

Stockbridge Parish Council



MINUTES OF THE PARISH COUNCIL MEETING (AGM)

held on Thursday 24th May 2018 at Stockbridge Town Hall

Duration of meeting : 7.30 pm – 10.02 pm

Present:

| | |
|---|---|
| In the Chair | Parish Councillor Richard Foord |
| Parish Councillors | Councillors Alyson Lownie (Vice Chairman), Frances Candler, Sally Smith, James Leslie, Iain Bell, and plus new co-optee Parish Councillors Angie Filippa and Richard Hills from Item 13 |
| County & Borough Councillors | None in attendance |
| Police | PCSO Catherine Williams |
| Members of the public | 1 |
| The Clerk | Michael Mortimer |

Minute No

Agenda Item and Minutes

19. **Agenda Item No 1 - Appointment of Chairman for the year 2018/19**

Nominations were sought for the post of Chairman. Members nominated Cllr Richard Foord. Cllr Alyson Lownie proposed Cllr Richard Foord as Chairman of the Parish Council for the 2018/19 year. This was seconded by Cllr James Leslie and all other members resolved to appoint Cllr Richard Foord as Chairman. Cllr Richard Foord accepted the appointment and duly signed the Declaration of Acceptance of Office form.

20. **Agenda Item No 2 - Appointment of Vice - Chairman for the year 2018/19**

Nominations were sought for the post of Vice Chairman. Members nominated Cllr Alyson Lownie. Cllr Richard Foord proposed Cllr Alyson Lownie as Vice Chairman of the Parish Council for the 2018/19 year. This was seconded by Cllr Sally Smith and all other members resolved to appoint Cllr Alyson Lownie as Vice Chairman. Cllr Alyson Lownie accepted the appointment and duly signed the Declaration of Acceptance of Office form.

21. **Agenda Item No 3 – Apologies for Absence**

Apologies were received from:
Parish Councillor Russell Jackson
TVBC Councillors Daniel Busk and Peter Boulton.

22. **Agenda Item No 4 - Declarations of Interest**

Cllrs Sally Smith, Iain Bell, Alyson Lownie and Richard Foord declared non pecuniary interests in items on the agenda.

23. **Agenda Item No 5 & 5 (a) - To receive two applicants for co-option as Parish**

Councillors and to discuss the applications received and resolve as to whether to accept or decline the applications for co-option as members of the Parish Council.

Members decided to deal with this item later in the agenda

24. Agenda Item No 6 - To approve minutes of the meeting held on 19th April 2018

RESOLVED: It was resolved unanimously that the minutes of the Parish Council meeting held on 19th April 2018 were an accurate record of the proceedings, the Chairman signed the minutes accordingly.

25. Agenda Item No 7 - Matters arising from the minutes of 19th April 2018

The Chairman suggested that any further actions would be discussed at the relevant items in the agenda.

26. Agenda Item No 8 - Public participation

A resident of Nelson Close spoke about item 13(i) – the planning application for a rear extension of 9 Nelson Close. This resident was objecting to the application and urged the Parish Council to object to it as well on the grounds of it being inappropriate development and overdevelopment for the location.

27. Agenda Item No 9 - Borough Councillor Reports

None provided before the meeting or at the meeting

28. Agenda Item No 10 - County Councillor Reports

None provided before the meeting or at the meeting

29. Agenda Item No 11 – Police/PCSO Report

PCSO Cathy Williams was in attendance to give a report. Other police reports are available in the Parish Magazine and Neighbourhood Watch Report. PCSO Cathy Williams reiterated the invaluable support and vigilance of the local community, whereby no serious crimes had been reported or occurred. She reported that a suspect involved in local lead thefts was awaiting trial. There had been a rash of break-ins to cars parked at local beauty spots. PCSO Cathy Williams urged members of the public using local beauty spot car parks not to leave anything of value or importance in their vehicles. The message being take it with you or leave it at home. Two members of the Parish Council asked whether unmarked police observers might monitor car parks from time to time in an effort to catch offenders. Parish Cllr Iain Bell asked about the availability of the “No Waiting Cones” as they appear to have been locked away and were needed to prevent parking on some areas of the High Street for street cleaning. PCSO Cathy Williams would look into the matter and was going to raise the matter of some covert operations in car parks with her rural police colleagues. Cllr James Leslie brought the attention of other members to the Action Fraud alerts. The Chairman - Richard Foord thanked PCSO Cathy Williams for her attendance and report.

