

**DITTISHAM PARISH COUNCIL**  
**Incorporating the Hamlet of Capton and the Manors of Bozomzeal and Coombe**

**Minutes of the Monthly Meeting of Dittisham Parish Council held in  
Dittisham Village Hall on Wednesday 3 September 2025 at 7:00p.m.**

**Present:** Parish Cllrs Bond (Chair), N Green (Vice-Chair), Hawkes, Neale & Unitt were present, as were D.Cllr McKay, C Radford (Clerk). One member of the Public, the Parish Lengthsman, was in attendance.

**Apologies:** Cllrs Golding, J Green, & Pope

**Public Forum**

The Parish Lengthsman gave a short verbal update to comment that he has been frugal with hours for the 2025/26 year to date. He has undertaken works at the bottom of Church Steps and intends to visit Capton Ditch, lower Capton and Bozomzeal Lane soon. Bramble Tour corner is draining slowly. Manor Street appears clear currently. What with early leaf fall and entering the hedge trimming season, ditches and buddle holes will soon fill everything up, so need to be kept in check. The Lengthsman commented that he would like to visit the Parish more frequently than he has over the past few months. He will provide a written report to the Clerk to account for the hours he has spent to date. Cllrs commented that they are satisfied with the work and happy for the Lengthsman to continue.

1. **Apologies** were received as above.

2. **Declaration of Interests** Cllr Neale declared an interest in item 6.4 payment 2509\_10.

3. **Approval of Minutes:**

3.1. To consider approval of the minutes of the monthly meeting held on 2 July 2025

3.2. To note the minutes of the Finance Working Group meeting held on 20 August 2025 (see item 5).

**It was RESOLVED** to sign minutes at 3.1 as an accurate record and to note the minutes at 3.2.

4. **Community Reports** To receive reports from:

4.1. South Hams District Council (SHDC) Councillor (D.Cllr) The following update was given:

- There continues to be discussion on the preferred plans for Local Government Reorganisation (LGR), and whether South Hams, Teignbridge, West Devon and Torbay combine, East, Mid, North Devon, Torrington and Exeter combine and Plymouth is retained as a Unitary Authority (known as the 4-5-1 plan), or if all of the eight District Councils combine into one larger Unitary Authority, retaining Plymouth and Torbay as separate Unitaries. The argument for the latter '8-1-1' plan is that Children's Services and Adult Social Care could be better served across a larger combined Unitary Authority area. Proposals will be put forward to the Secretary of State in November.
- To support decarbonisation, South Hams District Council (SHDC) has used funding from Central Government to install PV panels on the roof at Follaton House.
- Within the context of LGR, the Council is undertaking a review of projects and how they are financed with a view to spending available funds before district councils are dissolved.
- The water quality monitoring project is progressing, and data being generated by this and other projects will potentially contribute to research on the benefits of regenerative farming.
- A Community Transport meeting was productive, attended by the local MP who will follow up by attending further meetings to identify how she can best support projects.
- Sustainable South Hams and others are coming together to identify a coherent resilience plan that can continue beyond the life of the District Council.
- The D.Cllr stressed the importance of the Sustainable South Hams energy event taking place on 18<sup>th</sup> October.
- The D.Cllr has met with the land agent regarding proposed graveyard challenges. There are lots of planning issues.
- SHDC's new lead on waste management has supported a renewed focus on street cleaning, seeking to improve how street cleaning is scheduled and communicated so that Parish Councils know when a street cleaner is expected and that the service becomes more reliable. Cllrs commented on the importance of an officer visiting the Parish rather than purely undertaking a desk exercise and requested that a meeting was arranged between Officers and cllrs to give the Parish Council input on what will or can be done. It was commented that the cleaning machines aren't often effective in Dittisham as they can't get close enough to the walls. The D.Cllr commented that SHDC does not have resources to do the work manually, and looking for a community solution could be a good approach. **ACTION: The D.Cllr** to request a meeting with officers, making contact through the Clerk.

4.2. Devon County Council (DCC) Councillor (C.Cllr) Not in attendance.

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5. **Councillor Vacancy** It was noted that the Parish Council has had a vacancy for several months. As soon as confirmation has been given by SHDC that the Parish Council is able to co-opt, posters will be put up to encourage nominations. There has already been some interest.

