

# Bradwell Parish Council



22 August 2022

A meeting of the Parish Council at 7.00pm  
This meeting was held at the Leo Coles Pavilion

**PRESENT:** Cllrs Candon (Chairman), Annison, Hale, Hamilton, Kitchen, Steggles and Watson.

**IN ATTENDANCE:** Parish Clerk, C Bacon, one member of the public.

**1. APOLOGIES FOR ABSENCE:** Cllrs Goodchild, Howe, Sargeant & Wainwright

**2. DECLARATIONS OF INTEREST:** Cllrs Annison & Candon will abstain from item 6) planning.

### **3. PUBLIC PARTICIPATION:**

The meeting was closed to allow members of the public to speak.

Borough Cllr Annison reported a meeting with PC's Gray and Saggars about vandalism and ASB. It is important that every member of the public report all incidents: on 999 at the time of the incident; or 101/online after the event. There are lots of resident complaints about drains on Lords Lane, which Cllr Annison has reported to Norfolk County Council. Parts are needed to the Green Lane zipwire. Two of the Parish Council's bus shelters on Beccles Road need new perspex. These have been vandalised on numerous occasions in the past, but is it time to try to put things right? A resident has complained about ASB on the bench in Gipsies Green and asked if the Parish Council would consider moving the bench.

County Cllr Annison gave a report on the proposed new pedestrian crossing assessment, at agenda item 10f. MP Brandon Lewis & Cllr Annison lobbied to get this very detailed road assessment last October. The County Council agrees something needs to be done between Green Lane and Clay Lane. A crossing with lights will be too much money. This scheme will cost up to £130K. It is hoped the Parish Council will support this scheme which Cllr Annison will continue to push forward.

It was agreed to put bus shelter maintenance and 50/50 funding on the next Parish Council agenda. It was agreed that Cllr Annison, Cllr Candon and the Clerk meet to discuss the location of the Gipsies Green bench.

Borough Cllr Candon reported there are ongoing renovations to Mill Lane Playing Field, being: new markings to the 5-a-side football pitch; new basketball stands, boards & hoops to be fitted soon; Olympic basketball court is having rubber flooring repaired; the cleaning crew concentrated on grass & weeds by play equipment; zip-line fixed; rope swing now working; and CCTV being fitted on two areas of the park to work as a deterrent. A recent speedwatch was carried out on Mallard Way and Market Road. One driver was caught doing 58mph in a 30mph zone.

A member of the public spoke about being interested in joining the Parish Council but time constraints may make this difficult.

Cllr Annison and the member of the public were thanked and the meeting was re-opened.

### **4. MINUTES OF LAST MEETING**

The minutes of the Parish Council meeting of 25<sup>th</sup> July 2022 were approved, signed and adopted. Proposed and seconded by Cllrs Hamilton & Hale. Six in favour, one abstention.

## **5. MATTERS ARISING / CLERK'S REPORT.**

- a) The CCTV camera overlooking the play area on Green Lane was fixed on 27<sup>th</sup> July 2022. Two new CCTV cameras overlooking the hard-court play area were installed on the same day.
- b) The new window to the Clerk's office was installed 1<sup>st</sup> August 2022.
- c) Fire safety checks took place on 28<sup>th</sup> July 2022.
- d) The matting around the zip wire on Green Lane playing field was fixed 11<sup>th</sup> August 2022. However the zip wire is currently cordoned off due to the wire needing re-tensioning.
- e) The damage to the flooring of the play area on Green Lane cannot be fixed until GYBC can source some 'hardener'. The below was received from GYBC:

*"I received the report from the Play Inspection Company regarding the Zip Wire .*

*They concluded that the splits in the timber posts were as a result of the wood naturally drying out – probably accelerated due to the recent hot, dry weather. They say the posts are still safe to remain in place, but recommend that they continue to be monitored, which will include sanding down any sharp splinters.*

*They also tested the tension of the wire itself, and this was found to have stretched, so would need re-tensioning. This normally occurs on new zip wire installations, as it takes a while for it all to "bed" in.*

*As you might be aware, we have also had some issues with vandalism here lately -having some of the ground matting ripped up from the launch mound – however this has been refitted this afternoon.*

*The cable itself was also to be re-tensioned. Unfortunately, when work was in progress, a problem was encountered which meant that the cable could not be re-tensioned between the posts. As the cable had already been removed, this meant that it could not be re fitted today. As the posts are hinged at their bases ,and now had no cable connecting them ,these have had to be laid down on the ground to make safe and have therefore been fenced around .*

*I have explained the situation to the original installer of this equipment, and he will order the required parts and we will get the zip line working again as soon as possible.*

*As an aside to this, my colleague has also raised a works request to have the patches of safety surfacing repaired in the nearby play area. This has been vandalised in three different areas with large holes being cut in the safety surfacing".*

- f) 5,800 \* Jubilee Bradwellians / Consultations were purchased at £685.16.

