



WETHERBY TOWN COUNCIL
MINUTES OF THE COUNCIL MEETING HELD AT 7PM
ON TUESDAY 13TH FEBRUARY 2024 IN WETHERBY
TOWN HALL, MARKET PLACE, WETHERBY

Present: **North Ward** Cllr H Chapman
 Cllr N Harrington
 Cllr C Mulhall (Deputy Mayor)
 Cllr N O’Byrne

West Ward Cllr D Buckle
 Cllr D Frame
 Cllr G Moss
 Cllr A Riddell
 Cllr E Smith

East Ward Cllr K Knight
 Cllr J Lavocah
 Cllr S Newcombe

In Attendance: Iona Taylor (Town Clerk)
 Ward Councillor Penny Stables (from 7.03pm).
 1 member of the public.

In the absence of Councillor Payne, the meeting was chaired by Councillor Mulhall.

189 23-24 **Questions or comments from members of the public – none.**

190 23-24 **Reports from Ward Councillors**

A written report was received from Councillor Lamb with a verbal update provided by Councillor Stables. The following points were **NOTED**:

- An update on planning enforcement action being taken at Rosedene Farm.
- An update on the work of the Road Safety Group and associated highway issues.
- A briefing on progress with a replacement Wetherby High School building will be arranged for Town Councillors in due course.
- Fly tipping on Privas Way.
- Improving support for dementia patients through the Local Care Partnership.
- Repairs to the Hallfield Residents Association’s noticeboards.

191 23-24 **Vacancy on Wetherby Town Council**

a) Election result.

Leeds City Council’s Deputy Returning Officer has confirmed that the result of the by-election to Wetherby Town Council (West Ward) on 8th February 2024 was as follows:

- Elaine Smith – Conservative Party Candidate – 531 votes.
- Anna Carol Jacobs – Green Party – 417 votes.
- Lesley Ann McIntee – Liberal Democrats – 186 votes.
- Nigel Philip Oakes – 21 votes.

b) New Councillor.

Elaine Smith was welcomed as the newly elected member of Wetherby Town Council. Councillor Smith’s Declaration of Acceptance of Office and agreement to abide by the council’s code of conduct had been received prior to the start of the meeting.

- 192 23-24** **Declarations of interests and requests for dispensations.**
- a) Councillor Knight**
Councillor Knight declared a non-pecuniary interest in item 198 23-24b as she is a member of the organising committee for the Drivers Day event later this year.
- b) Councillor Buckle**
Councillor Buckle declared a non-pecuniary interest in item 196 23-24d as he is a Trustee of Kirk Deighton Football Club.
- c) Councillor Mulhall**
Councillor Mulhall declared a pecuniary interest in application 23/07457/TR as he is a resident of the property and director of the company that requested the works to be done and abstained from item 200 23-24a.
- d) Councillor Newcombe**
Councillor Newcombe declared a non-pecuniary interest in item 198 23-24b as he is a member of the Wetherby District Lions Club.
- 193 23-24** **Apologies.**
Following a proposal by Councillor Newcombe, seconded by Councillor Buckle, it was **RESOLVED** by a unanimous show of hands that apologies be received and reasons for absence accepted from Councillors Ager-Mills, Bradley and Payne.
- Apologies were also received from Ward Councillor Alan Lamb.
- 194 23-24** **Minutes of the last meeting.**
Following a proposal by Councillor Moss, seconded by Councillor Chapman, it was **RESOLVED** by a unanimous show of hands that the minutes of the last meeting, held on 9th January 2024, be approved and signed as a true record by the Deputy Mayor.
- 195 23-24** **Matters arising from the minutes – none.**
- 196 23-24** **Community Infrastructure Levy (CIL) Funding**
- a) CIL Committee Meeting**
Following a proposal by Councillor Riddell, seconded by Councillor Lavocah, it was **RESOLVED** by a unanimous show of hands that the minutes of the CIL Committee meeting, held on 5th February 2024, be approved as a true record.
The minutes can be found as appendix 1 from page 3732.
- b) Town Hall funding.**
The meeting considered a proposal from the Budgets & Governance Committee that £10,000 of CIL funding be allocated to capital works and improvements in Wetherby Town Hall. This would replace £10,000 of funding from the Town Council's 2024/25 revenue budget.
- Following a proposal by Councillor O'Byrne, seconded by Councillor Harrington, it was **RESOLVED** by a unanimous show of hands that this funding allocation be made.

c) Action Plan

The meeting received and considered an update on progress against the agreed action plan.

It was noted that Councillor Lamb is expected to give an update to Town Councillors on proposals for the future of the Leeds City Council offices on Westgate.

Councillor Mulhall proposed that CIL funding be allocated based upon the priorities in the agreed action plan. After being seconded by Councillor O'Byrne this motion was **RESOLVED** by a unanimous show of hands.

d) Barr Field sale proposal.

It was noted that the Kirk Deighton Rangers AFC have tabled a proposal that half the area of their existing facility (Barr Field, Kirk Deighton), approximately 5,400m/s, be purchased by Wetherby Town Council for £150,000.

Ward Councillor Lamb had written to the council recommending that consideration of this proposal be deferred pending further multi-party discussions.

Following a proposal by Councillor Newcombe, seconded by Councillor Knight, it was **RESOLVED** by a unanimous show of hands that this item be deferred, whilst noting that the council has now earmarked the CIL reserves held for other purposes.

Members commented that they are not averse to reconsidering this proposal in the future.

e) Sports Facilities Provision – Council Representation

Following a proposal by Councillor Mulhall, seconded by Councillor O'Byrne, it was **RESOLVED** by a unanimous show of hands that the council be represented on a working group looking at the provision of sports facilities in and around Wetherby by Councillors Knight, Mulhall and Newcombe and the Clerk. Regular reports back to the council will be made.

197 23-24

Finance

2023/24 Financial Year

a) Payments.

Following a proposal by Councillor Newcombe, seconded by Councillor O'Byrne, it was **RESOLVED** by a unanimous show of hands that the list of 56 payments, totalling £35,885.23, as detailed in appendix 2 on page 3735 be approved.

b) Mid-year monitoring against budget.

The meeting received and considered a report showing the council's performance against the approved budget for the 2023/24 period. The Clerk was thanked for preparing the helpful and detailed information.

The report showed that half-way through the financial year the council was on-budget. This was because 97% of income had been received (the precept being received in one lump sum at the start of the year) and 51.2% of income having been incurred.

