

**MINUTES of the ANNUAL MEETING of
The DEVIOCK PARISH COUNCIL held at The COASTAL
ZONE, DOWNDERRY at 7.00pm on Thursday,
10th MAY 2018.**

PRESENT: Parish Cllrs. Ms. M. E. Temlett, Downderry Ward, Chair
D. T. Parry, Hessenford Ward, Vice-Chair
Ms. H. M. Brockbank, Downderry Ward
J. P. Candy, Seaton Ward
M. Gibbons, Downderry ward
D. R. Humphreys, Seaton Ward
Mrs. B. M. Lloyd, Downderry Ward
S. J. Parry, Seaton Ward
Mrs. A. Robinson, Hessenford Ward
Mrs. A. Thorpe, Hessenford Ward

Mr T. Pullin, Parish Clerk
Mr. R. Pugh (Cornwall Councillor, Trelawny Division)

10 MINUTE PUBLIC PARTICIPATION PERIOD

A member of the public spoke about parking at Seaton (item 24.1.1.) stating that on holiday weekends and other busy times vehicle access to Keveral Lane and Gardens was being blocked by inappropriate parking by visitors. Emergency vehicles would not be able to attend incidents if required. A solution to this problem was required. The use of traffic cones was suggested.

There being no other members of the public wishing to address the meeting, the Chair closed the Public Participation Period.

The Chair declared the Annual Meeting in session.

1. ELECTION OF THE CHAIR:

The Clerk asked for nominations for the Chair

Cllr. Mrs. A. Thorpe **nominated Cllr. Ms. M. E. Temlett**; this was **seconded** by Cllr. Mrs. B. M. Lloyd and **agreed unanimously by the Meeting that she be ELECTED CHAIR for the ensuing year.**

2. APOLOGIES:

Apologies had been received from Cllr. J. London (out of county)

A **proposal to accept** these apologies for absence was made by Cllr. Mrs. A. Robinson; **seconded** by Cllr. Mrs. A. Thorpe and **agreed** unanimously by the meeting.

3. ELECTION OF VICE-CHAIR:

Cllr. Mrs. A. Thorpe **nominated Cllr. D. T. Parry**; this was **seconded** by Cllr. Mrs. B. M. Lloyd. There being no other nominations **Cllr. D. T. Parry was ELECTED VICE-CHAIR for the ensuing year.**

4. DECLARATIONS OF ACCEPTANCE OF OFFICE were signed by Cllrs. Ms. M.E. Temlett and D. T. Parry, as Chair and Vice-Chair respectively, and were duly witnessed by the Clerk as Proper Officer of the Council.

ANNUAL MEETING 2018 (continued)

5. ELECTION OF PLANNING COMMITTEE:

Cllr. J. P. Candy **proposed** that **all councillors except Cllr. D. R. Humphreys**, should be members of this Committee and that the required quorum for meetings of the committee should be four; this was **seconded** by the Vice-Chair and **agreed** unanimously by the Meeting.

6. ELECTION OF FINANCE & GENERAL PURPOSES COMMITTEE:

Cllr. Mrs. A. Robinson **proposed** that **all councillors except Cllr. Mrs. A. Thorpe** should be members of this Committee and that the required quorum for meetings of the committee should be four; this was **seconded** by the Cllr. M. Gibbons and **agreed** unanimously by the Meeting.

7. ELECTION OF AFFORDABLE HOUSING WORKING PARTY

Cllr. Ms. H. M. Brockbank **proposed** that councillors: Ms. H. M. Brockbank, J. P. Candy, M. Gibbons, Mrs. B. M. Lloyd, D.T. Parry, S. J. Parry, Mrs. A. Robinson and Ms. M. E. Temlett should be members of this working party; this was **seconded** by Cllr. Mrs. A. Robinson and **agreed** unanimously by the Meeting.

8. ELECTION OF DEVIOCK MEMBERS OF NUT TREE JOINT SUB-COMMITTEE:

(with St. Germans Parish Council).

Cllr. Mrs. A. Thorpe **proposed** that **Cllrs. D. T. Parry, Ms. M.E. Temlett & Mrs. A. Thorpe**, be elected to this committee for the ensuing year; this was **seconded** by Cllr. Mrs. A. Robinson and **agreed** unanimously by the Meeting. St. Germans Parish Council would be advised.

