

WEST SWINDON PARISH COUNCIL

28 February 2018

Notice of a meeting of the
WEST SWINDON PARISH COUNCIL
to be held on **Monday 5 March 2018 at 7.30pm**
at **WEST SWINDON LIBRARY**



Joyce Holman
Parish Clerk

AGENDA

Public Questions, Comments or Representations (**maximum of 10 minutes**).

1. **Apologies**

2. **Declarations of Interest & Applications for Dispensation**

To receive any Declarations of Interest required by the Code of Conduct adopted by the Parish Council on 18 May 2017.

3. **Minutes of the previous meetings**

To confirm as a true record the minutes of the Parish Council meeting held on 29 January 2018.

4. **Minutes of the Leisure & Amenities Committee**

To receive Recommendation (Minute 284) to approve the allocation of up to £9,000 from the current 'General Maintenance' (4590) budget to undertake play area maintenance as highlighted in the Play Inspection Reports

To confirm and adopt the minutes of the Leisure & Amenities Committee meeting held on Wednesday 7th February 2018.

5. **Minutes of the Finance and Staffing Committee**

To receive Recommendation (Minute 290) that the Schedule of Payments for February 2018 of nine Payments totalling £9069.33 is approved.

To confirm and adopt the minutes of the Finance and Staffing Committee meeting held on Thursday 8th February 2018.

6. **Minutes of the Planning & Environment Committee**

To receive Recommendation (Minute 301) that the Parish Council sets up a Litter Working Party to investigate best practice and options to tackle litter and flytipping.

To confirm and adopt the minutes of the Planning & Environment Committee meeting held on Monday 12 February 2018.

7. **Update from Swindon Borough Councillors**
To receive information and updates from Swindon Borough Councillors present.
8. **Reports from Parish Council Representatives**
To receive reports from any Councillors who have represented the West Swindon Parish Council since the last Full Council Meeting.
9. **Report from the Chair**
The Chair to report to the Committee on any meetings or representation undertaken on behalf of the West Swindon Parish Council.
10. **Litter Working Party**
To confirm Terms of Reference for the Litter Working Party and agree nominations to the Working Party. (Copy attached).
11. **Enhanced Tree/Tall Shrub Service**
To receive a draft Change Control Note for the Streetsmart Service Level Agreement in respect of an enhanced response to trees and tall shrubs. (Copy attached).
12. **Admission of Public and Press.**
To resolve in accordance with Standing Order 3 (d) that 'in view of the confidential 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 be instructed to withdraw'
Reasons: Staffing/Procurement
13. **Services Working Party**
To receive recommendations for the appointment of consultancy for the Streetsmart Review. (Report attached)
14. **Staffing**
To receive an update on staffing arrangements from the Parish Clerk.

Members of the West Swindon Parish Council:

Cllr Matthew Courtliff
Cllr Stephanie Exell
Cllr Suresh Gattapur
Cllr Nigel Gibbons
Cllr Ellen Heavens
Cllr Vinay Kumar
Cllr John Lenton
Cllr Timothy Makofu
Cllr Nick Martin
Cllr Mary Martin
Cllr Peter Stoddart
Cllr Tim Swinyard
Cllr Caryl Sydney Smith
Cllr Matt Walker
Cllr Keith Williams

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation), Crime and Disorder, Health & Safety and Human Rights.

WEST SWINDON PARISH COUNCIL

Minutes of the
WEST SWINDON PARISH COUNCIL MEETING
on **MONDAY 29 JANUARY 2018** at **6.30pm**
at **WEST SWINDON LIBRARY**

Present:

Cllr Matthew Courtliff
Cllr Suresh Gattapur
Cllr Nigel Gibbons (Chair)
Cllr Ellen Heavens
Cllr Vinay Kumar
Cllr John Lenton
Cllr Timothy Makofu
Cllr Mary Martin
Cllr Nick Martin (Vice-Chair)
Cllr Peter Stoddart
Cllr Tim Swinyard
Cllr Caryl Sydney Smith
Cllr Matt Walker

Officers:

Joyce Holman (Clerk)
Paula Harrison (Parish Manager)

Public: Five

Public Session:

Resident asked for an update on problem parking around Westlea School and was advised that work with observations and use of the school enforcement vehicle were ongoing.

