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CHESWICK GREEN PARISH COUNCIL MEETING
Wednesday 8th March 2017 7:30pm Cheswick Green Village Hall

Present:

Cheswick Green Parish Councillors: Brian Brown (Chairman), Ian Bruce, Len Cresswell, Margaret Gosling, Steve Hall and Penny Phillips.

Clerk: Marie Zizzi

2 members of the public

302. Apologies for Absence and to approve, if thought fit, the reasons if any given, for absence from the meeting.

302.1 An apology was given for Cllr. Mick Swain and this was accepted.

303. Declarations of Interest.

303.1 None.

304. Dispensations.

304.1 None.

305. Public Participation (15 Minutes).

305.1 Mr. Paul Vernon (Chairman of Illshaw Heath RA), referred to an email he had sent to the Chairman and the Clerk, with his observations and questions regarding the Parish Councils recent newsletter about the precept, he said he had sent some questions in relation to the figures.

303.2 Mr. Vernon said he was concerned about the planning application for Blythe Valley Park and about the Neighbourhood Plan, since the SMBC Planning meeting held in November, he had hoped there would be a new strategy and way forward, that included both Residents Associations and the Parish Council, which he hoped would be brought together by the Parish Council to ensure they were not knifed in the back. He said there were strong feelings in Illshaw Heath.

303.2.1 Mr. Vernon spoke about there being very little/no feedback to the residents of Illshaw Heath regarding what the Parish Council was doing regarding Blythe Valley.

303.2.2 Mr. Vernon said a lot of documents had been added to the portal, he referred to the outline planning decision notice for IMP and what SMBC expected. He said that some documents had been added to the portal today and that documents had been added since December, which were of major interest.

303.2.3 Mr. Vernon said time was being allowed to slip by and the Parish Council had not grasped this with any passion or grit, in relation to Blythe Valley but there was a lot of interest shown in Mount Dairy Farm, which was fairly small compared to the Blythe Valley development. He commented that it appeared that everything being developed was in this Ward.

303.2.4 Mr. Vernon said he noted that the Parish Council had asked its Planning Consultant what to do after the Planning Committee meeting and asked if there had been any reply, he said in terms of communication with residents, he was bitterly disappointed.

303.2.5 Cllr. Brown said setting the precept and informing residents about the reasons for an increase had been the Parish Councils recent priority. Regarding Blythe Valley, they had made enquiries about this application and whether it could be 'called in' by the Secretary of State. He said he did not know what else the Parish Council could do.

303.2.6 Cllr. Gosling said the Parish Council had spent time working on a strong response to Solihull MBC, in relation to comments for the Local Council Review, this response pointed out about how much development in the review was in Cheswick Green.

303.2.7 Mr. Vernon said there had been nothing for the residents.

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303.2.8 Cllr. Brown said with previous planning applications, both Cheswick Green Parish Council and the former Hockley Heath Parish Council, had been able to influence applications, but it had been unable to do this on this occasion, despite using a very good planning consultant.

303.2.9 Cllr. Gosling reiterated that the Parish Council had submitted very strong objections regarding any more development in Cheswick Green.

303.2.10 The other Illshaw Heath resident Mrs. Cross, commented that it was all going on behind the scenes, there was a lack of communication and that people needed to see what the Parish Council was doing, she suggested a newsletter.

303.2.11 Cllr. Gosling said they were in the process of preparing an outline for a Neighbourhood Plan now. She said the Parish Councils response to Solihull MBCs Local Plan Review could be put on the website and on notice boards.

303.2.12 Mr. Vernon said he supported what Mrs. Cross had said. The Parish Council probably was working very hard, but there were holes in communication, he referred to what had been sent to Solihull being sent in letter form and that once it had been looked at, a half-soaked response would be sent back. He said unless people demanded to discuss things at the highest level, they would be brushed aside, this platitude was unacceptable.

303.2.13 Cllr. Gosling said the Parish Council had recently met with Mr. James Carpenter, Head of Planning. It was stated that residents did not know this.

303.2.14 Cllr. Brown said the Parish Council had put a number of concerns forward to Solihull MBCs Chief Executive.

303.2.15 Mr. Vernon said that Blythe Valley was the single biggest development on Solihull MBCs books now and that they needed to listen.

