

DUNS TEW PARISH COUNCIL

Minutes of the Virtual Parish Council meeting held on **Monday 2 November 2020**
at 7:30 pm for the transaction of the following business:

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

Minute Number	Agenda Number	Minute
20.45	1	Welcome and introduction to the virtual meeting procedure. The Chair welcomed everyone to the meeting and briefly explained the virtual meeting procedure.
20.46	2	Apologies for absence: It was RESOLVED that no apologies were received.
20.47	3	Declarations of Pecuniary Interest and Requests for Dispensation Cllr Landless declared a pecuniary interest in relation to the Solar Farm. Cllr Stapleton declared a pecuniary interest in relation to grass cutting and hedges.
20.48	4	Minutes of the Last Meeting: It was RESOLVED that the council confirmed the minutes of the Parish Council meeting held on the 14th September 2020. It was RESOLVED that these are signed by the Chair after the meeting.

Cllr Mike Kerford-Byrnes entered the meeting at 19:34pm.

20:49	5	Public Participation: There were no members of the public in attendance.
20.50	6. a.	Finance: Payments Due; It was RESOLVED that the payments for the period September/October 2020, as listed below, were correct and approved for payment. It was RESOLVED that all invoices/relevant papers were signed by two councillors after the meeting.

6.a. Payments for the period September/October 2020:

Details	Invoice/Cheque Number	Amount
Cherwell. Dog Bins	7014646. 30	£300.30
HMRC. PAYE	31	£164.94
Wooden Crosses with Poppies for Remembrance Day.	32	£27.91
Microsoft for Clerks laptop. (Years' subscription).	33	£59.99
Farms and Gardens Ltd. Grass Cutting September and October.	INV - 1634. 34	£528.00

Clerks Salary and Expenses October 2020.	35.	£634.16
	Total	£1,715.30

20.50	6.b.	Finance: Income Received. It was RESOLVED to NOTE the Income Received: for the period September/October 2020:
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Details	Reference	Amount
Cherwell. Precept	C048220. h.	£11,000.00
Cherwell Lottery	BACS	£2.00
HMRC VAT Claim.	BACS. i.	£13,348.44
	Total	£24,350.44

Financial Statement as at 23rd October 2020.

DUNS TEW PARISH COUNCIL			
RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDING 31/3/2021			
2019/2020		2020/2021	
	RECEIPTS		
£23,000.00	Precept	£22,000.00	
307.6 (Grants)	OCC Grants	307.6	
£411.78 (Grants)	Council Tax Grants	£152.31	
161.36	Bottle Bank	£54.20	
£7,437.20 (Misc)	Earmarked Duns Tew Play Area Grants		
	Miscellaneous & Lottery	£41.50	
£671.83	VAT Refund	£14,242.46	
£31,990.87		£36,798.07	£14,798.07
	PAYMENTS		
£7,845.93	Clerk's Salary, Expenses, PAYE & Training	£4,158.98	
£359.45	Insurance	£368.73	
£800.00	Grants	£0.00	
£362.42	Membership Subscriptions	£117.00	
£2,670.00	Grass/Hedge Cutting & Maintenance	£3,498.00	
£141.00	Room Hire	£24.00	
£320.00	Auditors	£560.00	
£0.00	Elections	£0.00	
£790.60	Play Area Rent, Inspection & Maintenance	£1,251.34	
£5,014.70	Earmarked Play Area Upgrade	£27,404.00	
	Play Area Upgrade	£13,440.60	
267.73	Administration	£143.88	
£185.00	GDPR + Information Commissioner	£35.00	
£336.93	Councillors Training	£0.00	
£774.43	Dog Bins	£300.30	
£485.55	Speeding/Traffic Signs	£727.15	
£20.00	Misc.	£0.00	
£120.00	Web Site	£0.00	
£54.00	Bank Charges	£36.00	
-£40.00	Neighbourhood Plan	£0.00	
£20,507.74		£52,064.98	£47,906.00
£34,229.22	Balance Brought Forward	£45,712.35	
£31,990.87	Add Total Receipts	£36,798.07	
£66,220.09		£82,510.42	
-£20,507.74	Less Total Payments	-£52,064.98	
£45,712.35	Balance c/f 23.10.2020	£30,445.44	£30,445.44