Resident requested that minutes be posted online prior to the meetings and suggested 10 working days after the meeting has taken place. The Chair advised that draft minutes could be put online subject to being confirmed and adopted at Full Council.

Resident queried why papers relating to quotes from different companies were not in circulation to the public. The Chair advised that it was normal Parish Council practice to maintain confidentiality when discussing tenders however decisions relating to those tenders would be included formally in the relevant minutes.

Resident asked if progress has been made into cutting back the shrubbery on the end of the foot/cycle path adjacent to Westlea School. The Chair advised that this was being progressed.

Resident requested that the date of the next meeting be announced at the end of the public part of each meeting. The Chair agreed this could be a standing agenda item.

Meeting start 6.40 pm

269. Apologies

Cllr Stephanie Exell
Cllr Keith Williams

Cllr Mary Martin joined the meeting at 6.42 pm.

270. Declarations of Interest & Applications for Dispensation

None.

271. Minutes of the previous meeting

RESOLVED that the minutes of the Parish Council meeting held on 18 December 2017 be confirmed and adopted.

272. Minutes of the Leisure and Amenities Committee

RESOLVED that the minutes of the Leisure & Amenities Committee meeting held on Wednesday 3rd January 2018 be confirmed and adopted.

273. Minutes of the Planning and Environment Committee

RESOLVED that the minutes of the Planning & Environment Committee meeting held on Monday 8th January 2018 be confirmed and adopted.

274. Minutes of Finance and Staffing Committee

RESOLVED that the minutes of the Finance and Staffing Committee meeting held on Thursday 11th January 2018 be confirmed and adopted.

275. Update from Swindon Borough Councillors

Cllr Swinyard reported that work was underway to review safety measures at Gainsborough/Worsley Road roundabout.

276. Reports from Parish Council Representatives

Cllr Courtliff reported that following proposals determined by the Leisure and Amenities Committee, new dual purpose bins were now being installed at various locations across the Parish.

277. Report from the Parish Council Chair

Cllr Gibbons reported that there had been two charity fundraising dinners in the last month. The Chair reported a positive meeting with the Chair of Shaw Residents Association to discuss joint working on the protection of the essential setting of Lydiard Park. The Chair also indicated that there had been discussions with potential tenderers.

278. Toothill Community Centre

Councillors noted receipt of correspondence relating to expressions of interest to run Toothill Community Centre, copies of which are attached as **Appendix A** in the Minute Book. Cllr Mary Martin advised that she is the Swindon Borough Council Cabinet Member with responsibility for community centres. The Chair reported that the Parish Council hoped that viable operators would come forward and that the Parish Council would be monitoring the outcome very closely.

279. Admission of Public and Press

To resolve in accordance with Standing Order 3 (d) that ‘in view of the confidential 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 be instructed to withdraw’.

Reason: Tender Proposals discussion.

280. Update on Reviewing Grounds Maintenance and Street Cleaning Services

The Parish Manager circulated a report, a copy of which is attached as **Appendix B** in the Minute Book, and reported that the Parish Council had circulated a tender opportunity for companies to bid to assist the Parish Council to

- a) Review and benchmark the existing Streetsmart contract and service level agreement including an assessment on market value
- b) Depending on the outcome of a) to assist the Parish Council with a full tendering and evaluation process

This invitation was posted on the Parish Council website and also direct invitations were made to five independent companies. Three bids had been received with a fourth to follow. Councillors considered the bid documentation provided.

RESOLVED that West Swindon Parish Council's Services Working Party reviews the bid documentation in more detail and makes a recommendation to the next Full Council meeting on 5 March.

The meeting closed at 7.21 pm

Signed.....

Date.....

Chair of the Council .

WEST SWINDON PARISH COUNCIL

Minutes of the
LEISURE AND AMENITIES MEETING
on **WEDNESDAY 07 FEBRUARY 2018** at **6.00pm** at **WEST SWINDON LIBRARY**

Present:

Cllr Matthew Courtliff (Chair)
Cllr Suresh Gattapur
Cllr Timothy Makofu
Cllr Caryl Sydney Smith
Cllr Matt Walker (Vice Chair)

Officers:

Paula Harrison (Parish Manager)

Public: Four

Public Participation:

Resident asked if the Parish Council planned any activities for the Great British Spring Clean week. Chair advised that this would be posted on the website.