## **6. PLANNING**

Planning applications received:

No.	Reference	Proposal	Site	Recommendation
1	06/22/0624/HH	Demolition of existing conservatory and erection of a single storey rear extension	8 Linnet Close Bradwell	No objections
2	06/22/0637/HH	Proposed single storey rear extension with flat roof and lantern window	25 Victory Avenue	Object as current plan impinges on boundary between neighbour at no. 26
3	06/22/0642/HH	Proposed single storey side/rear extension with flat roof	16 Foxglove Drive	No objections

4	06/22/0629/F	Retrospective application for construction of a dwelling contrary to the approved plans within original planning permission 06/19/0699/F; introduction of glazed door and Juliet balcony on front (west) elevation	Victory House 75A Victory Avenue	No objections, subject to toughened, shatter proof glass is used
5	06/22/0643/HH	Proposed two storey side extension and single storey front extension	15 Wren Drive	No objections, subject to necessary neighbour consultation
6	06/22/0649/HH	Erection of timber summerhouse and veranda in rear garden	21 Cormorant Way	Object on the grounds that they have a veranda and is over 2.4m tall
7	06/22/0666/HH	Proposed dormer roof extension to side (east) elevation	12 Hickory Gardens	No objections
8	06/22/0688/F	Proposed siting of a mobile food trailer	20-22 Unit 3 Beccles Road	ASK FOR MORE TIME AND CLARIFICATION

Cllr Candon advised that the views of this Council are taken very seriously at Borough Council level, but further training may be required of our members to understand the legal reasons to object to a planning application. For example there is no such thing in law as a 'view', but blocking light is a material consideration meriting an objection. Cllr Annison is requesting planning training for all Parish Councils in the borough. Training will be arranged for the Planning Working Group, and the Clerk will send everybody the LGA guidance.

It was **resolved to adopt the Planning Working Group recommendations detailed above**. Proposed and seconded by Cllrs Hamilton & Watson. Five votes in favour. Two abstentions.

## **7. EVENTS WORKING GROUP**

The minutes of 21<sup>st</sup> July, 28<sup>th</sup> July and 4<sup>th</sup> August were noted.

Cllr Hamilton spoke about the Food and Craft Fayre held on 14<sup>th</sup> August. There were concerns over footfall, but it was a heatwave. There is a meeting on Thursday to review how things could be improved. The Events working group initially had seven Cllr members. Now there are only three active Cllr members. Due to lack of Cllr involvement seven allotment tenants helped on the morning to set up for the event along with other stakeholders in the parish.

Cllr Candon thanked Cllr Hamilton for all his hard work and effort in organising the events this year. All events were brilliantly organised despite the small numbers of Cllrs involved. There are some Cllrs who devote more time to the Parish Council than others, but every member has individual circumstances. On the day there were several Cllrs who had legitimate reasons for non-attendance. Cllr Candon advised he is coming off the Events Working Group so that he can focus on more strategic matters. Cllr Candon will email everybody on Working Groups to remind them if they signed up to join the group, they must attend the meetings.