BALANCES REPRESENTED BY:			
£45,712.35	Unity Bank		£30,445.44
£45,712.35			
£0.00	Unpresented Cheques		£0.00
£0.00	Cancelled Cheques		£0.00
£0.00	Unpresented Receipts/ Credit		£0.00
			£0.00
Signed:			
Chairman: David Jackson		R.F.O. Jean Ralfe	
Date: 2/11/2020		Date: 2/11/2020	

20.50	6.c.	<p>Conclusion of Audit for the year ended 31st March 2020. It was RESOLVED to NOTE the External Audit report. The Conclusion of Audit Notice has been published on the noticeboard and is to be published on the website. ACTION Cllr. Hall.</p>
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20.50	6.d.	<p>Parish Council expenses. It was RESOLVED to apply for a bank card for the payment of small expenses with the limit set at £500.00 as per the Financial Regulations. It was RESOLVED that the full balance will be paid off at the end of each month and to ensure that the security processes for the use of and storage of the card are as rigorous as possible. ACTION Clerk.</p>
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20.50	6.e.	<p>Internal Auditors. It was RESOLVED to seek a new internal auditor for the financial year 2020/2021. Clerk to research and provide 3 possible organisations for selection at the next Parish Council meeting in January. ACTION Clerk.</p>
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20.50	6.f.	<p>Asset Register. It was RESOLVED to approve the updated Asset Register which reflects the new equipment in the Play Area. It was RESOLVED to update the insurance to reflect these changes. ACTION Clerk.</p>
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20.50	6.g.	<p>Bank Reconciliation. It was RESOLVED to NOTE that the bank balance and statements had been verified and signed on 25th October 2020 by Councillor Stapleton.</p>
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20.51	7.	<p>County and District Councillors Reports: Councillor Mike Kerford-Byrnes gave an update from Cherwell District Council:</p> <ul style="list-style-type: none"> • Hill Farm Lane residents have been responded to. Unfortunately the lane can't be made any wider and farm equipment has to go down it to the farm. In other villages talks between the local farmer and residents have successfully resolved issues and he would encourage doing this. • The last Cherwell District Council meeting: <ul style="list-style-type: none"> a. Endorsed Cherwell local plan and this has been communicated. b. Some concern about the killing of Badgers. c. There will be a governance review (Cllr Kerford-Byrnes is on the overview committee) looking at meetings and how to make them more efficient. d. Lack of clarity about finances for the next year, due to the pandemic. CDC are expecting more support from central government, however funding eg. new homes will be cancelled and savings of 9 million a year will have to be made on a 25 million budget. Revenues are also down because car parks and facilities are not being used. These will come back but not yet and in the meantime the CDC has to ride out the short fall. e. CDC will be joining County-wide community parking - may be some pay and display parking coming to the outlining villages. • Cllr. Kerford-Byrnes checked if Duns Tew were website compliant? Councillor Hall
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		<p>confirmed that it was.</p> <ul style="list-style-type: none"> • Cllr. Kerford-Byrnes enquired about the planning application for 3 Hill Farm Lane . It was RESOLVED that it is not in the conservation area and that there was precedent in the next door property. • Thames Water - drainage issue and letter. Cllr Kerford-Byrnes unaware of this issue until the letter. Victoria Prentis' office has committed to keeping a watching brief on it. Cllr Kerford-Byrnes offered his assistance if required. It was NOTED that the letter from Cllr. Jackson to Thames Water had not been acknowledged or responded to yet.
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20.52	8.a.	Clerk's Report
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Cllr Stapleton left the meeting at 20:00pm.

