the footpath system. Though the Council’s income has dropped by over 9% clearly no expenditure is now incurred maintaining paths. The Precept was raised by the Council in 2018-19 by 3%, but a decision has been made not to increase it in 2019-20.

All monies from the current account and the savings account at Barclays have been transferred to a current account at NatWest. An NS&I account is also held.

Excluding the two unusual items of expenditure previously referred to, total expenditure this year has been very similar to last year, though Running Costs have increased by 32% and Grass Cutting costs have decreased by 31%. The latter is because there were only two cuts of the village green last year on account of the unusually dry summer. Running costs have increased because the internal auditor presented two invoices (one for this year and one for last), there is now a data protection registration fee, and the cost of insurance and village hall rental have increased. The contingency budget expenditure is largely made up of winter salting and snow clearance.

The spreadsheet of accounts, now in its third year, continues to work well with the clerk presenting monthly updates. Thanks should go to Samantha O’Connor for her work keeping the accounts and financial procedures in order and ensuring compliance with all auditing processes.

**Parish Paths**

It has been a good year for the parish paths this year. The work brought to any of the councillors or myself is all now passed through to Lesley Whitehead at the ERYC who both organises the contractor and the payment. The village green has only been cut twice this year due to the weather. This year there should be three, weather dependent. The parish paths were cut according to their need and the weather, as per usual.

The main parish paths concern from this year would be the issue of Vicarage Lane. There was a lot of confusion about who should be responsible for looking after Vicarage Lane and fixing any problems that occur. A letter was sent out by myself, on behalf of Lesley Whitehead, to residents of Vicarage Lane in order to clarify the situation. Which is summarised as: those who use the lane have a responsibility to ensure the condition of the lane is good. Lesley visited the lane in late September with her manager, Patrick, and felt the lane was in good enough condition that it did not require additional spending from a limited budget. There were only two responses to the letter drop. There was new drainage put in place alongside the lane, this was installed wrongly but is now correct and working.

Summer storms caused trees to fall and some paths were blocked but these were dealt with quickly. There were also issues with electric fencing blocking a path owned by Simon Foster but this was quickly sorted out too. Other issues include a delayed response to fixing the path to the west end of South Lane. This was brought to the ERYCs attention in February 2018 but the problem was exacerbated and this was fixed in January 2019.

Moving on to next year it is likely that the current system will remain the same, which is a good thing for the parish as it seems to work effectively.

**Neighbourhood Watch**

It is a sad reality that rural crime continues to rise and although the Parish is located in what is regarded as a low crime area, when incidents occur the poor response by the police is increasingly becoming a matter of concern.

On 4th January there was an incident when two aggressive men were knocking at doors selling cleaning materials but technically, they were demanding money with menaces. Some members of the community (including myself) contacted the police using both the 999 and 101 numbers. Both the individuals were aggressive and I personally confronted them and can vouch that they were not the sort to engage with. There was the usual response from both call centres as to the location of Bishop Wilton. I personally was transferred from Humberside to North Yorkshire and then back again. Although I have been raising this problem for years no progress has been made. Two months ago, a fellow member of the Market Weighton and Pocklington Crime Reduction Panel and myself were to be invited to the Humberside Call Centre but this invitation also appears to have disappeared.

Ironically, the day after the incident of 4th January there was a Community Gathering and I manned the Neighbourhood Watch stand and managed to get additional members signed up. The police were supposed to be in attendance but sadly appeared at the end of the day when it was all over.

I attend the Market Weighton and Pocklington Crime Reduction Panel that is held every two months and am able to get a feel for what criminal activity is going on in neighbouring parishes.

I have successfully completed a course run by National Trading Standards on SCAMS and I am now officially a “Friend Against Scams”. Internet crime is becoming a serious problem and we all should ensure that particularly elderly friends and relatives are not being taken in by this criminal activity.

For those members of the community who believe that the proposed “Category C” mega prison that is planned for Full Sutton will not affect them, they should consider the reality of the situation. There is evidence to support the fact that it will have a negative impact on tourism in this area. A “Category C” prison is significantly different to a “Category A” where the inmates are serving sentences in the region of 30 years and visiting is very infrequent. To be placed in a Category C prison, the prisoner must fulfil at least one of these criteria. They have a previous sentence of 12 months or more for crimes such as violence, arson, drug dealing, importation, threat of violence or sex-related offences. Visiting is a regular feature and the 1,500 inmates will have visitors that predominately come into the area from Teesside and West Yorkshire. The is a significant risk of increased crime in the area once this prison becomes operational and I am attempting to bring this to the attention of all residents in the parish. It is interesting to note that the Police and Crime Commissioner and the Chief Constable have objected to the plan.