9. REPRESENTATIVES APPOINTED TO OUTSIDE BODIES:

9.1. St. Germans Rail Users Group and The Rame Peninsula Public Transport Users Group

Cllr. D. R. Humphreys **proposed** that **Cllr. Ms. H. M. Brockbank & C. Cllr. J. P. Candy** be nominated to become the Deviock Parish Council representatives on the **St. Germans Rail Users Group and The Rame Peninsula Public Transport Users Group**, this was **seconded** by the Vice-Chair and **agreed** unanimously by the meeting.

9.2. St. Germans & District Twinning Association

Cllr. Mrs. B. M. Lloyd **nominated** **Cllr. D. T. Parry**; this was **seconded** by Cllr. J. P. Candy and **agreed** unanimously by the Meeting.

9.3. Cornwall Community Flood Forum

Cllr. J. P. Candy **nominated** **Cllr. J. London & Cllr. Ms. H. M. Brockbank**; this was **seconded** by Cllr. Mrs. A. Thorpe and **agreed** unanimously by the Meeting.

10. REPRESENTATIVES FOR COMMUNITY NETWORK AREA MEETINGS:

Cllr. Mrs. A. Robinson **nominated** **Cllrs. J. P. Candy & Mrs. B. M. Lloyd**; this was **seconded** by the Vice-Chair and **agreed** unanimously by the Meeting.

ANNUAL MEETING 2018 (continued)

11. BANK MANDATE: CHEQUES. CURRENT SIGNATORIES:

Cllr. Mrs. A. Robinson **proposed** that the **Chair, Vice-Chair, Cllr. J. P. Candy and the Clerk** be official signatories to Council bank accounts; this was **seconded** by Cllr. Mrs. A. Thorpe and **agreed** unanimously by the Meeting.

12. COUNCILLORS' ACCEPTANCE OF RECEIVING COUNCIL COMMUNICATIONS BY EMAIL:

The Clerk informed members that it was recommended that councillors be asked annually for their acceptance of asked for their acceptance of receiving council communications by email. A Council resolution is on this was therefore requested.

Cllr. J. P. Candy **proposed** that councillors accept the receipt of Council communications by email; this was **seconded** by Cllr. Mrs. A. Robinson and **agreed** unanimously by the Meeting.

13. COUNCILLORS' ALLOWANCES:

Cllr. J. P. Candy **proposed** that Councillors continue to be paid attendance allowance upon request to the Clerk.

Any request for payment of attendance allowance for the year would need to be made by the end of the Annual Meeting of the following year. Attendance allowance would be paid quarterly in arrears, of up to four quarterly payments at one time.

This was **seconded** by Cllr. D. R. Humphreys and **agreed** unanimously by the Meeting.

14. COUNCILLORS' EXPENSES

It was **proposed** by the Vice-Chair, **seconded** by Cllr. J. P. Candy and **RESOLVED** that the payment for 2018/19 expenses should be allowed on the same basis as that adopted for 2017/18 i.e.

a) Mileage and subsistence expenses claims in connection with official duties outside the Parish to be based on C.A.L.C./ N.A.L.C. current recommendations.

b) Stationery (ie. towards paper and printer ink or toner for printing e-mailed Council documents shall be **£25.00** for each of the Members who normally receive Council documents by e-mail.

c) That payment of a **£50.00** contribution could be made towards the cost of expenses in connection with work carried out by the editor of the Nut Tree Newsletter in the year 2018/19 if a request for payment was received.

15. REGISTER OF MEMBER'S INTERESTS:

The Clerk reminded Members of their obligation to complete and submit their Register of Member's Interests forms and that any changes needed be notified to Cornwall Council within 28 days. The Clerk had new forms available at the Parish Office.

16. MINUTES:

16.1. It was **proposed** by the Vice-Chair **seconded** by Cllr. Mrs. A. Thorpe and **AGREED** unanimously by the Meeting that, subject to minor amendment, the Minutes of the meeting of **12th APRIL 2018** be approved as a correct record and signed by the Chair. (3 abstentions)

ANNUAL MEETING 2018 (continued)

16.2. MATTERS ARISING FROM THE MINUTES:

No matters were raised.

17. POLICE MATTERS:

No matters were raised.

