

# Treverbyn Parish Council

## Ordinary Full Council Meeting

**Tuesday 9<sup>th</sup> December 2025, 7.00pm**

**Parish Offices, Rockhill Business Park, Higher Bugle**

**Present:** Councillors – Cllr Mrs. A Double (Chair), Cllr M Shand (Vice-Chairman), Cllr L Allen, Cllr P Highland, Cllr B Hollis, Cllr J Killacky, Cllr O Kimber, Cllr M Luke, Cllr K Pollard, Cllr P Quilter, Cllr Mrs. M Rance-Matthews, Cllr A Rose, Cllr Mrs. M Thomas and Cllr G Tregidga.

**Also in attendance:** The Clerk Mr D Hawken, Administrator, Mrs B Bassett and Cornwall Councillor J Hanlon.

**Min FPC157/25 - Apologies:** Cornwall Councillor S Trevelyan.

It was **RESOLVED** to accept the apology received and the reason provided.

Proposed Cllr L Allen, Seconded: Cllr M Luke. All in Favour.

**Min FPC158/25 – Declarations of Interest**

None declared.

**Min FPC159/25 – Public Participation**

There were no members of the public present.

**Min FPC160/25 - Minutes of the Full Council meeting held on 28<sup>th</sup> October 2025**

The minutes of the Full Council meeting held on 28<sup>th</sup> October 2025 had been circulated in advance of the meeting. Cllr M Shand raised a couple of spelling mistakes with surnames - once amended, these will be signed by the Chair and approved as a true and accurate record.

Proposed: Cllr O Kimber, Seconded: Cllr M Shand. All in Favour.

## **Min FPC161/25 - Matters arising from the previous Full Council minutes**

There were a few matters arising that were not included in agenda items.

- Min FPC144/25 – The Clerk met on Teams with Merriman Property Management Company and they are not responsible for the trees at Cookworthy Close. Clerk advised that it could be owned by the developer of the site. **Action: Clerk to make contact with the owner of the site.**
- Min FPC144/25 – The situation with the vandalised 'stop' sign at Ruddlemoor is ongoing. **Action: Clerk working with Imerys.**
- Min FPC144/25 – Still co-ordinating a meeting regarding the StARR Project in relation to the broken footbridge at Molinnis Moor. **Action: Clerk has been advised this will be replaced.**
- Min FPC144/25 – Two further police surgery dates have been diarised with PCSO S Tibbles for the month of October. 30<sup>th</sup> October has been cancelled. **Action: Next surgery on Thursday 11<sup>th</sup> December at 2.30pm.**
- Min FPC144/25 – Concerns of anti-social behaviour in Penwithick/Bugle, it was agreed to invite a representative from Young People Cornwall and the work in St Austell of The House to a future meeting. **Action: Contacted Young People Cornwall to attend in early 2026, Administrator dealing with this.**
- Min FPC144/25 – Newly-erected sign at the entrance of land managed by Treverbyn Hall. **Action: Clerk to meet with Mr D Michael.**
- Min FPC144/25 – Overgrown hedgerow after Wheal Martyn towards the Sawles Arms. **Action: Reported to Highways, no further update.**
- Min FPC144/25 – Missing Dog Waste bin at Rocks works car-park. **Bin now replaced.**
- Min FPC144/25 – Speed visor unit to be deployed on Roche Road and Rosevear. **Action: R Tatlow to organise. Clerk to follow up.**
- Min FPC144/25 – Quotes for installing hearing loop in the meeting room. **Action: To be fitted on Thursday 11<sup>th</sup> December.**
- Min FPC144/25 - Grants available to improve Public Rights of Way. **Action: Meetings arranged, to follow up.**