I have organised a Neighbourhood Watch event that is to be held in the Parish Hall on Tuesday 30th April at 7.00 p.m. I am pleased to report that on the panel will be:

Deborah Fagan, Engagement Officer, Office of Police and Crime Commissioner for Humberside,

Maureen Yates, Community and Crime Reduction Resilience Officer for East Riding Yorkshire Council,

John Brown, Chairman, Market Weighton and Pocklington Crime Prevention Panel, and a Representative of the local police.

Residents will be welcome to ask questions and raise issues. Every property in the parish will receive a poster adverting the event plus an additional poster concerning details of the proposed mega prison.

Finally, I am attending an NHW course at Beverley Racecourse on Saturday 27th April.

**Village Hall**

BISHOP WILTON VILLAGE HALL AND PLAYING FIELD ASSOCIATION

Trustees for the year under review are Brendon Gill (Chair), Ian Robson (Treasurer), Peter Goodrick, Steve Swire, Kevin Dann and Susan King (Parish Council Representative).

The trustees can announce a satisfactory performance for the year under review and can confirm that Bishop Wilton Village Hall and Playing Field Association operates in accordance with its governing document and is fully compliant with Charity Commission regulations. The objective of the Association is to maintain a village hall and recreation ground for use by the inhabitants of the area of benefit, without discrimination. We have continued to adhere to the three governing principles:

letting revenues to sufficiently cover routine running costs

to ensure the sinking fund is calculated and added to annually, in anticipation of future repairs/maintenance

the Hall and Playing Field is run by volunteers for the benefit of the community.

The past twelve months have been particularly busy for the trustees, as an additional focus has been on both the development and upgrading of the tennis courts to become a multi-use games area, and to apply for Hallmark accreditation. Viability of the MUGA project, drawing up specifications and tender documents and sourcing funding have all been targets enthusiastically achieved. To date funding has been agreed by Sport England and WREN, and as a result of the tendering process a company has been chosen to carry out the required works. The intention is for work to commence towards the end of May and take approximately five to six weeks to complete.

Hallmark is a quality standards scheme awarded by ACRE, or Action with Communities in Rural England and rewards and recognises good practice. Over the summer months, this evidence-based project was headed by Steve Swire, who was assisted by Susan King. Subsequent to an assessment which took place in September 2018, Bishop Wilton Village Hall was awarded Hallmark levels 1 and 2. This achievement not only emphasises the premium facilities the Hall provides to the locality as a venue for community and sporting activities whilst promoting countryside access, but as to the successful partnership evident between the Hall trustees and the Parish Council.

In conclusion, the trustees would like to thank all users and clients of the Hall and Playing Field, whether regular or occasional, and the members of the community who freely give their time and energies towards ensuring its very existence. Should anyone be interested in becoming a volunteer, please do not hesitate to contact any of the trustees, or telephone the Hall on (01759) 368813.

**Poorlands**

Bishop Wilton Ancient Parish Relief in Need, Charity (‘Poorland Trust’)

Charity No. 250936

As far as we can tell, this is the 312th year of operation of such a Trust in this Parish.

In the Bishop Wilton Parish Register for 1707 are the following entries:

Ralph Quarton to 6 oxgang of land to rent, 15/-.

Thomas Sanderson, one oxgang of Poorland, rent £1/16/6

An ‘oxgang’ is an area of land of between 15 and 20 acres depending upon the degree of fertility and cultivation.

The Trust today continues to be managed by four Trustees, namely Mrs R Kirby, Mrs N Boyes and Dr A Wilson under the guidance of their Chairman Mr R B Flint. Mrs Quarmby retired in January 2019 after some 8 years service as Clerk to the Trust. The Chairman and Trustees thanked Fiona for all the tireless work she has done in support of the Trust over the years. Mr Alan Wilkinson from Bishop Wilton kindly agreed to serve as our new Clerk and has now been appointed to the Trust.

A meeting of the Trustees was held on Tuesday 4th December 2018 with Mr Flint in the Chair supported by the Clerk. It was reported that there has been no change to the tenants (Messrs. Allison and Farrow) of Poorlands lands, and rents remain the same.