6. **Financial Matters**

6.1. **Finance Working Group Report** Members have all received the minutes from the meeting of the Finance Working Group on 20<sup>th</sup> August 2025. The main issue has been in receiving the income from the car parks from SHDC, which if it continues will cause cash flow issues for the Council. Following meetings with SHDC, invoices have now been raised for the value of £2813.30 for 2024/5 Quarter 4 and £16081.20 for 2025/6 Quarter 1. The Parish Council is also bearing the cost of grounds maintenance for 2024/5 and 2025/6 grounds maintenance and this year's budget, as the previous contractor invoiced in arrears and the new contractor invoices monthly. There will therefore be a draw of approximately £3500 on reserves. The Working Group has agreed to review the earmarked reserves budget lines and tidy them up.

6.2. **Record of past receipts and payments not yet noted in minutes** Following the Clerk's review of the 2025/26 financial records cross referencing with minutes, the following payments have not yet been noted on the public record:

**Payments:**

- To Nest for the Clerk's February, March and April pension made across three payments in April and the May/June pension paid in June
- To the Clerk in respect of the monthly salary and working at home allowance made in April and May
- To HMRC for Tax and NI in connection to the Clerk's monthly salary made in April, May and June
- To Lloyds bank for services fees paid in April, May and June at £4.75 each = £14.25
- To Metric for roll of non-adhesive parking tickets at £98.75 plus 19.74 VAT = £118.49
- To ARCCAS for Ground Maintenance Contract May at £500 plus £100 = £600
- To ARCCAS for Ground Maintenance Contract Steps May at £30 plus £6.00 = £36.00

**Receipts:**

- Car park income across 8 deposits collected and banked in April 2025 at £686.46 plus £137.29 VAT = £823.75
- Car park income across 6 deposits collected and banked in May 2025 at £855.46. plus £171.09 VAT = £1026.55
- Car park income across 7 deposits collected and banked in June 2025 at £1075.28 plus £215.07 = £12903.5
- Income Invoice 19 from Dart Harbour, 50% of fixed charge for pontoon tap = £175.23 no VAT

6.3. **Payments made between meetings** The following payments were noted:

- Payment 2507\_8 to SLarcombe for date change fee S171 Licence Application for work on Jubilee step = £54 no VAT
- Payment 2507\_9 to The Community Heartbeat Trust for Village Emergency Telephone System Year 2 at £100 plus 20 VAT = £120
- Payment 2507\_10 to Geosphere Ltd for Parish Online Mapping Software at £40 plus £8 VAT = £48
- Payment 2507\_11 CRadford Clerk Salary July = £1043.15 no VAT
- Payment 2507\_12 HMRC PAYE = £426.43 no VAT
- Payment 2507\_13 MHurrell Car Park Attendant July = £150 no VAT
- Payment 2507\_14 RBond Reimbursement for HP Printers via Amazon at £32.50 plus £6.50 VAT = £39
- Payment 2507\_15 BT Payphones Telephone Kiosk Adoption at £0.83 plus £0.17 VAT = £1
- Payment 2507\_16 HMRC Quarter 1 VAT return = £146.89
- Payment 2507\_17 Lloyds Bank Fee = £4.75

6.4. **September Payments** for authorisation **It was RESOLVED** to make the following payments:

- Payment 2509\_1 to Devon Association of Local Councils inv 6799 Attendance of Dave Hawkes at the Being a Good Councillor 4 webinar at £15 plus £3 VAT = £18
- Payment 2509\_2 to ARCCAS invoice 72 for grounds maintenance services carried out during the month preceding the invoice date 01/08/25, as per ongoing contract agreement at £30 plus £6 VAT = £36
- Payment 2509\_3 to ARCCAS invoice 73 for grounds maintenance services carried out during the month preceding the invoice date 01/08/25, as per ongoing contract agreement at £500 plus £100 VAT = £600
- Payment 2509\_4 to MHurrell monthly car park checks and banking takings (August) = £150 no VAT
- Payment 2509\_5 to South Hams District Council invoice 22366564 Cashless Processing fees for 1st January 2025 to 31st March for The Level and The Hams Cashless Income at £120.13 plus £24.03 VAT = £144.16
- Payment 2509\_6 to South Hams District Council invoice 22366635 Cashless Processing fees for 1st April 2025 to 30<sup>th</sup> June for The Level and The Hams Cashless Income at £587.58 plus £117.52 VAT = £705.10
- Payment 2509\_7 to CRadford August Clerk Salary = £1013.51 no VAT
- Payment 2509\_8 to HMRC for Tax and NI = £133.22

