

## DUNS TEW PARISH COUNCIL

Minutes of the Parish Council meeting held  
on **Monday 1 July 2024** at 7:30 pm in the Village Hall  
for the transaction of the following business:

**Present:** - Cllr. Stapleton (Chair), Cllr Tickle (Vice Chair), Cllr Hall, Cllr Jackson, Cllr Landless, Cllr Semple  
**In attendance:** Ms.Ralfe (Clerk).

Minute Number	Agenda Number	Minute
24.73	1	<p><b>Apologies for absence:</b> It was RESOLVED that there was an apology from Cllr. Howard.</p>
24.74	2	<p><b>Declarations of Pecuniary Interest and Requests for Dispensation</b> It was RESOLVED that there were no declarations of pecuniary interest.</p>
24.75	3	<p><b>Minutes of the Last Meeting:</b> It was RESOLVED that the council confirmed the minutes of the Parish Council meeting held on the 4 March 2024. The Chair signed the minutes.</p>
24.76	4	<p><b>Public Participation:</b> There were 3 members of the public present.</p> <ul style="list-style-type: none"> <li>● A member of the public raised the planning application for the Garden Room at the Manor House. Recommend that it goes to committee. Would like to raise the following points:</li> <li>● Gates have been in place for 11 years and the village can no longer see what is being built and that it complies with the planning application. Very difficult for anyone to gain access to see what is going on/assess developments. Abuse of planning from behind the gates.</li> <li>● 11 applications in last 3 years.</li> <li>● 5 solid buildings around the manor.</li> <li>● No significant change since the last Garden Room application. The volume of the roof space/pitch is reduced. The size/footprint is very little reduced</li> <li>● 1722 map has the field boundary wall - all 40 m will have to be removed to accommodate the building</li> <li>● The levels between the field and the sunken kitchen garden are different meaning that this would require the excavation of 800mcubic of soil. A significant number of vehicles will be needed to remove the soil resulting in lots of traffic.</li> <li>● This is a massive scale of this intervention - in the centre of the conservation area, a medieval and archaeological site.</li> <li>● Fail to see what it would be for and why it needs to be situated there?</li> <li>● Right on the boundary - 25m from Home Farm.</li> <li>● Noise and light pollution on site already and this would be in addition. Ornamental garden – has additional lighting.</li> <li>● The trees, gates, dovecote, front of the manor, parking. garden room - lit forecourt with very large windows. Large windows on the manor kitchen - can be seen from Hill Farm. The stable block is lit and the clock on the parking.</li> <li>● It was previously suggested that the garden room be situated at the rear of the manor. The site was dismissed by their planners - unsuitable because of lack of access. Now an agricultural barn is being put up there.</li> <li>● The Garden Room was not mentioned when application put in for the Barn and visa versa although the applications went in at the same time.</li> <li>● Massing of the site.</li> </ul>

		<ul style="list-style-type: none"> <li>• Barn is in breach - 3 bay agricultural barn was the original specification. All the steel work is over specified and roofing sheets have 6 inches of insulation on them - over specified. Plan of the barn that was submitted just shows an open floor.</li> <li>• Construction team indicated that it was a party barn and would include a kitchen. It is still being built - breeze block and clad with timber – taking this long because it is way above spec. It is also sunken. Barn is under general permitted development.</li> <li>• An application has been put in and then something completely different is being built.</li> <li>• Believed that agricultural operations are being expanded to include seeker deer and sheep.</li> <li>• The 38 hectares specified on the application is a much greater area of land than the actual 30 acres that is there.</li> <li>• The works are well disguised - electrical and water works. Hedge disguising works.</li> <li>• Archaeological watching brief if moving that much soil in such an historical site.</li> <li>• Dove cote original use was for study but does not preclude it from being used as holiday short term rental.</li> <li>• Need to report potential breaches.</li> </ul>
24.77	5	<p><b>County and District Councillors Reports:</b> District Councillor David Rogers attended the meeting:</p> <ul style="list-style-type: none"> <li>• The ditch that overflows – an OCC matter. Suggested that a less complicated solution was to dig a new ditch parallel to the existing ditch but slightly further into the field and have a balancing pond at the lower end to attenuate the field run-off . This would be cheaper for the riparian owner or OCC, prevent the need to operate under the power line or remove the hedge and increase capacity in the drainage feature.</li> <li>• Duns Tew Manor call-in request, I spoke to residents and to the senior planning officers regarding a call-in. This is entirely within their purview and I have chased a decision on the request. As soon as I hear either way I will let you know.</li> <li>• Emailed response from Planning Enforcement regarding the microlights.</li> <li>• Regarding the 20mph consultation notice, should that be successful I hope it reduces the median speeds through the village. It has reduced speeds in Deddington but has increased the number of impatient incidents.</li> <li>• Regarding the A4260 improvements, this is more an OCC matter but I'm happy to discuss and support as I can.</li> </ul>
24.78	6.a	<p><b>Finance: Payments due for the period May/June 2024:</b> It was RESOLVED that the payments for the period May/June 2024, as listed below, were correct and approved for payment. It was RESOLVED that all invoices/relevant papers were signed and then approved on-line by Cllrs Tickle, Semple and Stapleton.</p>