The final Rural Payments Agency grant for the year 2018/19 has now been received for the SSSI. We heard that an application to Natural England for support under the new ‘Countryside Stewardship Scheme’ has been successful and we will benefit financially from it over the next five years.

The Current and Reserve Accounts with NatWest were amalgamated during the course of the year and it has been arranged for all 4 trustees to able to sign cheques, on which two signatures are required. The balance in the amalgamated account at the beginning of 2019 was £4,550 with additional rent income of about £1000 to come from tenants later in the year.

As a result of the healthy state of the finances it was possible to maintain the Christmas 2018 distribution of £60 plus a Poorlands Christmas Card.

Over the intervening year we sadly lost 3 qualifying parishioners in Bishop Wilton Parish, but also gained 3, therefore the distribution to 33 qualifying Parishioners was maintained.

It’s a great honour to serve as a Trustee to such an historic, longstanding and philanthropic parish charity.

**The Annual Parish Meeting closed at 7.28pm. Cllr Bell left the meeting at this point.**

**PARISH COUNCIL MEETING**

**OPEN FORUM**

Ward Cllr Rudd informed the PC that ERYC have provided an overview of the council as follows;

* Budget of £740 million.
* 12,000+ employees.
* Provider of 600+ services.
* Since 2009, ERYC have saved £160 million.
* ERYC covers 933 square miles.

The Government have pledged another £200 million to town councils to repair potholes and maintain roads. Cllr Wilson asked if this would all go towards repairing potholes and Ward Cllr Rudd confirmed that £50 million is being attributed solely to this. ERYC will receive a proportion of this.

The Full Sutton HMP prison application will be considered in either the 30th May or 20th June planning committee meeting, no date has been confirmed as yet.

At this point Cllr Leo Hammond introduced himself to the PC as one of the local ward candidates and asked the PC if there were any issues that faced the PC. A list as below was provided;

* Lack of rural policing.
* The environmental impact on wildlife when grass cuts and hedgerow trims are carried out.
* Fracking.
* Littering, in particular from the Full Sutton Industrial Estate.

**The Parish Council meeting started at 7.50pm.**

1. **Welcome and Apologies –** Cllr Bell.
2. **Declarations of Interest –** None.
3. **Minutes of Previous Meeting** – The minutes from the 18th March were signed as a true and accurate record.
4. **Matters Arising**

**Street Light Repair**

The clerk has spoken to BT Openreach who confirmed they would be sending an engineer to fix this on the 15th April (reference no. MY2BNW68). The clerk asked Cllr King to check if this has ben resolved and if not to let her know.

**Village Hall Rates**

No update. ACTION: Cllr King to provide an update at the next meeting.

**Fly-Tipping**

Cllr Young confirmed that the hoover still has not been removed. ACTION: Clerk to chase this with ERYC.

The clerk has escalated the hazardous branch report to Paula Parker as this has not been resolved to-date.

Cllr King confirmed that the sign to Bolton has now been fixed.

**Website**

Cllr King reported that Brendon Gill will liaise with the clerk regarding listing events for the Village Hall. Cllr Young also noted that the Fleece Inn will do the same.

**Community Issues**

Cllr Young has clarified that the hazardous tree past Lodge Farm is in the middle of the hedge but that the branch is overhanging the highway. Ward Cllr Rudd advised that the PC should contact ERYC to deal with the branch. ACTION: Clerk to report this to ERYC.

Cllr Young advised the clerk that the potholes on the road near Eastfield Farm have not been repaired as yet. ACTION: Clerk to chase this with ERYC.

Cllr King noted that the uneven surface on the bridleway off South Lane has been rectified and part of it has been re-surfaced.

1. **Accounts**

The NatWest statements were signed by Cllr Grimley and Cllr Young.

Cheques were written for the following;

ERNLLCA (membership fees) - £300.83, cheque no. 000028. Signed by Cllr Young and Cllr Black.

HMRC (Clerks PAYE) - £113.30, cheque no. 000029. Signed by Cllr Young and Cllr Grimley.

Samantha O’Connor (salary) - £453.19, cheque no. 000030. Signed by Cllr Wilson and Cllr Grimley.

Samantha O’Connor (expenses) - £16.20, cheque no. 000031. Signed by Cllr Grimley and Cllr Wilson.

Parish Pump (donation towards running costs) - £175, cheque no. 000032. Signed by Cllr Young and Grimley.