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- Payment 2509\_9 to CRadford Clerk Reimbursements: Renewal of ESET home security for 1 year at £35.99, Printed.com for 500 x Emergency Plan Business Cards at £34.73 and Printed.Com 340 x leaflets at £95.85 = 164.57 no VAT
- Payment 2509\_10 Reimbursement: JottaCloud backup services Monthly renewal June, July, August at 12EUR per month. Lebara mobile phone monthly renewal June, July, August at £1 per month
- Payment 2509\_12 Openreach One off map request = £63.50
- Payment 2509\_13 ARCCAS Invoice 108 for grounds maintenance contract carried out during the month preceding the invoice date 01/09/25, as per ongoing contract agreement at £30 plus £6 = £36
- Payment 2509\_14 ARCCAS Invoice 109 for August grounds maintenance contract carried out during the month preceding the invoice date 01/09/25, as per ongoing contract agreement at £500 plus £100 VAT = £600
- Payment 2509\_15 PKF Littlejohn LLP inv SB20250737 Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2025 at £315 plus £63 VAT = £378
- Payment 2509\_11 to SLarcombe as 30% of value of Jubilee Steps quotation was deferred until it would be possible to sign the contract.

**6.5. Notification of Conclusion of 2024/25 Annual Audit** It was reported that the External Auditor has completed the review of the Parish Council's Annual Governance and Accountability Return (AGAR) and has raised no matters of concern. The External Auditor's Report and Certificate and a Notice of Conclusion of Audit has been posted on the notice board and on the Parish Council website.

**7. South Hams District Council's Planning Decisions** Cllrs were informed of the following decisions:

- 7.1. [0320/25/TPO](#) Rose Orchard Lower Street Dittisham. G2: Holm Oak - Full crown reduction of up to 1.5m to manage canopy growth. (Pre pruning dimensions: H. 14m W.12m. Post pruning dimensions: H. 12.5m W. 10.5m) APPROVED
- 7.2. [1718/25/HHO](#) & [1719/25/LBC](#) The Old Bakehouse, Manor Street, Dittisham. Householder application to renovate dwelling, including alterations & extensions to rear hall & loft area to create new bedroom suite. REFUSED.
- 7.3. [2073/25/ARC](#) Fairholme, Riverside Road, Dittisham. Application for approval of details reserved by condition 7 (Hard & Soft Landscape) of planning consent 1476/24/FUL. REFUSED.
- 7.4. [2068/25/ARC](#) Bay Cottage, Manor Street, Dittisham. Application for approval of details reserved by condition 9 (CMP) of planning consent 2890/24/HHO. APPROVED
- 7.5. [2242/25/ARC](#) Yew Tree Cottage, Manor Street, Dittisham. Application for approval of details reserved by condition 7 (External Lighting) of planning consent 3296/22/HHO REFUSED
- 7.6. [0330/25/FUL](#) The Old Rectory Rectory Lane Dittisham. Change of use of property from dwelling (C3) to mixed use, including dwelling, training/learning centre & work retreat (sui generis) REFUSED The Parish Council had recommended that if the approval was granted, it should be a personal permission. The Officer's report commented that the application did not demonstrate any exceptional circumstances for which a personal permission would be appropriate.

**8. New Planning Applications** to consider a recommendation to the planning authority on the following applications:

- 8.1. [1915/25/HHO](#) Twenty Fathoms, Higher Street, Dittisham. Householder application for a rear two storey extension, front porch, internal modifications & landscaping. **It was RESOLVED to SUPPORT** the application with comments that the Parish Council is concerned about potential increases to light pollution from either inside the property (through glazing) or outside the property (through external lighting); and that the soak away is sufficient.