30. Agenda Item No 12 – Clerk’s Report

The Clerk presented his monthly report, which included the following:

- (a) A quote had been received for the repair of the old speed indicator device - £547

+VAT. Members considered that they would not spend this amount unless other parishes like Chilbolton, who had borrowed the SID in the past, were to contribute towards the repair cost. **ACTION:** The Chairman - Richard Foord is to make enquiries of Chilbolton PC as to whether they would contribute towards the costs of repair.

- (b) A new contract had been received from Hampshire County Council in respect of Stockbridge PC's role as lead Parish and Administrator of the Lengthsman Scheme. Other parishes who are members of the cluster were also receiving their contracts. The Clerk will examine the contract and report back to members if any problems /issues were found.
- (c) 3 donations totalling £300 had been received from local residents to the War Memorial Restoration Fund. The Chairman - Richard Foord signed a letter of acknowledgement and thanks to the donors.
- (d) Members decided that there was insufficient personnel resource for Stockbridge to consider entering the Hampshire and the Isle of Wight's Village of the Year - 2018 competition.
- (e) The waste bins that had been temporarily located on the Fire Station side of Beccy's during the restoration of the Vine have now been relocated to their proper position on the Vine site.
- (f) The Clerk asked members for any information that they might have in respect of the seat and notice board that are located to the front of the fire station as HCC Estates are seeking to ascertain the ownership of the land in question.
- (g) Updating the Emergency Plan was required. The Clerk will put this in hand when time permits.
- (h) Litter and waste bins in the village. Cllr Alyson Lownie reported that litter and waste bins had been emptied very promptly after requests had been made for their emptying by TVBC

31 Agenda Item No 13 - Planning

13 (a) Planning Applications

Members considered the following planning applications which had been submitted to TVBC:

| | |
|------------------|---|
| TVBC Ref: | 18/00938/FULLN |
| Address: | 9, Nelson Close, Stockbridge SO20 6ES |
| Application Type | Full application |
| Application for | Erection of a porch and a single storey rear extension with flat roof |

A resident of Nelson Close made representations to the Parish Council in respect of this application – objecting to the application. Members considered the representation made as well as their own views on the application.

Resolved: The Parish Council resolved unanimously to object to this application on the grounds that it was inappropriate and out of keeping the location. Members also considered that the application was overdevelopment **ACTION:** The Parish Clerk is to

convey the Parish Council's views to TVBC Planning Department.

TVBC Ref: 18/01165/FULLN
Address: Thyme & Tides, Grosvenor Garage, High Street, Stockbridge SO20 6HE
Application Type Full application
Application for Installation of 2 x retractable blinds to front elevation

Members considered this application.

Resolved: The Parish Council resolved unanimously that it had no objections to this application **ACTION:** The Parish Clerk is to convey the Parish Council's views to TVBC Planning Department.

TVBC Ref: 18/01023/FULLN
Address: 6 Wessex Mews High Street Stockbridge SO20 6HE
Application Type Full application
Application for Installation of roof light to southern elevation roof slope, garage door removed to south elevation and replaced with window and associated brick infill

Members considered this application

Resolved: The Parish Council resolved unanimously that it had no objections to this application, although there were concerns about the loss of a garage parking facility. **ACTION:** The Parish Clerk is to convey the Parish Council's views to TVBC Planning Department.

TVBC Ref: 18/01024/FULLN
Address: Former Police Station High Street Stockbridge SO20 6HE
Application Type Full application
Application for Change of use of former police station garage and land from Sui Generis to ancillary residential

Members considered this application

Resolved: The Parish Council resolved unanimously that it had no objections to this application **ACTION:** The Parish Clerk is to convey the Parish Council's views to TVBC Planning Department.

TVBC Ref: 18/01095/FULLN
Address: Hamilton House and Nelson House Trafalgar Way Stockbridge SO20
Application Type Full application
Application for External works to strengthen stream banks

Members considered this application and commented on the use of gabion baskets to strengthen the stream bank, considering them to be a harsh engineering solution to a sensitive location. However, the Clerk drew member's attention to the recommendations and method statement set out in the ECOSA Ecological Survey and Assessment dated

29th March 2018, which forms part of the application, for the treatment of the new stream bank.