The report, provided alongside detailed income and expenditure information, also gave a narrative explanation relating to each cost centre.

Following a proposal by Councillor O'Byrne, seconded by Councillor Harrington, it was **RESOLVED** that the following recommendations in the report be agreed:

- i. That £5,000 of additional funding be distributed through the council's Small Grants Scheme between now and 31st March 2025, funded by higher than expected income from bank interest.

- ii. That £10,000 of underspend on the Communications & Events Officer position be ear-marked for spending on future communications related projects.
- iii. That a virement of £500 be made from the staffing contingency budget to cover the increased cost of uniforms and workwear.
- iv. That a virement of £2,500 be made from the cemetery contingency budget to cover the cost of ground maintenance works in the cemetery.

2024/25 Financial Year

c) IT services.

The meeting considered a proposal to rationalise the council's IT service providers and, in particular, to procure sector-specific software solutions from Edge IT Systems Ltd. Following a proposal by Councillor Newcombe, seconded by Councillor Chapman, it was **RESOLVED** to approve the following recommendations from the report:

- i. That EDGE IT Systems be appointed as the council's preferred contractor for IT services.
- ii. That the facilities inspection module, with one tablet, be procured as soon as possible.
- iii. That provision be included in the 2024/25 budget for the provision of appropriate software modules (primarily accounts, bookings, markets, meetings) from 1/4/24.
- iv. That consideration be given to moving to Edge IT for IT support during the 2024/25 financial year, subject to the customer service in initial software implementation.
- v. That notice be given to other suppliers as new services are satisfactorily implemented.

d) 2024/25 budget.

The meeting considered budget proposals recommended by the Budgets & Governance Committee.

The budget, which takes account of the current inflation rate of 4%, makes some adjustments (such as the change to Town Hall funding agreed at item 196 23-24b) to ensure that the precept can remain unchanged for the following year.

Following a proposal by Councillor O'Byrne, seconded by Councillor Moss, it was **RESOLVED** by a unanimous show of hands that the budget for the 2024/25 period be approved without amendment.

e) 2024/25 precept requirement.

Following a proposal by Councillor Mulhall, seconded by Councillor Frame, it was **RESOLVED** by a unanimous show of hands that the precept for the 2024/25 financial year be set at an unchanged £540,000.

198 23-24

Small Grants Scheme

a) Additional funding.

See item 197 23-24 b i.

b) Wetherby District Lions Club CIO.

Following a proposal by Councillor O'Byrne, seconded by Councillor Moss, it was **RESOLVED** that an award of £250 be made towards the cost of putting on the 2024 Drovers Day Cultural Gala and Brass Band Marching Contest and that payment of the grant be made immediately.

c) Wetherby Sports Association.

The meeting considered a proposal to build a large outside seating area (patio) at Wetherby Sports Association.

Following a proposal by Councillor Harrington, seconded by Councillor Mulhall, it was **RESOLVED** that the council should pledge 10% of the amount required from fundraising (£1072.50), to be paid over when confirmation is received that the remaining funding is in place, provided that this is received prior to the end of 2024.

199 23-24

Budgets & Governance Committee

a) Meeting on 9th January 2024.

The minutes of the Budgets & Governance Committee meeting held on 9th January 2024 were **RECEIVED** and can be found as appendix 3 from page 3737.

b) Meeting on 8th February 2024

Following a proposal by Councillor Mulhall, seconded by Councillor Newcombe, it was **RESOLVED** by a unanimous show of hands that the minutes of the meeting of the Budgets & Governance Committee held on 8th February 2024 be approved as a true record and received by the council. The minutes can be found as appendix 4 from page 3739.

200 23-24

Planning & Development

a) Planning Committee

Following a proposal by Councillor Moss, seconded by Councillor Chapman, it was **RESOLVED** by a show of hands with one abstention that the minutes of the following meetings of the Planning Committee be approved as a true record:

- i. 8th January 2024 (see appendix 5 from page 3741).
- ii. 16th January 2024 (see appendix 6 from page 3744).
- iii. 22nd January 2024 (see appendix 7 from page 3746).

b) Leeds Local Plan – Adoption of Remitted Parts of Leeds Site Allocations Plan 2024

This item was **RECEIVED AND NOTED**.

c) Better Wetherby Partnership.

The January 2024 newsletter was **RECEIVED AND NOTED**.

201 23-24

Markets Committee

Following a proposal by Councillor Buckle, seconded by Councillor Riddell it was **RESOLVED** by a unanimous show of hands that the minutes of the Markets Committee meeting held on 18th January 2024 be approved as a true record and received by the council. The minutes can be found as appendix 8 from page 3749.

202 23-24

Welcome to Wetherby

Following a proposal by Councillor Buckle, seconded by Councillor Harrington, it was **RESOLVED** by a unanimous show of hands that the minutes of the Welcome to Wetherby meeting held on 9th January 2024 be approved as a true record and received by the council. The minutes can be found as appendix 9 from page 3752.

203 23-24

Highways

The following update had been **RECEIVED** during item 190 23-24:

“The road safety group is progressing well and slowly but surely growing in numbers. Actions have been agreed and are progressing on Linton Road and Crossley Street. The works at Glebefield Drive will finally commence before the end of the current financial year. A scheme has been designed to improve visibility and safety at Bridgefoot and a further scheme being developed at Deighton Bar and also outside Deighton Gates school.”

204 23-24

Police Matters

a) Crime Statistics

The crime statistics for December 2023 and January 2024 for the whole of the Wetherby policing ward were **RECEIVED AND NOTED.**

They showed a total of 12 anti-social behaviour offences and 250 other crimes. These statistics also included 33 assaults which related to HMP Wealstun and Wetherby YOI.

b) Police & Communities Together Meeting

Councillor Chapman confirmed that he had attended the meeting held on 6th February 2024 and that he has subsequently circulated information from Neighbourhood Watch.

205 23-24

Items for the next meeting.

a) Hedgehog Highways Proposal

Members are asked to submit items for consideration at the next meeting to the Clerk by 4th March 2024.

The meeting closed at 8.06pm.

These minutes were recorded and prepared by Iona Taylor, Town Clerk.

