

Pirton Parish Council



Minutes of Pirton Parish Council Meeting held on 11 November 2021 at Pirton Village Hall at 7.45 pm

www.pirtonparishcouncil.org.uk

Present:

Cllr J Rogers (Chair), Cllr S Bright, Cllr D Burleigh, Cllr S Maple, Cllr M Parkin, Cllr N Rowe

In attendance:

Mr Edward Roberts (Parish Clerk)

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**21-136 To receive and accept apologies for absence.**

Apologies for absence had been received and accepted from Cllr A Goodman and District Cllrs D Barnard, F Frost and C Strong.

**21-137 Public Participation**

Three members of the public were present. Raised from the floor was the matter of parking on Chipping Green, a registered common owned by the Parish Council. The residents had been in touch with HCC who had agreed to carry out works to prevent access to the Green via the residents' drive. It was agreed that the Council would source low profile 'No Parking' signs to deter parking on the green space and would write to Highways to determine exactly what works would be undertaken.

**21-138 To receive declarations of interest from Councillors on items on the Agenda and to consider any requests for dispensation.**

Declarations of interest were received from Cllr Maple in respect of his membership of the Sports & Social Club Committee, and Cllr Bright as Chairman of the Cricket Club.

**21-139 To confirm and sign the Minutes of the Parish Council Meeting held on Thursday 14 October 2021 as a true and accurate record.**

It was **RESOLVED** that the minutes of the Council Meeting held on 14 October 2021, be approved as a true and accurate record of the proceedings and be duly signed.

**21-140 To receive Bank Reconciliation and Financial Summary and to approve accounts for payment.**

Bank account as at 31 October 2021: Unity Trust Account £80,042.12. It was **RESOLVED** that payments totalling £1892.49, as detailed on the monthly Finance Statement (Appendix A) be made.

**21-141 To receive the Clerk's report.**

The Clerk began by drawing the attention of Councillors to the Net Position financial report circulated prior to the meeting, listing expenditure against budget for the various Cost Centres.

The refund had been received from the insurers and a cheque received from the Bury Trust for their insurance portion. A donation for £25 had been sent to the British Legion Poppy Appeal, following receipt of the wreath.

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Invoices for the village website were now paid up to date for next 12 months.

Various emails had been received, covering subjects including maintenance at the Recreation Ground, pools forming under some of the footpath gates and a lack of progress on improving the state of the Great Green track.

**21-142 To receive the RecDev Working Group report**

Cllr Maple had previously circulated the report (Appendix C) which he went through, highlighting the main points. Phase 1 was now complete and it was time to move forward into Phase 2, with updated Terms of Reference. He noted that there will be a funding gap of £8 – 25k to fill, depending on the results of the tender process for architects. Cllrs Rogers and Burleigh commended the RecDev Working Group for their hard and effective work on this project.

**21-143 To approve the Development Project Plan**

Proposed by Cllr Rogers, seconded by Cllr Burleigh and **APPROVED** by all present.

**21-144 To approve a remit for Phase 2 of the new pavilion project.**

Draft Terms of Reference had been prepared for the New Pavilion Working Group (NPWG) and circulated by Cllr Maple. Proposed by Cllr Burleigh, seconded by Cllr Rowe and **APPROVED** by all present.

**21-145 To approve the tender process for the production of drawings and documentation for planning permission submission for the new pavilion.**

Proposed by Cllr Rogers, seconded by Cllr Burleigh and **APPROVED** by all present.

**21-146 Planning**

- a. To consider Planning Applications (Appendix B). The draft response from Cllrs Burleigh and Rowe was agreed by all. The Clerk would submit in the usual way.
- b. To receive an update on the local plan. Nil.
- c. To receive an update on Cala Homes. Cllr Burleigh was still waiting for a response on the SUDS and other matters. She would chase this up.
- d. To receive an update on Spitfire Homes. Nil
- e. To receive an update on Blakeney Homes. Nothing had been received from Blakeney and Cllr Rowe was still chasing an update on Footpath 05.
- f. To receive an update on Wrights Farm. Cllr Parkin went through her previously circulated report, including information from her FOI request to the Council.