**9. Reports from Councillors' Working Groups and External Forums**

- 9.1. [West Dart Bus](#) Cllrs received a short report that included an update on the community transport meeting, the successful school bus tender and on urgent fundraising, for which local offers of assistance have been given. It was reported that it is likely that a second-hand bus will be bought to tide West Dart Bus over until the new bus is delivered. Uses for the community bus are being sought, such as special events, trips and private hire.
- 9.2. [Emergency Plan](#) It was noted that 12 people have expressed an interest in joining the First Aid Course. An enquiry has been made to the trainers as to whether it is possible to increase numbers. Cllrs were informed that the Emergency Plan has been published on the Parish Council website and letters and a business card with easy to access information has been circulated to all residents. An application made to the Devon Emergency Fund to cover the cost of printing the letters and business cards was successful.
- 9.3. [Maintenance: Jubilee Steps](#). It was reported that the risk assessment process has revealed that the combined sewer doesn't run where it appears on South West Water (SWW) maps. To be assured that the risks to damage have been resolved, an application to SWW water needs to be made, and will likely require CCTV examination to establish the location and condition of the pipes. Depending on the outcome, the handrail may need to be moved from the centre of the steps to the side. This will lead to an overspend of approximately £1000 on the project. **It was RESOLVED** to proceed with the project despite the additional costs that will be incurred. It was noted that until the outcome is known, the Parish Council

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cannot enter into a contract with the supplier to fabricate and fit the railing. **ACTION: Cllr Unitt** will inform the contractor and ask what the minimum lead time is to purchase the materials ahead of fabrication.

- 9.4. Maintenance: Manor Street Project Cllrs received a report on the trial of the dog waste bin noting that the use of the bin was respected and very little general waste was put in it. A photo was taken each time it needed to be emptied. It proved to be well used and immediate residents have given positive feedback. **It was RESOLVED:**
- to replace the temporary bin with an official small dog waste bin. **ACTION: Cllr Neale** to provide **the Clerk** with details for purchase.
  - to ask SHDC if this bin could be included in the regular round of bin collections in Dittisham as the other dog waste bins are. (ie to be emptied when required). **ACTION: Cllr Neale** to make the request for bin collection to SHDC.
- 9.5. Matters from cllrs for information
- 9.5.1. Sign at the end of the barrier at the Junction of Higher St and Lower St (Shute Hill). It was noted that the sign has now been 'amended' so that it doesn't indicate that there is a route down Shute Hill to Lower St and has reflective strips on the back so that it is visible in the dark.
- 9.5.2. New dittisham.com website To note a new website set up by the organisers of the Dittisham music Festival. Cllrs are informed that the Music festival is advertised on this new site and on the DPC website under the title 'Music in Dittisham'
- 9.5.3. Sign Post to Bosomzeal It was noted that the sign has finally been reinstated
10. **Dittisham Village Hall Management Committee (DVHMC) / DPC reports** Reports had been circulated and noted.
11. **Neighbourhood Plan** It was noted that the next meeting will take place at 7pm Weds 10 Sept in the Village Hall
12. **The Level Phone Box** It was noted that the adoption process is complete and the contract has been signed. It was agreed that consultation should now be undertaken to find out what people want to do with the kiosk. It was noted that a group of willing people were interested in renovating it. **ACTION: Cllr Bond** to produce a poster. **ACTION: The Clerk** to make enquiries with the Council's insurer on what increases there would be to the premium if the kiosk was included on the schedule. **ACTION: The Clerk** to add the kiosk to the Register of Assets at the procurement price.
13. **Level Car Park Permits** *To consider response to request for additional permits to the Level Car Park whilst Village Hall wall works are being undertaken.* During discussion it was agreed that residents should be aware that they can apply for permits if they want them. **It was RESOLVED** that the Village Hall Management Committee lead on communication.
14. **Potential new car park** *Note outcome of discussion with the landowner and letter sent.* It was noted that the Chair has discussed the matter with the landowner, a letter has not yet been sent whilst discussions are ongoing and the Parish Council are awaiting feedback.
15. **Clerk's Employment**
- 15.1. Pay award Receive notification of the 2025/26 pay award and agree the relevant increase to the Clerk's salary from 1<sup>st</sup> April 2025 and backpay for staff who have left employment after 1<sup>st</sup> April 2025. **It was RESOLVED:**
- To increase the Clerk's salary according to the new agreed payscales for 25/26: LC2 spine point 23 increases from 17.29 to 17.85 per hour and backdated to the Clerk's start date.
  - To request the Council's payroll contractor to calculate the back pay owed to the previous Clerk and for the offer to be made.
- 15.2. Pension arrangement It was noted the Clerk's auto enrolment in the Parish Council's Pension Scheme and that the Clerk has been informed by letter and the option to opt out.
- 15.3. Date for meeting of the Personnel Committee It was agreed to meet with the Clerk on the 22<sup>nd</sup> September, to correspond with the end of the Clerk's the probation period.
16. **Correspondence and Contacts** to note or consider.
- To note:
- 02/07/25 #26 2025 [DALC] E-Bulletin Cllrs were informed that this bulletin shares news that the [2025 edition of the Practitioners Guide](#) contains a new Assertion 10 covering digital and data compliance. In addition to requirements related to email management and website accessibility, there is a new requirement for smaller authorities to have an IT Policy (1.54). To assist authorities with meeting this new requirement, the Government Digital Service has provided [a template IT policy](#). Some authorities may already have a policy covering the use of IT equipment by members and officers, such as an acceptable use policy, which would satisfy this requirement. **It was RESOLVED** that **The Clerk** produce an IT policy.
  - 24/07/2025 CONSULTATION - South Hams Draft Statement of Licensing Policy 2026 - 2031 - Have your Say Cllrs were informed that South Hams District Council is undertaking a consultation process to review its Statement of Licensing Policy which sets out the Council's approach to licensing in the district. The consultation is open until 30 September 2025 and can be accessed via the following link: <https://shlicensingpolicy.commonplace.is/>

