

Minutes of a Parish Council Meeting of Poringland Parish Council  
Wednesday 29<sup>th</sup> June 2022 at 7pm  
Meeting held at Poringland Community Centre

Attendance John Joyce (Chair), Ken Aldridge, Tim Boucher (Vice Chair), John Henson, David Hower, John Overton, Lisa Neal, Chris Walker.

Also in attendance: Charlotte Hummel (Clerk), NCC Vic Thomson, SNDC Trevor Spruce. No members of the public present.

**1. To Record Apologies for Absence**

Apologies were **ACCEPTED** from S Curtis and C Pitelen.

**2. To Receive Declarations of Interest**

L Neal Item 6 & Item 10 - as a SNDC Development Management (Planning) Committee and a Cabinet Member.

**3. To Agree Minutes of the Meeting of 1<sup>st</sup> June 2022**

The minutes of the last meeting held on the 1<sup>st</sup> June 2022 were **AGREED**.

**4. Matters Arising from the Meeting of 1<sup>st</sup> June 2022, including Clerk's Report**

- **Notice Board at the Memorial Garden.** The Men's Shed have been approached for a price they have confirmed a price of £150. Clerk approved and asked for a completion date **Ongoing**
- **Football Nets at Victory Ave.** The nets have not been reported as being left on the regular basis that they were. Some anti-social behaviour has been reported by older youths. The police are involved and are making regular visits to the area. The situation at this moment is quiet. **Ongoing**
- **Mulberry Play Area Repairs.** Various equipment has been further damaged at the parks. The clerk and caretaker have removed the various items of damage and the Men's Shed will remove the remainder and board up to make safe to use again. Lisa C and Allison will be meeting with a play park specialist on Wednesday 29<sup>th</sup> June. This is following a recent Amenities meeting. **Ongoing**
- **Handover of Play Equipment at Clements Gate.** The meeting with Barretts Homes/David Wilsons Homes has been postponed until 13<sup>th</sup> July. Clerk will be attending but a councillor attendance will also be required. **Ongoing**
- **Planning Appeal APP/L2630/W/22/3296988.** The parish council have responded to the planning appeal. A number of queries have been raised by the appellant about rights to access over PC land. Norfolk Homes have confirmed that no such right is in place and the land is owned by the PC. The appeal hearing will take place on 10<sup>th</sup> August 2022. **Ongoing**
- **Mast at Men's Shed.** The primary school have no issues with the proposed mast. No further objections have been raised by residents over the mast. **Council to Comment**

No further comments were raised regarding the clerks report.

**5. Adjournment for Public Participation, County and District Council Reports, and Councillors with any Pecuniary Interests**

- a) District Councillor T Spruce told council that SNDC planned move to the old Aviva building is likely to take place over the autumn/winter. Regarding Nutrient Neutrality certain areas within South Norfolk could be vulnerable with regard to planning. SNDC are hopeful to resolve some of the issues in the next few months. J Overton advised that the Community Action Fund closed on 24<sup>th</sup> June. This will reopen in September. The Parish Council were also asked if they would be interested into starting a community fridge within the parish. Council **CONFIRMED** that they would be interested in further details. J Overton will get details passed onto the clerk.

- b) County Councillor V Thomson informed the Parish Council that the Parish Partnership Scheme invitation to bid for 2023/24 opened on the 23<sup>rd</sup> June. The deadline for submissions is the 9<sup>th</sup> December 2022.

Norfolk County Council continues to work in partnership with colleagues in district, borough and the city councils to ensure we have a good programme in place to support our guests arriving from Ukraine, and their generous Norfolk hosts. To date, we have welcomed over 668 Ukraine guests, with a further 700 expected in the coming weeks. These guests are being supported by 472 Norfolk hosts.