303.2.16 Cllr. Brown said the Parish Council had put forward its case.

303.2.17 Mr. Vernon said he felt sorry that all this work had been done and it had no impact whatsoever.

303.2.18 Cllr. Bruce pointed out that Illshaw Heath residents hadn't had any impact either.

303.2.19 Mr. Vernon said independently they had all done the best they could in the run up to the application going to the Planning Committee, they knew they would not succeed and they had been knifed in the back. He said they had all sat there, even Cllr. Ken Meeson had said they were getting knifed in the back. He added that since then, he had hoped by now there would be some drive and some passion to pull everyone together. He said he wished he had tried to do it, from the Parish Councils view, it was the senior organisation and it needed to be doing something different.

303.2.20 Cllr. Brown said they had given it their best shot, they had tried to see if it could be called in, recently the focus had been on the precept and the newsletter etc. He referred to looking at a Neighbourhood Plan and submitting a response to Solihull MBC regarding the Local Plan Review.

303.2.21 Mr. Vernon referred to the need to look at a document, which had recently been added to the portal and said that Kineton Lane would be used for construction traffic.

303.2.22 Cllr. Cresswell said this could be addresses under agenda item 10. To discuss local development including progress regarding Mount Dairy Farm (*including suitable road names – as requested*) and Blythe Valley Park/IM.

303.2.23 It was agreed to deal with this agenda item now.

304. To discuss local development including progress regarding Mount Dairy Farm (*including suitable road names – as requested*) and Blythe Valley Park/IM.

304.1 Cllr. Cresswell said the Parish Council had engaged a consultant, he didn't do a very good job, he had said it could not be disputed, he had dealt with this before. The Parish Council had thought it had a fairly good case. He referred to the increase in the number of houses from 600 to 750 and the access going across the Green Belt and this being very circumspect.

304.1.1 Cllr. Bruce said they were out of time, the developer had full planning permission for it now and that the Parish Council had done its best.

304.1.2 Cllr. Gosling said Hockley Heath Parish Council had put forward one view point, Cheswick Green Residents Association had put forward a different view point and the Parish Council had put forward something else. There was a need to work together and to work with local Parish Councils. She referred to trying to start this process with Hockley Heath PC and with Cheswick Green Residents Association.

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304.1.3 Mr. Vernon said there would be more kudos and support, if people knew what the Parish Council was doing. He referred to Cllr. Bruce, saying it was too late now, that it had been missed, any consultant worth their salt after the Planning Committee meeting, would have come forward and said this is what you need to do now.

304.1.4 Cllr. Brown said it had been discussed after the Planning Committee meeting, they had been told to wait and see if it was 'called in'.

304.1.5 Cllr. Cresswell said the Parish Council could do this and there were comments about Dog Kennel Lane being next on the agenda and this potential development being easily as big as Blythe Valley. There were comments about the need to fight for this to be curtailed otherwise Cheswick Green would become part of Shirley.

304.1.6 Mr. Vernon said they were already cutting trees down in Kineton Lane. Cllr. Cresswell added that surveyors were out taking measurements for the island etc.

304.1.7 Cllr. Bruce said he had been told that they were looking at an option for a right turn at Creynolds Lane.

304.1.8 Mr. Vernon said the decision that had been made was awful, he referred to lots of things, watching a video and things that Danny Gouveia (SMBCs Highways & Transport Officer), had said providing some comfort, having an opportunity to ensure IMP did what it said it would do and ensuring that Solihull MBC did what it said it would do and if it didn't, it needed to be made aware of this. He said that the Residents Association and the Parish Council needed to hold Solihull MBCs feet to the fire, he knew how much effort the Parish Council had put in regarding control over the Mount Dairy Farm development, but this was a drop in the puddle compared to Blythe Valley.

304.1.9 There were comments about Solihull MBC not having the necessary resources needed, to make sure that developers did what they said they would do, if Solihull MBC would not do anything, to go to the local MP and the newspapers, it was no good just sending letters to Solihull MBC.

304.1.10 Cllr. Brown said the letter referred to, was the Parish Councils response to Solihull MBCs Local Plan Review.

304.1.11 Mr. Vernon said the Parish Council had the skill set to do something.

304.1.12 Cllr. Brown said they were listening to his concerns, the Parish Council could take issues up with Anne Brereton (*Director of Managed Growth & Communities at SMBC*) and its planning consultant, he queried where the Parish Council could go from here.