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- 28/07/25 Devon councils unite behind devolution push The Parish Council was informed via press release that Council leaders across Devon have joined forces to call for the creation of a South West Peninsula Mayoral Strategic Authority (MSA) and have written jointly to Government ministers to further develop enhanced powers and funding for the whole county of Devon through a comprehensive devolution agreement. The proposed South West Peninsula Mayoral Strategic Authority would replace the existing Devon and Torbay Combined County Authority
- 30/07/25 We welcome your views on the future of council services Cllrs were informed by press release of a series of events being held in September and October to hear from local residents and communities about Local Government Reorganisation. Engagement events will start at 18:15 and close at 20:00. Sessions are taking place on 1<sup>st</sup>, 2<sup>nd</sup>, 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> October at the village hall Wembury, Kingsbridge Community College, Cliff House Salcombe, Flavel Centre Dartmouth and Follaton House, Totnes respectively. An [online survey](#) (HTML) is also being promoted.
- 30/07/25 #33 2025 DALC E-bulletin Cllrs were informed that this bulletin includes information about new budgeting, finance and internal controls courses available and provides information about the new pay rates for Local Government employees. Employers are encouraged to implement this pay award as soon as possible.
- 01/08/25 South West Water Event Cllrs were invited to attend a 'Lets Talk Water' event in the afternoon of 22<sup>nd</sup> September hosted by South West Water (SWW) and promoted by Devon Community Resilience Forum. There will be three workshops on the importance of community working, challenges and ways to improve collaboration between community groups and organisations such as SWW, with insight from various community groups.
- 06/08/25 #34 2025 DALC E-bulletin Cllrs were informed that this bulletin includes information about a series of communication and engagement courses taking place in August and September, and notice of the upcoming DALC AGM taking place on 1<sup>st</sup> October 2025
- 14/08/25 South Hams Energy Assembly Cllrs have been invited to attend the event in Kingsbridge on 18 October which aims to connect, support and inspire action to accelerate the transition to energy resilience in the South Hams
- 14/08/25 Devon and Somerset Fire and Rescue Service- Community Conversations event Cllrs were informed of an event about road safety, taking place at noon on 10<sup>th</sup> September.
- 26/08/25 August news from Friends of the Dart Cllrs were informed that this issue includes reference to attendance at this year's Dittisham Regatta, thanking 'the lovely organising team' for the invitation. A link was provided to the [Friends of the Dart's water quality testing programme](#), which publishes the results of regular testing at the Ham.
- 27/08/25 #37 2025 DALC E-bulletin Cllrs were informed this news bulletin highlights a new 'Managing Projects' course, and a 'Writing Grant Applications and Sourcing Funding' course.