- c) Public Participation – **NONE**

**7.19pm L Neal withdrew from the meeting**

## 6.Planning

### a) To Consider Applications Received

- i. 2022/1037 - Proposal: Proposed single storey rear extension, extending 5.5m from the rear wall of the original dwelling house, with a maximum height of 4m and an eaves height of 2.75m.  
Location: 2 Glenn Road Poringland Norfolk NR14 7LL – it was **AGREED** that the plans on this application were misleading. A previous and recent extension application had not been included on this application. As a result, it made this a substantial build overall.
- ii. 2022/1088 - Proposal: Reduce Copper Beech (SN109) - reduce by 1.5m from No. 8 Burgate lane to leave 3.5m, reduce by 3.5 - 4m from 6 Burgate Lane to leave 4.5m-5m, thin canopy by 25% and reduce crown height by 2m to leave 8m.  
Location: 6 Burgate Lane Poringland Norfolk NR14 7SQ – **NO COMMENT**
- iii. Appeal: Local Planning Authority Reference: 2022/0471  
DCLG Reference APP/L2630/D/22/3300078,  
Location: 32 The Street Poringland Norfolk NR14 7JT Proposal: Erection of a Cart Lodge to Front – **NO COMMENT**

### b) To Note Planning Decisions

- i) 2022/0824 – Location: 29 Spruce Crescent Poringland Norfolk NR14 7UA  
Proposal: Garage conversion into habitable space Decision: **Approval with Conditions**
- c) It was **AGREED** that delegated authority would be given to the clerk to respond to minor planning applications as no full council meetings were take place in July and August.

**7.37pm L Neal re-joined the meeting.**

**7.37pm SNDC T Spruce left the meeting.**

## 7. Finance

- a) Receipts, Payments and Bank Reconciliation up to 31<sup>st</sup> May 2022 were **CONFIRMED**.
- b) Accounts for Payment
  - i. The accounts for payment were **AGREED**. Proposed C Walker, seconded D Hewer.
  - ii. The accounts for payment with pecuniary Interests were **AGREED** it was noted that all councillors in future must ensure that they have received authorisation from full council, clerk or chair prior to submitting a claim. J Joyce also reiterated that payments must be made to the councillor making the claim. Proposed C Walker, seconded D Hewer.
  - iii. The additional payment list provided at the meeting were **AGREED**. Proposed C Walker, seconded T Boucher.

<u>Payee</u>	<u>Description</u>	<u>Paid by Cheque</u>	<u>Paid By DD</u>	<u>Paid by BACS</u>	<u>NET TOTAL</u>	<u>GROSS TOTAL</u>	<u>VAT Reclaimable</u>

L Gooderham	Petrol			£22.46	<b>£22.46</b>	<b>£22.46</b>	
HMRC	PAYE & NIC			£2,345.90	<b>£2,345.90</b>	<b>£2,345.90</b>	
Nest	Pension		£147.72		<b>£147.72</b>	<b>£147.72</b>	
Norfolk Pension Fund	Pension			£1,976.52	<b>£1,976.52</b>	<b>£1,976.52</b>	
BT	Landline and Mobiles		£224.18		<b>£224.18</b>	<b>£269.01</b>	£44.83
BT	Mobiles		£71.13		<b>£71.13</b>	<b>£85.36</b>	£14.23
Wave	Water		£75.18		<b>£75.18</b>	<b>£75.18</b>	
Wave	Water		£12.75		<b>£12.75</b>	<b>£12.75</b>	
Wave	Water		£229.70		<b>£229.70</b>	<b>£229.70</b>	
Total Energies	Electricity		£42.09		<b>£42.09</b>	<b>£44.19</b>	£2.10
Total Energies	Electricity		£783.58		<b>£783.58</b>	<b>£940.30</b>	£156.72
Top Mark	Carpet Cleaning			£165.00	<b>£165.00</b>	<b>£165.00</b>	
Top Mark	Carpet Cleaning			£120.00	<b>£120.00</b>	<b>£120.00</b>	
Worldpay	Café Expenditure		£82.89		<b>£82.89</b>	<b>£85.98</b>	£3.09
Parish Online	Subscriptions			£80.00	<b>£80.00</b>	<b>£96.00</b>	£16.00
Auditing Solutions	Internal Audit			£460.00	<b>£460.00</b>	<b>£552.00</b>	£92.00
The Alarm Co	Maintenance			£275.00	<b>£275.00</b>	<b>£330.00</b>	£55.00
R&A Window Cleaners	Window Cleaning			£125.00	<b>£125.00</b>	<b>£125.00</b>	
Hugh Crane	Cleaning Supplies			£117.14	<b>£117.14</b>	<b>£140.58</b>	£23.44
Cooks Blinds & Shutters	Shutter Door Service			£274.00	<b>£274.00</b>	<b>£328.80</b>	£54.80
Viking	Stationery			£48.31	<b>£48.31</b>	<b>£57.97</b>	£9.66
Spruce Landscapes	Generator			£50.00	<b>£50.00</b>	<b>£60.00</b>	£10.00
Veolia	Waste Removal			£74.81	<b>£74.81</b>	<b>£89.77</b>	£14.96
Garden Guardian	Grounds Maintenance - May 22			£1,361.42	<b>£1,361.42</b>	<b>£1,633.70</b>	£272.28
Garden Guardian	Grounds Maintenance - June 22			£1,361.42	<b>£1,361.42</b>	<b>£1,633.70</b>	£272.28
Screwfix	Maintenance - tools			£51.23	<b>£51.23</b>	<b>£61.47</b>	£10.24
Yare Shipping	Café Expenditure			£293.35	<b>£293.35</b>	<b>£301.10</b>	£7.75
Petty Cash	Office Desks			£15.00	<b>£15.00</b>	<b>£15.00</b>	
The Macarnos	Band			£200.00	<b>£200.00</b>	<b>£200.00</b>	
Framingham Earl Singers	Band			£50.00	<b>£50.00</b>	<b>£50.00</b>	
Unity Bank	Bank Charges		£36.30		<b>£36.30</b>	<b>£36.30</b>	
Spruce Landscapes	Fencing			1,650.00	<b>£1,650.00</b>	<b>£1,980.00</b>	£330.00
The Saxonettes	Band			200.00	<b>£200.00</b>	<b>£200.00</b>	
Glasdon UK Ltd	Waste Bin			493.51	<b>£493.51</b>	<b>£592.21</b>	£98.70
Spruce Landscapes	Grounds Maintenance			445.83	<b>£445.83</b>	<b>£535.00</b>	£89.17