304.1.13 Mr. Vernon said he had requested a meeting with Anne Brereton, regarding Blythe Valley on behalf of the Illshaw Heath Residents Association, a one to one.

304.1.14 Cllr. Cresswell said that she knew the situation, the Parish Council needed to be there to challenge.

304.1.15 Cllr. Brown asked if members wanted to go back to the planning consultant and to ask for a meeting with Anne Brereton.

304.1.16 There were comments about the need to go to reporters.

304.1.17 Cllr. Bruce said it was not about fighting Solihull MBC, it was fighting the Government, Solihull MBC did not have any power.

304.1.18 There were comments about the number of houses for the Blythe Valley development, if Solihull MBC had said no to the increased number, the developers could challenge this with an appeal, Solihull MBC would be fighting a case it could not win.

304.1.19 There were comments about the Mount Dairy Farm development being in the Local Plan for 10 years hence and not now.

304.1.20 There were comments about trying to fight developers being a waste of money, there being no point fighting something you were going to lose.

304.1.21 It was stated that Mount Dairy Farm was meant to be 220 houses and now the developers had put in a request to increase this number and that Solihull MBC would agree because it needed to increase its housing numbers. Cllr. Cresswell said history showed it was easy to do this, he referred to Dickens Heath.

304.1.22 There were comments about Blythe Valley being 500 houses, then 600 and now it was 750 plus a care home and a hotel. It was stated that there could be increased density in the blended core and that the developers could get 1000 houses.

304.1.23 It was stated that it could not be stopped, but to make sure that they only did what had been agreed.

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304.1.24 In relation to the planning consultant, there were comments that the Parish Council had gone as far as it could.

304.1.25 There were comments about Bloor Homes doing what it wanted and Solihull MBC not taking any responsibility for anything, that the increase in the number of dwellings helped Solihull MBC meet its deficit and that Solihull MBC had to provide some housing for Birmingham for its shortfall.

304.1.26 There were comments about meeting Anne Brereton to discuss the Section 106 money because there was no CIL. It was stated that there was no confirmation about what the Section 106 money would be spent on and used for.

304.1.27 Mr. Vernon referred to a document on the portal regarding Section 106, he said the Parish Council needed to look at this.

304.1.28 It was stated the Bloor Homes had not done the table top exercise, that what had been done had made things worse, this had been reported to James Carpenter (*Head of Service - Development and Regulatory Management Managed Growth & Communities Directorate SMBC*), but still nothing had been done.

304.1.29 At 8:10pm Cllr. Brown said this matter had been well debated now and that there was a need to move on.

Resolved: proposed Cllr. Cresswell, seconded Cllr. Hall – all in favour; that the Parish Council should pursue a meeting with Anne Brereton.

304.2 It was noted that Bloor Homes had contacted the Parish Council in relation to road names for Phase 2.

304.2.1 Cllr. Cresswell said he had spoken with Dr. Janet Leese's husband, regarding the suggestion to put her name forward for a road name and he was in support of this.

304.2.2 It was agreed to put the name Janet Leese forward for a road name and Kingfisher.

Action item: Members were asked to send any other ideas to the Clerk.

305. To resolve to accept the Minutes of the meeting held on Wednesday 8th February 2017.

Resolved: proposed Cllr. Gosling, seconded Cllr. Hall and Phillips; that these Minutes were accepted as a true and accurate record.

306. To receive a report on the finances of the Council and to approve any payments made since last meeting and any payments to be made (issued to Cllrs. with the agenda).

Payment to be agreed from Co-op acc Exercise Class March 2017 PC meeting

<u>Payee /Chq No.</u>	<u>Reason</u>	<u>Total</u>
100122	Exercise class instructor Feb 2017	£108.00

Payment to be agreed from Co-op acc for litter pick March 2017 PC meeting

<u>Payee /Chq No.</u>	<u>Reason</u>	<u>Total</u>	<u>VAT</u>	<u>Net</u>
100261	Meadowfields Grounds Feb 2017	£248.92	£ 41.48	£207.44

Chgs/Electronic payment transactions to be ratified/approved March 2017 PC meeting

