

Godstone Parish Council

(incorporating the Villages of Godstone, South Godstone and Blindley Heath)

Clerk to the Parish Council

Mrs S Endersby

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Minutes

of the meeting of Godstone Parish Council held on
Monday 9 April 2018 at 7.30pm at St Stephens Church, South Godstone, RH9 8EY

Members: Cllrs J Gardner, B Davis, M McLoughlin and C Farr
Apologies: Cllrs D Stone and C White, R Johnson and M Gillman
In attendance: S Endersby (Clerk)
Open Forum: F Pavely

1. Questions from Members of the Public

1.1 F Pavely – Godstone – What is the current status of the construction of the new Hilly Fields Car Park?
Councillors responded that the contract tender is in its final stages and that progress is being made and it remains a key project that the Parish council want to complete.

2. County and District Councillors

2.1 R Thorn - Tandridge District Councillor and Surrey County Councillor

- i. Potholes - Reported that extra money is being spent on dealing with potholes since the snow, noting roads that had been put forward by Parish Councillor R Johnson.
- ii. Hedge Cutting – Disappointment noted about how the hedges on the A22 had been cut.

2.2N Childs – Tandridge District Councillor

- i. Grass Cutting – Raised the matter of Tandridge District Council (TDC) topping up the Surrey County Council (SCC) costs for the 2017/18 financial year for grass cutting in the district. There is now a requirement for how the grass cutting will be funded in the next financial year 2018/19 to be negotiated. The following points were raised during a discussion:
 - How much verge does it include
 - What other grass cutting does it include
 - Grass cutting is the financial responsibility of SCC
 - The impact on the precept
 - More information is needed and limits on what the spending could be
 - Will be discussed at the next Local Committee on 20 April 2018 at 1.30pm
 - There was a general feeling that the number of Parish councils willing to contribute are a minority
- ii. Endorsement of Independent Councillor Candidate Mr C Farr – Councillor N Childs asked if the Parish council had endorsed the independent candidate Mr C Farr.
Councillors responded that the Parish council had endorsed Mr C Farrs candidacy as an Independent Candidate for the District Councillor elections. It was confirmed that the Parish council had sought advice from SSALC to ensure it was acting appropriately and this has been detailed in the minutes of a previous meeting.
- iii. FOI – Councillors raised the request made by Councillor N Childs and confirmed that the request was made in a personal capacity. Councillors referred Mr N Childs to previous minutes of the Parish council meetings which detail every month any payments authorised and agreed by the Parish Council. It was noted that the Clerk would respond to the FOI in the appropriate way.

2.3 Matters put to the District Councillors

- iv. Developers – Parish Councillors noted that they believed that there was a letter from a developer about the Blindley Heath site. Councillor N Childs will send the email from councillor's information.
- v. Litter – Councillors raised that there is a lot of litter on the roadsides.
- vi. HGV's – Councillor N Childs will circulate an email in relation to Anglefield Corner. It was noted that Highways have stated that Tillburstow Hill is too important to put a weight restriction on it.

ACTION 4/2018 – PF1 – Councillor M McLoughlin will email District Councillors to have an action plan in relation to the matter of HGVs.

3. Apologies and reasons for absence

- 3.1. 3.1 There were apologies received from Councillors D Stone, C White, R Johnson and M Gillman due to sickness of prior personal commitments.
- 3.2. All apologies were unanimously accepted by the Parish Council.

4. Declarations of Interest - None

5. Minutes of the previous meeting held on Monday 5 March 2018.

RESOLVED – Councillors agreed that the minutes of meetings held on Monday 5 March 2018 were an accurate record of the meeting and that they be signed by the Chairman.

6. Neighbourhood Plan Committee

6.1 Councillors noted the discussion in relation to Expenses for volunteers and postage to be agreed up to the value of £250.

RESOLVED – Councillors agreed that the email decision be ratified that expenses in relation to the organisation and distribution, including stamps for Self-Addressed Envelopes, for the Neighbourhood Plan surveys be paid up to the value of £250 with the appropriate expense claim being submitted.