Update on Progress, Outstanding Issues and Actions.		
Item:	Action Required:	Result:
Grass cutting and maintenance.	<ol style="list-style-type: none"> 1. Play Area: Price Increase of £30 per cut x 14 between April and October = additional cost of £420.00 per year. Added complexity of cutting around new play area equipment. 2. Hill Farm Lane Verge: To strim the verge outside Little Steine on Hill Farm Lane. Price Increase on grass cutting to include strimming of verge. £5 per strim x 14 between April and October = additional cost of £70 per year. Assumes old fence and bits of stumps are removed as much as possible without making the bank unstable. 3. Weed Spraying: Did not take place in week of 21st September. To be done as soon as possible in autumn - weather dependent. 4. Defibrillator weeds: To be cut back in Autumn. 5. North Aston Road hedge along the footpath: To be cut back in Autumn. 	<ol style="list-style-type: none"> 1. Play Area: It was RESOLVED to accept the additional cost of the grass cutting. Increase per year = £420.00, effective from first cut in Spring 2021. 2. Hill Farm Lane Verge: It was RESOLVED to postpone the decision about the verge until the spring. 3. Weed Spraying: To be sprayed in Autumn. 4. Defibrillator weeds: To be cut back in Autumn. 5. North Aston Road hedge along the footpath: To be cut back in Autumn. ACTION Clerk to follow up on items 3, 4 and 5.

Cllr Stapleton returned to the meeting at 20:14pm.

Reinstatement of Assets of Community Value onto 5 year listing with Cherwell & S Northants: <ol style="list-style-type: none"> 1. Village Hall 2. White Horse Pub 3. Play Area 4. Thornton's Field. 	RESOLVED to nominate all of the assets on the list for reinstatement.	In progress. Advised that can no longer nominate church assets therefore St Marys cannot be nominated. There are some associated costs e.g. small payments for land registry maps. ACTION Clerk.
Hill Farm Lane. Overgrown Verge near Little Steine.	Complaints about overgrown Laurel tree hanging into the road. It obscures line of sight for vehicles using the lane and dislodges loads from farm vehicles. The tree has also grown above/in-between overhead wires and over a drain. It was RESOLVED to apply for planning permission to remove the Laurel tree.	Vegetation on the road. Meeting with Highways arranged to look at options took place on 27.10.2020. It has been referred to an engineering specialist in Highways to look at and recommend further action/options taking into account the following: <ul style="list-style-type: none"> • Bank is steep and possibly

	<p>Planning permission to fell the Laurel tree received - 20/02003/TCA_5</p> <p>It was RESOLVED to fell the Laurel tree and clear the verge as soon as possible. The privet at the top of the verge, a small Ash and 2 Sloe/Damson trees should be left to allow residents privacy. ACTION Clerk.</p> <p>The Laurel tree was cut back from the drain, road and the overhead wires but not felled due to an application by a resident to the Parish Council to keep some of the tree so as not to compromise their privacy. The resident concerned has agreed to maintain the tree. To be reviewed in July 2021. The verge was cleared of shrubs and trees except for the ones identified to be kept as screening.</p>	<p>unstable. May need retaining.</p> <ul style="list-style-type: none"> ● Possible concrete kerbside will need to be higher at bottom end. ● Drain. ● Ownership of verge and therefore who pays for the solution. <p>It was RESOLVED to discuss this with Cllr. Jackson's update about the meeting with Highways in item 9.e. on the Agenda.</p>
<p>Speeding and Parking. Hempton/Main St. Entrance and Middle Barton Entrance.</p>	<p>Speeding an ongoing issue in the village. Parking an ongoing issue in Main Street and Middle Barton Road - sometimes obscuring the line of sight at the corner near the White Horse but it does also act as a traffic calming measure.</p>	<p>Highways meeting 27.10.20 to look at options e.g parking bays to control parking and create strategic traffic calming measures that are in keeping with rural/conservation area. Possible solutions to be drawn up by Highways for consultation.</p> <p>It was RESOLVED to discuss this with Cllr. Jackson's update about the meeting with Highways in item 9.e. on the Agenda.</p>
<p>Speeding Signs to replace "Speed Kills" Signs.</p>	<p>The old Speed Kills signs at all of the entrances are faded/unreadable and have no impact. Options to replace.</p>	<p>Highways meeting 27.10.20 to look at options - possible choices to be suggested by Highways.</p> <p>It was RESOLVED to discuss this with Cllr. Jackson's update about the meeting with Highways in item 9.e. on the Agenda.</p>
<p>Play Area Progress</p>		<p>Tennis Court Fencing: Installation complete.</p> <p>Picnic Tables: Cllrs met at the Play Area and assessed these. One was moved to the middle grass area. One disposed off as it was old and a safety hazard.</p> <p>Bin: moved to the far corner of the play area. CDC informed and have added it to the emptying schedule.</p> <p>Gravel: 40 tonnes of gravel delivered and spread on the access road up to the Play Area. As there was a lot of gravel, rather than make it too deep on the access road, it was also spread along the track for some of the way.</p> <p>Play Area Fence: Needs replacing. Identified in ROSPA safety reports.</p> <p>It was RESOLVED to discuss the play area fence with Cllr. Hall's update in item 9.a. on the Agenda.</p>