SIGNED: (Chair)

DATE:



APPENDIX 1

MINUTES OF A MEETING OF THE COMMUNITY INFRASTRUCTURE LEVY (CIL) COMMITTEE

Date: Monday 5th February 2024
Time: 7.00 pm
Location: Micklethwaite Room, Wetherby Town Hall, Market Place, Wetherby, LS22 6NE

Summons: Councillor Harrington
Councillor Lavocah
Councillor Mulhall (Deputy Mayor)
Councillor O'Byrne (Chair)
Councillor Payne (Mayor of Wetherby)
Councillor Riddell

In attendance: Rowann Fitzpatrick, Assistant Clerk
Iona Taylor, Clerk

MINUTES

- Election of the Chairman.**
Local Government Act 1972, s 15
Councillor O'Byrne was able to attend the meeting and remained the Chair.
- Apologies** – None.
Local Government Act 1972, s 85 (3)
- Declarations of interests and requests for dispensations** - None.
Localism Act 2011, s 31
Members' Code of Conduct, para. 13-18, 19-20
- Public Participation** - None.
Public bodies (Admission to Meetings) Act 1960, s 1 (3)
- Minutes.**
Local Government Act 1972, Sch 12, para. 41(1)
The minutes of the CIL Committee meeting held on *Wednesday 4th October 2023* as approved by Full Council on *Tuesday 10th October 2023* were **NOTED** and **RECEIVED**.
- Matters arising from the last meeting** – None.
- CIL funds balance.**
An up-to-date balance of CIL funds held by Wetherby Town Council was **RECEIVED**.
It was **NOTED** that the current balance is £157,914.68.

8. Priorities for use of CIL funding.

Agenda item 8 was deferred until after agenda item 11.3 as the discussion from following items would help inform priorities

It was **AGREED**, subject to more information being provided and cost verification, that the following items be prioritised:

- One Stop Centre Funding – up to £60,000
- Sandringham Park Playground Tender – up to £34,000
- Garden of Rest Iron railings - £22,104
- Wetherby War Memorial repair and clean – up to £22,000
- Bridgefoot Gardens Planting Scheme - £4,500
- Implementation of new Speed Indicator Devices (SID) - £11,250

9. Action plan.

Local Government Act 1972, Section 144

9.1 **Action plan.**

The contents and adoption of action plan by Full Council approved on *Tuesday 12th December 2023* was **NOTED**.

9.2 **Review action plan.**

The following items were identified as potentially requiring CIL funding:

The Sandringham Park playground tender may require some CIL funding however the Clerk is working to identify grant funding to minimise costs to the Council.

The Iron railings in the Garden of Rest are in need of refurbishment. Previous quotation for removal, cleaning, repainting, and re-installing was £22,104.00. An up-to-date quotation would be required to progress.

It was **NOTED** that refurbishment of these rails was more cost effective than replacing them.

The War Memorial on Boston Road is in need of repair and cleaning. An initial quote of £2,250 was provided however it was estimated that it could cost up to £22,000 when including the cost of getting planning permission, road closures, and scaffolding.

It was **AGREED** that the Clerk would confirm the total cost prior to progressing further on this item.

It was **NOTED** that £60,000 was previously committed in principle for the refurbishment of the One Stop Centre. As such, these funds need to remain earmarked until further updates have been provided.

The committee discussed the potential creation of offices within the York Road Depot. However, it was understood that this was not a priority due to the lack of community benefit and that the an agreement has already been reached with the Town Council in relation to the space used in the Town Hall.

Following discussion, it was **AGREED** that an annotated version of the action plan be presented to Full Council on *Tuesday 13th February 2024*.

10. Sandringham Park playground project.

It was **NOTED** that while grant funding and other funding pots are being identified to cover the costs of the project, CIL funding may be required as a match fund or to cover any remaining deficit.

It was **AGREED** that up to £34,000 could be set aside for this purpose.

11. Use of CIL funds.

11.1 SID devices.

Information on a scheme by Leeds City Council to foster the use of more SID devices was received. Through the scheme, the cost for a new device is £3,500 and has a lead time of 24 weeks.

It was understood that 6 new devices are proposed in the Wetherby parish. 2 to replace current broken devices, 1 to act as a spare, and 3 to monitor additional roads around Wetherby. It was **NOTED** that while it is not known by the committee how effective the cameras are in reducing speeding, the act of collating data through SIDs can help inform police awareness and resulting practical solutions.

The Committee considered two options: to buy SIDs through the scheme presented by Leeds City Council or to buy private SIDs owned and maintained by Wetherby Town Council.

It was **RESOLVED** that the CIL committee is inclined towards recommending the allocation of funding towards achievable and effective traffic calming measures. However, the committee believes it needs further information about an achievable service level agreement with Leeds City Council in relation to speed indication devices, and to consider the alternative option of a portable speed device.

11.2 Provision of allotments.

The committee considered a proposal to consider purchasing part of Barr Field, an area of approximately 5,400m/s near Kirk Deighton, for £150,000. This has been put forward by Kirk Deighton Rangers AFC.

It was **NOTED** that this item will be discussed at Full Council on *Tuesday 13th February 2024*.

After a lengthy discussion, it was proposed by Councillor O'Byrne and seconded by Councillor Mulhall that the CIL Committee do not feel it is appropriate to recommend making this investment at this time but would like Wetherby Town Council to remain an interested party to the proceedings surrounding this and other related matters concerning the provision of sport and community facilities within the parish. This was **AGREED** by the meeting.

11.3 Other investment opportunities.

No other investment opportunities were identified at this time.

12. Date of next CIL Committee meeting.

The next meeting of the CIL Committee will take place on *Monday 4th March 2024* at 7:00pm in Wetherby Town Hall.

The meeting closed at 8:35pm.

These minutes were recorded and prepared by Rowann Fitzpatrick, Assistant Clerk.