- Min FPC144/25 – Renewal of projector/TV for meeting room. **Action: TV purchased and to be fitted.**
- Min FPC144/25 - Cllr K Pollard raised about the installation of a physical pavement on Roche Road. **Action: Ryan Searle looking into Section 106 agreement, clerk to email again.**
- Min FPC144/25 - Erection of a new turning circle sign at Lower Molinnis. **Action: To be installed.**
- Min FPC128/25 - Feedback and complaints have been received since the A391 had been cut from Scredda to Carluddon roundabouts. **Action: Clerk written to Cornwall Council to make complaint.**
- Min FPC129/25 - The new noticeboards have all been fitted, albeit for the last few, by Cornwall Signs and location for West Carclaze has been agreed.
- Min FPC129/25 - The new front door has been fitted and the Parish Council will pay 50%, as previously agreed. Additional works still needed prior to invoice being received.
- Min FPC132/25 – The Clerk advised that going forward he feels it would be more beneficial to attend the Larger Council meeting due to the size of Treverbyn. **Action: The next meeting postponed so Clerk to attend once new date known.**
- Min FPC135/25 – The Clerk has communicated to Cornwall Council that the Parish Council have no desire to take over the land at Montgomery Road, as previously resolved. **Actioned**
- Min FPC135/25 – A member of the public has contacted via the website to advise that he is now working self-employed following working from the Local Authority, Serco and Cormac carrying out playground inspections and repair works. If the Council require any help or guidance to get in touch. **Action: Clerk emailed so can arrange meeting.**
- Min FPC 145/25 – It was RESOLVED that letters to both the Councillor and the Group Leader of Reform UK at Cornwall Council advising of Cllr S Trevelyan’s non-attendance at meetings be sent. **Action: Clerk sent correspondence to both.**

- Min FPC 146/25 – Cllr Highland reported that the mobile caravan had gone at Molinnis. Charlie is dealing with the swing/top. **Action: All completed by Habitat.**
- Min FPC 146/25 – Cllr P Quilter advised that the old road from Roche to Stenalees is still causing issues due to width of road and allowing cars through. Traffic Regulation Order not sorted. **Action: Clerk reported again to Griffiths.**
- Min FPC 146/25 – Sunken drains on Fore Street still to be resolved – is there an update. **Action: Clerk emailed R Tatlow.**
- Min FPC 146/25 – Cllr Mrs. M Thomas has noticed an advertising board between the Carthew triangle and Singlerose roundabout. This could be on Imerys land. **Action: J Elvins to contact the proprietors of Carbean Lodge.**
- Min FPC 146/25 – Cllr Mrs. J Kallacky advised that the double yellow lines from Fore Street, Bugle before the bed shop are not being adhered to. **Action: Reported to Police.**
- Min FPC 146/25 - Cllr L Allen advised that there has been fly tipping along from Telephone Lane to Caudledown Lane. The erected fence at Ruddlemoor which has been reported to Imerys is not in keeping with the surroundings and possibly encroaching on Imerys land. The Clerk has reported this potential breach to Imerys and is awaiting an update. It was agreed to circulate any updates to Councillors, accordingly. **Action: Clerk updated current situation.**
- Min FPC 146/25 – There had been a car abandoned at the Molinnis turning circle, this has been reported and now moved. Sign will be erected soon.
- Min FPC 146/25 – Quote agreed from Aqua rod for the works at Hallaze – this will now be actioned – site meeting arranged.
- Min FPC 146/25 – Footway improvement on the A391 at Stenalees have been delayed as the team had been required at Looe for emergency works, this has now been resolved and the team are back on site. Completed.
- Min FPC 146/25 – As discussed earlier in the meeting, the speeding restriction on the New link road had been extended till the end of November. **Now open at the national speed limit.**

- FPC 146/25 - Bugle Community Grant Application  
**Action: Payment to be made by Clerk.**
- FPC 146/25 - Trethurgy Car Park Rental License  
**Action: Clerk to contact and draw up license for Mrs G Rowett.**
- FPC 146/25 - Stenalees Bus Shelter Maintenance  
**Action: Clerk to contact and draw up agreement for Mrs Oxenham.**
- FPC 146/25 - Habitat Restoration  
Three quotes provided by Habitat Restoration for Autumn Maintenance, Ruddlemoor Maintenance and miscellaneous jobs within the Parish.  
**Action: Work ongoing with Habitat.**
- FPC154/25 – Knotweed treatment – land at Hallaze, growth has been greatly reduced and so recommended annual visit for 2026 and 2027 to ensure 2 years where there is no growth. These visits would be charged at £145.00 + VAT.  
**ACTION: Ongoing works, Clerk to update.**

#### **Min FPC162/25 – Cornwall Councillor Reports**

A written report had been received from Cornwall Councillor J Hanlon and circulated to Councillors. An email update had been received from Cornwall Councillor S Trevelyan and read out by Cllr Mrs. A Double.

