

MANEA PARISH COUNCIL

MINUTES OF MEETING

20 FEBRUARY 2017 – 7.00 pm.

Present: Councillor Emery, Chairman; Councillors Cole, Mrs Desborough, Drinkwater, Fielding, Hookway and Risbridger.

Apologies: Councillors Mrs Berry and Hirson plus District Councillor Buckton.

In attendance: District Councillor Sutton.

The minutes of the meeting of 16 January 2017 were confirmed and signed.

M124/16 Open Forum

(1) Planning application F/YR16/1099/F(Erection of a detached car port to rear of existing dwelling (retrospective) at 24 Glebe Close, Manea

One of the applicants for this proposal invited members of the council to explain why, when considering this application previously, Manea Parish Council had raised objection to the proposal. She explained why she believes that, with the revisions now submitted to the Local Planning Authority, the grant of planning permission for the proposal should be considered as being acceptable.

Members decided that the comments of the parishioner be noted and that they be taken into account by the council when considering this planning application at minute M128/16.

(2) Article in public notice board

A parishioner made reference to a press article, the content of which he had found offensive to people who had moved into the village, which had been displayed in a public notice board in the village and asked: why the article had been displayed in the notice board; whether Manea Parish Council possesses an Equality Policy (or relies upon the one operated by Fenland District Council); whether the members of Manea Parish Council have an opinion on the content of the article.

In response, the Chairman commented that he had been asked by a parishioner to display the article "as a bit of fun". He stated that he had not intended to cause upset or offence to anyone by such action, the article had now been removed and he apologised for any upset or offence that may have been caused.

Members decided that the comments of the parishioner and the response of the Chairman be noted.

(3) Manea Pavilion

One of the members of the Carp Syndicate informed the council that members of the syndicate are offering to provide, on a free-of-charge basis, the labour for various works to the pavilion and he made reference to a letter that he had sent to the Chairman in that regard.

Members decided that the comments of the member of the Carp Syndicate be noted and that the letter which had been mentioned be read to members, for taking into consideration, at minute M127/16 (1).

M125/16 Members' Code of Conduct

The Clerk reminded members of the need to inform the Monitoring Officer at Fenland District Council, via the Parish Clerk, of any changes to the content of their Register of Member Interests forms.

Members decided the information reported by the Clerk be noted and acted upon.

M126/16 Community resilience

Further to minute M114/16 (1), members received a presentation from Mr D Vincent, the Health, Safety and Emergency Planning Manager at Fenland District Council, on helping communities to develop the resilience to cope with emergency situations.

Mr Vincent informed the council that Fenland District Council works very closely with the emergency services in relation to large-scale emergencies in the district; however, small-scale emergencies would benefit from a Parish Council plan/support. He gave examples of small-scale emergencies, such as power outages, heavy snowfall and localised flooding. He expressed the opinion that, generally, members of a Parish Council would know: which members of the community possessed particular pieces of plant and machinery; those persons in the community who would be vulnerable in an emergency situation. Mr Vincent commented that it would be useful to document such information in a Community Emergency Plan.

Mr Vincent mentioned that there are three levels of community resilience, each of which he outlined briefly. He commented that some communities possess an "emergency box" (containing torches, bottled water, note pad and pens, first aid kit, mobile phone and charger etc), for use in emergency situations. Some Parish Councils have an Emergencies page on their website.

Mr Vincent circulated two booklets; one entitled "Preparing for Emergencies: What you need to know" and the other being "Community guidance on preparing for emergencies", both of which could be of use in the preparation of a Community Emergency Plan. He made the point that a basic plan could simply be a list of members of the community (with their contact details) who are prepared to assume certain roles in the event of a small-scale emergency.

Mr Vincent responded to members' questions.

Members decided that the information presented by Mr Vincent be noted and that Manea Parish Council would discuss, at its next meeting, how it wishes to proceed in this matter.

M127/16 Progress on actions from minutes of last meeting

(1) Manea Pavilion (minute M114/16 (2))

The Clerk read to members a letter from a member of the Carp Syndicate, on behalf of a number of members of the syndicate, informing the council certain members of the syndicate are offering to provide, on a free-of-charge basis, the labour for various repair and maintenance works to the pavilion (minute M124/16 (3) refers) - the council would need to meet the cost of the necessary materials; the works would include:

- installation of the bollards in front of the recreation ground
- painting of the exterior of the building and renewing or painting barge boards

- cleaning guttering and replacing sections where necessary
- extending the ramp at the entrance to provide improved access for wheelchair users
- internal painting throughout.