6.2 Update from Councillor B Davies – Councillors noted the following update:

- i. The Questionnaire has been completed and printed, this has been a lot of work and the committee members have worked very hard to achieve this.
- ii. Distribution of the questionnaire to all households in Godstone Parish is well under way and will be completed by the beginning of April. It is expected that all the completed Questionnaires will be returned or collected by mid-April.
- iii. The next part of the process will then begin, the analysis of the Data received. A methodology of how to carry out the analysis will be agreed. Once this analysis has been completed this will provide the data necessary to start the preparation of the Neighbourhood plan.

7. Motions and matters proposed for discussion by Councillors

7.1. Godstone Village Central Ward Councillor vacancy

- i. Councillors noted that the Clerk had circulated the one application in advance of the meeting and Mr J Farnaby was given the opportunity to speak.
- ii. Councillors consider the Co-option of Mr J Farnaby – PART TWO

7.2 Donation for use of hall at St Stephens Church, South Godstone for meetings.

RESOLVED – Councillors agreed that a donation of £200 be paid to St Stephens Church, South Godstone for the use of hall for the Parish Council meetings.

ACTION 4/2018 – 1 – Clerk to arrange payment of £200 donation to St Stephens Church.

8. Tandridge District Local Plan and Garden Village

8.1 Councillors noted the email circulated by Cllr C Farr on CPRE re new NPPF – Headline Analysis of the draft NPPF.

8.2 Councillors report on the Barrister meeting - PART TWO.

8.3 It was noted that the Garden Village is now being referred to as Garden Community and this could mean that TDC could spread across more than one site.

9. Reports

9.1 Action taken – to be ratified (if any)

9.1.1 List of Actions

ACTION 4/2018 – 2 – Clerk to circulate a current list of outstanding actions.

9.2 Clerks Report

9.2.1 Generic Email addresses

- i. Councillors noted the information reported by the Clerk setting out the case for generic email addresses
- ii. Information provided by Clerk (annotated from a previous Internal Audit report) - As council is aware the data protection act is changing with the introduction of GDPR in May 2018..... A Common email system is recommended to give a natural segregation, so it is clear beyond doubt in what capacity a councillor is acting, gives control to the councils and adds a degree of professionalism and in the event of a FOI request limits the access to personal computers.

RESOLVED – Councillors agreed that the use of generic emails should be implemented and that quotes in relation to the cost should be provided to the Parish council.

ACTION 4/2018 – 3 – Clerk to provide information in relation to the cost of generic email addresses as soon as practicable.

9.2.2 Fair change of date – Councillors noted that due to the weather the fair wishes to postpone its arrival from 10-16 April, due to the Green being too wet, and request the arrival date be changed to 23 April 2018 and opening days to be 27, 28 and 29 April 2018 instead.

RESOLVED – Councillors agreed that there was no issue in amending the dates of the fair and that the fair could arrive on the 23 April 2018 instead.

ACTION 4/2018 – 3 – Clerk to update the fair organiser as soon as possible.

9.2.3 Staffing update - PART TWO

9.2.4 Freedom Of Information Request – Councillors noted the Freedom of Information request that the clerk would reply to and which was raised and discussed during the public forum session.

9.2.5 General Data Protection Regulations (GDPR) – Appointment of DPO – Councillors noted the clerks report that enquiries were being made in relation to service providers for a DPO service as required by the GDPR and noted the variation in potential services and costs that had been received so far.

RESOLVED – Councillors agreed that this matter should be reviewed at the next Parish council meeting following quote information being circulated to the Parish council.

ACTION 4/2018 – 3 – Clerk to provide information of quotes received to date.

9.3 Chairman's Report – No formal report, matters covered during the course of the meeting.

9.4 Reports (for noting) from representatives on outside bodies etc

9.4.1 Parish Assembly – Cllrs C Farr/B Davies - Update re grass cutting and implications to the Parish.

- i. Councillors noted the update in relation to grass cutting in the district, that Parish councils are being asked to contribute to the costs of grass cutting.
- ii. It was noted that Tandridge District Council (TDC) had been able to provide information in relation to the varying proportion of grass cutting between different parishes.
- iii. It was noted that TDC would deal with issues in relation site lines.
- iv. Councillors discussed the range of issues with this request i.e. Surrey County Council are paid to carry out this service and is not what the Parish precept is allocated for.

9.4.2 TLAG – minutes C Farr – Councillors noted the minutes from the TLAG meeting circulated to the councillors by email for information. Nothing further added.