Resident asked about bins on Stokesay Drive, Affleck Close and Conisborough. Chair advised that the first phase of new bins was underway and a second phase would follow shortly.

Resident advised that litter was visible along the perimeter fencing of Lydiard Park Academy and the alleyway behind Hazelwood Academy. Chair advised that this was noted for communication to the schools.

Resident asked Councillors to be aware that the large building empty by the Renault building had been vacant for over 17 years and had potential for residential. Chair advised that this was not owned by the Parish Council but was duly noted for the future.

281. Apologies

Cllr Nigel Gibbons
Cllr Vinay Kumar
Cllr Nick Martin

282. Declarations of Interest & Applications for Dispensation

None

283. Update on Logos (Minute 255)

The Parish Manager updated and circulated ideas for a logo for the Parish Council, copies attached as **Appendix A** in the Minute Book. Councillors agreed that the logo should be amended with

- a circular design
- compact with the name of the Parish Council within the design
- incorporate different types of leaves

RESOLVED that revisions be presented to the next Leisure and Amenities Committee.

284. Update on Play Areas/Play Area Inspections

The Parish Manager circulated a report on the Play Area Inspections, a copy of which is attached as **Appendix B** in the Minute Book. The Parish Manager also circulated a letter from Councillor Mary Martin, a copy of which is attached as **Appendix C** in the Minute Book. A refurbishment list was circulated, a copy of which is attached as **Appendix D** in the Minute Book. Councillors discussed the report and considered those play areas that were highlighted as a priority for updating and renewal.

Councillors agreed that the Inspection Reports highlighted a number of maintenance activities that could be addressed and in so doing, would be visible but low cost improvements. This would be a maintenance programme comprising treatment of rust, repaint where appropriate, replace rotten timber, top up bark, pressure clean all surface areas and replace missing fixings

RECOMMENDED that a maintenance budget of up to £9,000 be allocated from the current 'General Maintenance' (4590) budget to undertake a maintenance as highlighted in the Play Inspection Reports. Public Health Act 1875, Section 164.

RESOLVED that the Committee members undertake visits to the play areas highlighted for potential improvement/investment: Clay Pits, Clayhill Copse and Middlelease Park

285. Update on Allotments

The Parish Manager provided a report setting out potential investigation into additional allotments in West Swindon, a copy of which appears as **Appendix E** in the Minute Book. Councillors agreed that whilst Blagrove was at full capacity with a waiting list, the scale of demand for allotments was unclear.

RESOLVED that the Parish Manager makes preliminary investigations into the potential sites; including archaeology, permissions, installation/infrastructure and access costs.

286. Update on Litter Bins

The Parish Manager reported that new Parish Council bins were currently being installed in locations previously proposed by the Parish Council. If existing bins were in good condition in these locations, these would also remain in situ, however if bins were damaged or in poor repair, they would be replaced by the new bin.

The Parish Manager indicated that a list of locations for new bins in Phase Two, had so far identified that bins were required in Freshbrook (adjacent to bus stops in Freshbrook Way and Gainsborough Way), walkway from Asda through to Westlea School, cycle path from West Swindon District Centre to Freshbrook.

RESOLVED that feedback on the new bins would be considered by the Committee prior to initiating a second phase.

Meeting closed 7.00 pm.

Signed:
Chair, Leisure and Amenities Committee

Date:

WEST SWINDON PARISH COUNCIL

Minutes of the
FINANCE & STAFFING COMMITTEE
on **THURSDAY 08 FEBRUARY 2018 at 7.00pm at WEST SWINDON LIBRARY**

Present:

Cllr Suresh Gattapur
Cllr Nigel Gibbons (Chair)
Cllr Vinay Kumar
Cllr Mary Martin
Cllr Nick Martin
Cllr Peter Stoddart

Officers:

Paula Harrison (Parish Manager)

Public: Two.

Public Session:

Resident asked if future budget plans would include additional litter bins in Westlea. Resident advised that further bin locations would be identified in the next phase planned for end of March 2018.

Meeting start 7.04 pm.