Virtual Meetings		Zoom session for residents run by Cllr. Jackson to enable participation in Parish Council Meetings.
SKDT - Spread Kindness in Duns Tew.	Need for local resilience groups to prepare for winter as instructed by district and county councils.	GDPR collected for all volunteers. WhatsApp updated. Email group created. Zoom meeting scheduled 4.11.2020 to update volunteers, discuss improvements going forward and prepare for winter.
Drains	Clearing the Holding Tank/Pump near Long Field. Thames Water fails to recognise it is the tank/pump rather than individual residence. Recurring problem in winter every 2 years going back - 2014, 2016, 2018, 2020.	Letter sent to Thames Water, Victoria Prentis MP, Cllr Arash Ali Fatemian and Cllr Mike Kerford-Byrnes.

20.53	9.a.	<p>Parish Matters: Amenities. Cllr Hall update:</p> <p>1. Play Area Refurbishment plan and finances.</p> <p>a. Tennis Court Resurfacing: Cllr Hall has applied for a Viridor grant to cover the majority of the costs. The Grants Officer will score it and a decision will be made in early January. The CTP payment funding is in place. The Clerk has applied for a CDC lottery grant.</p> <p>b. Play Area Fence:</p> <p>i. ROSPA safety reports have identified that the fencing at front of play area and near the swings is too low and the green bench is too close to the fence. The spacing between the slats is too large. It is old and rotten and needs replacing.</p> <p>ii. The ROSPA safety reports have identified that the yellow gate shuts too quickly. The large vehicle gate needs replacing.</p> <p>iii. Question as to whether the whole toddler area should be fenced off or just replace what is currently there which fulfills the safety requirements. Clerk to consult the Toddler Group to see if there are any preferences/needs now that the tennis court is fenced off. ACTION CLerk.</p> <p>iv. Quotes to replace the fence (both options) and vehicle gate and to repair the pedestrian gate. ACTION Clerk.</p>
20.53	9.b.	<p>Parish Matters: Communications. Cllr Hall update:</p> <p>1. Duns Tew Website - accessibility statement to be finished.</p>
20.53	9.c.	<p>Parish Matters: Community. Cllr Semple update:</p> <p>1. Defibrillator - this has still not been used and the batteries are still good.</p> <p>2. Welcome Pack - no hard copies have been delivered instead Cllr. Semple has been directing people to the website where it is published. When the SKDT leaflet is next published will put one of these through the door for new people. ACTION Cllr. Semple.</p> <p>3. Emergency Plan: - No further updates and not including COVID related measures as these are changing all the time, instead we should follow the government rules.</p>
20.53	9.d.	<p>Parish Matters: Planning update:</p> <p>1) To consider planning applications: <i>see the table below.</i></p> <p>2) Cllr. Jackson gave an update on the MNCP AGM on 14th October 2020:</p> <p>a) Subscriptions paid by the parishes will be £500 in total to be shared by all parishes as major issues not anticipated.</p> <p>b) Heyford Plan was withdrawn from the planning meeting and will be brought back on Thursday. The most contentious issue is the bus gate in Middleton Stoney as traffic will then be pushed into the surrounding villages which do not have the infrastructure to deal with more vehicles. The bus gate may be dropped.</p>