Resolved: The Parish Council resolved unanimously that it could only support this application if all of the recommendations that were set out in ECOSA Ecological Survey and Assessment dated 29th March 2018 in respect of planting and other treatments become conditions of any planning permission to reduce the visual and physical impact of utilising gabion baskets to strengthen the stream bank.

TVBC Ref: 18/01196/FULLN
Address: Penny Lane Farm, Penny Lane, Stockbridge SO20 6JJ
Application Type Full
Application for Conversion of agricultural barn to form a single dwelling

The Chairman – Richard Foord declared a non pecuniary interest in this application. Members considered the details of this application. Cllr Iain Bell had queried as to whether the proposed building impinged upon the public footpath. The Chairman – Richard Foord confirmed that from the design drawings which form part of the application, no impingement of the footpath was shown.

Resolved: The Parish Council resolved unanimously that it had no objections to this application **ACTION:** The Parish Clerk is to convey the Parish Council's views to TVBC Planning Department.

TVBC Ref: 18/01091/RDCAN
Address: 1 Clarendon Terrace High Street Stockbridge Hampshire SO20 6EY
Application Type Demolition in a conservation area
Application for Demolition of rear extension

Cllr Alyson Lownie declared a non pecuniary interest in this application. Members considered the details of this application. In the first instance, members considered the application summary details to be ambiguous in that the proposals included both demolition and the construction of a new rear section to the building, which could have an impact on the adjoining property. Members resolved to carry out a visit to the site before making a decision.

Resolved: Following a site visit and a discussion on this application, the Parish Council objects to this application as the proposed rear extension could have a significant impact on 2 Clarendon Terrace due to a possible loss of natural light. In addition there were concerns that any intensification/additional commercial usage of this building could further exacerbate the existing limitations of on street car parking in this narrow section of the High St. **ACTION:** The Parish Clerk is to convey the Parish Council's views to TVBC Planning Department.

(b) Tree work applications

The Clerk reported that no new tree work applications had been received.

(c) Planning decision notifications

The Clerk reported that the following planning decision notification had been received

Ref No: 18/00770/AGNN
Address: Land North Of Colt House, Somborne Park Road, Little Somborne, Hampshire
Application for: Prior approval to provide improved access to existing agricultural barn
Decision: Prior approval required
Decision date: Tuesday 01 May 2018

(d) Tree work decisions

The Clerk reported that no new notifications had been received in respect of any tree work decisions that have been made regarding any applications that had been in the Parish since the last meeting.

(e) Planning appeals

The Clerk reported that no new notifications had been received in respect of any planning appeals that had been lodged against a planning decision made in the Parish since the last meeting.

(f) Planning appeal outcome notifications

The Clerk reported that there had been no notifications of any planning appeal outcomes in respect of appeal cases in the Parish since the last meeting.

(g) Enforcement action notifications

The Clerk reported that there had been no new notifications of any enforcement actions notifications within the Parish.

(h) Other planning matters

5 Parish Council members attended the public meeting that was held at the Sparsholt Memorial Hall on Thursday 17th May in respect of the application to vary the conditions in respect of the proposed Biomass Anaerobic Digester Plant. Members considered that the representatives of Ecotricity were not able to give sufficient responses to the questions raised more especially in respect of the change to 50% straw and its effect on the original Traffic Impact Assessment. Cllr Alyson Lownie was to coordinate the composition of a further letter of objection to Winchester City Council Planning Department.

32. Agenda Items No 5 & 5(a) were returned to at this point in the meeting

Agenda Item No 5 - To receive two applicants for co-option as Parish Councillors – the Parish Council currently has 3 vacancies for Parish Councillors. Two residents had volunteered their services as Parish Councillors by co-option. The applicants have declared that they are eligible and not disqualified from being a Parish Councillor. The applicants have submitted written statements about themselves. The Clerk confirmed that process of co-option can be utilised.

The Parish Council's Standing Orders were suspended in order for the Parish Council to consider the applications received. The applicants made short addresses to the Parish Council.

Standing Orders were reinstated after the presentations.

As there no members of the public in attendance at this stage of the meeting, there was no necessity to resolve to exclude the press and public for members to consider the co-optee candidates.