## **8. PROPERTIES AND ASSETS WORKING GROUP**

### **a) Statutory testing recharges to the Bowling Club**

The Parish Council has an obligation to be prudent with public money. It was **resolved that all legal landlord requirements will be paid for by this Council, such as the five-year electrical testing. The tenant has the financial responsibility for all items within their building, such as PAT testing and fire extinguisher testing. On the occasions that suppliers invoice the Parish Council, e.g. the recent PAT testing and fire extinguisher testing, the Clerk will recharge the relevant amounts to the Bowling Club**. Proposed and seconded by Cllrs Watson & Kitchen. 6 in favour. 1 abstention.

b) Jubilee Trees

Borough Cllr Carl Smith will shortly be meeting Cllr Candon, Cllr Sargeant and the Clerk to discuss planting trees on grass verges, such as on Willow Avenue.

c) Donated Horse Chestnut tree

Working group recommends planting this tree on Church Walk, however this land is owned by GYBC. The Clerk has not received a response to her enquiry, Cllr Candon and Annison will take this further.

d) Hedge at Cley Road allotments

Borough Cllr Carl Smith will shortly be meeting Cllr Candon, Cllr Sargeant, members of the Allotment Advisory Committee and the Clerk to discuss what can be done to improve this area. It is hoped some new trees & hedging will be planted.

e) Car Park barrier to Green Lane playing field

A drawing of a potential manual gate was circulated with this agenda. A quote has been received at £3,995. Cllr Candon is exploring whether planning permission and highways input is required. Cllr Annison questioned why not install a bar similar to the existing height restriction on the same poles?

## 9. PORTFOLIO REPORT

### Generation Wood

Cllr Watson reported the ongoing problems at Generation Wood and recently litterpicked with two members of the public. People are lighting fires in the area, which is a worry as everywhere is currently tinder-dry. PC Gray has been informed of the fire-lighting. Cllr Watson will arrange for a clear-up day and make it a community event.

### Playing with golf-clubs and fishing rods on Mill Lane playing field

Cllr Watson reported youths have been playing golf and casting fishing rods on Mill Lane playing field. This is prohibited under a public space protection order and is enforceable by the police. Anybody seeing this behaviour must contact the police on 101 or online. Cllr Watson was thanked for her contributions.

### Youth Club

Cllr Candon reported another grant has been received, taking the total grants received to just over £6k, so the Youth Club will be running by October 2022. A discussion took place about whether to offer the Youth Club free of charge for the first six-months due to the cost-of-living crisis. It was **resolved to charge £1 for the youth club entry fee, which includes a free drink, for the first six-months because if the club is free a) people may not value the club and b) it may detract participation from other clubs in the area.** Proposed and seconded by Cllrs Steggles and Annison. Unanimous vote. The mayor may officially open the Youth Club.

## 10. ITEMS FOR CONSIDERATION AND RESOLUTION

### a) Operation London Bridge

Cllrs discussed the protocol to be followed in the event of the death of a monarch. It was **resolved to: change the front page of the website from Day 1; put sympathy events on the website; grant delegated powers to the Clerk to make decisions in the event the Council can't meet for ten days; liaise with the churches about bell ringing protocol; Chairman to pronounce the new monarch at Leo Coles Pavilion at an event for Cllrs and public; flags to fly at half-mast; provide a physical condolence book; accept flower donations (without any plastic) by the flagpole; turn all flower**

**donations into compost and plant a tree using this compost; and to liaise with Churches regarding day of funeral.** Proposed & seconded by Cllrs Hamilton and Watson. Unanimous vote.

b) Hedge trimming work to Green Lane Playing Field

it was **resolved to accept the quote for autumn hedge trimming work to Green Lane Playing Field at £694.93 + VAT.** From Concurrent Functions grant. Proposed & seconded by Cllrs Kitchen & Steggles. Unanimous vote.

c) Tree Maintenance work to Green Lane Playing Field

It was **resolved to accept the quote by Great Yarmouth Borough Services for £1,180.41 for tree maintenance work to Green Lane Playing Field.** From Concurrent Functions grant. Proposed & seconded by Cllrs Hale & Annison. Unanimous vote.

d) Civility and Respect pledge

Although it is a sad indictment of modern culture that this document is required, it was **resolved to adopt the Civility and Respect pledge.** Proposed and seconded by Cllrs Candon & Hamilton. Unanimous vote.

e) Gipsies Green Bulb Planting

Cllr Watson reminded Cllrs that next Spring it will be 25 years since the copse on Gipsies Green was planted by Woodlands School children. The school is keen to celebrate the 25-year anniversary by planting Spring bulbs in the copse, in conjunction with The Scouts. Planting Spring bulbs will enhance the area and give a stunning display of colour that will benefit the whole community. It was **resolved to purchase 1,500 wild daffodil bulbs; 1,500 English Bluebells 'in the green' and 1,500 snowdrops 'in the green' to plant in the Gipsies Green copse area this autumn/winter by the children of Woodlands School and The Scouts at the total cost of £1,256, although the Clerk will also apply for grants to offset. From Concurrent Functions grant. It was further resolved to investigate whether a new plaque could be placed on the existing granite to celebrate to occasion.** Proposed and second by Watson & Hale. Unanimous vote.