10. Current Planning issues

10.1 District Council Planning Decisions – It was noted that there was no list circulated by the Clerk on this occasion, but that all decisions are available online.

10.2 Current Planning Lists and applications – Councillors discussed the following planning applications and agreed the following statements for submission to TDC planning department:

Application	Address	Details	Godstone statement
2018/349	<u>Russet Wood, Carlton Road, South Godstone RH9 8LG</u>	Erection of outbuilding. (certificate of lawfulness for a proposed use or development)	No Comment
2018/317	<u>Bank Farm, The Common, Blindley Heath RH7 6LH</u>	demolition of unused and unsafe barn building and erection of new nursery building	No Objection
2018/560	<u>6 The Priory, Godstone RH9 8NL</u>	Erection of single storey side/rear extension incorporating access gate to front elevation.	No Objection
2018/602	<u>Buttons Mead Farm Livery, Tandridge Lane, Lingfield RH7 6LW</u>	Installation of a 36ft 7" diameter horse walker on an existing hardcore base.	No Objection
2018/610	<u>24 Langsmead, Blindley Heath RH7 6JT</u>	Demolition of existing garage and conservatory. Erection of part single/part two storey side and rear extension incorporating integral garage, enlargement of rear dormer, dormer window to front elevation and open porch to front elevation	No Objection

10.3 Update from the meeting which considered planning applications on 19 March 2018 – Councillors noted the minutes of the Planning Committee meeting which had been circulated in advance of the meeting.

10.4 Any other current planning matters, including Appeal

- i. It was agreed that a Planning Committee meeting should be scheduled for 23 April 2018.

ACTION 4/2018 – 4 – Clerk to circulate a Planning Committee Agenda.

11. Finance

11.1. Accounts for payment - to approve **MARCH** accounts for payment – To be confirmed at the meeting

Godstone Parish Ref.	Business	Invoice	Invoice Date	Payment For	Net amount	VAT	INVOICE TOTAL
GP283	SES Business Water*	32	01-Apr	Field Supply, Blindley Heath	£192.79	£0.00	£192.79
GP284	Tandridge Neighbourhood Watch Steering Group	Cheque		Grant agreed at March meeting.			£100.00
GP285	EON*	H15973E1C3	21/03/2018	Electricity	£31.15	£1.56	£32.71
GP286	SSALC	11925	04/04/2018	LCR annual subscription	£17.00		£17.00
GP287	Fairalls	04298795	05/02//18	Rocksalt	£43.36	£8.87	£52.03
GP288	Fairalls	04298917	06-Feb	Drive contents	£70.91	£14.18	£85.09
GP289	Fairalls	04300142	15/02/2018		£18.87	£3.87	£22.65
GP290	Fairalls	04300499	19/02/2018		£54.18	£10.84	£65.02
GP291	Fairalls	04301103	23/02/2018	RockSalt	£65.04	£13.01	£78.05
GP293	BT*	MO64 D9	17-Mar	Telephone and Internet	£56.95	£11.39	£68.34
GP294	Blindley Heath Cricket Club			Electricity payment for Christmas lights & car park light outside of season	(Paid as agreed in March)		£123.30
GP295	South & South East in Bloom	2740	14-Mar	Workshop			£20.00
GP296	Timber Play	6628	13-Mar	Replacement Equipment installation	£2,554.54	£510.91	£3,065.45
GP297	Bartlett Tree Expert	37717693-0	22-Mar	Trees at Blindley Heath SSSI	£1,600.00	£320.00	£1,920.00

GP298	Earth Anchors Ltd	EA30744	30/01/2018	Allotment Noticeboard	£288.00	£57.60	£345.60	
GP299, 300 & 301	Staff Salaries			3x salaries total			£1,462.86	
GP302	Nest			Pension contribution			£109.15	
GP303	HMRC			NI and Income Tax payments - TBC				
GP304	Gardenwise Estate Management Ltd	05-881	27-Mar	Maintenance	Ratify Payment		£1,872.00	
GP305	Gardenwise Godstone Ltd	05-6571	27-Mar	Grass Cutting - GG - £400, BG - £730, BH - £400	Ratify Payment		£1,530.00	
GP306	SEndersby			Expenses			£16.42	
GP307	HPS	5044	29-Mar	IT Support @ £65 per month	£130.00	£26.00	£156.00	
GP308	HPS	5045	29-Mar	Additional USB portable	£76.40	£15.28	£91.68	
GP265a	Parish Noticeboard Company	7282		Notice Board - final 50% to be paid as now received	£750.00	£150.00	£900.00	
TOTAL:								£12,326.14

* Salaries have been paid in accordance with 7. Payment of Salaries of the Parish Council Financial Regulations. **Direct Debits

RESOLVED - Councillors approved the payments list totalling £12,326.14 on payment of salaries and two councillors countersigned all invoices.