Councillor Fielding informed members that the 20 bollards, for installation in front of the recreation ground, had been manufactured and are ready for collection from the contractor.

The Clerk informed members that he had invited the contractor which submitted the lower of the two quotations received by the council to provide a revised quotation which excludes the items of work which members had agreed should be deleted for the purpose of that contract but, to date, he had not received a revised quotation. The Clerk had also confirmed, in writing, with the respective contractors the acceptance of the quotations for the supply and fit of UPVC windows to the pavilion and for replacement of the external doors to the building.

Members decided that

- (1) the current situation be noted;
- (2) the offer from the members of the Carp Syndicate, to provide, on a free-of-charge basis, the labour for various repair and maintenance works to the pavilion, be accepted and that the Chairman would liaise with the author of the letter in terms of making the arrangements.

(2) Request to re-position street lamp (minute M122/16 (2))

The Clerk reported that he had informed Fenland District Council that Manea Parish Council would like to know the location to which the building contractor wishes to re-locate the lamp column and to suggest to the building contractor that, as the column is old and "at risk", the company may wish to provide a new lamp column in the proposed revised location.

In response to the e-mail from the Clerk, Fenland District Council had stated that it had merely forwarded to Manea Parish Council the request from the building contractor; as the street lamp is an asset of Manea Parish Council, not Fenland District Council, the building contractor should deal directly with Manea Parish Council regarding this matter. Consequently, the Clerk had sent an e-mail to the building contractor, replicating the comments that he made to Fenland District Council, but, to date, had received no response.

Members decided that the situation be noted.

M128/16 Planning applications

Members considered the following planning applications and decided to submit to the Local Planning Authority the comments set out (in italics) below:

- (1) Erection of a detached car port to rear of existing dwelling (retrospective) at 24 Glebe Close, Manea - F/YR16/1099/F (applicants: Mr and Mrs Newell)= revised proposal; revisions are updated ownership certificate regarding access road and confirmation of roofing materials.

That the application be supported.

- (2) Erection of a single-storey rear extension to existing dwelling at 41 Station Road, Manea - F/YR17/0040/F (applicant: Mr Robert Smith).

That the application be supported.

- (3) Erection of a single-storey rear extension to existing dwelling at 42 Westfield Road, Manea - F/YR17/0041/F (applicant: Mr and Mrs Payne).

That the application be supported.

(The Clerk read to members a letter from the applicants, explaining their need for the additional accommodation sought by way of this planning application; i.e. to meet the needs of their disabled son).

- (4) Erection of a detached barn, involving demolition of existing barn, at The Old Grain Barn, Horseway, Chatteris - F/YR17/0053/F (applicants: Mr and Mrs S Perna).

That the application be supported.

- (5) Erection of up to 2 dwellings, involving demolition of existing outbuilding (Outline with all matters reserved) on land north of 36 Westfield Road, Manea - F/YR17/0111/O (applicant: Mr M Grainger).

That the application be supported.

The Clerk read to members a letter from Mr N Harding, the Head of Shared Planning at Fenland District Council (and Peterborough City Council), regarding the proposal of Fenland District Council to introduce, with effect from 1 July 2017, changes to that council's arrangements for consultation with Town and Parish Councils on planning applications.

The change to the consultation arrangement, the stated purpose of which is to reduce costs, is that FDC would no longer send to Town and Parish Councils paper copies of the planning applications and supporting documentation (including site plans) but would, instead, send to the local council from which a consultation response is being invited an e-mail notification of each planning application; it would then be a matter for the local council to decide how its members would access the documentation which would be available on the District Council's website – this could simply be viewed on-line or downloaded and printed by the consultee council.

Members decided that the situation be noted.

M129/16 Police matters

(1) Policing in Fenland

Members received a presentation from Police Inspector Will Davis on the current approach to policing in Fenland.

Inspector Davis informed the council that he is in the process of attending meetings of the Town and Parish Councils in Fenland, to explain to those councils both the Constabulary's priorities generally and local issues specifically. He made the point that it is no longer possible, because of diminishing resources, for PCs and PCSOs to attend routinely such meetings; however, on occasions when it is not possible to have police presence at a local council meeting, the council should receive a written report; he sought confirmation from the council that this is happening.

Inspector Davis informed the council of the structure of the local policing service and the level of staffing resource in Fenland and that he possesses the responsibility for managing the "uniformed" policing across the district (there are two Neighbourhood Policing Teams, based at March and Wisbech); there are also two CID teams, managed by an Inspector.