Spruce Landscapes	Grounds Maintenance			150.00	£150.00	£180.00	£30.00
Unity Multipay Card	Consumables		1,469.38		£1,469.38	£1,530.74	£61.36
Unity Bank	Bank Fees		64.80		£64.80	£64.80	
BT	Mobiles - May		52.87		£52.87	£63.44	£10.57
					£15,698.47	£17,377.65	£1,679.18
Cllr. Sean Curtis	Wood for Table Tops	91.20			£91.20	£91.20	
					£91.20	£91.20	£0.00
					£15,789.67	£17,468.85	£1,679.18
Community Action Norfolk	Subscriptions			£150.00	£150.00	£150.00	Removed as awaiting new Quote

- iv. J Henson, D Hewer, J Joyce & C Walker **CONFIRMED** they would approve payments for July and August. It was noted by the clerk that a number of accounts do not allow access for the clerk or assistant clerk. This would be looked into throughout the summer period but some support would be required from a number of councillors to help the clerk to gain access to these accounts.
- c) Annual Governance and Accountability Return
- i. The Internal Audit Report (Final Version June 2022) had been circulated prior to the meeting. Comments from the internal auditor were **NOTED**
  - ii. The Annual Governance Statement were **AGREED** and signed. Proposed C Walker, seconded T Boucher
  - iii. The Annual Accounting Statements were **AGREED** and signed. Proposed J Henson, seconded D Hewer.
  - iv. The **CONFIRMED** dates for Notice of Public Rights to View were 1<sup>st</sup> July 2022 to 11<sup>th</sup> August 2022.
- d) Appointment of an Internal Auditor for 2022/2023 was **AGREED** as Stephen Christopher of Auditing Solutions Ltd.
- e) Delegated authority was **AGREED** and **AUTHORISED** to the clerk for financial business including payments through July and August when no full council meetings would take place.

**8.00pm NCC V Thomson left the meeting.**

## 8. Community Centre Kitchen

- a) Quotations received for the Community Centre refit of the kitchen were discussed and it was **AGREED** to accept the quote from Hotel Catering Supplies. Proposed L Neal, seconded T Boucher.
- b) Quotations received for the replacement of the glass washer and new dishwasher were discussed and it was **AGREED** to accept the quote from Hotel Catering Supplies. Proposed T Boucher, seconded L Neal. **AP** Clerk to arrange with Hotel Catering Supplies a timescale for installation.

## 9. Parish Councillor Vacancy.

The vacancy for a parish councillor is still open. There have been two interested parties. **AP** clerk will make contact and supply prospective councillors with information.