Date	Details	Invoice Number	VAT	Amount
30.5.24	Caledonia Play Deposit for Toddler area	25440. DT8	£2,008.00	£12,048.00
30.5.2024	Clear Councils Insurance	LCO02015 DT9	£0.00	£533.07
30.5.2024	Clerks Salary	DT10	£0.00	£368.90
30.6.2024	VH Hire for 17.2.24 MNCP Mtg & Nov 23 Mtg	4026. DT11	£0.00	£36.00

30.6.2024	NR Prickett. Grass cutting.	2219 DT 12	£110.40	£662.40
30.6.2024	Banbury Turf	51792 DT 13	£255.00	£1,530.00
30.6.2024	Caledonia Play Outstanding £ for Toddler area	25440. DT 14	£2,008.00	£12,048.00
30.6.2024	Clerks Salary	DT15	£0.00	£686.59
30.6.2024	VH Hire for interviews.	4057. DT16	£0.00	£16.00
		<b>Total</b>	<b>£4,381.40</b>	<b>£27,928.96</b>

**Payments (Direct Debits) for the period May/June 2024:**

Date	Details	Invoice Number	VAT	Amount
16.05.2024	Bank Charges		£0.00	£3.00
30.06.2024	Bank Charges		£0.00	£3.00
30.06.2024	Bank Charges		£0.00	£18.00
		<b>Total</b>	<b>£0.00</b>	<b>£24.00</b>

24.79	6.b	<p><b>Finance: Income Received in the period May/June 2024:</b> It was RESOLVED that the income for the period May/June 2024, as listed below, was correct.</p>
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Date	Details	Reference	Amount
08.05.2024	HMRC VAT		£2,467.77
08.05.2004	OCC AP		£307.60
14.05.2004	Cherwell Lottery		£5.00
11.6.2004	Cherwell Lottery		£4.00
		<b>Total</b>	<b>£2,784.37</b>

24.80	6.c	<p><b>Financial Review: 2024/2025.</b> <b>Current Bank Balance = £38650.41</b> The Financial Review and bank balance were NOTED.</p>
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DUNS TEW PARISH COUNCIL		
RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDING 31/3/2025		
2023/24		2024/25
	<b>RECEIPTS</b>	
£24,000.00	Precept	£11,000.00
£307.60	OCC Grants	£307.60
£0.00	Council Tax Grants	£0.00
£180.65	Bottle Bank	£0.00
£0.00	Duns Tew Play Area Grants	£0.00
£52.00	Miscellaneous & Lottery	£13.00
£727.92	VAT Refund	£2,467.77
£1,268.17	Total other income.	£2,788.37
<b>£25,268.17</b>		<b>£13,788.37</b>