f) Proposed Island Crossing at Beccles Road at the top of Green Lane

Cllr Annison spoke again of the proposed island crossing on Beccles Road between Green Lane and Clay Lane (see section 3 of these minutes). Cllr Annison will do all he can to put this crossing in place as soon as possible, will be putting money from his County budget towards it and will be writing to Martin Wilby at Norfolk County Council. It was **resolved to support this scheme and to also write to cabinet member Mattin Wilby requesting he gives all due consideration to implementing this scheme on the work schedule as soon as possible.** Proposed & seconded by Cllrs Candon & Watson. Unanimous vote.

Cllr Annison was thanked for this work.

g) Central External Auditor Appointment Arrangements

It was **resolved to not opt out of the central external auditor appointment arrangements.** Proposed & seconded by Cllrs Candon & Annison. Unanimous vote.

**11. ITEMS FOR CORRESPONDENCE / INFORMATION ONLY.**

a) Residents' correspondence

b) Borough Council planning decisions notified since last meeting

No.	Reference	Proposal	Site	GYBC's Decision
1	06/21/0644/TRE	Oak Tree 1 - This tree is hollow - Proposing to cut down and remove all dead branches. Oak Tree 2 - This tree is a spilt - Proposing to cut down and remove all dead branches	32 Morton Crescent	Approved
2	06/22/0203/F	Proposal to remove condition 2 of PP 06/91/0838/F to allow annexe to be used as a holiday let	Sheridan Grove Lords Lane	Approved
3	06/22/0318/HH	Proposed front porch extension	23 Oak Avenue	Approved
4	06/22/0447/CU	Proposed change of use to HMO	8 Mace Road	Approved
5	06/22/0492/HH	Proposed demolition of existing garage and erection of single storey side extension (revision to previously refused application 06/22/0206/HH)	26 Briar Avenue	Approved
6	06/22/0421/HH	Retrospective permission for removal of garage and construction of proposed single storey side and rear extension, with integral garage to create self-contained annexe accommodation	Ravensbourne Beccles Road	Approved
7	06/22/0513/HH	Proposed first floor extension to form additional accommodation over existing ground floor extension	55 Primrose Way	Approved
8	06/22/0503/TRE	Various tree works - removal of no. 9 trees, pollard and crown thin 8no. trees to prevent spread of sooty bark disease and for health and safety; replant 72no. mixed native trees and 216m of under-planting with mixed native hedge plants along northern boundary of plot	Hobland Kennels And Cattery Hobland Road	Approved

c) Letters & correspondence from MPs in response to civility and respect. Cllr Candon referred to MP Brandon Lewis' response regarding bullying and harassment within Parish Councils and recommended all Cllrs read the government's comments and future plans. This will help to protect residents from abusive Cllrs and vice-versa.

d) Invitation to commemorate The Battle Of Britain and the Few at The Minster Church, 11<sup>th</sup> Sept 22

The above four items were noted.

## **12. FINANCE**

a) Clerk's Delegated Spending for retrospective approval

No.	Supplier	Description of Supply	Legal Power	Total (net)
1	SLCC	Clerk Training (all day finance summit)	LGA 1972 S111	£45.00

b) Accounts for payment:

No.	Supplier	Description of Supply	Legal Power	Total
1	Clerk	Clerk expenses (company credit card over limit). 5,800 Bradwellians and event miscellaneous	LGA 1972 S142 / S145	926.22
2	NALC	LCR magazine subscription (one year)	LGA 1972 S143	17.00
3	Ensure Fire Safety	6-month service of fire alarm systems to Leo Coles Pavilion, Bowling Club and Library. 3 * new fire extinguishers	LGA 1972 S133	418.62
4	Great Yarmouth Glass Ltd	New Window in Clerk's office (75% balance)	LGA 1972 S133	747.00