APPENDIX 2 LIST OF PAYMENTS MADE

Date	Payee	Purpose	Amount
11/01/2024	Opus Energy Ltd	Electricity - Cemetery	£35.04
11/01/2024	Opus Energy Ltd	Electricity - OMP	£82.54
11/01/2024	Opus Energy Ltd	Electricity - Weir Lights	£45.30
11/01/2024	Opus Energy Ltd	Electricity - York Rd Depot	£57.84
12/01/2024	Business Stream	Water - Sandringham Park Tap	£13.67
15/01/2024	PCM	IT Support	£202.80
15/01/2024	Business Stream	Water - Cemetery	£16.40
15/01/2024	Fuel Genie	Van Fuel	£60.83
19/01/2024	Business Stream	Water - York Rd Depot	£101.81
25/01/2024	Vodafone	Mobile Phone Contracts	£150.01
29/01/2024	Deep Blue Networks Ltd	Telecoms Contract	£91.03
31/01/2024	Document Solutions	Print Contract	£58.72
01/02/2024	O2	Mobile Phone Contract (Clerk)	£36.59
05/02/2024	TD Goodall	Milk Delivery	£14.40
12/02/2024	Opus Energy Ltd	Electricity - Cemetery	£35.78
12/02/2024	Opus Energy Ltd	Electricity - OMP	£184.18
12/02/2024	Opus Energy Ltd	Electricity - Weir Lights	£45.55
12/02/2024	Opus Energy Ltd	Electricity - York Rd Depot	£45.70
14/02/2024	Screwfix	Bench Screws	£9.38
14/02/2024	ELAS	H&S & HR Support Contract	£300.00
14/02/2024	Pear Technology Services Ltd	Maplink Support & Updates	£108.00
14/02/2024	DM Payroll Services	Payroll Administration Oct 23 - Mar 24	£102.00
14/02/2024	Kompan	Scaur Bank Playground Parts	£2,149.40
14/02/2024	AB Print Group Ltd	Uniform - Jacket	£85.80
14/02/2024	Screwfix	Screwdriver, Chalk & Line Set	£29.98
14/02/2024	The Code Store	Bike Station Replacement Tools	£252.00
14/02/2024	Maddison James Associates Ltd	Millenium Field & Cemetery Wall Repairs	£616.50
14/02/2024	Maddison James Associates Ltd	Jubilee Garden Wall Repairs	£1,520.00
14/02/2024	Class Office	Credit Card Rolls	£19.08
14/02/2024	Class Office	Shredding	£78.00
14/02/2024	Screwfix	Ear Defenders, Goggles & Mask	£35.75
14/02/2024	Screwfix	Stone Cutting Discs	£8.99
14/02/2024	Screwfix	Ton Bags - Cemetery	£11.98
14/02/2024	Keighley Town Council	Mayoral Ball Tickets	£80.00
14/02/2024	Waudby's of Wetherby Ltd	Van MOT and Repairs	£606.55
14/02/2024	Yorkshire Local Councils Associations	Planning Training - Assistant Clerk	£25.00
14/02/2024	Body Shop Market Stall	Refund for Incorrect Market Tolls Charge	£220.50
14/02/2024	Abbotts Memorials	15492, Gravedigging (Ashes)	£100.00
14/02/2024	Wetherby Skip Services	Depot Skip	£300.00
14/02/2024	Playsafety Limited	Playground Inspection Training - S. Cohen	£384.00
14/02/2024	Yorkshire Local Councils Associations	Comms Training Part 1	£30.00
14/02/2024	Yorkshire Local Councils Associations	Comms Training Part 2	£30.00
14/02/2024	Member of Staff	Expenses - Refreshments	£79.20
14/02/2024	J. Hudson	Stall Erection - January	£1,400.00
14/02/2024	Touchwood	Miscellaneous Supplies	£205.17
14/02/2024	Pullan Landscape etc	Grounds Maintenance	£865.68
14/02/2024	Wetherby Town Hall - CIO	CIO1626 - Meeting Room Hire 9.1.24	£22.50

14/02/2024	Wetherby Town Hall - CIO	CIO1638 - Meeting Room Hire 13.2.24	£22.50
14/02/2024	Write Design & Print Limited	Town Maps	£252.00
14/02/2024	Synergy Business Support	Bookkeeping Services - January	£969.30
14/02/2024	Farm & Land Services	6627, Arboricultural Maintenance	£978.00
14/02/2024	Farm & Land Services	6628, Caretaking & waste removal	£1,971.60
14/02/2024	Prudential	Pension Contributions	£10.00
14/02/2024	West Yorkshire Pension Fund	Pension Contributions	£3,042.93
14/02/2024	HMRC	NI and PAYE - February 2024	£4,288.91
14/02/2024	Staff Salaries	Salaries - February 2024	£13,396.34
		TOTAL	£35,885.23



APPENDIX 3

MINUTES OF A MEETING OF THE BUDGETS & GOVERNANCE COMMITTEE

Date: Tuesday 9th January 2024
Time: 5.30pm
Location: Town Council Offices, Wetherby Town Hall

Present: Councillors Mulhall, O'Byrne and Newcombe (Chair)

In attendance: Iona Taylor, Town Clerk and RFO

1. Apologies.

It was **RESOLVED** that apologies be received and reasons for absence accepted from Councillor Payne.

2. Declarations of interest in items on the agenda and requests for dispensations – none.

3. Minutes

It was **RESOLVED** that the minutes of the following meetings of the Budgets & Governance Committee be approved as a true record:

- 3.1 4th October 2023
- 3.2 10th October 2023
- 3.3 14th November 2023
- 3.4 12th December 2023

4. Town Council payments to be made.

Supporting information for the following sample of payments was reviewed by Members:

- 4.1 £37.07 – O2 – Mobile Phone Contract (Clerk)
- 4.2 £96.60 - UK Transcription Ltd - Transcription Services - Investigation Meeting
- 4.3 £270 – ERNLLCA - Playground Inspection Training - Facilities Caretaker
- 4.4 £61.50 – B. Cohen (Expenses) - Mileage & Tolls - Playground Inspection Course
- 4.5 £2.25 – I. Taylor (Expenses) – Greetings Cards
- 4.6 £60.04 – A. Waterfield (Expenses) - Awards Supplies, Tea & Postage

5. Bank reconciliations – deferred to next meeting.

6. Receipts – deferred to next meeting.

7. 2024/25 Budget

7.1 Income and expenditure report – deferred to next meeting.

7.2 Update on setting of budget.

The Clerk reported on feedback from several committees, including from the Welcome to Wetherby meeting earlier in the day.

7.3 IT Provision

The meeting considered a report on the provision of IT services.

The proposal to move to Edge IT would provide a greater range of options, thereby meeting the council's increasing needs, combined with a reduced cost.

It was **AGREED** that this committee should recommend moving to Edge IT as the council's IT service provider at its meeting in February 2024.

8. Next meeting.

It was **NOTED** that an interim meeting will be required prior to the next scheduled meeting on 13th February 2024 to review draft budget proposals.

The meeting closed at 6.28pm.

These minutes were recorded and prepared by Iona Taylor, Town Clerk.