<b>PAYMENTS</b>		
£4,829.20	Clerk's Salary, Expenses, PAYE & Training	£996.78
£445.62	Insurance	£533.07
£675.00	Grants (S137).	£1,325.00
£278.00	Membership Subscriptions	£159.00
£3,576.00	Grass/Hedge Cutting/Tree & Maintenance	£662.40
£268.00	Room Hire	£0.00
£452.00	Auditors	£150.00
£0.00	Elections	£0.00
£11,765.90	Play Area Equipment, Rent, Inspection & Maintenance.	£0.00
£59.99	Administration. Office equipment & repairs.	£0.00
£35.00	GDPR + Information Commissioner.	£0.00
£0.00	Councillors Training	£0.00
£688.12	Dog Bins	£370.66
£210.60	Speeding/Traffic Signs	£0.00
£185.72	Emergency Equipment/Maintenance. Welcome Pack	£0.00
£0.00	Web Site	£0.00
£108.00	Bank Charges	£6.00
£421.00	Mid Cherwell Neighbourhood Plan	£0.00
£124.89	Misc	£0.00
£0.00	Trees	£0.00
<b>£19,293.84</b>	<b>Total Other Payments</b>	<b>£3,209.13</b>
<b>£24,123.04</b>		<b>£4,205.91</b>
£39,970.82	Balance Brought Forward	£41,115.95
£25,268.17	Add Total Receipts	£13,788.37
£65,238.99		£54,904.32
-£24,123.04	Less Total Payments	£16,253.91
<b>£41,115.95</b>	<b>Balance c/f 31.03.2024</b>	<b>£38,650.41</b>
<b>BALANCES REPRESENTED BY:</b>		
£41,115.95	Unity Bank	£38,650.41
£0.00	Pending Payments	£0.00
<b>£41,115.95</b>	<b>Total</b>	<b>£38,650.41</b>
£0.00	Unpresented Cheques	£0.00
£0.00	Cancelled Cheques	£0.00
£0.00	Unpresented Receipts/ Credit	£0.00
<b>£41,115.95</b>	<b>As at 30/06/2024</b>	<b>£38,650.41</b>
Signed:		
Chairman:		R.F.O.
Date:	1.07.2024	1.07.2024

**Budget vs. Actual Spend (as at 30. June 2024):**

DUNS TEW PARISH COUNCIL	Expenditure	Income	24/25 Budget
<b>EXPENDITURE</b>			
Clerks Expenses	£80.00		-1180
Clerks Salary	£916.78		-7320
HMRC PAYE	£0.00		-100
Clerks Training	£0.00		-200
Bank Charges	£6.00		-150
Insurance	£533.07		-450
<b>GRANTS</b>			
Community	£1,325.00		-2000
<b>SUBS</b>			
OALC	£0.00		-180
OPFA	£47.00		-60
SLCC	£112.00		-150
Community First	£0.00		-55
Parish Online/ GeoXphere	£0.00		-55
<b>OTHER</b>			
Room Hire	£0.00		-224
VH fibre broadband	£0.00		-600
Information Commissioner	£0.00		-35
Emergency Equipment	£0.00		-350
Welcome Pack	£0.00		0
MCNP/Planning	£0.00		-421
Web Site	£0.00		-60
Miscellaneous	£0.00		-350
Play Area Maintenance	£0.00		-2000
Play Area Rent	£0.00		-130
Play Area Upgrade	£12,048.00		-22000
Grass/Hedge Cutting & Maintenance	£662.40		-4000
Dog Bins	£370.66		-750
Speeding/Traffic/ Traffic Signs	£0.00		-5250
Admin/Office Equipment /Repairs	£0.00		-87.6
Councillors Training / Travel	£0.00		-200
Auditors	£150.00		-700
Elections	£0.00		-200
GDPR	£0.00		-150
Trees	£0.00		-100
Trees	£0.00		-100
<b>INCOME</b>			
Bottle Bank		£0.00	200
Precept		£11,000.00	22000
New Homes Bonus		£0.00	0
Miscellaneous		£13.00	0
Grants from CDC/OCC		£307.60	307.6
VAT Reclaim		£2,467.77	5000
Play Area Grants		£0.00	0
Allocation from Savings			22000
	£16,253.91	£13,788.37	£0.00