Cllr P Highland raised from the report, the providing of salt bins in the Parish to Cornwall Councillor J Hanlon, specifically following the new road completions and asked who was responsible for supplying them. The Clerk advised that it seems that Cornwall Council do not undertake salt bin installation anymore and that the provision of any new bins would fall to the Parish Council. It was suggested to contact Griffiths to enquire as to the supply of a new salt bin for the old Roche Road.

It was **RESOLVED** that the Clerk contact Griffiths to look at supplying a salt bin.

Proposed: Cllr P Highland, Seconded: Cllr O Kimber. All in Favour.

Parish Councillors expressed their disappointment with Cornwall Councillor S Trevelyan's report and the derogatory comments regarding the village of Bugle. Cllr P Highland and the Chair both thanked Cornwall Councillor J Hanlon for this professional report.

Cllr O Kimber wished to propose that Cornwall Councillor S Trevelyan was written to again with Parish Council feedback on his report.

Proposed: Cllr O Kimber, Seconded: Cllr J Killacky. There was no further support for this motion.

It was **RESOLVED** that Councillors wish to minute their disapproval of Cornwall Councillor S Trevelyan's report.

Proposed: Cllr M Shand, Seconded Cllr Mrs. M Thomas. All in Favour.

It was **RESOLVED** to note both reports.

Proposed: Cllr Mrs. A Double, Seconded: Cllr B Hollis. All in Favour

Councillors discussed transport/traffic concerns and public safety with Cornwall Councillor J Hanlon, in particular, Four-way traffic at Tregonissey crossroads and the need for a pedestrian crossing. Cornwall Councillor J Hanlon advised that EcoBoss has stated that once 275 properties have been sold, the crossing would be put in place although there is an understanding the Section 106 agreement could be amended.

Cornwall Councillor J Hanlon advised there is a Cornwall Council Highways budget of around £33,000 to assist improvements and the Parish Council can put forward recommendations to be considered by the end of December.

Due to the Chair having to leave early, it was **RESOLVED** to move the Budget and Precept agenda item forward.

Proposed Cllr Mrs. A Double, Seconded: Cllr B Hollis. All in Favour.

### **Min FPC163/25 – Budget 2026/2027**

The Clerk wished to thank everyone for attending the recent Budget meeting which had been held which he felt, was very positive. Everyone would have received the relevant paperwork ahead of the meeting.

The Chair wished to thank the Clerk for all the hard work that had been put into preparing the financial figures and the budget.

Councillors discussed the precept increased and how it would be received by residents. The Chair advised that the amount per week was important to communicate and not the % shown on the Council Tax bill. It was important that residents are aware that Parish Councillors are volunteers and that previous budgets had been kept significantly low and that had not helped going forward with the demands now on the Parish Council to deliver relevant services.

It was **RESOLVED** to accept the budget.

Proposed Cllr M Luke, Seconded: Cllr A Rose. All in Favour.

#### **Min FPC164/25 – Precept 2026/27**

With the approval of the budget, it was **RESOLVED** that the precept requirement of £210,000 will be requested for the next financial year.

Proposed Cllr L Allen, Seconded Cllr P Quilter. All in Favour.

*It was **RESOLVED** to accept the Chair having to leave the meeting early.*

*Proposed Cllr M Luke, Seconded: Cllr L Allen. All in Favour.*

*Cllr O Kimber also apologised as had to leave the meeting.*

*It was **RESOLVED** that Cllr M Shand (Vice-Chair) take the Chair.*

*Proposed Cllr Mrs. M Rance-Matthews, Seconded Cllr B Hollis. All in Favour.*

#### **Min FPC165/25 – Finance**

Councillors were presented with a list of Income & Expenditure Accounts for the period end November 2025. It was **RESOLVED** to approve the monthly accounts.

Proposed: Cllr P Quilter, Seconded: Cllr L Allen. All in Favour.

### Hearing Loop

It was noted that the Hearing Loop will be installed on Thursday 11<sup>th</sup> December.

### Online Banking

A proposal has been tabled to add an additional two signatories on the bank account. The two additions are required to ensure cover for when anyone is on leave or unavailable, to ensure payments are made promptly.

It was **RESOLVED** that two members from the Finance Committee are appointed – Cllr B Hollis and Cllr P Highland.

Proposed Cllr M Shand, Seconded Cllr L Allen. All in Favour.