Agenda Items No 5 (a) - To discuss the applications received and resolve as to whether to accept or decline the applications for co-option as members of the Parish Council.

Members considered and discussed the applications from the two potential co-optees. Members resolved to accept Angie Filippa and Richard Hills as new Parish Councillors by co-option. The two applicants duly signed the Acceptance of Office forms and joined the meeting as Parish Councillors.

33. Agenda Item No 14 – War Memorial

Cllr Iain Bell declared a non pecuniary interest in this item as a member of the British Legion.

The Chairman - Richard Foord expressed his frustrations at the difficulties he has encountered in progressing matters with the War Memorials Trust. He advised members that he was seeking to appoint a structural engineer as soon as possible.

Cllr Iain Bell reminded members of the necessity to have the work completed in time for 100th anniversary of the Armistice in November this year and asked when the official appeal for donations to restore the War Memorial was to commence. Cllr Frances Candler advised members that an appeal for donations to restore the War Memorial was mentioned by the Lord of the Manor - Guy Boney at the recent Court Leet and mention has been made of the appeal in the Parish Magazine. The Clerk advised that £300 in donations had been received.

34. Agenda Item No 15 – Annual Parish Assembly

By way of a follow up from this year's Annual Parish Assembly, members considered that greater time should be spent in preparation for next year's event. The Clerk has made a diary entry to begin preliminary preparations for next year's event in the Autumn of this year.

35. Agenda Item No 16 – Insurance Policy renewal

Members considered the insurance renewal quotation that has been provided by Came & Company together with a report that had been prepared by the Parish Clerk in respect of the renewal of the Parish Council's insurance policy.

Resolved: The Parish Council resolved unanimously to accept the insurance renewal quotation from Came and Company and authorised the Clerk to pay the requisite renewal premium.

36. Agenda Item No 17 – Governance and Policy Documents

The Clerk reported that a review and replacement will be required to the Parish Council's existing Standing Orders and Financial Regulations in order to insert new and replacement sections.

It will also be necessary to create the following new documents:
Parish Council's Operational Framework
Council's Use of IT and Social Media Policy
Protocol for reporting of meetings

The new and amended documents will be brought to June Parish Council meeting

37. Agenda Item No 18 – Grants

To consider the grant applications that have been received from Trout 'n About - £500 and Neighbour Care - £300.

Cllrs Sally Smith and Iain Bell declared non pecuniary interests in this item.

Members considered the grants applications and supporting papers that had been received.

Resolved: The Parish Council resolved unanimously to make grants of £500 to Trout 'n About and £300 to Stockbridge Neighbourhood Care.

38. Agenda Items No 19 – (a) and (b)

Members were provided with a schedule of payments and a monthly summary financial statement that had been prepared by the Clerk/ Responsible Financial Officer (RFO). The payment schedule set out details of payments that had been made since the last meeting and previously authorised together with details of payments that required authorisation, which were as follows:

| Payee | Details | Amount £ |
|----------------------------------|--------------------------|-----------------|
| Richard Wheeler | Lengthsman (Feb 18) | 708.75 |
| Alyson Lownie | Dog sacks | 23.00 |
| Andrew Crossley | Cemeteries (April 18) | 216.00 |
| Richard Wheeler | Lengthsman (Apr 18) | 1,183.13 |
| Stockbridge Town Hall Trading Co | Room Hire | 58.00 |
| Trout 'n About | Grant | 500.00 |
| Neighbourhood Care | Grant | 300.00 |
| John Murray | Internal Audit fee | 205.00 |
| Michael Mortimer | Clerks Salary & Expenses | 439.00 |
| Came & Company | Insurance premium | 873.64 |
| Total | | 4,506.52 |

The above payments were authorised with the respective receipts being initialled by members. The Chairman signed a copy of the summary schedule and financial statement.

Agenda item 19 (c) – To review the Parish Council's budget v expenditure monitoring spreadsheet

The Clerk/RFO had provided members with an electronic copy of the cash book and budget monitoring spreadsheet prior to the meeting.

Agenda item 19 (d) The National Joint Council for Local Government Services has published the new rates of pay that has been agreed for local council employees with effect from 1 April 2018. A report has been prepared by the Clerk and circulated to members prior to the meeting which sets out the Clerk's revised salary for the forthcoming financial year.