24.81	6.d	<b>Asset Register: 2024/2025.</b> It was RESOLVED to sign off the asset register with the new play area equipment.
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DUNS TEW PARISH COUNCIL			
REGISTER OF ASSETS 1.07.2024			
	Value (£)	Basis	Location
Bus Shelter	£5,000.00	purchase price excl. VAT	Located on A4260
Street furniture	£1,987.00	purchase price excl. VAT	Main street. 2017
Lenovo Laptop Computer	£479.98	purchase price excl. VAT	Clerks house. 2018
Notice Board	£1,500.00	purchase price excl. VAT	Near Church
Phone Box	£1.00	purchase price excl. VAT	Main Street
Defibrillator & Case	£1,130.00	purchase price excl. VAT	In the Phone Box
Play Area Swings	£521.42	purchase price excl. VAT	New swings purchased for Play Area. 30/01/19.
Finger Post Sign	£722.40	purchase price excl. VAT	Located outside Church. Purchased August 2020
Timber Bench x 3	£1,164.00	purchase price excl. VAT	Play Area July 2020
Trampoline 0.75 x 0.75	£4,236.00	purchase price excl. VAT	Play Area July 2020
5 a Side Goal x 2	£770.00	purchase price excl. VAT	Play Area July 2020
Fitness Station	£3,875.00	purchase price excl. VAT	Play Area July 2020
Pathway	£22,179.00	purchase price excl. VAT	Play Area July 2020
Safety surfacing (grass mat)	£4,837.50	purchase price excl. VAT	Play Area July 2020
Log hurdles x 5	£549.00	purchase price excl. VAT	Play Area July 2020
Arial Runway	£5,257.00	purchase price excl. VAT	Play Area July 2020
Clamber stack x 3	£5,670.00	purchase price excl. VAT	Play Area July 2020
Wooden shelter	£5,063.00	purchase price excl. VAT	Play Area July 2020
Metal shelter	£5,000.00	purchase price excl. VAT	Play Area
Basket Swing	£1,993.00	purchase price excl. VAT	Play Area July 2020
Tennis Court Fencing	£13,695.00	purchase price excl. VAT	Play Area. October 2020
Litter Bin	£407.00	purchase price excl. VAT	Bottle banks October 2022
3 x Junior Activity Tower with climbing ramp	£19,515.00	purchase price excl. VAT	Play Area. June 2024
<b>Total</b>	<b>£105,552.30</b>		

24.82	6.d	<b>Review of Reserves: 2024/2025.</b> It was RESOLVED to NOTE the updated reserves.
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	May-24		Jul-24
<b>Reserves:</b>			
Operating Costs	£10,000.00	£10,000.00	£10,000.00
Savings for Play Area refurbishment	£22,000.00	-£3,626.00	£0.00
Play Area maintenance	£8,000.00		£4,374.00
General	£1,116.00	£1,116.00	£1,116.00
	£41,116.00	£7,490.00	£15,490.00

24.83	6.e.	<b>Internal Audit Effectiveness:</b> It was RESOLVED that the Internal Audit Effectiveness report was signed off.
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24.84	6.f.	<b>Financial Regulations:</b> It was RESOLVED that these would be updated and include the On-line Banking regulations within the same document. ACTION Clerk.
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24.85	6.g.	<b>On-line Banking:</b> See the minute above.
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24.86	7	<b>Clerks Report</b>
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Item:	Action Required:	Result:
<b>Cut the Verges Back at the Junction with the A4260</b>	Clerk to ensure that the verges are cut back.	ACTIONED.
<b>Internal Auditors Report:</b>	<ul style="list-style-type: none"> <li>• Recommendation to number pages of minutes of meetings.</li> <li>• Recommended to separately state the bank balance in the minutes (currently in the statement).</li> <li>• Recommended that reserves are earmarked for specific purposes. (currently are high level sums)</li> <li>• Recommended to adopt a Freedom of Information Publication scheme.</li> <li>• Recommended to adopt a Biodiversity policy.</li> </ul>	<p>ACTIONED</p> <p>ACTIONED</p> <p>ACTIONED</p> <p>ACTIONED</p> <p>Cllr Howard to be informed. ACTION Clerk</p>
<b>Insurance</b>	Update insurance with new play area equipment.	Clerk to ACTION.
<b>Weed spray</b>	<p>Consider whether or not to do a weed spray in for maintenance purposes on:</p> <ul style="list-style-type: none"> <li>• Tennis court edges (to prevent deterioration of the surface)</li> <li>• Defibrillator (visibility)</li> <li>• Play Area Path (prevent breaking up of the path).</li> </ul>	<p>It was RESOLVED to spray the weeks.</p> <p>Clerk to ACTION</p>
<b>Jubilee Bench</b>	Jubilee Committee trees (as part of the Queen's Canopy) and plaque in Village Hall funded by <b>£1460.03</b> remaining from the Jubilee celebration event.	<p>ACTIONED.</p> <p>Cyan bench chosen. Village Hall to arrange purchase and installation with Cllr. Landless</p>
<b>Drains/Flooding at Longfield/Main Road.</b>	RESOLVED to place under observation. Floods over Christmas. To determine further action if required.	On going – see above Cllr Rogers update.
<b>OCC Local Flood Risk Strategy.</b>	The consultation for OCC's draft Local Flood Risk Management Strategy is now live - <a href="#">Local Flood Risk Management Strategy consultation   Let's Talk Oxfordshire</a> . The closing date is the 23 <sup>rd</sup> August 2024.	RESOLVED to respond.
<b>Clerks Laptop</b>	£700 in budget	RESOLVED to purchase a laptop, should this be required by the new clerk.