### Wi-Fi Access Point

Cllr M Shand explained the need for the access point to protect the Parish Council files and provide an individual guest Wi-Fi to members of the public that will require a separate password.

It was **RESOLVED** to purchase the new equipment.

Proposed Cllr L Allen, Seconded Cllr Mrs. M Rance-Matthews. All in Favour

### Aalgaard Renshaw

The Clerk had been looking into new auditors following feedback from the external auditor – BDO. It is also recommended that audit and payroll should be carried out independently and not by the same company. CALC also advise changing auditors every few years.

Aalgaard Renshaw who are based in Roche, carry out audits and financial services to several other Parish Councils and have a wealth of knowledge and experience. The Clerk advised that they will undertake quarterly visits to the Offices during the year, in addition to a full audit.

It was **RESOLVED** to move the internal audit to Aalgaard Renshaw with immediate effect.

Proposed Cllr L Allen, Seconded: Cllr M Shand. Nine in Favour and Cllr A Rose abstained.

#### Membership – Society of Local Council Clerks

It was **RESOLVED** that the Clerk become a member of the Society of Local Council Clerks on an annual membership, to include a joining fee. This would be supported by the Parish Council.

Proposed Cllr A Rose, Seconded: Cllr Mrs. M Rance-Matthews. All in Favour.

*Cllr A Rose leaves the room.*

#### Treverbyn Community Trust

The Trust each year put on refreshments following Remembrance Sunday and the Parish Council have previously contributed towards this.

It was **RESOLVED** to make a donation of £125.00 to Treverbyn Community Trust.

Proposed Cllr Mrs. M Rance-Matthews, Seconded: Cllr. Mrs M Thomas. All in Favour.

*Cllr A Rose returns to the room.*

*The Administrator leaves the room.*

#### Administrator Appraisal

Following the probation period/appraisal interview of the new administrator, an additional day was offered to increase the role from 15 hours to 22.5 hours which had been accepted to start from the 1<sup>st</sup> January 2026. In addition, the position to move up one (1) salary point on the SLCC pay scales from the appraisal date.

On equal importance, it was agreed to enter the Administrator into the LGPS pension scheme

It was **RESOLVED** that the administrator role would receive an increase in hours and salary in addition to being entered into the LGPS pension scheme

Proposed Cllr L Allen, Seconded: Cllr M Luke. All in Favour.

*\*Administrator returns to the room.*

*\*Clerk leaves the room.*

### Clerk Appraisal

Following the appraisal interview of the Clerk and his continued excellent work and performance, his salary to be increased one (1) salary point on the SLCC pay scale from the appraisal date. Subject to his completed Certificate in Local Council Administration in March 2026, the pay scale be then increased to start at the bottom of the next band-width.

It was **RESOLVED** that the Clerk would receive an increase in salary.

Proposed Cllr K Pollard, Seconded: Cllr Mrs. M Rance-Matthews. All in Favour.

*\*Clerk returns to the room*

### Banking

Following the new bank account opened with Lloyds, it was **RESOLVED** to transfer £20,000 from the old NatWest Current Account to the new Lloyds current account.

Proposed Cllr M Luke, Seconded: Cllr B Hollis. All in Favour.

In addition, it was **RESOLVED** to open two new reserve accounts to transfer reserve funds from the NatWest reserve account, over to Lloyds. The two new accounts would be for: General Reserves and Restricted Reserves

Proposed Cllr M Luke, Seconded: Cllr Mrs J Killacky. All in Favour.

### Molinnis Park

The current quote obtained from a local legal firm for the Parish Council to take on trusteeship for Molinnis Park (Bugle), is between £7000-8000. Paul Tucker who is one of

the current trustees, has been in contact with Rowan Sproull Solicitors in Bodmin who have quoted it would be no less than circa £2400 + VAT.

It was **RESOLVED** that the Clerk follow up with Julie Rowan at Rowan Sproull Solicitors.

Proposed Cllr K Pollard, Seconded: Cllr P Quilter. All in Favour.

### Payroll

With the audit changing, the Clerk proposed that the payroll should also reviewed with looking at a new company or an in-house package similar to other Parish Councils.

It was **RESOLVED** that R Sandey continue the payroll until the end of the financial year (March 2026) and the Clerk look into other organisations/packages from April 2026.