**21-147 To receive updates on Pirton road safety issues, including speed limits.**

Cllr Parkin had circulated a report. There appeared to be a new selection process starting, but it was confirmed that Pirton was on the list for consideration for a 20mph limit. It was unlikely that there would be any implementation of any schemes for at least 2 years. Cllr Parkin would submit a camera van request for Hitchin Road/Priors Hill. The transport needs survey had had a good response and work was still progressing on data analysis.

**21-148 To discuss parking on areas of the village greens and verges.**

Cllr Burleigh had produced a short report on responsibilities and the legal aspects of parking. It was agreed that 3 small No Parking signs should be procured and installed at Chipping Green. In addition, a note for the community would be published on Facebook and the website about parking generally. Cllr Rogers would draft the latter.

**21-149 To discuss the proposed increase in passenger movements and night flights at Luton Airport..**

Cllr Burleigh summarised the current situation and it was agreed that a note regarding the reporting of aircraft noise would be published on the website and social media.

- 21-150 To consider the professional legal advice given regarding the latest draft licence between Pirton Parish Council and the Pirton Sports & Social Club.**  
It was agreed that Cllr Burliegh should look at the current licence (dated 2014), with the probable intention that this document should remain current until the new pavilion is built. The legal advice received is that the licence is, in reality, a tenancy agreement.
- 21-151 To discuss matters concerning the Recreation Ground, including:**
- a. Planning permission for the new storage containers. While conflicting advice had been received over the need for planning permission, it was agreed that a Lawful Development Certificate should be obtained. Proposed by Cllr Burleigh, seconded by Cllr Roger and **AGREED** by all present that a sum not to exceed £150 be expended on the certificate.
  - b. The zip wire. Setters had been contacted and Cllr Maple would chase again for the repairs to be carried out.
  - c. Vandalism damage to the new playground equipment. A deliberately broken slat had been recovered and replaced by Cllr Maple.
  - d. The points raised by the Chairman of the PSSC in his email to the Clerk. An additional cut of the grass had been arranged with the contractor. Cllr Rogers was to consult with Steve Kitchiner over the hedge cutting and ditch clearing, both of which probably necessitated the use of extra equipment and manpower. Regarding the rabbit problem, it was agreed that a letter should be sent to the relevant landowners, but there was little that could be done at the Recreation Ground itself.
  - e. Cllr Maple raised the matter of defibrillators at the Recreation Ground. The Tennis Club now has one, but to make it available to the general public outside the MUGA would cost in the region of £650 for a suitable container. Proposed by Cllr Rogers, seconded by Cllr Bright, that a sum of £500 be allocated to this worthwhile project. **AGREED** by all present.
- 21-152 To receive an update from the Communications Working Group.**  
An update had been circulated by Cllr Goodman and can be found at Appendix D.
- 21-153 To receive an update from the Arboreal Working Group.**  
The Clerk had emailed NHDC regarding collection and was waiting for a reply. Cllr Rogers offered her services to collect the saplings as it seemed likely that there would only be a dozen or so.
- 21-154 To approve the following documents:**
- a. Protocol for Dealing with Developers Doc 017.
  - b. Risk Assessments as listed:  
RA001 - Finance  
RA002 - Street Cleaner  
RA003 - Strimmer  
RA004 - Clean-up Day  
RA006 - Play Areas  
RA007 - Fire (PSSC)  
RA008 - Pond Work
- It was agreed to move this item to December as it became clear that a number of revisions would be required.
- 21-155 To discuss the creation of a “Community Village Day for Maintenance” in 2022, to include Parish Council assets.**  
It was agreed that this should take place on 3 April 2022 and that this date should be published.
- 21-156 To discuss the work required at Blacksmiths Pond and establish a time frame.**  
Cllr Rogers was to speak to a former councillor in order to obtain details of previous work done. The item would remain on the agenda.