<b>Lane Rental Survey OCC</b>	Link to the consultation > <a href="#">Traffic Sensitive Streets Review Consultation   Let's Talk Oxfordshire</a>  Deadline: Friday 26th July.	NOTED.
<b>Councillors Priority Fund</b>	VAS (Solar powered).	RESOLVED TO apply for councillor funding - OCC website.
<b>CLIMATE ENGAGEMENT SURVEY</b>	<b>Please respond to this survey as a resident, community group, Town and Parish Council or small business and let Oxfordshire County Council know about your attitudes and practices on reducing carbon and adapting to climate change. This information will help them develop their climate engagement route map so do get involved! They want to hear from as many people as possible not just groups or people concerned with climate issues. The survey will close at the end of August. Climate Action Oxfordshire Engagement Hub   Let's Talk Oxfordshire</b> As with all Oxfordshire County Council surveys, you can request a paper copy (to be sent by email) so you can see the questions before starting the survey.	NOTED.

	<b>8</b>	<b>Parish Matters:</b>
24.87	<b>8.a.</b>	<b>Amenities: - update Cllr. Hall.</b> i Play area maintenance (ROSPA) safety check planned in July. Some bird droppings on equipment. Tennis court looks fantastic and is used regularly. Hedge will need to be cut back at the end of the season. ii Play area checks sent to clerk. iii. Toddler area upgrade, 3 towers installed. Play bark ordered.
24.88	<b>8.b</b>	<b>Community: update Cllr. Semple.</b> i Defibrillator - has not been used and the growth has been cut back around it. ii Welcome Pack - delivered to new residents. iii Emergency plan - up to date and filed with OCC.
24.89	<b>8.c</b>	<b>Planning:</b>

Reference #	Location	Proposal/ Description.	Response Date	Status
<a href="#">24/01295/F</a>	Duns Tew Manor Main Street Duns Tew OX25 6JP	Erection of a garden room and associated landscaping	24/05/2024	Under Consultation

**The Parish Council RESOLVED to object to this application.**

<a href="#"><u>24/01289/LB</u></a>	Church View Main Street Duns Tew Bicester OX25 6JL	Removal of painted wooden windows and doors, and replace with new painted hardwood units to north and south elevations (re-submission of 23/02351/LB)	08/05/2024	Under Consultation
<a href="#"><u>24/01161/DISC</u></a>	Daisy Hill Farm Main Street Duns Tew Bicester OX25 6JS	Discharge of Condition 3 (stone sample panel) of 23/03619/F	29/04/2024	Application Permitted
<a href="#"><u>24/01116/DISC</u></a>	Malthouse Farm North Aston Road Duns Tew Bicester OX25 6JG	Discharge of Condition 3 (full specification details of access, parking and manoeuvring) of 21/01665/F	23/04/2024	Under Consultation
<a href="#"><u>24/00732/DISC</u></a>	Daisy Hill Farm Main Street Duns Tew Bicester OX25 6JS	Discharge of Condition 4 (frame colour and finish) of 23/03619/F	18/03/2024	Application Permitted
<a href="#"><u>24/00749/NMA</u></a>	The Beck Hill Farm Lane Duns Tew Oxfordshire OX25 6JH	Drawing amendment showing change of finish to front elevation (proposed as non-material amendment to 23/03423/F)	18/03/2024	Application Permitted
<a href="#"><u>24/00432/TCA</u></a>	High Barn 4 Field Court Duns Tew Oxfordshire OX25 6LD	T1 x Mulberry - Reduce from 10 metres tall to 8 metres and re balance canopy spread as mostly one sided canopy reduce the one side from 7 metres to approximately 5-5.5 metres (please note this tree needs to be worked on while dormant so if the application could be hurried this would be appreciated)	19/02/2024	Application Permitted
<a href="#"><u>24/00276/F</u></a>	White House Dane Hill Oxford Road Duns Tew Bicester OX25 6JD	Development of a carbon-neutral 4-bedroom, 1.5 storey house in a sub-divided front plot of the White House - revised scheme of 23/02222/F	06/02/2024	Application Withdrawn
<a href="#"><u>24/00298/Q56</u></a>	Malthouse Farm North Aston Road Duns Tew Bicester OX25 6JG	Change of Use of two agricultural buildings to form five dwellinghouses	05/02/2024	Application Refused
<a href="#"><u>23/03175/CLUP</u></a>	West Winds Hill Farm Lane Duns Tew Bicester OX25 6JH	Certificate of Lawfulness of Proposed Development to externally render the lower ground floor (to match existing); horizontal timber cladding to the upper ground floor (to match existing areas of cladding on north elevation) and insertion of 3 no roof windows to the south (side) roof slope	14/11/2023	Application Refused.
<a href="#"><u>23/02850/Q56</u></a>	Malthouse Farm North Aston Road Duns Tew Bicester OX25 6JG	Change of Use of two agricultural buildings to form five dwellinghouses	12/10/2023	Prior Approval Refused

