

THURSTON PARISH COUNCIL

MINUTES of the MEETING held on Wednesday 6th October 2021 commencing at 7.00pmin Thurston Community Library, Norton Road, Thurston.

Present: Cllrs. Dashper (Chair), Cllrs. Cornell, Haley, Hay, Morris, Rainbow, Turner and West. Also in attendance: County Cllr. P Otton; District Cllr. W Turner; Mrs Waples, Parish Clerk; Mrs King, Deputy Clerk and 5 members of the public;

1. OPENING – the Chairman opened the meeting advising all that the Protocol adopted by the Parish Council for reporting at Parish Council Meetings, would be enacted for this meeting. A copy of the Protocol is available from the Clerk or can be downloaded from the website: <https://thurstonparishcouncil.uk/parish-council/policies-procedures-and-strategy/>.
2. **APOLOGIES –**
 - a) Apologies for absence were received from Cllr. Rainbow due to personal commitments.
 - b) The meeting agreed to accept the apologies submitted, aif.
 - c) The meeting noted the apologies submitted from District Cllr. Richardson.
 - d) The Chair made the meeting aware that Cllr. Turner had indicated that this would his last meeting as a Parish Councillor due to his imminent move from the village. The Council’s best wishes for the future for him and his family were offered to Cllr. Turner along with its appreciation for his time and services given to the Council.
3. **DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST FROM COUNCILLORS INCLUDING GIFTS OF HOSPITALITY EXCEEDING £25 –**
 - a) To receive declarations of pecuniary, local non-pecuniary interest(s) and personal interests in items on the agenda and their nature including gifts of hospitality exceeding £25 – there were no such declarations received.
 - b) To receive declarations of lobbying for planning matters on the agenda – there were none declared.
 - c) To receive requests for dispensations – none had been received prior to the meeting.
4. **TO NOTE THE MINUTES OF THE FOLLOWING MEETINGS:** *(all as previously circulated):*
 - a) To approve the following minutes:
 - Full Council Meeting of 1st September 2021 – approval of the minutes as previously circulated was given along with consent for the Chair to sign the minutes as a true and accurate record of the proceedings that took place, aif.
 - Full Council Meeting of 22nd September 2021 - approval of the minutes as previously circulated was given along with consent for the Chair to sign the minutes as a true and accurate record of the proceedings that took place, aif.
5. **REPORTS FOR INFORMATION –** the following reports were submitted: all of which can be viewed under Appendix C and D – (separate file).
 - Report from County Councillor Penny Otton – the circulated report was taken as read and the following points were brought to the meeting’s attention:
 - Scrutinising the report on Children’s Services – any discussion going forward needs to include those who had been impacted
 - Reduction of County Cllrs. to 75 has meant that the Thedwastre South division had increased in size and geographically would be difficult to cover.
 - Pokeriage Corner – no records of issues at this corner. Steve Merry had been asked to comment.
 - A14 junction – Highways England to come and assess the slip road and any remedial works.
 - Notification re traffic calming scheme being proposed along Norton Road
 - Demise of mid-day Bus Service into Bury St Edmunds – *it was noted that this was due to an issue with drivers and that the current provider had stated that this was a temporary measure.*

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- Report from District Cllr. Turner – the circulated report was taken as read and the following points were brought to the meeting's attention:
 - Recreational Land meeting held – result from that is that there will be a steering committee set up to take this forward.
 - Bloor Homes – communications has been had with regards to further improvements for the reserved matters going in – response has not been that favourable but agreement
- Report from District Cllr. Richardson – the written report as submitted was taken as read.

6. PUBLIC FORUM - to receive issues from members of the public present on the agenda items as listed under Agenda Item 6 below:

- a) From members of the public present – the following matters were brought to the attention of the meeting:
- Meadow Lane:
 - Resurfacing is an eyesore.
 - Tranches in Meadow Lane where the earth has just been left with no consideration as to how the banks should have been reinstated.
 - Whole junction of Norton Road/Sandpit Lane/Meadow Lane in terms of traffic control is not very well done and has no logic – residents of Meadow Lane by having the four-way traffic system are severely impacted.
 - Bridge has been removed from the field entrance at the bottom of the lane. The barriers in place are being pushed aside with grass being trampled.
 - Ditch underneath the bridge no one will take ownership and is now in danger of flooding. Ditch has not been cleared out for some time now.
 - Why is there still an access from Linden Homes onto Meadow Lane. There should be no access into lane other than at the top – why is the field entrance still being used?
 - Parents are accessing the school through this entrance, parking in Meadow Lane and causing issues for residents.
 - Access issue for deliveries to Linden Homes given that there is one postcode which covers the immediate area.
 - Issue of the four-way traffic lights and the effectiveness of this on residents of Meadow Lane in particular. Overall issue is that the residents are being ignored. A number of drivers have been seen jumping the lights with many parents ignoring the lights altogether.
 - Traffic Lights are also not always working.

District Councillor Turner, following further discussion, agreed to flag up the issues regarding Meadow Lane to the Enforcement Officer for further investigation.

- Recreational space – the plans for Linden Homes has shown that there should be facilities for a play area at the bottom of the site? Is this now not happening? There is also a natural area which is where the current reservoir is being built could this not incorporate something. *It was confirmed that plans submitted show that this area is to incorporate a wooden play area similar to that which is located at New Green.*
- b) Written representations submitted prior to the meeting – there were none that had been submitted for the meeting to consider.

7. POLICE MATTERS

- a) To receive a report from PCSO Smith on crimes relating to Thurston – the Clerk confirmed that she was still waiting for a summary of the crimes for the final two weeks of September. Once this was forthcoming the report would be completed and circulated to all Councillors. There were no particular crimes that required being brought to the Council's attention.
- b) To receive an update on the recruitment to the match funded post of PCSO for Thurston – the Clerk confirmed that PCSO Swain is now in post as the dedicated match funded PCSO for Thurston (effective 4th October 2021). PCSO Swain had met with the Clerk and Deputy earlier that day and the expectations of the role had been covered in general terms. The meeting was made aware that Sgt Allard and PCSO

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Swain would meet with the Clerk and Chair officially the following week to discuss the role in more detail.

- c) To consider matters for referral to Stowmarket SNT – there were none at this stage. It was however noted that PCSO Swain had spent the first few days in the role speaking to a number of local businesses and dealing with issues relating to parking outside both the Primary School and Community College.

8. STATUTORY BUSINESS –

- a) Parish Council vacancies – to consider candidates for co-option to the Parish Council to fill the current casual vacancies – none had come forward. The meeting was made aware that a postcard was in the process of being designed to advertise the vacancies and would be delivered to all dwellings within the parish of Thurston.
- b) To consider and approve the request by Suffolk Trading Standards to install of 3 x No Cold Calling Zone signs on three Street lamp column units in Genesta Drive (as per details circulated) – the meeting was in agreement that permission should be given to allow the posters to be affixed to the streetlamp columns owned by the Parish council and that a request for more information on how this could be rolled out to other areas in Thurston should be submitted.
- c) To receive the new electoral arrangements for Suffolk County Council – September 2021 – the Council was made aware that the final recommendations for Suffolk County Council had been published and that the Local Government Boundary Commission was recommending that SCC should have 70 councillors: a single two-councillor division and 68 one councillor division and that all bar one division should have boundary changes. Thedwastre South would increase and would now take in Tostock, Little Finborough and Combs.