- 21-157 To review Section 106 monies available and consider how best to utilise them.**  
 Cllr Burleigh had produced an up to date list. She would ask NHDC if electric vehicle charging points and a bus stop at Comice Meadows came under the Sustainable Transport remit.
- 21-158 To discuss the production of a “Year in the Life of a Pirton Parish Councillor” document.**  
 Cllr Goodman not being present, this item will move to December.
- 21-159 To approve a draft Memorandum of Understanding between the Parish Council and Wild About Pirton.**  
 The draft MoU produced by Cllr Burleigh was **APPROVED**.
- 21-160 To discuss responses to the Character Appraisal research being undertaken by Place Services on behalf of NHDC.**  
 It was agreed that the Clerk should write to Place Services and invite their representative to meet with members of the Parish Council.
- 21-161 To receive reports on the following:**

  - a. Parish Paths Partnership (P3). It was agreed that bark should be purchased to fill in muddy depressions in some of the gateways. Steve Kitchiner was to be asked to cut back some of the overgrowth in one particular location.
  - b. S106 Projects. Nil
  - c. Village Environment. It was agreed that a letter of thanks be sent by the Clerk to the person responsible for weeding and tidying the War Memorial area.
  - d. Bury Trust. An update had been circulated. The bench had been installed, Toot Hill was strimmed and cleared and the annual walkabout had taken place.
  - e. Village Hall. Bookings are back to normal and successful fund raising events had taken place.
- 21-162 To suggest items for the next meeting of the Parish Council to be held on Thursday, 9 December 2021 at Pirton Village Hall at 7.45 pm.**

Cllr Maple stated that approval would be sought for the new pavilion grant funding packs.

**Meeting Closed: 10.40 pm.**

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Appendices

Appendix A – Monthly Finance Statement

Appendix B – Planning Applications

Appendix C – RecDev Working Group Report

Appendix D – Communications Working Group Minutes

Appendix A – Monthly Finance Statement

Pirton Parish Council

**Bank Reconciliation at 31/10/2021**

|                                  |                                   |            |                  |
|----------------------------------|-----------------------------------|------------|------------------|
| Cash in Hand 01/04/2021          |                                   |            | 51,563.00        |
| <b>ADD</b>                       |                                   |            |                  |
| Receipts 01/04/2021 - 31/10/2021 |                                   |            | 56,546.70        |
|                                  |                                   |            | 108,109.70       |
| <b>SUBTRACT</b>                  |                                   |            |                  |
| Payments 01/04/2021 - 31/10/2021 |                                   |            | 28,067.58        |
| <b>A</b>                         | <b>Cash in Hand 31/10/2021</b>    |            | <b>80,042.12</b> |
|                                  | (per Cash Book)                   |            |                  |
|                                  | Cash in hand per Bank Statements  |            |                  |
|                                  | Petty Cash                        | 31/10/2021 | 0.00             |
|                                  | Pirton Parish Council Unity Trust | 31/10/2021 | 79,755.45        |
|                                  |                                   |            | <b>79,755.45</b> |
|                                  | Less unrepresented payments       |            |                  |
|                                  |                                   |            | 79,755.45        |
|                                  | Plus unrepresented receipts       |            | 286.67           |
| <b>B</b>                         | <b>Adjusted Bank Balance</b>      |            | <b>80,042.12</b> |

**A = B Checks out OK**

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### Payments

| Code                     | Date       | Description          | Supplier                      | Net             | VAT          | Total           |
|--------------------------|------------|----------------------|-------------------------------|-----------------|--------------|-----------------|
| The Royal British Legion | 04/11/2021 | Remembrance Wreath   | The Royal British Legion      | 25.00           |              | 25.00           |
| Website/IT               | 11/11/2021 | Website Hosting      | TEEC                          | 129.99          | 26.00        | 155.99          |
| Stationery               | 11/11/2021 | Expenses             | Edward Roberts (Clerk)        | 54.05           | 10.81        | 64.86           |
| Grants                   | 11/11/2021 | Grant                | Essex and Herts Air Ambulance | 200.00          |              | 200.00          |
| Room Hire                | 11/11/2021 | Room Hire            | Village Hall                  | 18.50           |              | 18.50           |
| Salary                   | 11/11/2021 | Salary               | Edward Roberts (Clerk)        | 548.44          |              | 548.44          |
| Room (Office Expenses)   | 11/11/2021 | Expenses             | Edward Roberts (Clerk)        | 30.00           |              | 30.00           |
| Telephone                | 11/11/2021 | Expenses             | Edward Roberts (Clerk)        | 20.00           |              | 20.00           |
| Postage & Mileage        | 11/11/2021 | Expenses             | Edward Roberts (Clerk)        | 16.20           |              | 16.20           |
| Tax                      | 11/11/2021 | Tax & Employers NI   | HMRC Clerk's Tax              | 137.00          |              | 137.00          |
| Street Cleaner           | 11/11/2021 | Street Cleaning      | Tony Smart                    | 170.00          |              | 170.00          |
| Village Greens           | 11/11/2021 | Village Greens Grass | Andrew Burton                 | 320.00          |              | 320.00          |
| Room Hire                | 11/11/2021 | Room Hire            | Village Hall                  | 18.50           |              | 18.50           |
| Website/IT               | 11/11/2021 | Village Website      | Matt Porter Web Design        | 168.00          |              | 168.00          |
| <b>Total</b>             |            |                      |                               | <b>1,855.68</b> | <b>36.81</b> | <b>1,892.49</b> |