APPENDIX 4

MINUTES OF A MEETING OF THE BUDGETS & GOVERNANCE COMMITTEE

Date: Thursday 8th February 2024
Time: 7pm
Location: Wetherby Town Council Offices, Wetherby Town Hall, LS22 6NE

Present: Councillors Connor Mulhall, Neil O'Byrne and Dawn Payne (Mayor of Wetherby)

In attendance: Iona Taylor, Town Clerk and RFO (via Teams video link).

*In the absence of Councillor Newcombe it was **RESOLVED** that Councillor Mulhall should chair this meeting.*

9. Apologies.

It was **AGREED** that apologies be received and reasons for absence accepted from Councillor Newcombe.

10. Declarations of interest in items on the agenda and requests for dispensations – none.

11. 2024/25 Budget proposals.

The meeting considered the draft budget proposals, scheduled for presentation at the Full Council meeting on 13th February 2024.

The draft budget had been drawn up to take account of the current rate of inflation which the Office of National Statistics indicated as being 4.2% in December 2023 and included:

- Continuing with the existing ground maintenance arrangements whilst a fit-for-purpose tender is drawn up for future financial years.
- A new service provider for H&S and HR advice needs to be identified at the end of the contract with ELAS.
- Provision has been made for further works to the Church on the Corner building, reinspection of memorials and instigating further works to boundary walls in the Hallfield Lane cemetery.
- Consideration is to be given at the next full council meeting to supplementing the existing small grants scheme budget through bank interest income.

Members examined the budget on a line-by-line basis and agreed recommendations, including the following points, to ensure that there is no increase in the precept for the 2024/25 period:

- That the capital improvements grant to Wetherby Town Hall be reduced by £10,000, with the proviso that £10,000 of CIL funding be used for this purpose instead.
- £5,459 be included to cover half the costs of a further by-election, or to begin replenishing reserves for the next ordinary election in 2027. It was noted that the council's ear-marked reserves for elections will be reduced to nil after paying for the by-election taking place today and if another poll is held during the 2024/25 then the remaining costs would be taking from the council's reserves.
- Underspend on the Communications & Events Officer position from the 2023/24 financial year be ear-marked and used to fund an increase in Welcome to Wetherby activities in the 2024/25 period.
- There be no provision to increase the planning contingency fund in the 2024/25 period.
- Provision for climate emergency projects being included in other budget lines following cessation of committee.
- An assumption that the flower beds in the Garden of Rest and Bridgefoot will be revamped, to improve biodiversity opportunities, in the first half of the financial year. Whilst there will be initial costs for this project, the ongoing costs of bedding plants will be reduced and this is reflected in the budget.

12. Next meeting.

The next meeting of the Budgets & Governance Committee will be held at 5.30pm on Tuesday 13th February in Wetherby Town Hall.

The meeting closed at 9.12pm

These minutes were recorded and prepared by Iona Taylor, Town Clerk.



APPENDIX 5

MINUTES OF A MEETING OF THE PLANNING COMMITTEE

Date: Monday 8th January 2024
Time: 4.30pm
Location: Micklethwaite Room, Wetherby Town Hall, Market Place, Wetherby, LS22 6NE.

Present: Councillor Bradley
Councillor Chapman
Councillor Moss
Councillor Mulhall (Chair)

In attendance: Iona Taylor, Town Clerk.
Rowann Fitzpatrick, Assistant Clerk.

MINUTES

1. **Apologies.**

Local Government Act 1972, s 85 (3)

It was **RESOLVED** that apologies be received and reasons for absence accepted from Councillor Payne

2. **Declarations of interests and requests for dispensations** – None.

Localism Act 2011, s 31

Members' Code of Conduct, para. 13-18, 19-20

3. **Public Participation** – None.

Public bodies (Admission to Meetings) Act 1960, s 1 (3)

4. **Minutes.**

Local Government Act 1972, Sch 12, para. 41(1)

The minutes from the Planning Committee meeting held on *Monday 18th December 2023* were **RECEIVED**.

5. **Consultations on planning applications.**

Town and Country Planning Act 1990, Sch.1, para. 8

5.1. **23/07266/FU/NE | Replace existing metal framed single glazed windows with upvc double glazed windows | First Floor 7 - 9 Westgate Wetherby**

It was **RESOLVED** that there are no objections to the following application subject to the proposals meeting or exceeding the requirements and guidance in the 'Building for Tomorrow Today, Sustainable Design and Construction SPD to ensure that the highest standards of eco-efficiency are achieved and provided it meets with any restrictions and conditions for development within the conservation area.

5.2. 23/06742/FU/NE | Conversion and change of use of social club and flat to form gym with therapy/treatment rooms; hard landscaping to accommodate new car parking | Wetherby Social Club Sandbeck Way Wetherby

Wetherby Town Council has no objections to the principle of the development contained within this application, however requests that the following be considered as part of the drawing up of any resulting conditions:

- a) Compelling the provision of EV charging points in the car park.
- b) Regulating the operating hours of the proposed gym so as to ensure the amenity of neighbouring residents is not compromised.

5.3. 23/07498/ADV | One illuminated fascia sign; One illuminated menu sign and one illuminated post mounted sign | 1 Market Place Wetherby LS22 6LQ

It was **RESOLVED** that there are no objections to the following application subject to the proposals meeting or exceeding the requirements and guidance in the 'Building for Tomorrow Today, Sustainable Design and Construction SPD to ensure that the highest standards of eco-efficiency are achieved and provided it meets with any restrictions and conditions for development within the conservation area.

5.4. 23/07549/FU | Alterations including single storey extension incorporating new pitched roof to flat roof to front; alterations to garage to form habitable rooms | 3 Eel Mires Garth Wetherby Leeds

It was **RESOLVED** that there are no objections to the following application subject to the proposals meeting or exceeding the requirements and guidance in the 'Building for Tomorrow Today, Sustainable Design and Construction SPD to ensure that the highest standards of eco-efficiency are achieved.

5.5. Any other applications received for consideration since *Wednesday 3rd January 2024*.

5.5.1. 23/07661/FU/NE | Single Storey Rear Extension | 16 Wharfe Grange Wetherby LS22 6SS

It was **RESOLVED** that there are no objections to the following application subject to the proposals meeting or exceeding the requirements and guidance in the 'Building for Tomorrow Today, Sustainable Design and Construction SPD to ensure that the highest standards of eco-efficiency are achieved.