18. PLANNING:

18.1. PLANNING COMMITTEE:

18.1.1. To approve the Minutes of the Meeting of 22nd MARCH 2018 as a correct record.

It was **proposed** by Cllr. Mrs. A. Thorpe; **seconded** by Cllr. M. Gibbons and **AGREED** by the Meeting to accept the minutes as a correct record

18.1.2. Matters arising from the minutes (not appearing elsewhere on the agenda)

No matters were raised.

18.2. PLANNING APPLICATIONS:

18.2.1. PA18/03296 Mr. & Mrs. Hocking YARDLEY HOUSE, MAIN ROAD, DOWNDERRY. PL11 3JX

Outline application for residential development of 4 dwellings and associated works with some matters reserved (access approval being sought).

After discussion Cllr. J.P. Candy **proposed objection** to the application on the grounds that it would be in conflict with the Shoreline Management Plan that excludes any new builds in this area. The emerging Deviock Neighbourhood Plan also states that there should be no new development of the Downderry coastal strip because of issues of future coastal erosion and flooding. No sea defences are being included as part of this application.

This proposal was **seconded** by Cllr. D. R. Humphreys and **agreed** by the Meeting. (4 against)

18.3. PLANNING APPLICATIONS RECEIVED AFTER PUBLICATION OF THE AGENDA: None had been received.

18.4. PLANNING APPEALS: None had been received.

19. PLANNING DECISIONS:

19.1. 23.04.2018 PA18/02139 APPROVED

Applicant: Mr Steve Clements

Location: 18 Buttlegate Downderry Torpoint Cornwall PL11 3NQ

Proposal: Variation of condition 3 (obscured glazing in west elevation of enlarged conservatory) in respect of Decision Notice PA16/06680 dated 4th October 2016. An amendment to use clear glass in the west elevation of the conservatory.

Cllr. J. P. Candy raised a possible planning enforcement issue relating to decking installed at Waves Wine Bar, Seaton. After discussion it was decided to take no action on this.

20. PLANNING CORRESPONDENCE:

None had been received.

ANNUAL MEETING 2018 (continued)

21. NEIGHBOURHOOD PLAN

Cllr. Mrs. B. M. Lloyd updated councillors stating that the draft plan was near completion. Mrs Amanda Ratsey was organising for the consultants to prepare the final draft and £250.00 had been allocated for this purpose. A succinct version comprising of only the policies had been produced. No date for final presentation had yet been set. Cllr. Mrs. Lloyd then explained the processes required up to the required referendum.

22. REPORT BY CORNWALL COUNCILLOR:

Cornwall Councillor R. Pugh informed members that: -

- That permissive paths at Trierieve Farm were guaranteed until 2020 and the Cornwall Farms Estates were confident that the licence would be renewed at that time.
- Funding towards a Football Stadium for Cornwall had recently been approved. C. Cllr. Pugh had voted against as he did not feel that the proposed business plan stacked up.
- The Boundary Review for Cornwall consultation would now take place between 5th June and 17th September 2018.
- A new method for funding local highway projects had been instigated by Cornwall Council. A total of £1,000,000 was being allocated between the Community Network Panels giving £50,000 for the Liskeard / Looe C.N.P. Parishes were being asked to register expressions of interest for local projects in their parishes that could become part of a wider Transport Regulation Order.
- C. Cllr. Pugh had visited Seaton at the recent Bank Holiday and had witnessed examples of illegal parking. Parking enforcement officers had also visited and issued parking tickets. A letter had been written requesting that the Bridge Road car park be brought back into full use for motorists.

23. FINANCE:

23.1. Income & Expenditure.

23.1.1. INCOME: MARCH & APRIL 2018

Barclays Bank Interest	23.76
Lloyds Bank Fixed Term Deposit Interest	118.37
Cornwall Council – Community Chest Grant (for First Aid Course)	400.00
Cornwall Council - 2018/19 Precept Payment (First Half-Year)	20,000.00
Cornwall Council / 2018/19 CTS Grant (First Half-Year)	451.04
MARCH & APRIL 2018 INCOME TOTALS	Total £ 20,993.17