Proposed Cllr M Luke, Seconded: Cllr Mrs. M Thomas. All in Favour.

### Min FPC166/25 - Matters arising within the Parish

- Cllr A Rose is concerned with the amount of anti-social behaviour around Stenalees war memorial, the church and the school. The clerk advised that the police were aware and that PCSO S Tibbles would be increasing patrols.
- Cllr Mrs. M Rance-Matthews reported a drainpipe existing directly onto the highway at Ruddlemoor. **Action:** Clerk to email R Tatlow.
- Cllr G Tregidga concerned with vandalism near the school in Bugle and damage to defibrillators. Penwithick Social Club has a new committee starting which is positive. He believes that the Penwithick Community Hall AGM proceeded with very few numbers.
- Cllr Mrs. M Thomas would like to feedback how nice the landscaping is on the link road and enquired whether or not the up-keep will continue in the future.
- Cllr P Highland advised there have been issues at Lower Molinnis, Bugle with flooding and who is responsible for the lane? **Action:** Clerk to contact J Elvins.
- The Clerk advised that a quote was being obtained from Habitat for the trees overhanging Railway Cottages from Trethowel park. Would Full Council be happy that the works are undertake before next meeting at the end of January. It was **RESOLVED** that the Clerk can proceed with a quote and works.

Proposed Cllr Mrs. J Killackey, Seconded: Cllr G Tregidga. All in Favour.

- Email had been received from resident at Beam Lane due to small collapse in the lane and subsequent concern for vehicles. This is an unregistered piece of land and not the Parish Council responsibility, however the Clerk has arranged for Habitat to look at the issue to see if it can be made safe. Further clarification maybe needed going forward and Imerys maybe in a position to assist.
- Chynoweth Lane issues are being dealt with by J Elvins, Imerys.
- Meeting was held on Friday 14<sup>th</sup> November regarding the issues on Highways B3274.
- A resident from Pentillie Gardens wished to find out ownership of land. **Action:** Clerk to contact Wainhomes.
- Email received from Network Rail regarding Molinnis Level Crossing and concerns around vehicular parking on the approach. **Action:** Clerk to contact R Tatlow, Highways to discuss.
- Cllr P Highland has reported the dog waste bin lid at Lower car park Carloggas hinge has rusted away and needs replacing. **Action:** Clerk to deal with.
- Works at footway siding at Bodmin Road, St Austell has been postponed and will be reprogrammed in due course when the team are available.
- Tree down at top of footpath in Butts Lane. **Action:** Clerk to deal with.
- Flooding issue at Greensplat turning reported to Cornwall Council. Works commencing early December to resolve issues.
- Temporary speed limit on the new St Austell to A30 link road has been lifted and now operating at 60mph.
- Menacuddle entrance – maintenance of the footway to be carried out w/c Monday 8<sup>th</sup> December.
- J Elvins, Imerys has been in touch and the Vinegar Stone from Goonbarrow has been located, it had been moved by the workforce when working on the A391.
- K Jose from the Countryside Access Team has been in touch regarding a new concrete bridge for Treverbyn Parish Footpath 34 following vandalism.

- The Clerk had received information regarding the temporary closure of the footpath in Ruddlemoor. J Elvins, Imerys has advised works are not due to take place until 12<sup>th</sup> January.
- Cormac has sent out a consultation with regard to introducing bus stop clearway markings and/or waiting restrictions to improve bus movement and accessibility which is often obstructed by other vehicles stopping or waiting. Improvement required on SN09 – Fore Street, Bugle in Treverbyn Parish. Consultation deadline is no later than 9<sup>th</sup> January 2026.

### **Min FPC167/25 – Committee Meeting Minutes**

It was **RESOLVED** to adopt the following minutes of recent Committee Meetings and approve the recommendations therein:

**1. Planning Committee Meeting held on the 28<sup>th</sup> October 2025**

Proposed: Cllr L Allen, Seconded: Cllr A Rose. All in Favour.

**2. Planning Committee Meeting held on the 11<sup>th</sup> November 2025**

Proposed: Cllr L Allen, Seconded: Cllr M Luke. All in Favour.

**3. Planning Committee Meeting held on the 25<sup>th</sup> November 2025**

Proposed: Cllr L Allen, Seconded: Cllr M Luke. All in Favour.