		<p>c) Oxford Neighbourhood Plan Association - all neighbourhood plans in Oxfordshire have joined together to create a bigger lobbying body.</p> <p>d) Cllr. Kerford-Byrnes gave an update on the Great Wolf development which was unanimously rejected by the committee. Great Wolf will be appealing. CDC has consistency as the Bicester Sports development which was also rejected and are resolved to push back on the Great Wolf development.</p>
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Reference #	Location	Proposal/ Description.	Validated	Status
<u>20/02992/TCA</u>	2 Spring Farm Court Duns Tew OX25 6JS	T1 x Hornbeam - Fell due to excessive height and shading, overwhelming adjacent trees. After one year replant with Acer.	21/10/2020	Case Officer Assigned
<i>It was RESOLVED that there were no objections to this application.</i>				
<u>20/02705/F</u>	Long Ridge Main Street Duns Tew OX25 6JR	Erection of a wooden double free standing carport, closed on 3 sides, open frontage. Base to be matched with existing permeable block paving. No objections	20/10/2020	Under Consultation
<i>It was RESOLVED that there were no objections to this application. It was NOTED that there is precedent in the neighbouring property which was also granted planning permission for a similar car port.</i>				
<u>20/02764/F</u>	3 Hill Farm Lane Duns Tew OX25 6JH	Demolition of existing conservatory; upward extension to dwelling (including raising of ridge) to add first floor accommodation to dwelling; and erection of new retaining wall and external seating area No objections	05/10/2020	Under Consultation
<i>It was RESOLVED that there were no objections to this application. It was NOTED that there is precedent in the neighbouring property which was also granted planning permission for a similar extension and changes.</i>				
<u>20/02595/F</u>	14 Dashwood Rise Duns Tew OX25 6JQ	Single storey front extension to provide new en-suite accommodation. No objections	21/09/2020	Under Consultation
<i>It was RESOLVED that there were no objections to this application.</i>				
<u>20/02003/TCA_5</u>	Hill Farm Hill Farm Lane Duns Tew Bicester OX25 6JH	FIVE DAY NOTICE G1 (Laurel) – multi stem, situated on the embankment overhanging the highway & surrounding properties, vigorous species impeding visual splay of drivers entering on to the narrow lane Hill Farm Lane. Removal of G1 in the interests of highway safety	23/07/2020	Application Permitted
<u>20/01983/NMA</u>	1 Daisy Hill Duns Tew OX25 6LB	Non-material amendment to 19/01500/F - new first floor window to serve bathroom	22/07/2020	Under Consultation
<u>20/00320/F</u>	Garden Cottage Middle Barton Road Duns Tew Bicester OX25 6JN	Alterations to Garden Cottage to enable use as a separate dwelling	01/05/2020	Under Consultation
<u>20/01198/LB</u>	Garden Cottage Middle Barton Road Duns Tew Bicester OX25 6JN	Alterations to Garden Cottage to enable use as a separate dwelling	01/05/2020	Under Consultation
<u>20/00276/TCA</u>	Church Of St Mary Magdalene Main Street Duns Tew	T1 x Yew - crown raise 5.0m over Manor gardens and balance by lifting 3.5m over Churchyard. Cut back from	27/01/2020	Under Consultation

		Church by 2.0m. G1 x Yew - Crown raise 5.0m over Manor gardens and balance by 3.5m lift over Churchyard. Crown clean remaining deadwood from lower crowns (exempt).		
20/00005/TCA	Willow Cottage Main Street Duns Tew OX25 6JR	G1 x 4 nos Lawson Cypress - Reduce in height by one third, cut back overhanging branches.	03/01/2020	Under Consultation
19/01659/TCA	The Ridge House Main Street Duns Tew OX25 6JL	T1 x Walnut - Crown thin and clean, Crown lift up to 3.0m and Crown reduce by up to 1.5m.	12/08/2019	Under Consultation

20.53	9.e.	<p>Parish Matters: Services. Cllr Jackson.</p> <ol style="list-style-type: none"> 1. Speeding and Traffic: VAS was repositioned on the road narrowing sign on North Aston Road and in 6 weeks more than 3000 speeding vehicles have been logged. 2. Meeting held with Highways representative on 27.10.20. Suggesting parking bays marked out in a way that creates a chicane/ traffic slowing mechanism on Main Road from Field Court around the White Horse corner and from the entrance of the village along Middle Barton Road. This would encourage people not to park on pavement. Highways will draw up suggested options which can then be used for consultation, to see if there is any appetite for doing this. 3. Highways have suggested 4 bollards on the corner of the Lane and North Aston Road. Approximate cost would be £400. Highways are not supportive of the stones which are currently there as they are a hazard. 4. An engineering expert will assess the Hill Farm Lane verge - vegetation is narrowing the road and possible solution might be vertical stones/concrete kerb to retain the verge. Cost in the region of £18000. Unclear who owns the verge and therefore would bear the cost. Highways have undertaken to check ownership. Land Registry was done by the residents and it showed up as "no-mans land".
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Cllr Kerford-Byrnes left the meeting at 20:14pm.