<u>Payee</u>	<u>Reason</u>	<u>Total</u>	<u>VAT</u>	<u>Net</u>
SMBC	2016 Christmas tree lights	£1165.25	£194.21	£971.21
Paper & Print	1000 Newsletters	£ 332.20	£ 3.70	£328.20
Paper & Print	Additional copies	£ 36.00		£ 36.00
Meadowfields	Emptying new dog bin Rec. Feb	£ 33.60	£ 5.60	£ 28.00
Meadowfields	Extra litter pick by shops Feb	£ 96.00	£ 16.00	£ 80.00
Diane Malley	PAYE final quarter	£ 32.50		
Vision ICT	Biennial fee for.gov.uk May 2017 to April 2019	£ 66.00	£ 11.00	£ 55.00
Blissetts	Printing Guide to the Mount	£ 82.00		
Marie Zizzi	Top up petty cash	£ 71.59		
Bank charges	Quarterly fee	£ 18.00		

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Payee	Reason	Total	VAT	Net
Meadowfields	Cut through ivy on tree on Village Green	£ 30.00	£ 6.00	£ 36.00
Meadowfields	Relocate Jubilee sign	£ 75.00	£ 15.00	£ 90.00
SLCC	Annual membership	£139.00		

More in confidential section.

Resolved; proposed Cllr. Phillips seconded Cllr. Hall; that payments as listed were approved and the finance report was accepted.

307. To agree to appoint Mr. Bill Robinson as the Parish Councils Internal Auditor for year ending 31st March 2017.

Resolved; proposed Cllr. Cresswell, seconded Cllr. Phillips; that Mr. Robinson is appointed.

308. To receive any reports or recommendations from the Planning Committee and any update in relation to the Neighbourhood Plan. To receive the Minutes from the meetings held on 15th June 2016; 10th October 2016; 14th November 2016 and 9th January 2017.

308.1 Cllr. Gosling said there had not been a Planning Committee meeting since Monday 6th February. There was a work in progress for a newsletter for April, to get residents thoughts on the issues and feedback.

308.2 Cllr. Gosling said they were still desperate for help with the Neighbourhood Plan.

Resolved; proposed Cllr Hall, seconded Cllr. Gosling; that the Minutes were accepted.

309. To consider planning applications.

PL/2017/00213/MINFHO - 15 Glenwood Drive; Single storey pitched roof rear extension to dwelling house.

PL/2017/00385/MINFHO - 36 Boscobel Road; Single storey rear side extension.

PL/2017/00413/MINFHO - 40 Creynolds Lane; Ground floor kitchen/breakfast room extension.

PL/2017/00440/PPFL - St Patricks Church of England Primary Academy Salter Street Earlswood Solihull; Construction of an artificial surface - multi use games area (MUGA) and associated fencing/outdoor seating facility on an unused area of the school playing field to complement and increase the sporting provision, outdoor education facility and community use.

309.1 There were no comments or observations to be submitted for any of these applications.

310. To receive any reports or recommendations from the Recreation Committee meeting and to resolve any action(s) to be taken. To receive the Minutes from the meetings held on 16th March 2016, 18th May 2016, 15th June 2016, 10th October 2016, 14th November 2016 and 9th January 2017.

Resolved; proposed Cllr. Phillips, seconded Cllr. Hall; that the Minutes were accepted.

310.1 Cllr. Phillips said the recommendation from the Recreation Committee was to appoint Meadowfields as the Parish Councils Grounds Maintenance contractor.

Resolved; proposed Cllr Cresswell, seconded, Cllr. Gosling; that Meadowfields Grounds Maintenance is appointed for the grounds maintenance as per the specification from 1st April 2017 to 31st March 2020.

Action item: Clerk to inform companies that were not successful and thank them for their quotes and to inform Meadowfields that it is reappointed for the next 3 years.

310.2 It was noted that Midlands Forestry and Meadowfields had been asked to quote to remove the tree that had been blown over on the Village Green and to fill in the hole this had left. However, it was unclear whether the Meadowfields quote included VAT.

Resolved; proposed Cllr. Cresswell, seconded Cllr. Bruce; that if Meadowfields quote for £250 included VAT to go with this. If, however, this excluded VAT to go with Midlands Forestry as this was their area of expertise.

310.3 Cllr. Phillips said the Guide to the Mount had now been printed. Copies were issued to members that wanted one and it was noted that the Clerk was sending a copy to Solihull Central library – The Hub and to Dickens Heath library, these were to be reference only copies.