**To consider**

- 22/07/25 Dittisham DAA Landing site - Annual Re survey Wednesday 11th September 2024 Having reported to Devon Air Ambulance Trust (DAAT) that Dittisham Parish Council had come to the view that as air ambulances has night vision goggles it was an unnecessary expense to repair the landing light, a response was received to clarify DAAT's position that it is their desire to maintain the lighting systems at as many of the 200+ lit landing site network across Devon as possible, and continue to use them as lit sites. The decision to utilise un-lit/dark sites and to allow crews to land at community landing sites without lighting was made purely to enable sites to remain operational across the network. Should Dittisham Parish Council decide not to replace the lights, it would remain a key landing site for DAAT, and would seek assurances that the site would continue to be available for landing crews. A Memorandum of Agreement could be put in place to reflect this change in how the site operates, i.e. as a Dark Site. **It was RESOLVED** to agree to confirm that the dark site would be available for the landing crews. **It was RESOLVED** to cost for either putting in new lights or removing the lighting column into next year's budget.
- 03/08/25 Picnic Bench Cllrs were informed of an email from a member of public concerned that the picnic benches at the Ham are being moved, suggesting that they should be padlocked to avoid damage. **It was RESOLVED** that the Parish Council is happy that the benches are mobile, to help the grass.
- 14/08/25 Withdrawal of support of planning application 330/25/FUL A member of the public has written to the Parish Council advise that he has withdrawn personal support for the application and asking the Parish Council to reconsider its position. This was not discussed as the planning application has been refused.
- 19/08/25 The Ham Public Shower Cllrs were informed of a letter from a boat visitor expressing disappointment that the shower block at the Ham has been locked, appealing to the Parish Council that it is reopened. It was commented that there was always a queue to use the shower at the Ham from lots of boat people who would then go to the Red Lion for a meal or drink. It was commented that it could be advertised in the River Dart users guide, issued to boat visitors every year. **ACTION: The Clerk** to raise reinstatement with the relevant officer at SHDC, and to inform the correspondent that the matter has been referred to the relevant authority. The Parish Council would be in support of the shower being operational.
- 20/08/25 Peninsula Transport £100k Rural Mobility Fund A second round of funding available via the Rural Mobility Pilot Scheme, aimed at rural transport schemes that improve connectivity in harder to reach places within the South West.

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Pilots can be submitted by local authorities, public sector organisations, businesses, charities or community organisations. Applications close on 5<sup>th</sup> October. **ACTION: The Clerk** to forward the information to Cllr Hawkes.

- 25/08/25 Tree survey Cllrs are informed of a query concerning any works the Parish Council has planned for a large tree at the entrance to the Level Car Park, concerned for the potential risk to their neighbouring property. A copy of the most recent tree survey has been requested. It was noted that the Tree survey has not yet been conducted and that any action that needs taking will be taken.
  - 28/08/25 Public Footpath No.7 Dittisham at Capton Cross Cllrs were informed that the public rights of way team at DCC has been asked to look at Footpath No.7, Dittisham with regards to diverting the path away from the barns and garden. Landowners haven't suggested where the path could be re-routed so no action has been carried out yet. The Parish Council is asked if it is known if the path is well used or used at all? A map has been shared showing the path crossing diagonally over the garden & field of the property adjacent to Capton Cross. The councils interactive mapping is available and can be viewed from the Public Rights of Way page at <https://www.devon.gov.uk/prow/> for a better view. **It was RESOLVED** to respond that the footpath is used. **ACTION: Cllr Neale** to follow up with the PROW officer.
17. **Next Meeting:** The next meeting of the Parish Council will be held on Wednesday 1<sup>st</sup> October 2025 at 7:00 pm.

Meeting closed at 9:25pm