23.1.2. EXPENDITURE: MARCH & APRIL 2018

	VAT £	Nett £	TOTAL £
James Dunn - Downderry & Seaton Village Hall – Grant for pruning cherry tree	0.00	150.00	150.00
Green Scheme Solutions Ltd Seaton Picnic Benches Project - Phase 1	1,644.00	8,320.00	9,984.00
Green Scheme Solutions Ltd Seaton Picnic Benches Project - Phase 2	1,633.00	8,165.00	9,798.00
Parish Magazine Printing Nut Tree Newsletter - December 2017	0.00	111.62	111.62
Parish Magazine Printing Nut Tree Newsletter - March 2018	0.00	87.25	87.25
PWS Cleaning Supplies for Public Toilets	20.97	104.85	125.82
Deviock Parish Council Petty Cash	0.00	50.00	50.00
Quay Lane PPG Agreed Grant for First Aid Course	0.00	413.00	413.00
Cornwall Council Clerk's Salary February 2018	1.00	1,580.97	1,581.97

ANNUAL MEETING 2018 (continued)

23. FINANCE (continued):

23.1.2. EXPENDITURE: MARCH & APRIL 2018 (continued)

	<u>VAT £</u>	<u>Nett £</u>	<u>TOTAL £</u>
Biffa Waste Services Ltd Nappie bin waste collections - January 2018	10.84	54.20	65.04
Cornwall Council Downderry Public Toilets - Non Domestic Rates 2018	0.00	708.00	708.00
F.J. Ede & Sons Repairs to Seaton Millennium Benches	30.00	150.00	180.00
Flagmakers – Flags: Deviock and Cornwall (2 of each) for Seaton Countryside Park	56.05	280.25	336.30
Wallgate – Seaton Public Toilets - Replacement Flush Sensor	15.18	75.88	91.06
Biffa Waste Services Ltd – Seaton Public Toilets – Sanitary Waste Collection Feb. 2018	6.50	32.52	39.02
Parish Magazine Printing (Inv. 2986) Nut Tree Newsletter – April 2018	0.00	87.25	87.25
Cornwall ALC Limited – Annual Subs 2018	49.51	408.51	458.02
Cornwall Council – Clerk's salary – March 2018	1.00	1,580.97	1,581.97
John Bird – Decorating materials for Public Toilets – Reimbursement	0.00	39.98	39.98
Madeline Hall – Neighbourhood Plan Data Analysis	0.00	125.28	125.28
Victim Support, Devon & Cornwall – Agreed Grant	0.00	50.00	50.00
South West Water Business – Seaton Toilets (1/2/18 – 18/4/18)	0.00	482.70	482.70
South West Water Business – Downderry Toilets (1/2/18 – 18/4/18)	0.00	98.00	98.00
<u>Direct Debit Payments:</u>			
None	0.00	0.00	0.00
<u>Standing Order Payments:</u>			
MR. J. BIRD – March 2018 Cleansing Contract Payment (Downderry & Seaton)	0.00	493.75	493.75
MR. J. BIRD – April 2018 Cleansing Contract Payment (Downderry & Seaton)	0.00	521.00	521.00
MARCH & APRIL 2018 EXPENDITURE TOTALS	£ 3,468.05	24,170.98	27,639.03

It was **proposed** by Cllr. Mrs. A. Thorpe **seconded** by Cllr. Mrs. A. Robinson and **RESOLVED** to ratify the above expenditure.

23.2. TO CONFIRM THE ANNUAL GOVERNANCE STATEMENT

Councillors made a positive affirmation to all the questions in the Annual Governance Statement relating to the year ending 31st March 2018.

A **proposal** to agree the Annual Governance Statement was made by Cllr. Mrs. A. Thorpe, **seconded** by Cllr. D. R. Humphreys and **agreed** unanimously by the Meeting.

23.3. 2017/18 ACCOUNTS

TO APPROVE THE ANNUAL RETURN FOR YEAR ENDING 31st MARCH 2018

	<u>YEAR ENDING 31/03/2018</u>	<u>YEAR ENDING 31/03/2017</u>
	<u>£</u>	<u>£</u>
Balances Brought Forward:	143,761	145,720
Annual Precept:	39,110	39,110
Total Other Receipts:	20,536	8,503
Staff Costs:	20,647	19,000
Loan Interest / Capital Repayments:	0	0
All Other Payments:	52,292	30,572
Balances Carried Forward:	130,468	143,761
Total Cash & Short Term Investments:	130,468	143,761
Total Borrowings:	0	0
Trust Funds:	None	None

The Clerk reported that the accounts had been inspected and approved by the Internal Auditor. A **proposal to approve the Annual Return for the Year Ending 31st March 2018** was made by the Vice-Chair; this was **seconded** by Cllr. S. J. Parry and **agreed** unanimously by the Meeting.