**8.07pm J Henson left the room**

## 10. Shaping the Future Together Reception

J Joyce had attended the reception held by South Norfolk District Council (SNDC) and was encouraged by a number of funding channels particularly with the community land project. This was certainly something that the Parish Council could look into further. Much focus was also raised with regard to going green and electric charging points could be installed to those that wanted them. It was highlighted that the community centre carpark could be an ideal location for this.

The Parish Council were keen on the idea of working together and that key contacts for the key points raised would be Emily Larter and George Denton at SNDC.

### *8.10pm J Henson returned to the room*

## 11. To confirm location of a new storage container with associated costs at the Community Centre so a planning application can be submitted.

It was **AGREED** that the storage container would be located along the Hedge line adjacent to Mulberry Field. Proposed L Neal, seconded D Hewer. **AP** Clerk will now complete a planning application to be submitted to SNDC planning department.

## 12. To Receive Updates and Consider Recommendations from Advisory Groups

- a) Amenities Advisory Group – D Hewer gave an update (Appendix 1). It was **AGREED** that delegated authority to be given to the clerk to work with amenities AG so that works can continue through the months of July and August when no meeting of full council will take place.
- b) Community Land Advisory Group – T Boucher gave an update (Appendix 2). It was **AGREED** that delegated authority to be given to the clerk to work with CLP AG so that works can continue through the months of July and August when no meeting of full council will take place.
- c) Jubilee Working Party and Firework Working Party – T Boucher gave an update on the Jubilee celebrations and lessons learnt for a future event. It was **AGREED** that a regular summer event will take place and that this was set as the 3<sup>rd</sup> Saturday of June each year. For 2023 this will be 17<sup>th</sup> June. It was **CONFIRMED** that the summer fete would be a joint venture with Framingham Earl Parish Council.

The focus was now on organisation of the Fireworks on Saturday 5<sup>th</sup>. J Overton has joined the group and has already made a number of enquiries for costings, these have been passed onto the clerk and bookings officer who will continue to make arrangements as necessary. The clerk advised that a site and fire risk assessment was going to be obtained. Framingham Earl Parish Council had extended an offer to make this event a joint venture. It was felt that due to the budget required for this event that it would be better if Poringland Parish Council dealt with this event solely. J Joyce will speak to the chair of Framingham Earl Parish Council.

Budgets were discussed for this event and it was **AGREED** that a budget of £10,000 was set for the event.

Proposed K Aldridge, seconded T Boucher. **AP** Clerk to look at further accesses for the site and a suitable area of hardstanding (liaise with the architects for the site)

## 13. To receive proposal to close the meeting for items 14 and 15 under section 1 para 2 of the Public Bodies (Admission to Meetings Act 1960 as it refers to terms and conditions of service of employment and sensitive information including GDPR

Proposed J Henson, seconded J Joyce. **AGREED**

## 14. To receive an update from the HR Advisory Group

Currently the Admin and Finance Officer is being carried out under a temporary contract. It was **AGREED** that this temporary contract would be extended until 31<sup>st</sup> October and that recruitment for a permanent Finance and Admin Officer would go out in September.

## 15. To receive an update from the Community Centre Advisory Group

An update was given and it was **AGREED** to go with the clerk's recommendation concerning some hirers and writing off a small amount of historic bad debtors. The clerk confirmed that should the bad debtors wish to hire the centre in future they will be expected to pay their debt off first. The clerk advised that the breakout office still needed quotes. AP J Overton would supply details to the clerk of contractors, T Boucher would look through the drawings and the clerk would put the tender package on the council website.

## 16. To Agree Date and Time of Next Parish Council Meeting

The next Parish Council meeting will be held on Wednesday 7<sup>th</sup> September 2022, 7pm at Poringland Community Centre.