Whilst the cheques were being signed the clerk suggested moving agenda item no. 12 to the accounts section. She had asked NatWest for the relevant form to set up online banking. The clerk had completed the relevant section before the meeting and asked all signatories to authorise this on the form. ACTION: Clerk to send the completed form back to NatWest.

1. **Planning Applications**

19/00889/PLF Erection of a single storey extension to rear. Location: 3 Manor Croft, Bishop Wilton.

Cllr Young, Wilson and Hall conducted a site visit and were in agreement that this would bear no detrimental visual impact and that they were happy for this to go ahead. Cllr Wilson stated that they had spoken to the neighbours who also had no objections to this. Cllr Hall proposed to approve the application, Cllr Wilson seconded this and all were in agreement. ACTION: Clerk to respond to the application stating that if ERYC’s decision differs from the PC that it goes to a planning meeting.

1. **HMP Full Sutton Planning Application**

Cllr Black read out the following report:

(Summary of Meeting held on 4th April 2019)

(facilitated by Full Sutton & Skirpenbeck Parish Council)

There were approximately 40 in attendance.

A summary of the meeting of Pocklington Town Council was presented. The Council is against the proposal as are:

The Police and Crime Commissioner for Humberside, the Chief Constable and our MP Sir Greg Knight.

A key issue concerns the absence of any record of the initial planning process that led to ERYC Planning granting approval to the MoJ planning application. An effective solution would be to employ a Planning Lawyer to investigate the initial planning flaws but this would be very expensive.

It is believed that the initial process contained false statements by both ERYC and the MoJ.

The costs of engaging a lawyer is to be investigated and further advice is being obtained from ERNLLCA.

Funding through “Crowd funding” will be considered.

There was agreement that objections to the planning should be focussed on Scale and Access issues.

With regard to the forthcoming elections it was noted that the Labour Group have come out against the proposals but Conservative Councillors are sitting on the fence. The new Yorkshire Party are clearly against the proposal. Conservative party election leaflets do not mention the Prison at all.

It was also noted that the Planning Committee dealing with the application is NOT the Western Planning Committee but the Strategic Planning Committee.

There is also the obvious issue of conflict of interest as ERYC would receive at least £1.5m per annum in tax from the MoJ and as they are desperately looking to cover the reduction in funding from the Government, this would be an opportunity not to miss irrespective of the interests of the local community. The application fails to fit into the new Local Plan for the area and in particular the support for tourism which will be seriously affected if the prison is built. The increase in crime that follows Category C prisons is another serious concern.

There are currently 1800 objections on the website.

The distribution of leaflets across all the neighbouring Parish Councils was discussed and there is sponsorship available to cover the costs of printing.

I confirmed that these leaflets will be distributed with the NHW leaflets in the middle of April.

However, since that meeting there have been further developments. I’m very pleased to report that Lord Halifax has made a most generous offer of support for the opposition to the proposed Full Sutton mega-prison. I think his involvement will make a real impact on the struggle to keep this monstrosity from being built.

Thanks to Lord Halifax’s offer of very substantial financial support, Halifax Estates has now instructed a planning lawyer and a PR consultant to act for the opposition group.

The planning lawyer is David Walton and the PR consultant is Karen Tinkler.

David Lord (Lord Halifax’s agent) has also contacted several prominent East Yorkshire businesses to seek support and Lord Halifax has written to Greg Knight, urging him to be as proactive as possible in his opposition to the proposal.

This latest development will have a big impact on the campaign.

ERYC has also been contacted to find out why over 500 objections have still not been entered on the website. ERYC have given assurances that they will all be entered prior to the planning meeting but delays have been the result of problems with resources. On the day of the planning meeting it is expected that there will be a large group objecting and Halifax Estates have offered to provide a tractor and trailer to maximise the advertising of the objections. Further objections are also being planned in the next few weeks.

1. **Asset Register**

The clerk had sent the asset register prior to the meeting and it was confirmed that it was a complete list. Cllr Young noted that both the AA box and the red telephone box have listed building grades. ACTION: Clerk to include this detail on the asset register. ACTION: Clerk to inform the insurance company of the status of the two items.

1. **Annual Return – Signing of Exemption Certificate**

This was completed by the clerk prior to the meeting and was then signed by the clerk and Cllr Young.