6. To receive other planning applications.

The Committee **RECEIVED AND NOTED** the planning applications below:

6.1. 23/07027/ADV | Illuminated and non-illuminated signs to existing public house | The Partners 60 North Street Wetherby LS22 6NR

7. Updates from the planning authorities.

The information in the Planning Log, including any updates, appeals, and enforcement investigations from the planning authorities since the last meeting, were duly noted.

8. Action plan.

Local Government Act 1972, Section 144

The Committee **RECEIVED and NOTED** items relevant to the Planning Committee within the Action Plan. It was noted that the Persimmon homes development will be discussed at Full Council on *Tuesday 9th January 2024*.

9. Items for information.

- 9.1. **ZC23/04309/FULMAJ | The construction and operation of ground-mounted solar farm with a generation capacity of 7MW together with associated infrastructure and landscaping. | Moto Wetherby Motorway Service Area Kirk Deighton Wetherby North Yorkshire LS22 5GT.** It was duly noted that the land that planning application ZC23/04309/FULMAJ is proposed to be built on was previously agricultural land. The Committee **RECIEVED** and **NOTED** that it would be considered as an agenda item at the Full Council meeting on *Tuesday 9th January 2024*.

Clerk to consider if the Terms of Reference for the Planning Committee need to be updated to account for planning applications that are outside of its usual remit.

10. **Next meeting.**

The next meeting of the Planning Committee will take place on *Monday 22nd January 2024* at 4.30pm in the Wetherby Town Hall.

The meeting closed at 4.50pm.

These minutes were recorded and prepared by Rowann Fitzpatrick, Assistant Clerk.



APPENDIX 6 MINUTES OF A MEETING OF THE PLANNING COMMITTEE

Date: Tuesday 16th January 2024
Time: 4.30 pm
Location: Micklethwaite Room, Wetherby Town Hall, Market Place, Wetherby, LS22 6NE.

Present: Councillor Bradley
Councillor Chapman
Councillor Moss
Councillor Mulhall (Chair)

In attendance: Iona Taylor, Town Clerk.
Rowann Fitzpatrick, Assistant Clerk.

MINUTES

13. Apologies.

Local Government Act 1972, s 85 (3)

Apologies were received post-meeting from Councillor Payne.

14. Declarations of interest – None.

Localism Act 2011, s 31

Members' Code of Conduct, para. 13-18, 19-20

15. Public Participation – None.

Public bodies (Admission to Meetings) Act 1960, s 1 (3)

16. Consultations on Planning applications related to Wetherby Services.

16.1 ZC23/04309/FULMAJ | The construction and operation of ground-mounted solar farm with a generation capacity of 7MW together with associated infrastructure and landscaping. | Moto Wetherby Motorway Service Area Kirk Deighton Wetherby North Yorkshire LS22 5GT.

It was **NOTED** that the committee support the use of solar power, particularly due to the reduction of burden on the power grid.

It was **AGREED** that Wetherby Town Council do not object to the application in principle, subject to the below concerns being taken into consideration.

- The committee raised a concern relating to how the use of batteries to store solar power may constitute a fire hazard. Clarification should be provided on how the applicant will ensure adequate protection of the battery and surrounding area is in place and proposals for fire fighting should that become necessary.
- The removal of trees within the proposed application site: any trees removed in the planning and construction of this application should be replaced or replanted in line with biodiversity net gain targets.

- Noise Pollution: it was acknowledged that the building works and additional vehicular traffic may result in increased noise pollution in the area. Adequate preventative measures should be put in place, with mitigation of noise pollution through greenways taking precedence, if possible.

16.2 ZC23/04580/PRELM | P.E. | Moto Wetherby Motorway Service Area Kirk Deighton Wetherby North Yorkshire LS22 5GT

The committee **AGREED** that an environmental impact assessment containing proposals for mitigation of light, noise, and air pollution would be required, particularly as the new Swinnow Park housing development will be built to the left of the HGV parking.

Consideration should also be taken for the expected increase in footfall and traffic due to the increased capacity of HGV's and cars. Although outside the boundary of the application, it was noted that the slip road leading into the application area is a very high traffic area, particularly on holidays. Additionally, with the increased traffic resulting from the new housing development, a review of the slip road format may need to be considered as the current roads may not be fit for purpose with the increased capacity of both developments.

While not a material concern, it was raised that there may be potential impact on local businesses by taking business away from Wetherby.

17. Date of next Planning Committee meeting.

The next meeting of the Planning Committee will take place on *Monday 22nd January 2024* at 4:30pm in the Wetherby Town Hall.

The meeting closed at 4:45pm.

These minutes were recorded and prepared by Rowann Fitzpatrick, Assistant Clerk.



APPENDIX 7 MINUTES OF A MEETING OF THE PLANNING COMMITTEE

Date: Tuesday 22nd January 2024
Time: 4.30 pm
Location: Bramham Room, Wetherby Town Hall, Market Place, Wetherby, LS22 6NE.

Present: Councillor Bradley
Councillor Chapman
Councillor Moss
Councillor Mulhall (Chair)
Councillor Payne

In attendance: Iona Taylor, Town Clerk.
Rowann Fitzpatrick, Assistant Clerk.

MINUTES

18. Apologies – None.

Local Government Act 1972, s 85 (3)

19. Declarations of interest.

Localism Act 2011, s 31

Members' Code of Conduct, para. 13-18, 19-20

19.1 Councillor Mulhall

19.1.1 Councillor Mulhall declared a pecuniary interest in application 23/07457/TR as he is a resident of the property and director of the company that requested the works to be done.

19.1.2 Councillor Mulhall declared a pecuniary interest in agenda item 8 "Proposed Telecommunications Installation upgrade" as he has professional connections to the company proposing the upgrade.

Councillor Mulhall left the room during consideration of these items.

It was **AGREED** that Councillor Bradley would chair those items in Councillor Mulhall's stead.

Iona Taylor, Town Clerk, joined the meeting at 4:32pm

20. Public Participation – None.

Public bodies (Admission to Meetings) Act 1960, s 1 (3)

21. Minutes.

Local Government Act 1972, Sch 12, para. 41(1)

21.1 It was **AGREED** that the minutes from the Planning Committee meeting held on Monday 8th January 2024 be accepted.

21.2 It was **AGREED** that the minutes from the Planning Committee meeting held on Tuesday 16th January 2024 be accepted.