5	BSA Security & Fire	Two new cameras attached to Scout Hut building, overlooking hardcourt play area, fix vandalised camera over play area, reposition one camera.	LG&R Act 1997 S31	2,879.10
6	The Garden Guardian	Grounds Maintenance for GLPF & GG - Jul22	Public Health Act 1975	418.46
7	Chris Gay	Attention to bench in play area: remount two slats, rub down slats & apply 2 coats of stain	Parish Councils Act 1957, s.1	64.00
8	East Anglian Computer Supplies	8 * toners for colour printer / Hand towels, A4 paper & laminating sheets	LGA 1972 S111 / S145	197.68
9	SLCC	TRAINING: Creating a strategic vision for the future	LGA 1972	36.00

The following were paid on the dates shown on the basis of urgency, as per the provisions of Financial Regulation 6.4, and need to be retrospectively approved:-

No.	Supplier	Description of Supply	Legal Power	Pmt / Chq. No.	Date Paid	Total
1	Ronan Williams	Performance at Bradwell Fayre	LGA 1972 S145	104777	14-Aug-22	100.00
2	Megan Anderson	Performance at Bradwell Fayre	LGA 1972 S145	104778	14-Aug-22	72.50
3	Rebecca Johnson	Performance at Bradwell Fayre	LGA 1972 S145	104780	14-Aug-22	50.00
4	Liam Roderick	Performance at Bradwell Fayre	LGA 1972 S145	104779	14-Aug-22	50.00
5	Katrina Allen	Performance at Bradwell Fayre	LGA 1972 S145	104782	14-Aug-22	130.00
6	Jormungandr Augst	Performance at Bradwell Fayre	LGA 1972 S145	104783	14-Aug-22	100.00
7	Pauline Harper	Performance at Bradwell Fayre	LGA 1972 S145	104776	14-Aug-22	25.00
8	Kevin Bacon	Assistant Clerk hours Jul-Aug	LGA 1972 S111	104781	16-Aug-22	112.07

The following direct debit payments were made between 1<sup>st</sup> August– 31<sup>st</sup> August 2022

No.	Supplier	Description of Supply	Legal Power	Date Paid	Total
1	Barclaycard	Fenceposts & taps for CRA, EVENT items, finance training, banners, posters, roller banner & event shelter	LGA 1972 S111 & S145 / PH Act / SH&A Act /	22-Aug-22	627.55
2	Norse Waste Solutions	Rental of waste bin LCP (July22)	Public Health Act 1975	22-Aug-22	63.24
3	Total Gas & Power	Electricity to Leo Coles Pavilion Jul22	Public Health Act 1975	30-Aug-22	£105.75
4	Onecom	Broadband & telephone Jul22	LGA 1972 S111	30-Aug-22	68.48
5	LGPS	Pension Payment Clerk - Aug22	LGA 1972 S111	31-Aug-22	355.12

It was **resolved that the above Clerk's delegated spending items 1 be retrospectively approved; that the above accounts 1-9 be paid, and accounts 1-8 and Direct Debits 1-5 be retrospectively approved.** Proposed and seconded by Cllrs Annison & Kitchen. Unanimous vote.

### **13. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**

#### **Cllr Hamilton – Reading Room Library Trust**

The Trust Chairman, Keith Nicholls would like in the first instance to thank the Parish Council for its continued support. The library continues to thrive thanks to the support of its wonderful small group of volunteers. In general things are going well for the Bradwell Reading Room/Library and a new Trustee is in the process of joining the team which should be ratified at the next meeting.

It is hoped that the support of Hillside school will continue, post the summer, whose pupils made a tremendous contribution to maintaining the general upkeep of the garden and wild flower planters.

The library was pleased to be able to recognise this contribution by presenting a certificate to the school thanking the pupils from the SRB unit before the summer break.

Financially, the Library is sound and on a good general financial footing, at this point in time. The Library has recently had its five yearly electrical survey done. This time the Trust had to pay for the work, having been done voluntarily in the past. The survey did reveal a number of concerns, thankfully none of them red but some categorised as amber which the library has now given the go ahead to rectify which will result in an additional on cost of circa £300. While there are concerns going forward particularly with rising energy costs, the library is trying to address this by looking at ways of trying to raise additional income to help it over this period and one of the schemes being considered is the friends of Bradwell Library scheme which it is hoped will be run in a similar fashion to the St. Nicholas scheme where residents and users are invited to make a small monthly contribution typically of £2 or £5.