Resolved: The Parish Council resolved unanimously to accept the new rates of pay with

effect from 1st April in respect of the Clerk's salary as set out in the report.

Agenda item 19 (e) – The Clerk reported that he had worked 68 more hours than he was contractually paid for or contracted to work in April due to the preparation of financial year end documents and the Annual Parish Assembly.

39. Agenda Item No 20 – Internal Audit

Members had been supplied with a copy of the internal auditors report. No queries or failures in respect of the financial year end accounts were reported. The comments in respect of the Lengthsman Scheme were noted together with the procedural requirements for completion and submission of the Annual Governance and Accountability Return (AGAR) to the external auditors.

Resolved: The Parish Council resolved unanimously to accept the internal auditor's report.

40. Agenda Item No 21 - Financial items to enable the Smaller Authorities in England Annual Governance and Accountability Return (AGAR Form) 2017/18 Part 3 for Stockbridge Council to be approved and signed off in preparation for public examination and external audit.

- (a) To receive and approve the 2017– 2018 cash book as reviewed and approved by the internal auditor. **Resolved:** The Parish Council resolved unanimously to accept the cash book entries as supplied to members prior to the meeting.
- (b) To receive and approve the 2017 – 2018 income received summary reviewed and approved by the internal auditor. **Resolved:** The Parish Council resolved unanimously to accept the income received summary as supplied to members prior to the meeting.
- (c) To receive and approve the details of un-cleared cheques as at 31st March 2018 as reviewed and approved by the internal auditor. **Resolved:** The Parish Council resolved unanimously to accept the details of the un-cleared cheques as supplied to members prior to the meeting.
- (d) To receive and approve the bank reconciliation as at 31st March 2018 as reviewed and approved by the internal auditor. **Resolved:** The Parish Council resolved unanimously to accept the details of the bank reconciliation as supplied to members prior to the meeting.
- (e) To receive and approve the financial year end summary as at 31st March 2018 as reviewed and approved by the internal auditor. **Resolved:** The Parish Council resolved unanimously to financial year end summary as supplied to members prior to the meeting.
- (f) To receive and note the Annual Internal Audit Report 2017/18 on page 3 of the AGAR Report. This was duly noted by members.
- (g) To receive, approve by resolution of the Full Council and for the Clerk and Chairman to sign Section 1 – Annual Governance Statement 2017/18 on page 4 of the AGAR Report. **Resolved:** The Parish Council resolved unanimously to accept the Annual Governance Statement 2017/18 as shown on page 4 of the AGAR Report. The Chairman and the Clerk signed the page at the requisite places.
- (h) To receive, approve by resolution of the Full Council and for the Responsible Financial Officer and Chairman to sign Section 2 – Accounting Statements 2017/18 on page 5 of the AGAR Report. **Resolved:** The Parish Council resolved unanimously to accept the Accounting Statements 2017/18 as shown on page 5 of the AGAR Report. The Chairman and the Responsible Financial Officer signed the page at the requisite places.
- (i) To receive and note the variance explanations to accompany the AGAR Report. These were duly noted by members.
- (j) To note the contents of the public inspection notice. These were duly noted by members.

- (k) To note the comments made by the internal auditor and the Clerk in respect of the asset register. These were duly noted by members.
- (l) To note the comments made by the internal auditor and the Clerk in respect of records that must be kept of routine inspections which are made of Parish Council owned property and facilities. These were duly noted by members.

41. Agenda Item No 22 – Reports - to receive reports in respect of the following:

(a) Highways – Cllrs Alyson Lownie & Frances Candler

Cllr Alyson Lownie had circulated a written report to members prior to the meeting. The main item related to the provision of gateways to the village and Cllr Alyson Lownie's discussions with HCC Highways. In respect of the village gateways, the indicative cost for the work detailed is £6200 which includes a design and implementation fee of £1050. Therefore with the additional works cost of £250 the total would be £6450. Cllr Alyson Lownie asked members if they supported the installation of the village gateways at a cost of £6,450.

The motion to install the village gateways at a cost of £6,450 was proposed by the Chairman – Richard Foord and seconded by Cllr Alyson Lownie. **Resolved:** The Parish Council resolved unanimously to the installation of the village gateways at a cost of £6,450.

No further action in respect of primary school safety programme was reported.