1. **Annual Return – Approval of Annual Governance Statements**

Cllr Young read out the statements to the PC before completing the form. The clerk and Cllr Young both signed the form.

1. **Annual Return – Approval of Accounting Statements**

The clerk had completed the form prior to the meeting and this was then signed by the clerk and Cllr Young. ACTION: Clerk to send the completed return along with relevant documents to the internal auditor.

1. **Internet Banking**

This was covered under agenda item no.5.

1. **Village Red Telephone Box**

The PC were asked to consider how to utilise the telephone box as other parishes have done with theirs such as using it as an information point or a book exchange. Cllr King noted that the hedge has grown over the doorway and would need cutting. ACTION: Cllr King to ask the resident to cut back the hedge. Cllr Black offered to look into the regulations surrounding a listed building asset. ACTION: Cllr Black to report back at the next meeting. ACTION: Clerk to agenda this for May.

1. **Neighbourhood Watch**

Cllr Black confirmed that he is attending a Neighbourhood Watch event on the 27th April and will report back at the next meeting. He will be picking up the leaflets for the Neighbourhood Watch event held in the Village Hall in April and will liaise with Cllrs in terms of distributing them.

1. **ERNLLCA District Committee Meeting**

Cllr Hall informed the PC that there is a district meeting being held on the 17th April, but she is unable to attend and asked Cllrs if there were issues they would like her to raise outside of this. No Cllr had an issue to report.

1. **Village Christmas Event**

The clerk had produced a basic draft of jobs needed to organise this event. After some discussion it was decided that Cllr King would organise a site visit with ERYC regarding where the tree would be best placed. ACTION: Cllr King to organise site visit. ACTION: Clerk to contact Halifax Estates to ask how much a tree would cost for the green after this information has been received from Cllr King.

1. **Rural Services Network**

Cllr Hall asked for more information on how the network works and how all PCs can use this to work together more effectively. ACTION: Clerk to contact ERYC and report back at the next meeting.

1. **Emergency Plan Review**

This had been circulated to all Cllrs prior to the meeting and all were happy for this to be published as it is. ACTION: Clerk to send the EP to ERYC and re-publish on the website. ACTION: Clerk to replace the EP in the emergency box at the Village Hall.

1. **Financial Regulations Review**

This had been circulated to all Cllrs prior to the meeting and all were happy for this to be published as it is. ACTION: Clerk to re-publish on the website.

1. **Community Issues**

Cllr King asked for an update on the progress of the school pictures for the noticeboard. Cllr Young stated that these are all with the printers and he will visit them to arrange the order of them before printing. ACTION: Cllr Young to provide an update at the next meeting.

Cllr Hall has had a resident approach her about dog walkers letting their dogs run loose on the playjng field. Dogs should be kept on leads and there are several signs stating this, also the playing field is next to a field full of sheep which the dogs could potentially scare. ACTION: Cllr King to report this to the Village Hall.

Cllr Young reported that some of the grass verges have been cut on Worsendale Road and asked that the clerk contact ERYC to find out if they intend on cutting the rest after the snowdrops and daffodils have died back. ACTION: Clerk to contact ERYC.

Cllr Young as Transport Champion attended a recent tour of the Plaxton bus factory in Scarborough. EYMS have recently had two low-emission buses delivered that meet Euro6 standards, and he was informed that one of them would be used during busy periods on the 747 bus route.

Cllr Wilson noted that the fly-tipping on Common Lane has not all been cleared. A car seat has been removed but there is still the litter in the ditch. He went on to say that he feels the catering companies on the Full Sutton Industrial Estate need to be approached about this as it is pre-dominantly catering rubbish. ACTION: Clerk to contact Paula Parker regarding this.

Ward Cllr Rudd reported that a resident had complained of mud on the road on Pocklington Lane and felt it was dangerous. Cllr Young stated that there wasn’t much mud left and that the rain had now naturally washed this away.

1. **Correspondence**

Cllr Young handed the clerk a letter from Barclays stating that their Goole branch is closing down.

The clerk handed out leaflets from ERYC reminding residents that if you are disposing of waste through a waste contractor, if they do not have a waste disposal license then you are liable for the fine if the rubbish is fly-tipped.

1. **Date of Next Meeting –** 20th May 2019.

There being no further business, the meeting closed at 21:00 hrs.

Signed as a true and correct record  **\_\_RSumpner\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_14/09/2020\_\_\_\_\_\_\_\_\_\_\_**