9. PLANNING APPLICATIONS TO BE CONSIDERED BY THE PARISH COUNCIL:

- a) Planning Applications to be considered by the Parish Council: full details of the applications listed below are available to view online by visiting:
 - DC/21/05095 – Application for trees subject to a Tree Preservation Order (MS52/A1) – reduction of 1 No Holm Oak tree in back garden by 1.2/2 metres, 2 limbs to be removed (tree not pruned for some time, neighbour complaints) @ 14 Howes – very little professional information submitted. History of the numerous planning applications on this site was noted. It was confirmed that this was an evergreen tree, and that the issue of pigeons and their mess was not likely to be reduced with the work being approved. The Tree Wardens stated that they thought that the application needed to be more thorough, and as such the meeting was in agreement that the application be recommended for refusal until professional advice had been sought and a more detailed application was submitted, aif.
- b) Planning matters coming forth:
 - To receive and consider issues relating to parking for those accessing the Primary School o Norton Road and Community College on Norton Road – the Clerk made the meeting aware that there had been a number of issues with parents / guardians of children parking inappropriately in residential areas whilst dropping off and collecting pupils at the new location of the primary school. Whilst this had inconvenienced a number of residents all had agreed that this was for a short period and that the situation should be monitored and assessed for future use. The issue of the four-way traffic lights whilst the new pedestrian crossings to the north of Norton Road had not helped with traffic issues at this point in the village. It was acknowledged that Cllr. Otton had agreed to look at possible enforceable yellow lines but as had been mentioned previously this would be enforceable for all who parked on them and currently the circumstances did not fulfil the criteria for such intervention. The Clerk confirmed that there were no civil enforcement parking restrictions in place apart from those in place in front of the old Primary School and outside of the Community College and unless an enforcement officer was in place these were only effective with compliance from parents. The meeting noted that New Green Trust had enquired as to what measures the parish council was taking to tackle this issue and were advised that the Clerk had provided a comprehensive response as to the remit of the parish council in dealing with this matter and whilst it was happy to be a conduit between those responsible for the safety and care of pupils attending the schools in Thurston, the responsibility for parking in an appropriate and safe manner lay with all users of the highway. Both schools and the

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SNT were aware of the situation and the PC was in discussion with all to discuss further measures that it might be able to fund.

- To receive and consider issues relating to the lack of a crossing point at the junction of Norton Road/Ixworth Road and Station Hill – the Chair made the meeting aware of an email he had received from TCC raising the issues of highway safety at these crossroads and the many factors that gave rise to concerns: the build out of housing estates on both directions off the cross roads, a pedestrian path way from nearest estate coming out directly on to the cross road, no zebra crossings near junction, no lollipop man or woman or PCSO in attendance on a twice daily basis as well as a public library at the junction with a car park. The email had requested whether the PC were aware of any action that would be taken by SCC on this matter. The Chair confirmed that he fed back that at some point in time the junction is scheduled for improvements and that SCC has some responsibility as part of the planning process to take action. He also confirmed that as part of the conversation with TCC, he had mentioned that the PC would look to ascertain what could be done to assist in terms of education via the PCSO and would also look to see what CIL could do to mitigate the issue i.e. fund something that could manage this situation. It was noted that TCC had agreed that it would also take the situation up with SCC and would consider the offer of the PCSO to work with the pastoral team to see whether there was capacity to add this subject to an assembly rota. It was agreed by the meeting that the Clerk would once again raise the issue with Highways as to why no action or inappropriate action has been taken to date and to once again highlight the issue of flooding at this junction.
- To confirm receipt of the Skeleton Argument on behalf of the Parish Council as the Claimant in the High Court of Justice – Queen’s Bench Division Planning Court between Thurston Parish Council and Mid Suffolk District Council and Bloor Homes Limited (2) and Sir George Agnew – Council noted receipt of the skeleton arguments that had been submitted by Council’s own legal team (Claimant), MSDC legal team (Defendant) and the legal team for Bloor Homes/Sir George Agnew (Interested Parties).

10. TO CONSIDER MATTRES RELATING TO NETWORK RAIL: to receive an update form the Clerk on the feasibility study relating to the Thurston Station Level Crossing to be carried out by Network Rail – there was no further update as such with the meeting being advised that BMSDC were in the process of allocating someone to cover this matter.

11. FINANCE:

- a) To approve the accounts awaiting payment including those coming forth (Paper 1- 06.10.21) - the items awaiting payment were verified and explanations given where appropriate. The meeting approved those as submitted under Paper 1 for payment as seen at Appendix B, aif.
- b) To note the accounts paid since the last meeting (Paper 2 – 06.10.21) - the meeting retrospectively approved those payments that had been made away from the meeting as detailed under Paper 2 as seen at Appendix B, aif.
- c) To note receipts allocated since the last meeting (Paper 3 – 06.10.21) - Council noted the receipt of monies received as identified at Appendix B.
- d) To consider and receive the Bank Reconciliation for the period ending 30.09.21 (Paper 4 – 06.10.21) - Council noted the overall bank balances of £350,160.43 across both accounts held in the name of the Parish Council. It was confirmed that the audit log to the end of August had been verified and signed by Cllr. Rainbow.
- e) To receive an update on the monies held under the CIL Reserve and monies expended to date on projects identified in the Parish Infrastructure and Investment Plan or coming forth as a bid against the CIL Reserve (Paper 5 – 06.10.21) - Council noted the monies that had been expended, monies that had been provisionally allocated and those falling due later that year. Council was also made aware that notification had been received from BMSDC of the forthcoming Neighbourhood CIL Payment for October 2021 in the sum of £160,177.08.
- f) To receive the budget to actual statements for period ending 30 September 2021 including aggregate receipts and payments (Paper 6 – 06.10.21) – the meeting received the paper noting the overall receipts and payments incurred for the second quarter of the year 2021-2022. Excluding CIL monies received, Council noted that overall the income versus budget was 1% over budget whilst the expenditure versus