287. **Apologies**
Cllr Steph Exell
Cllr John Lenton
Cllr Tim Swinyard
288. **Declarations of Interest and Applications for Dispensation**
None.
289. **Staffing Assistant Clerk Update (Minute 268)**
The Parish Manager circulated an updated job description and job advertisement for an Assistant Clerk, a copy of which is appears as **Appendix A** in the Minute Book. The Parish Manager advised that the West library was reviewing its staffed opening hours which should include extra morning opening and would allow for the Parish Office to be accessible. The hours for the Assistant Clerk would cover these opening times and would also ensure that the Parish Office had cover when the Clerk or Parish Manager is absent.
- RESOLVED** that the Assistant Clerk job is advertised following approval by Full Council.
290. **Bank Statement and Payments Schedule**
The Parish Manager circulated budget summary of the Cashbook, a the Bank Statement up to 31 January 18 and submitted a Payments Schedule for February 18, a copy of which appears as **Appendix B** in the Minute Book.

RECOMMENDED that the Schedule of Payments for February 2018 of nine Payments totalling £9069.33 is agreed as follows:

Grant to Lydiard Park Academy <i>(retrospective)</i>	£ 2000.00
Library Service <i>(retrospective)</i>	£ 5770.98
Swindon Borough Council	£ 660.10
Councillor Allowances	£91.25 x 5 £181.50 x 1

291. Savings and Investments (Minute 263)

The Parish Manager circulated a report on options for savings and investments, a copy of which appears as **Appendix C** in the Minute Book. The Parish Manager also circulated information sheets from the CCLA Local Authorities Property Fund, a copy of which appears as **Appendix D** in the Minute Book. Councillors discussed options for investing in savings accounts.

RESOLVED that West Swindon Parish Council transfers its Reserves funding at year end to savings accounts in order to benefit from the Financial Services Compensation Scheme. Nationwide 95 day Saver Account preferred.

7.22 pm Cllr Mary Martin joined the meeting.

292. Business Continuity Plan

The Parish Manager circulated a draft Business Continuity Plan, a copy of which appears as **Appendix E** in the Minute Book. The aim of the Plan is to ensure that the Parish Council has contingency arrangements in place to ensure that it remains operational in the event of disruption or crisis.

RESOLVED that further consideration be given to the Draft plan and responses submitted to the Parish Manager for review at the next meeting of this Committee.

Meeting closed 7.26 pm.

Signed:
Chair, West Swindon Parish Council

Date:

WEST SWINDON PARISH COUNCIL

Minutes of the

PLANNING & ENVIRONMENT COMMITTEE on MONDAY 11 DECEMBER 2017 at 6.00pm at WEST SWINDON LIBRARY

Present:

Cllr Ellen Heavens (Vice Chair)
Cllr Nigel Gibbons
Cllr Vinay Kumar
Cllr John Lenton
Cllr Nick Martin
Cllr Caryl Sydney Smith
Cllr Keith Williams (Chair)

Officers:

Paula Harrison (Parish Manager)

Public: Four

Public Participation:

Kevin Fisher (Shaw Residents Association) referred to Agenda Item 8 and asked the Parish Council to respond to the letter from SRA and consider supporting the efforts of Shaw Residents Association to secure regular maintenance at Shaw Village Centre. Could the Parish Council take on responsibility and secure one maintenance agreement? The Chair advised that the Parish Council would provide a written response.

Kevin Fisher (Shaw Residents Association) referred to Agenda Item 6 and indicated that it would be a positive move forward to develop a neighbourhood plan that could jointly support and protect the essential setting of Lydiard Park. Mr Fisher suggested that West Swindon Parish Council could speak to its neighbouring parishes for advice on neighbourhood plans.

Kevin Fisher (Shaw Residents Association) referred to Agenda Item 7 and asked that the Parish Council appoints a representative .

Resident enquired as to whether the Parish Council could take action against flytipping alongside litter issues. The Chair advised this would be discussed as part of Agenda Item 8.

Meeting opened 6.13 pm.
Cllr Ellen Heavens chaired the meeting.

293. Apologies

Cllr Keith Williams
Cllr Tim Swinyard

294. Declarations Of Interest & Applications For Dispensation

None.

295. Mead Way Infrastructure Update

Standing Agenda item -No information to report.

296. Purton Neighbourhood Plan

The Parish Manager reported that the Purton Neighbourhood Plan was in circulation for comment and consultation.