22. Consultations on planning applications.

Town and Country Planning Act 1990, Sch.1, para. 8

It was **RESOLVED** that there are no objections to the following applications subject to the proposals meeting or exceeding the requirements and guidance in the 'Building for Tomorrow Today, Sustainable Design and Construction SPD to ensure that the highest standards of eco-efficiency are achieved.

22.1 23/07368/FU/NE | Installation of a new mechanical plant equipment to roof | 7 - 8, 22 - 28 Horsefair Centre North Street Wetherby

It was **NOTED** that some local residents advised that they had not received notification of previous works being carried out and that some of these previous works continued until 11pm.

It was **RESOLVED** that the Council would write to ask that the applicant ensure the amenity of local residents for the duration of these works.

22.2 24/00060/FU/NE | Alterations including two storey side extension; demolition of existing garage | 15 Heuthwaite Avenue Wetherby LS22 6RR

22.3 Any other applications received for consideration since *Wednesday 17th January 2024.*

22.3.1 23/06829/FU | Repainting of shop front including new lettering for businesses | 23A Market Place Wetherby LS22 6LQ

22.3.2 24/00219/FU/NE | Alterations including part two storey part single storey front/side extension, single storey extension to other side; garage conversion to habitable room space with raising the roof height forming a new floor replacing garage door with big window dormers windows to both sides; new patio area to rear; new front door entrance; new bay window to ground floor rear and dormer windows to front and rear | 2 The Spinney Wetherby LS22 6SH

Councillor Mulhall left the meeting at 4:38pm

23. Consultations on applications for works to trees.

Town and Country Planning (Tree Preservation) Regulations 2012

The below applications were **RECIEVED** and **NOTED**.

23.1 23/07457/TR | G1 Silver Birch - To cut back branches overhanging the car park by 2 meters clearance from building. T2, T3, T4 - To cut back to facilitate a 2 m clearance from the building, over the charging points and over the car park. | Marston House Walkers Court Wetherby LS22 7AJ

24. Proposed Telecommunications Installation upgrade.

Town and Country Planning Act 1990, Sch.1, para. 8

It was **PROPOSED** and **RESOLVED** that agenda item 8 be moved to agenda item 7 for the duration of Councillor Mulhall's absence.

It was **RESOLVED** that there are no objections to the following applications subject to the proposals meeting or exceeding the requirements and guidance in the 'Building for Tomorrow Today, Sustainable Design and Construction SPD to ensure that the highest standards of eco-efficiency are achieved.

25. To receive updates from planning authorities.

Councillor Mulhall joined the meeting at 4:40pm

A list of updates and outcomes on applications received from planning authorities was **RECEIVED AND NOTED**.

Information can also be viewed online at: <https://publicaccess.leeds.gov.uk/online-applications/>.

26. **Items for information** – None.

27. **Date of next Planning Committee meeting.**

The next meeting of the Planning Committee will take place on *Monday 19th February 2024* at 4:30pm in the Wetherby Town Hall.

The meeting closed at 4:42pm.

These minutes were recorded and prepared by Rowann Fitzpatrick, Assistant Clerk.

APPENDIX 8 MINUTES OF A MEETING OF THE MARKETS COMMITTEE

Date: Thursday 18th January 2024
Time: 3.00 pm
Location: Micklethwaite Room, Wetherby Town Hall, Market Place, Wetherby, LS22 6NE

Summons: Councillor Ager-Mills
Councillor Bradley (Chair)
Councillor Buckle
Councillor Moss
Councillor Riddell

In attendance: Rowann Fitzpatrick, Assistant Clerk
Helena Briden, Communications and Events Officer

MINUTES

28. **Apologies** – None.
Local Government Act 1972, s 85 (3)
29. **Declarations of interests and requests for dispensations** - None.
Localism Act 2011, s 31
Members' Code of Conduct, para. 13-18, 19-20
30. **Public Participation** - None.
Public bodies (Admission to Meetings) Act 1960, s 1 (3)
It was **NOTED** that Councillor Bradley and Councillor Ager-Mills spoke to the market traders to let them know of the upcoming Markets Committee meeting. The Communications and Events Officer also followed up with traders to see if they had any questions or enquiries they would like to be brought up in the meeting.
- It was raised that the timing of the Markets Committee meeting may not be best placed for traders to attend. Committee members **AGREED** to explore the use of a ballot box for questions, directly sending traders the meeting agenda ahead of time, or changing the Committee meeting time to 3:30pm to improve accessibility of the meeting to market traders.
31. **Minutes.**
Local Government Act 1972, Sch 12, para. 41(1)
- 31.1 The minutes of the Markets Committee meeting held on the *Monday 9th October 2023* as approved at Full Council on 14th November 2023 were **NOTED** and **RECEIVED**.
- 31.2 It was **AGREED** that the minutes of the Markets Committee meeting held on the *Monday 6th November 2023* be accepted.
- 31.3 It was **AGREED** that the minutes of the Markets Committee meeting held on *Monday 4th December 2023* be accepted.
32. **Matters arising from the last meeting** – None.

33. Survey.

It was noted that while the survey needs to be completed urgently, concerns were raised on how the information will be used, and the manpower required to facilitate the survey collection and input data.

It was **AGREED** that the Communications and Events Officer create a draft survey based on the questions provided by Councillor Riddell. Councillors will need to carefully consider the delivery, means, data entry requirements, and what will be done with the information, in time for the next meeting.

Councillor Buckle left the meeting at 3:59pm

34. Parking on market days.

34.1 Disabled parking on market days.

The Committee received a report on parking space allocation for additional blue badge parking bays on Market days. It was **NOTED** that the current market space is already small and losing any additional space is not ideal.

To wait on further updates from Leeds City Council on other identified spaces for blue badge parking bays.

34.2 Parking on market days.

The Communications & Events Officer noted that there had been some discussion over illegal parking in some of the blue badge parking bays on Market place. Parking enforcement has since been active in this area.

However, it was noted that parking enforcement patrols are not regular enough to be most effective. Signage for these bays outlining parking times were removed and has since been replaced. It was also noted that there has also been some miscommunication with parking enforcement on who needs to be ticketed, which has been cleared by the Communications and Events Officer.

It was noted that Ward Councillors have also been in contact with Leeds City Council on this matter.

Councillor Riddell left the meeting at 4:17pm

35. Action plan.

Local Government Act 1972, Section 144

35.1 Action plan.

The contents and adoption of action plan by Full Council approved on Tuesday 12th December 2023 was **NOTED**.