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budget was 10% over budget. Explanations for the variance over cost codes was given along with a breakdown of reserves currently held.

- g) To note that, in accordance with Council's own Financial Regulations, the RFO has carried out the annual review of the record of all insurances effected by the council and the property and risks covered thereby and confirms that there is adequate protection to help manage the risks associated with the Council's operation to a level which is tolerable. Council to note that the Parish Council has entered a three-year long-term undertaking with Zurich Municipal for insurance purposes – Council noted the actions undertaken by the RFO and the reasoning behind the transfer to a new insurance provider as approved by the Policy and Resources Committee.
- h) To approve the cost to replace the failed light (80w MBFU lantern) and carry out an upgrade at column 97 Hollow Lane. The associated cost to replace the lantern with a more energy efficient LED lantern is to be £457.11 + VAT - all agreed that the cost should be incurred for the replacement and upgrade of the lamp as outlined and form part of a CIL bid for the upgrade of infrastructure, aif.
- i) To note the fees for the Judicial Hearing Review scheduled for 20th and 21st October 2021 – the meeting was advised of the fees that had been quoted for the JR: Brief Fee for the hearing will be £15,000 plus vat and £3 500 plus vat for the second day of the hearing. This is based on a reduced rate that applies for public bodies. The supporting solicitor fees would be £2,500 plus vat for each day which was also being offered on a discounted daily rate for public bodies.
- j) To receive the recommendation from the Climate Awareness and Environmental Committee to work in conjunction with Suffolk County Council to produce a Discover Suffolk Walks printed leaflet for the local area with a web version pdf at a cost of £410 and to have this funded as a call against the Thurston Neighbourhood CIL pot (Paper 7 – 06.10.21) – all were in agreement that this proposal should be fully supported, and the application be approved as a valid CIL bid, aif.

12. TO CONSIDER MATTERS RELATING TO THE COMMUNITY OF THURSTON :

- a) To receive an update on the partnership working with the PCC in the production of the Thurston Community Newsletter – the meeting noted that the partnership was working well and that the new editorial and advertising policy were fully implemented. The Clerk advised that the PC was now handling the finances of the newsletter in its entirety and that any prepaid sums of money for advertising would be handed over to the PC by the PCC. All appeared to be working well and the Editor and Clerk would be meeting the following week to discuss a formal contract.
- b) To receive an update on the Big Weekend held over the weekend of 25th – 26th September 2021 – feedback from residents was positive and all were happy that it had taken place – minor issues had arisen with parking at the Cavendish Hall but that was due to a football match taking place at the same time. It was noted that around £500 was raised from the event for Suffolk Mind.
- c) Festival of Suffolk – the Chair updated the meeting with the concept and plans around the Platinum Anniversary for June 2022. A copy of the presentation that was given in terms of branding; street parties; events to take place will be made available to all Councils in due course. The presentation was regarded as a good introduction and would form the basis of further discussion at a later meeting.

13. COUNCILLOR REPORTS:

- a) To report village matters of concern to the Clerk
 - Sighting of young people in the old Primary School site – this has been passed on to PCSO Smith.
 - Fly tipping between Pakenham and Thurston – gardening and building materials.
 - Accident at Fishwick Corner – emergency vehicles were in attendance – *for noting only*.
 - Bovis – hedgerow along Barton Road that has been removed and limited details as to when and what is being planted as a replacement and the manner in which it was removed.