ACTION 4/2018 – 5 – Clerk to arrange payment of all invoices detailed.

11.2 Summary Financial Report to **FEBRUARY** receive and review

- i. Councillors noted the papers available at the meeting which included the bank statement, bank reconciliation including spend against budget, pension contribution, salary sheet, monies received and designated and restricted funds balance sheet.
- ii. Monies Received – up to February 2018

Burials	2,050.00
Wayleaves	64.50
VAT refund	3,285.89

- iii. It was noted that there is currently an amount of £3286.98 unspent CIL funding.

RESOLVED – Councillors agreed that the CIL funds currently still held should be used to cover as much of the costs on the playground refurbishments that have been carried out as was available. Councillors noted that invoice payment GP304 which included £1080 for repairs to playground and GP296 for replacement equipment £2554.54 net cost would be covered by the CIL available and it would leave £347.56 balance to pay out of funds allocated to the Playground.

ACTION 4/2018 – 6 – Clerk to details in accounts the allocation of CIL funds to the Playground and detail in the CIL report to TDC.

11.3 Grants and Grant Applications

- i. Citizens Advice Bureau (Caterham and Waringham) - £2000 – Councillors discussed the application and noted the merits of the CAB, but due to the location of the branch councillors remained hesitant as to being able to determine the benefit of agreeing the grant to the Parish.

ACTION 4/2018 – 7 – Councillor M McLoughlin circulate more information and the Parish council to review again.

- ii. St Johns Church, Blindley Heath - Councillors noted that the Clerk had received a breakdown as requested setting out what last year's grant of £3k was spent on. Following receipt of this information the Council agreed defer a review and consideration of the grant application to the next meeting.

ACTION 4/2018 – 8 – St Johns Grant to be considered at the next Parish council meeting.

12. Greens, Commons and Land - To receive updates, inspection reports from Members' areas of responsibility and consider any recommendations:

12.1 Allotments

- i. Designate bonfire area

RESOLVED - Councillors agreed the area to be allocated, detailed below and marked with a red star:



- ii. Councillors noted the comments about the removal of organic waste raised by an allotment holder following the agreements being sent.
- iii. Councillors noted that the Chairman had received no agreement from the current garage site owner in relation to the Parish council being given a wayleave to assist the Parish to provide water for the allotments.
- iv. It was noted that once current Hilly Field allotment holders had been allocated plots from Salisbury Road, at no cost for the year 1 April 2018-31 March 2019, for assist allotment holders to reallocate their plots from Hilly Fields to Salisbury in preparation of the Hilly Fields site closing in May 2019.

ACTION 4/2018 – 9 – Councillor B Davis to compile an email update for the Clerk to circulate to the allotment holders.

ACTION 4/2018 – 10 – Clerk to liaise with current Hilly Field allotment holders to allocate plots at Salisbury Road.

12.2 Godstone, South Godstone and Godstone Green

12.2.1 South Godstone

- i. Playground - Surrey Highways Ref: ME-454539 - HUNTERS CHASE – Councillors noted the updated that P Mason continues to follow this up with SCC to make a positive change to ensure better safety for playground users at the exit from the playground.
- ii. Surrey Pet Cemetery – Councillors noted the Information received about the ground rent increase of 57.5% to £52 per pet. Clerk confirmed that it is not a Parish council matter.

12.2.2 Godstone

- i. Report of cars abusing the 3-hour rule in the car parks – Councillors noted the complaints, but the issue of enforcement remains a problem.
- ii. Speed sign – Councillors noted the information in relation to the reinstatement of the village flashing speed sign. It was confirmed that the cost will be £1167.97 as SCC stated that the speed sign is too heavy for the lamp post it was previously on and that it must be reinstalled on to a free-standing post, so this is included in the cost quoted. It was acknowledged that as SCC have a specified contractor that must be used it was not possible on this occasion to obtain more than one quotation for the work.