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310.4 It was noted that the Recreation Committee had discussed the scheme for outside the shops. It was stated that a letter had been sent to all 6 shops, regarding the scheme continuing after 31st March 2017 and this would be at a reduced cost to the previous year.

310.4.1 Cllr. Brown said Arden kitchens did not want to renew and the Vineyard had not read the paperwork yet. He said Palmer News was not keen, unless it included a regular sweep and the shop keeper was upset about cigarette ends.

310.4.2 Cllr. Brown said they had until Friday 10th March to complete and return the form. He said the Bangla was dealt with via CPBigwood, the Pharmacy had already returned the form it was happy to continue.

310.4.3 Cllr. Phillips said members had felt that unless all the shops agreed by Friday, to then on Monday write and inform them that the scheme would cease from 31st March 2017. She added that they had done their best but it had failed.

310.4.4 There were comments about the rose beds outside the shops and it was felt that it was a pity for these to go by the wayside.

310.4.5 It was stated that the Parish Council did not own any of this land, but it could however under the General Power of Competence, look after the rose beds, as and when necessary, just to maintain them occasionally. There were comments about entering into an agreement with CPBigwood for this. It was felt that this was not necessary, just to seek CPBigwoods agreement and to make sure there was no objection, that this would be undertaken as a gesture of goodwill, to keep them looking nice, but it did not mean that the Parish Council was taking on any responsibility for them.

310.4.6 It was stated that a notice should be put on CGPC notice boards, informing resident that the scheme was no longer to continue and the reasons why, it was stated this could also be put on the website.

310.4.7 Cllr. Phillips said it was hoped that the container/planter by the bus stop would be attended to by Solihull MBC this week and then a local resident had agreed to look after it.

310.4.8 Cllr. Phillips said resurfacing on roads was due to take place including for Illshaw Heath.

310.4.9 Cllr. Cresswell spoke about the history of the bin that was now missing from the Village Green. He said the Mr. Gardner had been tasked with visiting the 8 households near to this, as apparently, an anonymous note had been sent to Solihull MBC, stating that if the bin was replaced it would be taken away again.

310.4.10 Cllr. Phillips said there had been a complaint about a particular tree from a local resident. She had met with the resident and looked at the tree which was near their house. She said it was a bit untidy underneath and a separate tree, possibly self-seeding had begun to sprout. Cllr. Cresswell said he had been to see this and he did not think it should be removed.

310.4.11 Cllr. Phillips asked members if the Parish Council should arrange to tidy up underneath the tree. Cllr. Cresswell said this was good for wildlife, it was stated to let the Recreation Committee decide.

310.5 Cllr. Phillips referred to the Tesco Bags of Help/Grounds Works funding, she said the Parish Council was eligible to apply for this again and it could be used to improve buildings that were for the benefit of the community, therefore they could apply for this for the Village Hall.

At 8:40pm Mrs. Cross left the meeting.

311. To resolve to appoint a Grounds Maintenance contractor for CGPC for the period 1st April 2017 to 31st March 2020.

311.1 Dealt with (310.2).

312. To discuss the 'Guide to the Mount'.

312. Dealt with (310.3).

313. To receive any reports from Councillors and/or the Clerk.

313.1 Cllr. Bruce said work had started on Kineton Lane for the access road and a survey was taking place in Illshaw Heath, it was very unclear what they were trying to do.

313.2 Cllr. Brown said with Cllr. Hall, he had attended the WALC annual briefing event, there had been some very good speakers, including the Police and Crime Commissioner for Warwickshire. He said there had been 4 different workshops and between them, they had attended all of these.

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He added that paperwork from the event would be circulated to all members, it had been a good and interesting day.

313.3 The Clerk referred to a draft notice that had been produced some time ago, to inform residents what to do in relation to travellers appearing.

Action item: it was agreed to circulate this and once it was agreed for it to also go on the website.

314. To resolve to co-opt Mr. Davidson on to the CGPC Planning Committee.

Resolved; proposed Cllr. Phillips, seconded Cllrs. Gosling and Hall; that Mr. Davidson should be co-opted on to the CGPC Planning Committee.

314.1 Members were very pleased about this and felt that Mr. Davidson had a lot of experience.

315. To discuss progress in relation to a Defibrillator.

315.1 Cllr. Brown said the cabinet was due to be installed on Friday 10th March and then the training session could be arranged, this would be when the actual defibrillator would be delivered.