35.2 Action and development plan.

Actions within the action and development plan were **NOTED**. Of note, is the NABMA Diagnostic tool which helps to identify the strengths and weaknesses of Markets. Due to the size and complexity of the tool, it was **AGREED** for the Communication and Events Officer to send the tool to Committee for members to look over and answer what they can in time for the next meeting.

Councillor Riddell returned to the meeting at 4:18pm

Councillor Riddell left the meeting at 4:19pm

36. Items for information.

The Communications and Events Officer raised some concerns over the practicality of manually collecting Market Trader stall payments and proposed to arrange direct debit payments.

Assistant Clerk to investigate requirements to set up a direct debit payment system.

Councillor Riddell returned to the meeting at 4:21pm

37. Date of next Markets Committee meeting.

The next meeting of the Markets Committee will take place on *Thursday 15th February 2024* at 3:00pm in the Wetherby Town Hall.

The meeting closed at 4:24pm.

These minutes were recorded and prepared by Rowann Fitzpatrick, Assistant Clerk.



APPENDIX 9 MINUTES OF A MEETING OF WELCOME TO WETHERBY

Date: Tuesday 9th January 2024
Time: 3.30pm
Location: Micklethwaite Room, Wetherby Town Hall, Market Place, Wetherby, LS22 6NE.

Present: Councillor Ager–Mills
Councillor Buckle (Chair)
Councillor Harrington

In attendance: Iona Taylor, Clerk
Rowann Fitzpatrick, Assistant Clerk
Member Peter Burr

MINUTES

1. **Apologies.**

Local Government Act 1972, s 85 (3)

It was **AGREED** that apologies be received and reasons for absence accepted from Councillor Lavocah, the Communications and Events Officer, and Member E.Smith.

2. **Declarations of interests and requests for dispensations** – None.

Localism Act 2011, s 31

Members' Code of Conduct, para. 13-18, 19-20

3. **Public participation** – None.

Public bodies (Admission to Meetings) Act 1960, s 1 (3)

4. **Minutes.**

Local Government Act 1972, Sch 12, para. 41(1)

4.1. The minutes of the Welcome to Wetherby Committee meeting held on *Monday 20th November 2023* were **RECEIVED**.

4.2. It was **AGREED** that the minutes of the Welcome to Wetherby meeting held on *Monday 18th December 2023* be accepted.

5. **Matters arising from the last meeting.**

5.1. **Visitor leaflet.**

It was **AGREED** that reprinting of the visitor leaflet will not take place until after the parking consultation has been completed. The bus station will be added to future versions of the leaflet and map.

5.2. Business surveys.

Committee members noted that it was previously agreed to proceed with surveys based on Councillor Harpham's proposal. Councillors discussed the methodology of the surveys and **AGREED** that the survey parameters will be limited to central Wetherby initially, with consideration to extend the parameters to the other wards after review of central Wetherby.

It was also agreed that the survey may be better received if the survey takes a conversational approach, with Councillor Buckle and Ager-Mills visiting local businesses to facilitate feedback.

The most up-to-date version of the survey will be sent out to committee members prior to the next meeting.

6. 80th Anniversary of D-Day.

6.1 **Brazier.**

The committee received up-to-date options for the provision of the brazier.

6.2 **Town, Parish & Community Councils – D-Day 80th newsletter.**

The Committee received a letter and information on the 80th anniversary of D-Day events from the Pageant Master, Bruno Peek. The committee noted that the following options were available:

- "Lamp light of Peace" - £300
- Sky Light – £2,100
- Light projection onto the Town Hall - £1000

It was **NOTED** that the sky light would be more cost-effective and easier to maintain than a traditional brazier, while the lamp light would not produce enough light. It was **AGREED** that 3 light pillars produced by sky lights could be used for the 80th Anniversary of D-Day. Councillor Ager-Mills to confirm prices of alternative sky lights in time for the next meeting.

The Committee considered the use of the projector for the 200th Anniversary of the Sale of Wetherby.

7. Christmas window dressing competition.

Members of the committee received the report of the Christmas window dressing competition. Members received feedback noting that participation prizes, in the form of a box of biscuits, were greatly received, and that several businesses have expressed interest in joining the competition next year.

It was expressed that the Communications and Events Officer was exceptional in the promotion and organization of this event. A much higher level of engagement in the competition has been recorded, with an the number of participating businesses increasing to 31, 40,930 Facebook engagements (likes, comments, shares, saves, etc), and over 900 paper votes being cast.

It was reported that the winning contestants were as follows:

- Judges Choice: Bradleys the Jewellers
- Facebook Favorite: Cameron Beaumont Opticians
- Public Vote: Nicolla Florist

A prize was given to the winner of each category; however, it was **NOTED** that the prize needs to be clearer next year.

8. Action Plan.

8.1. **To note contents and adoption of action plan.**

The contents and adoption of action plan by Full Council approved on Tuesday 12th December 2023 was **NOTED**.

8.2. To note items relevant to Welcome to Wetherby.

It was **NOTED** that the council will progress with the Funfair and Fireworks Festival, Bonfire night, D-Day event, and the 200th Anniversary of the Sale of Wetherby events for the 2024/25 years. Longer term plans include quarterly events and the support of local organizations' events.

A public consultation is also planned to explore what the quarterly events should look like and how to proceed with them.

8.3. Consultation on future events.

Councillor Buckle asked whether a Music Festival will be included in the planned events for 2024-25. It was noted that this could be included as an option in the public consultation.

It was **AGREED** to continue with the organization of current planned events for 2024-25 as laid out in the Action Plan.

9. Budget.

The Committee asked that the provision of £2000 from the budget is made for the 200th Anniversary of the Sale of Wetherby event and reprinting of the leaflets.

It was raised by Member P. Burr and proposed by Councillor Harrington that the budget for Welcome to Wetherby be increased from £2000 to £2,500 to provide flexibility to account for additional print costs for the leaflets, surveys, and event fliers.

It was noted that while benefactors may contribute to the cost of events, the price of many goods and services for planned events has also increased.

It was **AGREED** that the budget be increased to £2,500.

10. Items for information – None.

11. Next meeting.

The next meeting of Welcome to Wetherby will take place on *Tuesday 13th February 2024* at 3:30pm in Wetherby Town Hall.

The meeting closed at 4:25pm.

These minutes were recorded and prepared by Rowann Fitzpatrick, Assistant Clerk.