### Receipts

| Code            | Date       | Description          | Supplier           | Net             | Total           |
|-----------------|------------|----------------------|--------------------|-----------------|-----------------|
| Tennis Club     | 15/10/2021 | Tennis Club Rental   | Pirton Tennis Club | 444.81          | 444.81          |
| Tennis Club     | 15/10/2021 | Tennis Club Rental   | Pirton Tennis Club | 1,005.85        | 1,005.85        |
| Parking Permits | 20/10/2021 | Parking              | Ruby Bell          | 5.00            | 5.00            |
| Miscellaneous   | 20/10/2021 | Insurance renewal    | Came & Company     | 199.99          | 199.99          |
| Miscellaneous   | 24/10/2021 | Bury Trust Insurance | Bury Trust         | 86.68           | 86.68           |
| <b>Total</b>    |            |                      |                    | <b>1,742.33</b> | <b>1,742.33</b> |

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Appendix B – Planning Applications

| Reference            | Detail                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| i <b>21/02768/FP</b> | <p><b>Oughtonhead Pumping Station, Hitchin Road, Pirton</b></p> <p><i>Upgrade of existing pumping station to provide nitrate removal plant and equipment including change of use of land for operational purposes and all associated works.</i></p> <p>Comments to Ben Glover by 31 October 2021 (Extended to 15 November 2021)</p> <p><b>Parish Council not opposed but stringent conditions as detailed need to be imposed.</b></p> |

**Planning Decisions** (for information only)

| Reference    | Detail |
|--------------|--------|
| i <b>Nil</b> |        |

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## Appendix C - RecDev Working Group Report

**RecDev Working Group report to PPC 11 November 2021**

1. The Working Group has met formally 27 times to date. The group has two key activities:
  - a. To develop proposals for a revamped playground area
  - b. To develop proposals for a new pavilion
2. The current phase of work (phase 1) is now considered complete subject to acceptance by the PPC.

**New pavilion**

3. A request for pre-application planning advice has been submitted by Charlotte Fausset (on behalf of the PPC) using the concept design. It is anticipated that a response will be received in January.
4. A number of related matters are on the Agenda for the PPC to consider at the 11<sup>th</sup> November meeting:
  - a. To approve the Development Project Plan (submitted in October)
  - b. To approve a remit for Phase 2 of the new pavilion project
  - c. To approve the tender process for the production of drawings and documentation for planning permission submission for the new pavilion
5. Phase 2 of the work (if approved) will be to develop the design and achieve planning permission, and secure the funding for construction. It is anticipated that this will be done by 30 November 2022 if all goes well.
6. One point regarding the Development Project Plan is that it indicated that additional funding for phase 2 (£8.3-25.3k) will be required by April 2022. In the current programme, it may be required sooner, with a proposed contract date of 11 Feb 2022, and completion at the end of June 2022.
7. It is assumed that the PPC will agree a budget for 2022/23 of £5k at its budget meeting in November. There is an option to agree a larger figure which would allow the precept to be increased more gradually to the level that would be required if a substantial loan is taken out by the PPC for the construction.
8. The cost estimating work package approved by the PPC on 4<sup>th</sup> October is underway, with an expected completion date of 31<sup>st</sup> December 2021.
9. The Working Group recommends that the process of supplying an initial pack to gauge the likelihood of receiving a grant is used for all potential funding bodies. This activity can commence in earnest in late 2021, early 2022.
10. A list of envisaged project activities is attached.
11. The PPC agreed that Jill Rogers will join the group for the next phase of work. It is also proposed that Owain Lister joins, and there may be others. The first meeting of the new group is proposed for 30 Nov.
12. The PPC is requested to:
  - a. NOTE the contents of this update.
  - b. PROVIDE any comments or direction on the matters contained in this update