315.2 It was stated that notices would be displayed in relation to the training and that any resident that wanted to attend this, could do so.

316. To discuss Flood Protection procedures.

316.1 Deferred.

317. To discuss the Parish Council website.

317.1 Cllr. Gosling said this was mostly up-to-date now, Vision ICT had done some work on the website and it was more or less sorted out now.

317.2 It was agreed to add CGPCs response to SMBCs Local Plan Review to the website.

317.3 It was noted that the archive information was now on the website.

318. Update on the area in front of the shops in Cheswick Green.

318.1 Dealt with (310.4).

319. To discuss information provided via WALC regarding commemorations for the 100 Years since end of 1st World War.

319.1 There were comments about this involving having a beacon or bonfire and where to do this. It was felt that the Parish Council did not have any suitable land.

319.2 It was stated that the last time there had been a bonfire on the Recreation Ground, it had caused a lot of mess and it had been decided not to do this again.

319.3 It was felt that this would cost too much and it would not really be seen, plus there was possibly not enough interest in the village and that it would take a lot of time and effort.

319.4 Mr. Vernon suggested CGPC could approach HHPC to do something together, to build joint community spirit, as there could be merit in that and he suggested the border where Illshaw Heath met Hockley Heath, he said it was an air field that had been used as an RAF Base.

320. To consider and resolve any action(s) in relation to items of correspondence received (issued to Parish Cllrs, with the agenda).

320.1 SMBC had sent an invitation to attend a workshop on Monday 20th March 2017 9-12:30pm at The Hub, Touchwood Shopping Centre, this was in relation to looking to create a new approach to addressing obesity in Solihull. No-one offered to attend.

320.2 SMBC had sent information about the Partnership Community Forum - Bi-Annual Meeting taking place on Tuesday 28th March 2017 6:30 - 8:30 pm at The Onward Club in Chelmsley Wood. No one offered to attend. However, Cllr. Cresswell said he would be going to this, but not on behalf of the Parish Council.

320.3 It was noted that WALC had sent some notices, regarding the UK government being committed to providing every home and business across the country with access to a basic broadband service. There was a poster informing people, that if they could not get a broadband speed of at least 2Mb per second, they could qualify for a subsidised connection worth up to £350 to boost their internet speed. It was stated this could be displayed on CGPC notice boards.

320.4 It was noted that the Clerk had circulated a message to members regarding a prompt she had received on the laptop, stating to 'renew your subscription to keep using your Office

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applications without interruption, please renew by 18 March 2017' then there were two options to click either buy or remind me later.

320.4.1 There were comments about whether to renew this for a year or buy it forever. There were comments about being able to choose where to purchase it as a one-off or continually. It was stated that if it was purchased forever, this version did not include things like Publisher, some programmes were extracted.

320.4.2 It was agreed this needed to be looked into, whether to go for a package or to purchase everything.

321. To discuss and resolve any actions in relation to the ongoing CGPC action list

(issued to Parish Cllrs. with the agenda).

321.1 Cllr. Gosling said with Cllr. Phillips, they still needed to write to BT.

321.2 Cllr. Brown referred to having a First Aid kit for the defibrillator, it was stated that this was for shaving hair to use the pads, for mouth gauzes and gloves, items that were relevant to using the defibrillator.

321.3 Cllr. Cresswell referred to the 'Welcome to CG' brochure. Cllr. Bruce said he had sent it to Cllr. Cresswell about 3 days after the last meeting. It was noted that Cllr. Bruce had not been receiving emails.

322. Agenda items for next meeting.

322.1 There were none.

323. To resolve that due to the special nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.

323.1 Mr. Vernon thanked the Parish Council for allowing him to speak, he said he would contact Cllr. Brown. He then left the meeting at 9:10pm.

324. To discuss and resolve any actions regarding any items of correspondence or matters considered confidential.

325. To discuss meeting to be held with members of the CGRA and the way forward in relation to the Village Hall (Management Committee)/ to discuss meeting held with members of the CGRA, whichever is appropriate.

326. PAYE, payroll, including new charges and terms and conditions from payroll agent and the Pension Scheme, including completion of the Actuarial Valuation Survey.

Meeting ended at 21:40 pm