RESOLVED – Councillors unanimously agreed that the cost be paid to ensure that the flashing speed sign is reinstated.

- iii. Hilly Fields Car Park – Councillors noted the update on Tenders received and the enquire currently being dealt with by the Clerk in relation to confirming if there is a requirement for land dedication, it was noted that there is already a right of way to the site. Councillors noted there are a number of actions that will need to be completed in advance of work starting once the contract has been awarded. This includes liaising with the Archaeological consultant, confirmation of project manager fee, Contractor contract being signed, letters to immediate residents, PL insurance information, consent/licences from Highways/S278 agreement.
- iv. Playground – Councillors noted that the new equipment is now in the playground and work is now completed on the areas of refurbishment agreed for the playground.
- v. Fete – Permission request – Councillors considered the request from Godstone Fete Committee to hold the annual Godstone Fete and Donkey Derby on Bank Holiday Monday 27th August 2018, and use of the Green on Saturday 25th and Sunday 26th to enable preparations for the event day and a church service on the Green on Sunday 26th August. It was noted that the request included confirmation that the Committee we ensure that there is a suitable Public Liability (PL) insurance policy to cover for the event.

RESOLVED – Councillors unanimously agreed that Godstone Fete and Donkey Derby could be held on 27th August 2018 and permitted use of the Green on Saturday 25 and Sunday 26 August 2018 for preparations and a church service.

ACTION 4/2018 – 11 – Clerk to confirm permission is granted and send the committee the applicable Parish council Terms and Conditions.

- vi. PTA - Fun Run – Councillors noted that the Clerk had not yet received a PL insurance certificate but has been asked if the PTA can use a disclaimer.

RESOLVED – Councillors agreed that the following statement be sent to the PTA by the Clerk: *'The council would like to confirm that it is not able to endorse the suitability of the Green for the exercise activities that you intend to carry out, but the council does not have an issue with you using the Green for an organised fun run, however they would recommend PL Insurance is taken out by the organisers.'*

- vii. Charity Cricket Match – Councillors noted a request from Godstone Brewery, who wish to confirm that the Parish council have no objections to Godstone Brewery applying for a TEN licence to cover their pitch at the charity cricket match event.

RESOLVED – Councillors agreed that they had no issue with Godstone Brewery applying for a TEN licence for its stall at this event and noted that they had stated that the appropriate licences should be in place when confirmation was sent to the event organisers.

- viii. Protection of the Greens – Councillors noted that at a TDC committee meetings papers had detailed 'protected community space'

RESOLVED – Councillors agreed that the possibility of protecting the greens should be investigated.

ACTION 4/2018 – 11a – Clerk to investigate how protecting greens can be achieved by using 'protected community space'

12.3 Hilly Fields – Councillors noted that the field would be cut in late summer.

12.4 Blindley Heath

- i. Request received for a salt bin to be provided in St John's Meadow.

RESOLVED – Councillors agreed that one of the salt bins in Godstone Village be reallocated to Blindley Heath.

- ii. Councillors discussed the area on Parish land in front of the Red Barn and the condition of it.

RESOLVED – Councillors agreed that action to fill the holes was needed and should be considered in the future and that a sign should be installed stating ‘No overnight Parking’

ACTION 4/2018 – 12 – Clerk to request that the contractor moves a salt bin to Blindley Heath and liaise with Councillor C Farr about where it should be placed (near the church hall).

- iii. Report from Councillor C Farr about the digging of a ditch around a building on the SSSI site that would need to be reported to Surrey Wildlife Trust (SWT) and Natural England (NE).

ACTION 4/2018 – 13 – Clerk to liaise with Councillor C Farr to insure the digging of the ditch is brought to the attention of SWT and NE.

12.5 Tilburstow Hill Common

- i. Michalemas (29 Sept) – Closure of Track and issue of garden waste being dumped.

RESOLVED - Councillors agreed that the letter in relation to the track closure on 29 September 2018 and to request no waste is dumped in the Enterdent be sent as soon as practicable.

ACTION 4/2018 – 14 – Clerk to send letter in relation to track closure and dumping of garden waste to all Enterdent residents.