Simon Maple

**New pavilion – Programme activities**

| <b>Level</b>   | <b>Activity</b>                                               | <b>Who</b> | <b>Date</b>      | <b>Completed</b> |
|----------------|---------------------------------------------------------------|------------|------------------|------------------|
| <b>PHASE 1</b> |                                                               |            |                  |                  |
| 2              | RDWG approve Dev Plan                                         |            | 4 Oct 21         |                  |
| 2              | RDWG submit Dev plan to PPC                                   |            | 12 Oct 21        |                  |
| 2              | RDWG approve phase 2 remit                                    |            | 9 Nov 21         |                  |
| 2              | Produce tender process for phase 2                            |            | 9 Nov 21         |                  |
| 2              | Select phase 2 tenderers                                      |            | 9 Nov 21         |                  |
| 2              | PPC approve Dev Plan                                          | PPC        | 11 Nov 21        |                  |
| 2              | PPC approve phase 2 remit                                     | PPC        | 11 Nov 21        |                  |
| 2              | PPC approve phase 2 tender process                            | PPC        | 11 Nov 21        |                  |
| <b>1</b>       | <b>PPC approvals – end phase 1</b>                            | <b>PPC</b> | <b>11 Nov 21</b> |                  |
| <b>PHASE 2</b> |                                                               |            |                  |                  |
| 2              | PPC approve pre app submission                                | PPC        | 4 Oct 21         |                  |
| 2              | PPC approve spend for elemental cost                          | PPC        | 4 Oct 21         |                  |
| 2              | Submit planning pre-app                                       | CF         | 5 Nov 21         |                  |
| 2              | PPC approve £5k funding for 2022/23                           | PPC        | 30 Nov 21        |                  |
| 2              | Send out RfQ for phase 2                                      | PPC        | 15 Nov 21        |                  |
| 2              | Receive phase 2 tender bids                                   |            | 17 Dec 21        |                  |
| 2              | Written permission for access                                 | SS         | 31 Dec 21        |                  |
| 2              | Receive cost estimates                                        |            | 31 Dec 21        |                  |
| 2              | Produce list of potential funders                             |            | 31 Dec 21        |                  |
| 2              | Produce pack for initial funding bids                         |            | 31 Dec 21        |                  |
| 2              | PPC approve initial funding bid submissions                   | PPC        | 3 Jan 22         |                  |
| 2              | PPC approve initial funding bids                              | PPC        | 3 Jan 22         |                  |
| 2              | Assess tenders & recommend award                              |            | 1 Feb 22         |                  |
| 2              | PPC confirm additional funding (£8-25k) available for phase 2 | PPC        | 10 Feb 22        |                  |
| 2              | PPC approve phase 2 contract award                            | PPC        | 10 Feb 22        |                  |
| <b>1</b>       | <b>PPC appoint phase 2 architect</b>                          | <b>PPC</b> | <b>11 Feb 22</b> |                  |
| 2              | Submit initial funding bid submissions                        | PPC        | 28 Feb 22        |                  |
|                |                                                               |            |                  |                  |
|                |                                                               |            |                  |                  |

## Appendix D – Communications Working Group Minutes

CWG meeting minutes from 1<sup>st</sup> November 2021

## Attendees:

Amanda Goodman, Vivien Tyler, Helen Hofton

Apologies: Marilyn Parkin

[www.pirton.org](http://www.pirton.org) has been live for over a month and all going well thus far. At the last Parish Council meeting it was agreed that Jetpack should be paid for to back up the website, particularly as the aim is to enable other administrators to manage their specific club/organisation pages where required. This has been set up at an annual cost of £48 (and which is within the budget as agreed). The invoice should have been sent in for the November Parish Council meeting (inc. annual hosting £120 pa and Jetpack £48 pa) having chased Matt Porter on 1<sup>st</sup> November.