**4. Heritage Committee Meeting held on the 18<sup>th</sup> November 2025**

Proposed: Cllr G Tregidga, Seconded: Cllr Mrs. M Rance-Matthews. All in Favour.

**5. Public Rights of Way held on the 18<sup>th</sup> November 2025**

Proposed: Cllr B Hollis, Seconded: Cllr M Luke. All in Favour.

Cllr M Shand would like to thank Roger Fleet for all his efforts on the Public Rights of Way Committee.

**6. Finance & General Purposes Meeting held on the 19<sup>th</sup> November 2025**

Proposed: Cllr L Allen, Seconded Cllr M Luke. All in Favour.

### **Min FPC 168/25 – Committee Appointments**

Following the resignation of Cllr L Marshall, vacancies have arisen on the Planning and Communications Committee. Councillors had been invited to express their interest.

Two expressions of interest were received to sit on the Planning Committee. Cllr O Kimber who is currently the substitute for Planning and Cllr Mrs J Killacky.

It was **RESOLVED** that Cllr O Kimber become a full member of the Planning Committee. Proposed: Cllr L Allen, Seconded: Cllr P Quilter. All in Favour.

It was **RESOLVED** that Cllr Mrs. J Killacky become the substitute for Planning. Proposed: Cllr P Highland, Seconded: Cllr K Pollard. All in Favour.

At this stage, there has been no interest in the Communications committee.

#### **Min FPC 169/25 – CALC – Annual General Meeting (11th November)**

Cllr Mrs. M Thomas had attended the CALC AGM on behalf of the Parish Council.

Bob Drew has resigned from CALC and is going to the National Committee.

Cllr Sarah Priest talked about Planning which was very interesting and would be good to invite her to speak at a future meeting.

#### **Min FPC 170/25 – Treverbyn Community Trust AGM**

Cllr B Hollis and the Clerk attended, unfortunately there were more trustees in attendance than members of the public. Last year they just broke even with a spend of £11,000 against an income of £12,000. There is now a new electronic booking system for the rooms.

#### **Min FPC171/25 – Calendar of Meetings 2026**

The Clerk has put together the calendar of meeting dates for 2026. It was **RESOLVED** to accept the dates for 2026.

Proposed: Cllr M Luke, Seconded: Cllr Mrs. M Rance-Matthews. All in Favour.

#### **Min FPC172/25 – Correspondence**

The Clerk provided an update on the following:

- The next CAP meeting is 2<sup>nd</sup> February 2026 – the Clerk and other Councillors will attend.
- Email received from Charles French Solicitors - the devolution of Treverbyn Park should be completed by end of December 2025
- High Sheriff Visit of Cornwall Parish visit on 26<sup>th</sup> November 2025.
- Community Highways Improvement Programme (CHIP) correspondence from Councillor Dan Rogerson. Expressions of Interest deadline extended to 27<sup>th</sup> February 2026 – future agenda items for Full Council January 2026.
- The new notice board has been agreed and will be positioned at Bluebarrow Close (West Carclaze Garden Village) and a new dog waste bin to be placed at the end of the trail on Carbis Road.
- An email has been received from Ocean Housing and 27 Carnsmerry Bugle, will be going on the market for sale.
- Wainhomes land at Bugle – Peter Crawford has confirmed that the Parish would need to take on all the land and not just a small area, agenda item for next meeting to discuss.
- Email from Adrian Roper – Principal Transport Officer regarding the Mid Cornwall Metro Scheme starting on the 18<sup>th</sup> February 2026 – will be sending over briefing note and plans.
- Correspondence from CALC on the analysis of the budget from Cornwall Council.
- Town and Parish Council Newsletter 5 December 2025 distributed.
- An email has been received from a Trethurgy resident which the Clerk read out regarding a previous planning application.

### **Min FPC173/25 – Any other Business**

The Communications Committee will meet on the 6<sup>th</sup> January 2026; agenda will be sent out before Christmas.

The Councillor vacancy advert will be got be advertisement via Facebook and notice boards – closing date Friday 19<sup>th</sup> December 2025.

For those attending the Christmas meal at the Waterwheel, arrival from 6.30 to sit down at 7.00pm.

**Min FPC174/25 – Confidential Matters**

There were no confidential matters to be discussed.

With no further business to transact, the Chairman closed the meeting at 9.26pm and thanked Councillors for their attendance.

..... (Chairman)

..... (Date)