ANNUAL MEETING 2018 (continued)

23. FINANCE (continued):

23.4. BANK STATEMENTS & BANK ACCOUNT / INTEREST MANAGEMENT:

Date	Account	Balance £	
27 Apr. 18	Barclays Community	1,000.00	
27 Apr. 18	Barclays Business Premium	19,416.48	
27 Apr. 18	Barclays Base Rate Reward	61,380.10	Feb & Mar 2018 interest = £28.35
29 Mar. 18	Lloyds TSB Fixed Term Deposit	66,425.98	Matures on 29 th March 2019 Interest at 0.9% = £597.83

23.5. TO REVIEW AND APPROVE:-

- A) The Council's Internal Control Policy for the year ending 31st March 2019**
- B) The Council's Risk Assessment, dated 10th May 2018**
- C) The Council's Financial Regulations as adopted on 10th May 2018**

The Council reviewed the above documents. Cllr. Mrs. H. M. Brockbank **proposed** adoption of documents A, B & C, this was **seconded** by the Vice-Chair and **agreed** unanimously by the Meeting.

23.6. TO AUTHORISE USE OF INTERNET BANKING FOR "READ ONLY" USE BY THE CLERK OF THE PARISH COUNCIL:

It was **proposed** by the Cllr. J. P. Candy, **seconded** by Cllr. Mrs. B. M. Lloyd and **RESOLVED** to authorise use of internet banking for "read only" use by the Parish Clerk.

23.7. LETTERS OF THANKS (received by the date of the meeting):

None had been received.

23.8. REQUESTS FOR FUNDING:

No requests had been received.

23.9. FINANCIAL BUSINESS RECEIVED AFTER PUBLICATION OF AGENDA:

23.9.1. Renewal of Contract for Hire of the Coastal Zone, Downderry, as a meeting venue for 2018/19

The Clerk informed members that charges would not be increased from 2017/18 rates **A proposal** "in principle" for the renewal of this contract for a period of one year was made by Cllr. Ms. H. M. Brockbank; **seconded** by Cllr. J. P. Candy and **agreed** unanimously by the Meeting.

23.10. ACCOUNTS TO BE PAID:

	VAT	Nett	<u>TOTAL</u>
Just Rods – Seaton Public Toilets – Drain Clearance (invoice 2347)	0.00	80.00	80.00
Parish Magazine Printing – Nut Tree Newsletter – May 2018 Edition (invoice 3089)	0.00	90.75	90.75
Biffa Waste Services Ltd – Seaton Toilets – Sanitary Waste Collection – Mar. 2018	6.50	32.52	39.02
Cornwall ALC Limited – GDPR training delegate fee (3 rd May 2018) Invoice 1819-220	9.00	45.00	54.00
SLCC – Annual Subscription 2018/19	0.00	147.00	147.00
Total £	15.50	395.27	410.77

It was **proposed** by Cllr. Mrs. A. Thorpe **seconded** by Cllr. A. Robinson and **RESOLVED** by the Meeting to ratify the above expenditure.

ANNUAL MEETING 2018 (continued)

24. CURRENT / ONGOING BUSINESS:

24.1. HIGHWAY MATTERS:

24.1.1. Parking at Seaton

The Clerk reported that further to the recent Bank Holiday complaints had been received regarding inconsiderate parking. The use of traffic cones to control road side parking was discussed. C. Cllr. R. Pugh informed members that he would be having a site meeting with Mr. Paul Allen (Cornwall Council Highways Manager) to look at local issues on Thursday 17th May and that councillors could attend.

24.2. PUBLIC TRANSPORT ISSUES:

24.2.1. New 75 Bus Route – To consider requests for changes to the new route

The Clerk informed members that he had received various letters / emails expressing concerns about the new route because of the increased time it would take to reach Liskeard from Donderry.

After discussion it was agreed that the public transport reps. Should investigate this matter. C. Cllr. R. Pugh stated that this matter would be reviewed at the next meeting of the St. Germans Rail Users Group.