14. CLERK'S REPORT – to receive and consider information from the Clerk and Deputy Clerk and in particular:

- a) to receive the reports of items actioned under delegated powers – it was reported that both the Clerk and Deputy had dealt with issues over glass; bus services; litter and provision of litter services.
- b) To receive an update on works to the barriers on Victoria Close – barriers have been removed and all agreed that the situation should be monitored to ensure that there was no inappropriate behaviour ensuing from their removal.

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- c) The Queen's Platinum Jubilee Beacons – 2nd June 2022 – to receive information on the Guide to Taking Part with regards to beacon lighting and associated activities – weekend of 2nd – 5th June 2022 and to consider Council's involvement – all noted the correspondence received.
- d) Festival of Suffolk Weekend – 2nd to 5th June – to receive an update from the Chair on plans for the festival – covered elsewhere in the meeting.
- e) Pothole – Station Hill footway – to receive an update on the emergency report for the pothole and associated action to be taken – the meeting was advised that SCC Highways had reported that they had also been made aware of this issue as an emergency report had been submitted. The order had been raised for a gang to attend ASAP and put out either a footway board and some additional cones or (worst case) a set of barriers and a temporary footway into the road – with temp drop kerbs each side for access etc. This was in fact done by late afternoon of the day upon which the Clerk reported the matter. A full repair will be ordered once this has been made safe. It'll likely need fully digging out rather than patching the hole.
- f) To receive draft notes on the meeting with Jo Churchill, MP; MSDC Infrastructure Officers; District Councillors; Representatives from the Ben Wragge Skate Park Committee and the Parish Council on the provision of recreational facilities in Thurston – the meeting was provided with a brief summary of the meeting that had taken place on the lack of recreational space in the village coming forth in light of the growth planned for and being built out in Thurston. Particular emphasis /focus of the meeting had been on the lack of provision for older children coming forth to and in particular a wheeled facility. All had agreed that the PC needed assistance for this to come forth and that the LPA had a clear role in facilitating this coming forth. Cllr. Richardson had agreed to head up a steering group of the PC/MSDC and trustees of the Ben Wragge Skate Park Committee to progress the areas that had been discussed as feasible for further investigation.

At this stage Cllr. Hay declared a pecuniary interest in the discussion that then followed and took no part in the general conversation that followed.

The meeting noted that three of the original eleven sites that had previously been assessed by the PC as suitable for hosting further facilities (2019) were to be investigated further: Plum Pudding Field; previous Primary School site and land to the East of Ixworth Road.

- g) To consider whether appropriate measures should be encouraged / undertaken for parking in New Green Avenue during Village Events – all agreed that for future village events the PC would purchase a stock of traffic cones and that these should be placed at pre-agreed locations to ensure residents were not inconvenienced by inappropriate parking, aif. It was further agreed that such a purchase would be a call against the Neighbourhood CIL pot, aif.
- h) To note correspondence on the issue of poor sightlines at Pokeriage Corner – as noted by Cllr. Otton previously – a full assessment is due to be carried out by SCC Highways Department and advise appropriate action to be taken.
- i) To receive items of correspondence for noting only.

15. TO CONFIRM THE DATE OF FUTURE MEETINGS: all to take place in Thurston Community Library unless the agenda specifies otherwise.

- a) Planning Committee Meeting – 20th October 2021 – commencing at 7.00pm
- b) Council's Committee Meeting – 20th October 2021 – commencing at 8.00pm
- c) Recreational Facilities Committee Meeting – 27th October 2021 – commencing at 6.15pm
- d) Full Council Meeting – 3rd November 2021 – commencing at 7.00pm

16. To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting due to the confidential nature of the business to be discussed

- a) To receive and consider quotations for the Acoustic fencing to be installed at the New Green Community Centre to satisfy Condition 5 of Planning Permission relating to DC/21/02655 – having received and considered the three quotations as submitted, all agreed that the council should approve the granting of the contract to Jackson Fencing for the supply and installation of the materials of Jakoustic Plus Acoustic fencing at a cost of £16,019.00 ex VAT, aif. The Clerk/Deputy were requested to check the quotation for

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final guarantees and to arrange for a full set of details including drawings to be submitted to the LPA to allow for Condition 5 to be signed off.