### Appendix 1

Summary of the Meeting of the Amenities Advisory Group  
Wednesday 15<sup>th</sup> June 2022 7pm at Poringland Community Centre  
In Attendance: David Hewer (Chairman), Sean Curtis, Carl Pitelen, and Lisa Callow (Assistant Clerk)  
Apologies for Absence: Tim Boucher and John Overton

#### Review Outstanding Items from Previous Minutes:

- Sequential tree tags to be purchased and installed – **Outstanding**
- New SAM sign brackets and post to be purchased to replace those removed as part of the village gateways installations – **Outstanding**
- Three Civil Engineer quotes to be obtained to address the flooding on the playground pathway with designs to divert it into the pond. Suggestions include a swale to run alongside the pathway or an underground pipe, but open to ideas with safety being paramount – **Outstanding**
- Check with Norfolk Homes if there is a hydro break in the Community Centre pond – **Outstanding**
- Monthly playground reports completed by staff are to be sent to members of the Amenities Group – **The reports are completed by hand on location, they are then available in the office for review. They will also be made available for review at each Amenities meeting – Closed**
- Cleaning product to be purchased to treat algae and moss growth on all playground equipment, and all play areas cleaned – **Outstanding**
- Replacement of playground equipment – **Outstanding; see below**
- Purchase storage container – **The container is on order, and planning permission is required**
- Research the leasing of a works van – **Outstanding**

It was agreed that now the new Clerk is in post some of these outstanding items can start to move forward.

**Replacement of playground equipment:** It was agreed that quotations for the replacement of Mulberry Park play equipment should continue to be obtained, with the following specifications: -

- Area should remain enclosed
- Area should be levelled out where necessary and bonded rubber matting used, or something similar and low maintenance
- The equipment should have a traditional aesthetic but be low maintenance
- Equipment replaced like for like with regards to age ranges, should be modern, in keeping with the times and what is popular at present.

It was also agreed that the tunnel on the Mulberry Park play equipment should be removed and the holes blocked up / made safe. There seems little point in repairing it when new equipment is to be purchased in the near future.

**Carr Lane – Fly Tipping:** All houses along the area where grass cuttings are being disposed of to be written to requesting them not to fly tip, this includes garden waste.

Carl has previously spoken to Vic Thompson regarding the poor state of the verges along Carr Road, NCC have cut some back but more is required as the brambles are creeping onto the road. It was agreed another email should be sent to Vic requesting further action.

**Community Woodland Wheelchair Access:** The footpath is bumpy and boggy underfoot in places, it was agreed to obtain quotes for a drainage pipe to remove some of the water believed to be overflowing onto the path from the lagoon. As well as speaking to Scott Raney about obtaining more woodchips.

It was also suggested to arrange for a tree survey to be undertaken on all the trees on Parish Council land. A. Clerk to look back through the files to see when the Parish Council last had a tree survey undertaken.

The working group recommend a contractor should be appointed to maintain the woodland once or twice a year. In particular, the picnic table area, verge of the north lagoon, and fence line of the south lagoon, and preferably before the start of the school holidays.

**Boundary with Dormer House – Grass Flailing and Ditch Clearing** - A. Clerk to obtain maps detailing the boundary with Dormer House, and the of community centre/mulberry park to provide to Carl.

The Advisory Group requesting the insurance details regarding the use of Ben Burgess vehicles on Council land be doubled check, and for the Clerk to forward the response received from Zurich.

Grass Flailing of the meadow can begin from 15<sup>th</sup> July at the earliest, therefore quotes should be obtained from contractors for the work. Once the grass flailing has taken place it is recommended that the ditches be cleared of excess mud and silt.

Carl has enquired with Vic Thompson about a grant for native hedging.

**Suggestions from Parishioner** – The working group noted the suggestions provided from a Parishioner regarding the clearing of the tree trunks of offshoots, etc. from the trees around The Ridings; and the request for a composting facility for residents, which has already been suggested and noted as part of the Community Land Project.

#### **Any Other Business**

- Hedge along the footpath between the Men's Shed area and the school is overgrown (from the school gate), as well as areas around the Playing Field. To be investigated regarding ownership and getting it cut back / maintained
- It was agreed that quotes should be obtained for pond clearance and tree pruning for the pond located behind the Community Centre, and to obtain quotes to raise the canopy of the tree on Cawston Meadow
- The five ways roundabout should now be cut as per the Verges contract (it can be cut from May onwards) – A. Clerk to chase with EG Care
- The verge outside number 103 The Street is overgrown – to be reported
- Overtons Way requires road sweeping, and the hedge near the police car park is overgrown – to be reported.