24.3. INN ON THE SHORE, DONDERRY – REGISTRATION AS AN ASSET OF COMMUNITY VALUE:

To discuss Cornwall Council's rejection of this registration by Deviock Parish council and to consider further action

Cllr. M. Gibbons sought permission from the Council to submit a revised application for registration and stated that he hoped to have his submission ready for presentation by the next meeting.

Cllr. D. R. Humphreys **proposed that a revised submission be made**; this was **seconded** by Cllr. Mrs. A. Thorpe and **agreed** unanimously by the Meeting.

24.4. CORNWALL COUNCIL "POP-UP SITES" – TO DISCUSS THE CONSULTATION PROCESS:

Cllr. D. R. Humphreys stated that the consultation process with the Parish Council was unacceptable and that it appeared that it was "a done deal". C. Cllr. R. Pugh stated that he was not happy with the reply he had received to his enquiries regarding the consultation process and that he would be asking a question on this at the next full meeting of Cornwall Council.

24.5. TANVER YATE:

Cllr. Mrs. A. Thorpe **proposed** that a Working Party be set up to take this project forward to a planning application; Members being Cllrs. Brockbank, Candy, Lloyd and S. J. Parry. This was **seconded** by Cllr. M. Gibbons and agreed unanimously by the Meeting.

24.6. SEATON BEACHFRONT PARKING – To consider possible alterations

Cllr. S. J. Parry stated that the existing pavement adjacent to the sea wall was too narrow and did not conform with the Disability Act regulations for pavement widths which should be between 1.2 & 1.3 m. After discussion Cllr. S. J. Parry **proposed** that the Council write to Cornwall Council requesting that the pavement be widened and that bollards be erected; this proposal was **seconded** by Cllr. D. R. Humphreys and **agreed** unanimously by the Meeting.

ANNUAL MEETING 2018 (continued)

25. NEW BUSINESS:

25.1. CORNWALL / NALC / CALC, ETC DOCUMENTS received to date –
None had been received.

25.2. GENERAL DATA PROTECTION REGULATION:

25.2.1. To confirm the Parish Council's intention to be compliant with this legislation as Data Controller

The Clerk informed members that new legislation would come into effect from 25th May 2018 regarding the storage and processing of personal data (both digital and paper). Heavy fines could be imposed for the improper use of information. Consent from individuals for the holding of personal information would be required. Best practice was to delete all old or unrequired data. All relevant data needed to be stored securely. The Parish Council (not the Clerk) would be the Data Controller, as information is held for its use. At this stage the legislators wished to see evidence that Councils acknowledged their responsibilities and were aiming to comply with the new Act.

After discussion the Chair **proposed** that Deviock Parish Council confirm its position as the Data Controller, its intention to abide by the new regulations and its aim to implement all necessary requirements; this was **seconded** by Cllr. J. P. Candy and **agreed** unanimously by the Meeting.

25.2.2. To appoint the Clerk as interim Data Protection Officer

The Clerk stated that some of the legislation was still changing. Previously it was stated that the Data Protection Officer would need to be sourced externally, but a late change only two weeks before meant that Parish Clerks could perform this function. Because some of the details of the legislation were yet to be firmed up it was advised that the Parish Clerk be given this role as an interim measure for a period of six months.

Cllr. S. J. Parry **proposed** the Clerk be the Data Protection Officer for the interim period of six months from 25th May 2018; this was **seconded** by Cllr. Mrs. B. M. Lloyd and **agreed** unanimously by the Meeting.

25.3. CORRESPONDENCE RECEIVED BY DATE OF MEETING:

No correspondence had been received.

25.4. NEWSLETTERS / REPORTS / BROCHURES, ETC:

None had been received.

25.5. NEW BUSINESS RECEIVED AFTER PUBLICATION OF THE AGENDA

None had been received.

25.6. MATTERS RAISED BY MEMBERS FOR POSSIBLE INCLUSION ON THE NEXT AGENDA:

25.6.1. The Vice-Chair requested that the Millennium Benches be an agenda item.

25.6.2. Cllr. J. P. Candy requested that a T.R.O. be an agenda item.

25.6.3. Cllr. J. Parry requested that Wi-fi for the Zone be an agenda item.

25.6.4. Cllr. Ms. H. M. Brockbank requested that the Deviock Devolution Package be an agenda item.

There being no further business, the Chair closed the meeting at 21.25 hrs