		<ol style="list-style-type: none"> 5. A4260 junction - Heyford Park funding made available - increasing traffic as a result of increasing population. Highways have suggested that a possible solution may be to have the junction road markings made simpler so that vehicles turn right and left in the normal way. The stretch from the dual carriageway to Deddington would become a 50m/ph zone. Victoria Prentis is aware. Considering joining with North Aston to get a lobby for some more substantial changes. 6. Poors land: No update as the trustees have not met due to the Pandemic. 7. Replace kill your speed signs which are faded and no longer serving their purpose - with 3 different signs from Highways which will be rotated so that they have more of an impact. 8. Remembrance Sunday - due to restrictions this will not be conducted in the traditional format. More guidance coming which will make it clearer.
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20.54	10.	<p>Correspondence: It was NOTED that the correspondence listed below has been sent to the Council.</p> <ol style="list-style-type: none"> a. Correspondence has been received from residents on Hill Farm Lane about the verge and large vehicle traffic. It was RESOLVED that a response has been sent and that the council has made clear its position on this matter. Cllr Kerford-Byrnes has made his response. b. Correspondence has been received from a resident of Daisy Hill outlining concerns over speeding in the village: It was RESOLVED that a response be sent describing previous initiatives and to include an update about the meeting with Highways and the options going forward. ACTION Clerk. c. Correspondence has been received from a resident of Daisy Hill about bouncing ball noise and play area times. It was RESOLVED that a response has been sent and that the Council has made its position clear. d. Correspondence has been received about the Quarry Nature Reserve and its accessibility to residents. It was RESOLVED that this has been responded to and that the Clerk should check regularly with Smiths to see what action has been taken.
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		ACTION Clerk. e. Correspondence has been received about the Newsletter Editor vacancy. An advert has been placed in the Newsletter.
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Correspondence :	Sent to:
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
Health Watch Oxfordshire emails - regular email updates forwarded as received.	Full Council
Parish On-line updates - regular email updates forwarded as received	Full Council
Planning Applications and Decisions from Cherwell District Council. Forwarded as received.	Full Council
Cherwell Local Plan Review 2040	Full Council
Covid-19 updates/information from Central Government.	Full Council
Correspondence (Multiple) re: Play Area. Bouncing Ball noise and play area access times: A resident of Daisy Hill.	Full Council
Correspondence Thanking Council for gravel on Access Road to Play Area: A resident of Daisy Hill.	Full Council
Correspondence (Multiple) re: Hill Farm Lane Verge: A resident on Hill Farm Lane.	Full Council
Correspondence re: Hill Farm Lane Verge and Vegetation on Verge: A resident on Hill Farm Lane.	Full Council
Correspondence (Multiple) re: Hill Farm Lane Verge and heavy vehicle traffic: A resident of Hill Farm Lane.	Full Council
Correspondence re: Speeding in the Village: A resident of Daisy Hill.	Full Council
Correspondence re: Quarry Nature Reserve. Thanking Council for enquiries and next steps. A resident of Main Street.	Full Council
Correspondence (multiple) re: Dog issue from a resident on Main Street. Investigated with the CDC Dog Warden resulting in "no incident" outcome.	Full Council
MNCP - Planning White paper/Cherwell Local Plan 2040/Heyford Park Dog warden	Full Council

20.55	11	Reports from Meetings: Village Hall Update: Ballet school has stopped and the Hall is closed for Lock Down. Sufficient funds in place for duration of Lock Down.
20.56	12	Date of the next Meeting: It was RESOLVED that the next meeting would be on Monday 11th January 2021 at 7:30pm on Zoom.

The Meeting finished at 21:29pm.

Signed by Chairman.....