#### Appendix 2

Community Land Project Advisory Group

Wednesday 8<sup>th</sup> June 2022

Summary of meeting and approvals

Attended: Tim Boucher, Sean Curtis, David Hewer, John Joyce, Carl Pitelen, Chris Walker

Jerene Irwin (Chaplin Farrant), Clerk: Charlotte Hummel

1. Jerene Irwin from Chaplin Farrant brief presentation recap from following the Annual Parish Meeting. It was explained that the initial presentation and the work carried out so far by Chaplin Farrant was done by building on previous consultations and understanding what was deemed a priority in 2015 (Tennis courts, BMX, multi-use (muga) pitch, allotments) and how the parish has changed and the different priorities that the parish has. It was agreed that some of the initial requirements that came from initial consultations would still be required such as allotments, skate park and walking trails. It was discussed if the multi-use games area would create enough use. Tim had spoken with SNDC who were keen to get involved. A muga pitch may not be viable due to cost. Looking at costs for a muga pitch could cost in excess of £500,000 to install with a further £100,00 to refurb every 10 years. It was agreed that a muga pitch was a much lower priority. It was agreed that another football pitch was also not required at this time.

Areas of interest to get started on the land included

- Allotments (Clerk will email all on waiting list to find out who is still interested in an allotment. An allotment building rather than separate sheds for users. A hardened walk route to the allotments.
- Trim Trail that would be suitable for disabled as well as walking/ running. Outdoor gym equipment use. Coloured routes could be added for different walks.
- Skate park and BMX track.
- Other areas of interest included a community orchard, conservation b-lines – sow wild flower meadows.
- An area to hold community events would be useful with a natural stage area, picnic areas and a means to connect to the other areas.

Options of where the facilities may be placed on the site with a list of pros and cons this way it will give residents options. It was confirmed that second access to the site would be required for safety at events. This was essential to factor in, this could be from the woodlands or Carr Lane.

2. To establish and gain input of what is known about the land. Carl had good knowledge of what was on the areas of land and agreed to mark out areas on an image of the site from Chaplin Farrant. This would help Jerene gain better knowledge of what already exists on there. – Update needed
3. Chaplin Farrant and the PC's next step forward to understand the size of area that the PC would be looking at for some of the priority items:
  - Allotments – 36 full size allotments which are approximately 250 m<sup>2</sup> per plot. Some of these plots will be too large for some to cope with so there could be an option for the parish council to half some of these. Fees can be look at via surrounding neighbours and allotment associations.
    - ❖ Clerk will also look at the Allotments Act 1922, 1925 & 1950. – Clerk has been reading through Allotment law and has sent emails to all on the waiting list for an allotment to gather continued interest
  - BMX Track – It was confirmed that a small to medium track would be the best size for the area. Location could be decided later and the costing to install a 'natural track would be relatively small.
  - Skate Park – It was agreed that medium to large track similar to the size at North Walsham would be most suitable.
  - Carpark – The area should be slightly larger than the carpark at the community centre. This needs to be a more natural hardstanding than that or tarmac. The carpark will be for parking but to allow vendors and public toilets as required for events.
4. Chaplin Farrant to advised That they require a Topographical Survey and an Ecological Survey to be carried out. Quotations have been obtained by Chaplin Farrant.
  - Topographical Survey – It was AGREED to accept Plandescil quotation of £2250 for a resurvey of whole site.
  - Ecological Survey – It was AGREED to accept Small quotation of £843
    - ❖ Clerk to find and forward to Jerene Ground Investigation and Topographical survey commissioned by Norfolk Homes. – Clerk obtained surveys and passed to Jerene.
5. Professional bodies that will be contacted are Norfolk Wildlife Trust, Local Police Liaison Officer and Ecologists. Local Interests Groups could be contacted as well as the local Primary and Secondary Schools.
6. To ensure that decision making can be made swiftly so that this project can continue to move forward at a consistent pace it was confirmed that the Advisory Group have delegated authority to approve spending so that the project does not fall behind.
7. Consultation period with the public is scheduled for the week commencing the 18<sup>th</sup> July. The parish council would like to attend both Primary and Secondary schools if possible in this week and then take through to the community centre for the afternoon evening. The publication boards would remain in place at the centre for residents to drop by at their own leisure and pass their comments as they wished.
  - ❖ Clerk to liaise with both schools regarding attending. – Clerk has contacted both schools and availability. Framingham Earl are closing at 12pm on Wednesday 20<sup>th</sup> July. The 18<sup>th</sup> and 19<sup>th</sup> is school movement days so an assembly meeting may not be possible however they are open to class meetings if this would help. Newsletter drop via email is fine.

**CHAIRMAN**