17. **CLOSURE OF THE MEETING** – there being no other business the meeting was closed at 21.00

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Appendix A - Glossary of Common Abbreviations used

Aif	All in favour
AGAR	Annual Governance and Accountability Return
APM	Annual Parish Meeting
ASB	Anti-social Behaviour
BACS	Bankers Automated Clearing Services
BUAB	Built Up Area Boundary
BMSDC	Babergh & Mid Suffolk District Councils
CC	Credit Card
CAS	Community Action Suffolk
CCG	Clinical Commissioning Group
CEO	Chief Executive Officer
Chq.	Cheque
Cllr.	Councillor
CMP	Construction Management Programme
Cttee.	Committee
DC	District Council
DCLG	Department of Communities and Local Government
DD	Direct Debit
FOI	Freedom of Information
FR	Financial Regulations
GPoC	General Power of Competence
HMRC	Her Majesty's Revenue and Customs
HRA	Habitats Regulations Assessment
JR	Judicial Review
LAIS (from SALC)	Local Association's Information Services
LGBCE	Local Government Boundary Commission for England
LPA	Local Planning Authority
MSDC	Mid Suffolk District Council
NHS	National Health Service
NDP	Neighbourhood Development Plan
NP	Neighbourhood Plan
NR	Network Rail
PC	Parish Council
PCSO	Police Community Support Officer
Pdf	Portable Document Format
PIISG	Parish Infrastructure Investment Steering Group
Rec.	Recreation
RFO	Responsible Financial Officer
SARS	Suffolk Accident Rescue Service
SEA	Strategic Environmental Assessment
SALC	Suffolk Association of Local Councils
SCC	Suffolk County Council
SID	Speed Indicator Device
SLA	Service Level Agreement
SNT	SaferNeighbourhood Team
SO	Standing Order
SPS	Suffolk Preservation Society
TCC	Thurston Community College
TNPSG	Thurston Neighbourhood Planning Steering Group
TPO	Tree Preservation Order
TRO	Traffic Regulation Order
VAS	Vehicle Activated Sign
VCSE	Voluntary, community and social enterprise organisations

Appendix B

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Accounts submitted for payment – 06.10.21	Voucher	METHOD	NETT	VAT	TOTAL
SHO Cleaning & Maintenance – Office Cleaning	1251	Bacs	96.00	0.00	96.00
M&TJ's – Church, NG Play Area, Heath Rd & Memorial on Church Road – August 21	1252	Bacs	346.00	69.20	415.20
Gipping Press – Extra copies of Big Weekend Flyer	1253	Bacs	66.00	0.00	66.00
M&TJ's – NG Play Area & Heath Road	1254	Bacs	86.00	17.20	103.20
Gipping Press – Newsletter – September *	1255	BACS	995.00	0.00	995.00
Gipping Press – Newsletter – October **	1256	BACS	738.00	0.00	738.00

* *Newsletter produced in conjunction with the PCC – balance of retained funds to be sent to the PC from the PCC*

** *PC approved to pay the cost of £130 toward the Additional Over Cover for the August Newsletter*

Accounts paid since 01.09.21	Voucher	METHOD	NETT	VAT	TOTAL
New Green Trust – Office Suite Rent (Sept 21)	1238	SO	385.09	0.00	385.09
Plusnet – Mobile (Sept-Oct 21)	1239	DD	6.97	1.39	8.36
Plusnet – Telephone & internet (Sept – Oct 21)	1240	DD	30.10	6.02	36.12
Zurich Municipal – Insurance	1241	BACS	1311.01	0.00	1311.01
Salaries – September 2021	1242-1246	BACS	6961.54	0.00	6961.54
Amazon – prime	1247	CC	7.99	0.00	7.99
Adobe Systems Software – Acrobat Pro DC	1248	CC	12.64	2.53	15.17
Amazon – stationary	1249	CC	6.66	1.32	7.98
Eurooffice - stationary	1250	CC	49.47	9.89	59.36

Receipts received since 01.09.21	METHOD	NETT	VAT	TOTAL
Lloyds Bank – Interest	Interest	1.65	0.00	1.65
BMSDC – Precept – 2 of 2	Bacs	52932.00	0.00	52932.00

Inter Account Transfers carried out

Date of Transfer	Means	From Account	To Account	Amount Transferred	Reason for transfer

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