(b) Flood Working Party – Cllr Richard Foord

Nothing to report

(c) Community matters – Cllr James Leslie

Nothing to report

(d) Environmental matters - Cllr Alyson Lownie

Cllr Alyson Lownie had circulated her report to other members prior to the meeting, which included further detailing in respect the weed cutting in the carrier to the rear of Lilies. Due to increased weed growth and silt, the cost of cutting the weed had increased from £30 to £52.50. Members authorised this additional cost. Other items that were discussed included the planting of the flower bed on 31st May and a call for volunteers. The condition of the front drive to Foxleas was discussed as part of an ongoing discussion on its condition and appearance.

Standing Orders were suspended at this point in proceedings at 9.30pm

(e) Governance – Cllr Alyson Lownie & The Clerk

Nothing to add to what was reported at Item 17

(f) Rural Industry - Cllr Ian Bell

Nothing to report

(g) Lengthsman work in Stockbridge – Cllr Frances Candler

A discussion took place in respect of the extent of any moss reduction works that had been undertaken.

(h) Lengthsman Scheme Administration – Cllr Alyson Lownie

Cllr Alyson Lownie had circulated her monthly report to members prior to the meeting, the contents of which were noted. The Clerk and Cllr Alyson Lownie will undertake a reconciliation of the monies spent and held as residual funds not spent.

(i) Cemeteries – Cllr Alyson Lownie

Cllr Alyson Lownie had circulated her monthly report to members prior to the meeting, the contents of which were noted to include an update on the repositioning of Second Lieutenant Hawken's headstone under the supervision and by the War Graves Commission, with all the work having been carried out to the satisfaction of the family. Cllr Alyson Lownie had reported that the tiled path had been fully uncovered in the Romsey Road cemetery.

Cllr Alyson Lownie has obtained quotations for grit blasting and repainting the railings and gate posts to both cemeteries. The most competitive and recommended quotation was one from Grit Blast UK for £1820 plus VAT for both cemeteries. Members resolved unanimously to authorise Cllr Alyson Lownie to proceed to get the works undertaken at the quoted cost.

Parish Council website – Cllr Russell Jackson

The matter of GDPR was raised and the necessity for members to have their own parish council e-mail was raised. The Clerk will bring a full report back to members in June

(j) Trout 'n About - Cllr Sally Smith

Cllr Sally Smith advised that preparations were well in hand for the 2018 event which will be held on 5th August 2018

42. Agenda Item No 23 - Correspondence

The Clerk advised members that he forwarded relevant and of interest correspondence on to members as it was received.

Cllr Sally Smith reported that she had been contacted by the Stockbridge Town Hall in respect of the booking for next year's Annual Parish Assembly in that another party was seeking to book the Hurford Hall for the whole week commencing 19th April 2019. After some discussion, Cllr Sally Smith was authorised to go back to the Town Hall Reservations to agree to a transfer of the Parish Council's Annual Parish Meeting to the Porter and Barham rooms.

The Chairman - Richard Foord advised members that he had been contacted by the owner of the former Police Station on the High St in respect of a potential redevelopment of the site in conjunction with a redevelopment of the property to the rear of the police station known as Copperknobs. Both these owners had been approached by a specialist residential development company with a potential development that would comprise:

39 x retirement apartments in a 2 storey block.

20 x 2 storey small semi-detached houses.

1 x bungalow.

It is proposed that the above development would attempt to have the requisite car parking to comply with the local authority's parking policy. In addition to potential residents parking, the developer is proposing to provide a 120 car parking space facility on site for public use.

These proposals are at a very preliminary stage and no formal planning application has been submitted to TVBC. The proposed developers are therefore undertaking some initial soundings in the village to gauge support or otherwise for this type of development before submitting a formal planning application and commencing a formal consultation.

The Parish Council will keep residents advised of developments in respect of this matter and seek resident's opinions/views.

- 43. Agenda Item No 24 - Potential agenda items for the next Parish Council meeting -**
Councillors can use this item to put forward suggestions for items that they would like to see included on the agenda for the next Parish Council meeting, which will be on Thursday 21st June 2018

No items were suggested.

(MM/13/06/2018)

These minutes were signed by the Chairman of the Parish Council at its meeting on Thursday 21st June 2018 as being a true record of the proceedings of the Parish Council's meeting of Thursday 24th May 2018. An original signed copy is kept in the Parish Council's Minute Book.