The Inspector made the point that all of the calls received by the Constabulary are assessed on a threat, risk, harm basis; this is to ensure that resources are deployed appropriately to address issues with the highest priority need; the Constabulary does not possess sufficient resources to do everything and it must try to make sure that members of the public have realistic expectations of the Constabulary.

Inspector Davis informed the council that Cambridgeshire Constabulary's priorities for 2016/17 are:

1. Child Abuse and Child Sexual Exploitation
2. Counter Terrorism
3. Domestic Abuse
4. Dwelling Burglary
5. Serious Sexual Offences
6. Emergency Response.

The minimum number of officers on duty at any one time in Fenland is seven; however, if the need arises, the Fenland Team is able to bid for additional (temporary) resources from elsewhere within the County to help tackle specific issues.

The Inspector commented that the nature of crime is changing; a significant number of offences are now committed on-line. In terms of addressing crime and disorder, the Constabulary is placing a greater emphasis on partnership working. He explained the current activities for the team of officers which is dealing with matters of exploitation and he commented that a new issue for Fenland is to tackle the issue of people being forced into becoming sex workers.

The Neighbourhood Policing Team engages with the multi-agency Problem Solving Group (including representatives from Fenland District Council and Circle Roddons Housing), as a means of addressing community concerns. There is also engagement with the fourteen children's homes in Fenland (because of this number of children's homes, the Police are regularly dealing with incidents of "missing from home").

Inspector Davis responded to members' questions.

(2) Local information

Although no representative of the March and Chatteris Policing Team was present at the meeting, PCSO Carol Holloway had provided a brief report detailing recent incidents of crime and disorder which had been reported to the Constabulary, as well as updating the Parish Council on other relevant matters, since the last meeting of the Parish Council. PCSO Holloway's report mentioned that

- there had been two reports of hare coursing on farm land; the area was searched by the Police but there had been no trace of vehicles
- no crimes had been reported during the period since the last meeting of the council
- the local policing team continues to patrol the village during the daytime and in the evenings and, as the result of patrolling in the vicinity of the village Primary School, a Fixed Penalty Notice had been issued recently to the owner of a vehicle parked illegally on School Lane
- her most recent community engagement event had taken place at the Meat and Eat premises on 13 February 2017.

Members had no issues to raise, for reference by the Clerk to the local policing team.

Members decided that the information reported by the Clerk, on behalf of PCSO Holloway, be noted

M130/16 Reports from District and County Councillors for the parish

Neither Councillor Connor, the County Councillor for the electoral division which includes Manea, nor Councillor Buckton, the District Councillor for Manea, were present at the meeting.

District Councillor Buckton had, however, informed the Chairman in advance of the meeting that he had nothing specific in relation to the activities of Fenland District Council (FDC) to draw to the attention of Manea Parish Council and that, further to minute M117/16, he had investigated further the potential sources of grant funding for the proposed works to the Multi-use Games Area and the pavilion; it is now apparent that Sport England's Community Asset Fund would not be operational until April or May 2017.

Members decided that the situation be noted and that, because of both the ongoing delay to the availability of grant funding and the capital receipt in possession of the council, the council would no longer await the availability of grant funding and would now progress the works to the Multi-use Games Area and the pavilion.

M131/16 Public open spaces

- (1) Multi-use Games Area - further to minute M118/16 (1), the Chairman reported that the improvements to the lighting are still to be undertaken by the electrical contractor; the Chairman stated that he would pursue this matter, again, with the electrical contractor.

Further to minute M94/16 (1) and in the light of the decision at minute M130/16, members considered now progressing with the surfacing and fencing works to the Multi-use Games Area.

Members decided that

- (1) the situation with regard to the improvements to lighting be noted and that Councillor Fielding would seek to identify an alternative electrical contractor to undertake the work if it is not undertaken in the very near future by the current one;
 - (2) the Clerk would enquire of the contractor as to when it would be possible for the surfacing and fencing works to be undertaken and to obtain a quotation for trimming works to trees in close proximity to the Multi-use Games Area.
- (2) Storage container - further to minute M118/16 (2), the Chairman reported that the works to install the electricity supply to the new container are still to be undertaken by the electrical contractor; the Chairman stated that he would pursue this matter, again, with the electrical contractor.

Members decided that the situation be noted.