<a href="#">23/01931/F</a>	Lot 2 Land Parcel 5672 Duns Tew	RETROSPECTIVE - A 5.1m water tower for livestock drinking water and irrigation of new trees and hedging	24/07/2023	Application Permitted
<a href="#">22/01081/TEL</a>	TMUK And 3 Telecommunications Mast 92842 Duns Tew Reservoir Oxford Road Steeple Aston OX25 5QF	The proposed works comprise the removal of 3 no. antennas, and the installation of 3 no. new antennas 1. no 300mm transmission dish, and ancillary development required thereto including 12 no. Remote Radio Heads (RRHs) located behind the antennas	11/04/2022	Preapp Response Sent
<a href="#">22/00282/F</a>	Land Parcel 5672 Duns Tew	Erection of a steel agricultural machinery storage building, together with formation of a new access and track.	24/02/2022	Application Withdrawn

24.90	<b>14.d</b>	<b>Planning/MCNP: update Cllr. Tickle.</b> i. MCNP. It was RESOLVED that the Parish Council wished to be part of the MCNP Review. Cherwell have made a decision and Heyford will be doing their own Neighbourhood Plan. ii. Rail freight interchange - also in play but no resolution.
24.91	<b>14.e</b>	<b>Services: Cllr Jackson.</b> i. Posts will be required for Solar VAS – will need to consult Highways on this. Posts can be obtained from Westcotex. ii. Working party meeting re: A4260. 8 people attended. Advice to be obtained from Highways. iii. 20s Plenty consultation in progress.
24.92	<b>14.f</b>	<b>Environment: Cllr Howard.</b> No update.

Agenda Item	10.	<b>Correspondence</b>
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<ul style="list-style-type: none"> <li>a) Flooding on Main Road. Margaret Goundry (Cllr. Jackson)</li> <li>b) Village Hall. Thank you for the grant.</li> <li>c) Microlights and Marquees.</li> </ul>
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<b>Other Correspondence :</b>	<b>Sent to:</b>
Rural Funding Digests - regular email updates forwarded as received.	Full Council
The Rural Bulletins/Rural Services Network - regular email updates forwarded as received.	Full Council
SLCC News Bulletins - regular email updates forwarded as received.	Full Council
OALC updates and news - regular email updates forwarded as received.	Full Council
Public Sector News and Analysis emails. Regular email updates forwarded as received.	Full Council
Police and Crime Bulletins - regular email updates forwarded as received.	Full Council
Parish related information from Cherwell District Council or Oxford County Council. Forwarded as received.	Full Council

Planning Applications and Decisions from Cherwell District Council. Forwarded as received.	Full Council
Planning Applications and Local Plan information. MCNF. Forwarded as received.	Full Council

**Next Meeting: 9 September 2024.**

The Meeting finished at 20:58 pm.

Signed by Chairman.....