- ii. Management of the woodland at the Enterdent – Councillors noted the enquiry from a parishioner about the woodland management and that Councillor M McLoughlin was currently liaising with the parishioner about the matter.

13. Burial Grounds

13.1 Maintenance

Tree at burial ground – The Clerk reported that there is not a Tree Preservation Order (TPO) detailed on the TDC website for any specific trees in the burial ground, but it was noted that councillors believed that there is a blanket coverage of the area of the burial ground and that the TDC tree officer should be consulted if necessary on any matters on the trees at the Burial Ground.

Damaged Tree at Burial Ground – Councillors noted that the contractor has done further work on the tree to make it safe.

Water butt – The water butt should be replaced.

ACTION 4/2018 – 15 – Clerk to arrange a replacement water butt.

13.2 Applications for Exclusive Rights of Burial

Application to scatter ashes on a current grave – Councillors noted the request and that the matter is not covered by the Burial Ground Regulations.

RESOLVED - Councillors agreed that the scattering of ashes could take place, but that this should not be consider as setting a new precedent and any further requests in the future to scatter ashes would need to be considered by the Parish council.

13.3 Applications for consent to erect Memorials – The Clerk reported the following memorial applications, which are compliant with the Burial Ground Regulations and had been agreed:

- i. 580 - Hemming
- ii. 324 – Hart
- iii. 170 – Webster
- iv. 572 – Harrison

13.4 War Memorials

13.4.1 Commemoration plans for 2018 (RJ and MM)

- i. Councillors were updated in relation to the three sculptures, one for each village, being prepared.
- ii. The Locations for each sculpture to be finalised and it was noted that on investigation Councillor M McLoughlin had confirmed that planning permission was not required.

ACTION 4/2018 – 16 – Councillors M McLoughlin and R Johnson to circulate maps detailing locations for sculptures and final designs to all councillors for information.

13.5 Postengate Farm Memorial Site

- i. Councillors noted the report from Councillor M McLoughlin that the site is currently in a reasonable condition, but will need some maintenance during the course of the year.

14. Correspondence

14.1 Councillors noted the following correspondence circulated by email:

- i. Review of Local/Joint Committees - Parish/Town Council input
- ii. TAG updated minutes - meeting 25 January 2018
- iii. Press Release: Committee will be given update on Local Plan preparation
- iv. Press Release: Council responds to Surrey County Council’s Waste Plan consultation
- v. Surrey Police Estates Programme update
- vi. Planning Policy Committee Agenda 15th March 2018 and Delegated Action list 14. 7th March 2018
- vii. News item: Tell us about your experience communicating with the council
- viii. Additional Cold Weather Funding for Damage Repairs
- ix. Resources Committee Agenda and Treasury and Investment Sub-Committee
- x. Surrey Safe Drive Stay Alive - Your Support
- xi. OLRG 7 Local Plan update
- xii. GVA March Newsletter
- xiii. Parish Assembly - Wednesday 28th March
- xiv. Chief Executive's Bulletin 12 - 23 March 2018
- xv. M23 Whisper Concrete

- xvi. Planning Committee Agenda 5.4.18
- xvii. Overview & Scrutiny Committee Agenda and Delegated Action list
- xviii. Surrey ALC Mar/April Bulletin - new communication for parish and town councils
- xix. Local Committee 20 April - Opportunity for Parish Councils to contribute to the discussion with SCC Cabinet Member for Highways
- xx. RACC Agenda 18th April 2018
- xxi. RACC DRAFT Annual Report 2017-2018

14.2 Request from Councillor C Farr for the Parish Council to consider a request for him to erect banners and boards on parish land.

RESOLVED – Councillors unanimously agreed that Councillor C Farr be given permission to erect banners and boards in relation to the forth coming District Council elections.

15. Matters for reporting or inclusion on future agendas

15.1 The next meeting of the Parish Council will be held at 7.30 pm on Monday 14 May 2018 at St Stephens Church, South Godstone

PART TWO - RESOLVED - Councillors passed a resolution that pursuant to Section 1 part 2 of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting during the consideration of any business on the grounds that it is likely if the public were to remain, there would be a disclosure of exempt information.

----- Meeting closed at 10.45pm -----

Signed _____

Chairman

Date