The CWG is now working on creating clear responsibilities and procedures for how the Pirton village website will be maintained as an ongoing basis enabling anyone who leaves the CWG to handover clear instructions.

During the CWG meeting (1<sup>st</sup> November, the following points and actions were discussed

1. AKG to check with Parish Clerk to see if the balance invoice has been received
2. Jetpack has been set up – AKG to download instructions as sent by Matt Porter and circulate to CWG
3. CWG agreed that access for Anton Jungreuthmayer (Film Club now known as Pirton Picture House) and Penny Picken (Craft Group and Thursday Group) should be given as administrator role (like CWG members) as Matt Porter is unable to create a “single web page editor” access. HH to contact Anton and Penny direct to ask for their email addresses that they wish to use as admins and also to contact Vanessa Cole to determine who should be the nominated person from the Pumpkin club.
  - a. VT and HH will amend the following pages – VT St. Mary’s Church, HH Chapel
  - b. Note that the following pages do not have a direct link to a website, and will need to be maintained on an ad hoc basis as and when required, but only through the CWG to safeguard the website (and which we expect will only require very minimal amendments):  
Beavers, Village Shop, Chapel Tea Rooms, Walking Group and Table Tennis Club
4. AKG to create a simple “how to guide” of how to access the website in order make amends to the any of the web pages to hand over to Penny et al as relevant
5. HH to contact Beavers, Chapel Tea rooms, Walking Group, Village Shop and Table Tennis club to let them know that if they wish to make any amendments to their pages, now that the website is up and running, to contact us with their required changes
6. AKG to meet with HH to help to organise the pictures sent in by residents and promote the photographs which had been most voted for at the “Welcome to Pirton” event and then promote them to the website
7. AKG to meet with MP to go through a quick update of how to amend the website
8. Matt Porter has given details about how to find out how many people have visited the website so far – something to look at in the next month

9. CWG have agreed that there is to be no advertising as VT contacted by someone to see if they could promote their business on the website. CWG have agreed that the Pirton Website Policy for advertising is that it does not allow business promotions , only village events that are either Village Annual events or those listed within the monthly Parish Magazine
10. CWG discussed HH’s thoughts about creating another page off the main menu which could house Parish Walks and other future items which promote our village and let people know what Pirton is like. This page “Out and About” would be created by James Hofton (web designer) using the current template
11. CWG discussed the need for a yearly list of tasks to help maintain the website and keep it current and to ensure future members of the CWG have clear expectations of what needs doing when. Initial thoughts are:

|                               |                                                                                                                                                                                                                                                                                                                                  |    |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| Monthly                       | Pirton Editor has Parish Mag monthly events and puts these on the Website under the Monthly Calendar of Events page as a pdf link                                                                                                                                                                                                | VT |
| Ad hoc                        | Where annual events, such as the Pirton Summer Fair, Pumpkin show etc., communicate their planned dates, these should be updated on the Home Page under the Events Calendar                                                                                                                                                      | VT |
| January and July (biannually) | Send out courtesy email to all clubs and societies (but in particular those who do not have a dedicated website or admin, e.g., Beavers, Chapel Tea Rooms, Walking Group, Village Shop and Table Tennis club, to ask them if there are any minor changes which need to happen, such as updating contact emails and phone numbers | HH |
| November and May (biannually) | Look to refresh header photographs either with bank of current photographs or asking village residents to send in more                                                                                                                                                                                                           | HH |
| Bimonthly                     | Send out Facebook messages to promote Pirton Village Website, such as mentioning any updates to any of the pages , or other information as relevant                                                                                                                                                                              | MP |
| Bimonthly                     | Put reminders about the Pirton Village Website in the Parish Magazine, such as mentioning updates to any of the pages, or other information as relevant                                                                                                                                                                          | VT |

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| Signed: _____ |
| Dated: _____  |