RESOLVED that any comments to be given to the Parish Manager by 28.02.18.

297. West Swindon Neighbourhood Plan

Councillors considered a report from the Parish Manager, a copy of which appears as **Appendix A** in the Minute Book.

RESOLVED that a representative from Swindon Borough Council Planning Department is invited to attend a meeting of Full Council to introduce neighbourhood planning.

298. Salt Bins

Councillors considered a report from the Parish Manager, a copy of which appears as **Appendix B** in the Minute Book. Noted that Bess Road to Hook Street can be a problem in icy conditions. Additional gritting from the Parish Grounds maintenance team may be a more adaptable solution.

RESOLVED that the Parish Manager liaises with Streetsmart to highlight requests for additional gritting as required.

299. Lydiard House and Gardens Representative

Councillors considered the request to have a Parish Council representative to support discussions as part of the Joint Statement for the Protection of the Essential Setting of Lydiard Park

RESOLVED that Cllr Nick Martin acts as the Parish Council's representative.

300. Shaw Village Centre

Councillors received a letter from Shaw Residents Association regarding maintenance at Shaw Village Centre, a copy of which appears as **Appendix C** in the Minute Book. Councillors noted that the issue of maintenance was the responsibility of Swindon Borough Council and its lease agreements. Councillors noted that similar maintenance issues also applied to other Swindon Borough Council village centres.

RESOLVED that the Parish Council's Assets Working Party meets to discuss maintenance arrangements at village centres in West Swindon and scopes out the potential involvement of the Parish Council.

301. Litter

Cllr Ellen Heavens introduced a discussion on litter and flytipping. Councillors agreed with Cllr Heavens that litter and flytipping was visible on many main roads and subways, and, flytipping over rear fences was happening across West Swindon. Councillors agreed that a number of approaches needed to be undertaken to find a sustainable solution for the future including education and enforcement.

RECOMMENDED that the Parish Council sets up a Litter Working Party to investigate best practice and options to tackle litter and flytipping.

RESOLVED that representatives from Streetsmart for street cleaning be invited to attend a future meeting of this Committee

302. Peatmoor Copse

Councillors received a verbal update from the Parish Manager regarding recent visits to Peatmoor Copse with Streetsmart and a Peatmoor Copse Group representative. A number of projects were noted including improving the walkways, reinforcing the banks, and, additional tree work. Councillors noted that Peatmoor Copse remains the responsibility of Swindon Borough Council. Councillors agreed that the Peatmoor Copse Group volunteers made a positive difference to this local amenity.

RESOLVED that the Parish Council considers any future grant applications from Peatmoor Copse Group and liaises with Streetsmart Grounds Maintenance regarding additional assistance to the Peatmoor Copse group's projects

303. Roundabout Sponsorship.

Councillors received information relating to discussions for future income from roundabout sponsorship between Swindon Borough Council and parish councils, a copy of which appears as **Appendix D** in the Minute Book. Councillors noted that the Parish Council a 50:50 division of income did not compensate the Parish Council for periods of inactivity when there is no advertiser but the roundabout is still maintained by the Parish Council.

RESOLVED that the Parish Manager makes enquiries to determine the income specific to West Swindon and reports back to a future meeting.

304. Grounds Maintenance Report

Councillors received an update report from Streetsmart, a copy of which is available as **Appendix E** in the Minute Book.

305. Planning Report

The Parish Manager submitted a Planning Report, a copy of which appears as **Appendix F** in the Minute Book. Planning Applications were agreed as follows:

306. Planning Report

The Parish Manager submitted a planning report outlining planning applications in West Swindon, a copy of which appears as **Appendix G** in the Minute Book. Councillors agreed the following:

306.1	S/HOU/18/0142/FELY	23 Cabot Drive Grange Park SN5 6HG	Erection of two storey front and side extension conversion of garage into habitable space. No objection.
306.2	S/HOU/18/0162/PEKO	2 Parham Walk Grange Park SN5 6EQ	Erection of single storey rear and side extension No objection
306.3	S/LDP/18/0161/LZWI	25 Rochford Close Grange Park SN5 6AB	Certificate of lawfulness (Proposed) for the erection of a single storey rear extension. No objection
306.4	S/HOU/18/0170/PEKO	3 Selby Crescent Freshbrook SN5 8PE	Erection of single storey side and rear extensions. No objection
306.5	S/HOU/18/0197/FELY	23 Lisle Close Grange Park SN5 6BX	Erection of a two storey side/ front extension. No objection
306.6	S/HOU/18/0195/LZWI	16 Winlaw Close Shaw SN5 5WX	Erection of a single storey front extension. No objection
306.7	S/HOU/17/2095	59 Belsay, Toothill SN5 8HD	Erection of a single storey side extension (revised wording) No objection
306.8	S/17/1879	Mannington Depot, Mannington Depot Service Road Mannington	Installation of a battery-based electricity storage facility, transformer, parking area, CCTV, landscaping, fencing with associated infrastructure and equipment (revised documents).

No objection

Meeting closed 7.11 pm.

Signed:
Chair, Planning & Environment Committee

Date:

DRAFT

WEST SWINDON PARISH COUNCIL

Terms of Reference

Litter Working Party

General

The Litter Working Party reports to the Planning and Environment Committee.

The Litter Working Party has been established to consider and make recommendations on matters relating to the litter collection within the Streetsmart contract, flytipping, community education and volunteering, options for enforcement action and awareness raising/campaigns.

The Litter Working Party will include the Chair and Vice-Chair of the Planning and Environment and 2 members of the Council. Representation from community groups, Swindon Borough Council, and Streetsmart will be initiated as required.

The Litter Working Party will link with the Services Working Party across matters relating to the Streetsmart contract.

Terms of Reference

1. To undertake a review of litter collection schedules and routines undertaken by Streetsmart for the West Swindon Parish.
2. To research good practice and successful campaigns relating to awareness raising and behaviour change.
3. To identify and review different models and structures for delivering street cleaning services (linking with Services Working Party).
4. To review volunteering and community action with recommendations about how to support and grow involvement.
5. To consider options for enforcement action such as penalty notices.
6. To identify and review options for signage, and, notices.
7. To consider options for business involvement, corporate (community) responsibility, sponsorship and employee volunteering.

WEST SWINDON PARISH COUNCIL

CHANGE CONTROL NOTE

Sequential Number:	001
Contract Title:	Service Level Agreement between West Swindon Parish Council and Swindon Borough Council for the provision of Streetsmart Services
Originator:	Martin Hambidge
Date change first proposed:	14 th February 2018
Number of pages attached:	2

WHEREAS the Swindon Borough Council and the West Swindon Parish Council entered into a Service Level Agreement for the provision of the above mentioned Service dated 1/04/2017 and now wish to amend that Agreement;

Reason for proposed change

The Parish Council wish to provide an enhanced service in relation to trees and high hedges that would be beneficial to local residents living within the Parish.

Full details of proposed change

The Parish Council agree to provide funding for an additional cost of £50,000 in 2018/19, for the following enhanced service provision:

- Tree works that would be beneficial to local residents but that has already been reported and classified as non-priority work.
- Tall hedges that neighbour play areas, open spaces, footpaths and alleyways that are reaching or exceeding the height managed by the Grounds team.
- Remedial tree works to promote better woodland management within copses and along highways e.g. thinning, coppicing etc.
- Boundary hedges where existing height of hedges has not been maintained at a level that can be maintained long term by the Grounds team, particularly where this is the result of unplanned tree growth within the hedgerow.

Details of likely impact, if any, of proposed change on other aspects of the Agreement:

WEST SWINDON PARISH COUNCIL

- Improvement in on-going annual maintenance operations associated with overgrown trees and tall hedges.

IT IS AGREED as follows:

1. With effect from 01/04/2018 the Agreement shall be amended as set out below:

7.1 Service Scope – Function 4

To include work on trees, hedges and woodland areas within the West Swindon Parish area to include the use of skilled arborists, chainsaws and associated equipment to undertake specialist arboricultural work as agreed between the Parish Council and Swindon Borough Council from 01/04/18 until 31/03/2019 and thereafter by mutual agreement for an additional annual cost of £50,000.

2. Save as herein amended, all other terms and conditions of the Agreement inclusive of any previous CCNs shall remain in full force and effect.

Signed for and on behalf of the Borough		Signed for and on behalf of the Parish Council	
Signature:		Signature:	
Name:		Name:	
Title:		Title:	
Date:		Date:	