The good relationship between the Old School Village Centre and the Library continue to grow and both centres with others are actively involved in projects and events to enhance the experience and quality of life of residents in the community as evidenced in their recent engagement in the Jubilee and Bradwell Village Food and Craft Fayre events. If you have any ideas for the use of this historic building please let us know.

Going forward tentative plans remain in place for a photographic exhibition in September 2023. This would be of Bradwell pictures through the decades from 1900 or before to the present day. They would therefore request that if any councillors or friends have any pictures over this period that they lend them to the library so they can be scanned and reprinted ready for this exhibition please.

#### Cllr Goodchild – Armed Forces Champion

At the last Parish Council meeting, I took up the role of Armed Forces Champion. The council wishes to uphold the Armed Forces covenant and the role was created for that.

My first action was to pass the Parish Clerk the information for the local armed forces cadet organisations. This was put onto the website and I hope it encourages youths in the parish and larger community to join. They offer an opportunity to undertake training and adventure events as well as annual camps at the relevant military sites.

Although my background is RAF, I have contacted all the local units to arrange to visit to see what they do and ask how the council could be of assistance to them. I am also looking at the local ex-service personal organisations within the area to see what assistance we could be there as well.

Those who know their history will know that by August 1918 the major German offensive in France had been broken and the Allies were advancing towards Germany. In Bradwell, we have 5 servicemen who died in the period covered by the Commonwealth War Graves Commission and are buried in the church grounds. From the research I have carried out so far, they all became casualties because of the war and died due to illnesses such as TB. I'm hoping I can find living relatives of the service men as well as gaining a pre-war family history.

Finally, thoughts turn to Remembrance Sunday. I haven't attended for many years for personal reasons. But, in August 2021 I did the steward duties for the event at the Bradwell Reading Rooms. I discovered a book relating to RAF Air Sea Rescue Service which operated out of the harbour at the bottom of Baker Street. The memorial for the crews who lost their lives operating out of the base are near the Pier Hotel and I will be attending the service there. I would hope the Parish Council would provide a wreath and I am hoping I can get a contingent from the Air Training Corps squadron.

#### Cllr Goodchild - Mill Lane Community Centre

The new Management Committee took over for the Mill Lane Community Centre on 31 March 2022.



Since that date we have been working at implementing a considerable amount of management processes which the Centre sadly lacked. This work has been carried out by Hilary Hale and it has taken a considerable amount of effort on her part. However, due to the huge amount of management administration restructuring needed we still have a way to go as all this is taking place within a very busy Community Centre which raises its own distracting issues alongside these changes. Effectively, Hilary has been working from the ground up and implementing new management processes as none were in place or were very outdated and non-compliant.

The centre has also managed to gain some grant monies and others are being applied for. Part of one grant is the refurbishment of some of the rooms in the centre which has been badly needed and will be carried out by (NEET\*) youths to gain a qualification. \*Not in Education, Employment or Training

We have also been faced with huge costs to attend to very poor maintenance standards which have included new doors, as all doors in the Centre are in need of attention or replacement and other outstanding maintenance issues which are arising. We have however, just installed a new CCTV system at a cost of £2,500 which was needed to replace the broken one.

To raise more funds we held a Paws and Pupcakes pop up café on Saturday 6 August and Sunday 7 August. It was a one-off event to gauge if it would be a success. Karen Howlett, a recent Committee member planned the event, made the pupcakes, the pup-biscuits and baked cakes for sale. She has a full-time job and so should be thanked for her huge efforts often giving up her weekends to put it together. We took over £140 in just three hours. We will look to run the event again, possibly on a more regular basis if it can be planned.

The centre will be hosting a local author to give talks starting in September with Historical Norfolk Murders, in October, a talk about Norfolk Ghosts is planned to coincide with Halloween, and in November, Norfolk during the first World War to take place alongside Remembrance.

Planning is well underway for the darts exhibition evening which Mervin King will be showing his skills. The event will be open to people not only from Bradwell but from the borough in general.

With regard to finances, reserves have not yet been touched. CCTV has been installed and estimates have been received for new front doors. A grant has been received for refurbishments and works start 5<sup>th</sup> September. Three other grant applications are in the pipeline.

There being no other business, the meeting closed at 9:30 pm

Signed: ..... Date: .....