- (3) Manea Cemetery: drainage works - the Chairman mentioned that the drainage problems which had been discussed by the council at minutes M166/15 and M175/15 had now recurred and he expressed the opinion that consideration should be given by the council to undertaking works to remedy the situation.

Members decided that the situation be noted and that the Chairman would obtain three quotations for the necessary repair/replacement works.

M132/16 Manea Pit

Members considered the minutes of the meeting of the Manea Pit Management Committee held on 16 February 2017, including the recommendations at minutes PMC45/16 (funding for the provision and installation of

"simple" benches at a number of locations within the orchard/woodland area), PMC46/16 (funding for the construction of bat and bird boxes) and PMC50/16 (that fees for Carp Syndicate membership and fishing tickets for 2017/18 be not increased from the 2016/17 level).

Mr M Hindry, the member of the Manea Pit Management Committee who is leading the project for the provision and installation of "simple" benches at a number of locations within the orchard/woodland area had provided to the Clerk, which he had handed to members, a document which included a sketch of the design of the proposed benches and costings for the necessary construction materials.

The Chairman reported briefly on discussions with representatives of Natural England with regard to the need (or otherwise) for Manea Parish Council to obtain an Otter Mitigation Licence before being able to install "otter proof" fencing around Manea Pit.

Members decided

- (1) that the contents of the minutes of the meeting of the Manea Pit Management Committee and the information reported by the Chairman of the Council be noted;
- (2) to approve the recommendation of the Manea Pit Management Committee (minute PMC45/16 refers) that a sum of £250.00 be allocated for the purchase of materials to construct 5 "simple" benches;
- (3) to approve the recommendation of the Manea Pit Management Committee (minute PMC46/16 refers) that a sum of £150.00 be allocated to meet the cost of purchasing materials for the manufacture of bat and bird boxes;
- (4) that fees for Carp Syndicate membership and fishing tickets for the 2017/18 be not increased from the level set for 2016/17 and that fishing tickets for anglers aged below 16 years be free-of-charge; approval of this recommendation would result in fees for 2017/18 being:
 - £120.00 for annual membership of the Carp Syndicate (the fee would have been at the level of £150, as had been agreed at minute M152/15 (based upon this committee's recommendation at minute PMC39/15) had the "otter proof" fencing been in place)
 - £27.50 for an annual fishing season ticket
 - £16.50 for a concessionary rate annual season ticket
 - £5.50 for a day fishing ticket
 - free-of-charge for anglers aged below 16 years.

M133/16 Parish street lighting

Further to minute M64/16 (6), the Clerk reported to members on a further meeting of Parish Council Chairmen and Clerks held on 7 February 2017 (attended by representatives of Doddington, Wimblington, Parson Drove, Manea and Wisbech St. Mary Parish Councils) to discuss options for maintenance and replacement of parish street lights in the future. Those in attendance received a presentation from Electrical Testing; representatives of Skanska were invited to attend the meeting also but there was no response from the company to the invitation.

The consensus at the meeting was that local councils, as a group, would look further into the offering from Electrical Testing (ET), as this would give each Parish Council "ownership" of its lights, together with regular reports on condition etc. Questions put to ET about call out times, replacement of lights with a combination of footway and highway lights where necessary, etc were answered to everyone's satisfaction. It was made clear by the representatives of Electrical Testing that Parish Councils would not need to incur major capital expenditure up-front (because of not replacing the significant majority of their street lamps over the next couple

of years, as is the proposal from Balfour Beatty). Electrical Testing operates a different approach to Balfour Beatty; ET undertakes an initial inspection of all lamp columns (identifying any works required) and then inspects each column at three yearly intervals.

The conclusion of the meeting was that the representatives of each council would recommend to their respective council that they progress a project that would ultimately "divorce" the Parish Councils' lighting stock from Fenland District Council (FDC) and Balfour Beatty and to request that FDC provides to those Parish Councils the funding that it would pay to Balfour Beatty for the maintenance of local councils' street lighting.

In the light of the information reported by the Clerk, members considered whether to support the proposal to "divorce" Manea Parish Council's lighting stock from Fenland District Council.

Members took the view that "better the devil you know" in terms of a maintenance contractor (that being Balfour Beatty) and that "if an offer seems too good to be true, it probably is" (that being the offer of Electrical Testing)".

In addition, members commented that the council had raised the necessary capital, through increases in the Parish Precept, to replace its street lights and that it would be appropriate to utilise that capital to undertake the replacement works; such action would ensure that the council's lighting stock should be in good condition for many years to come.

Members decided that Manea Parish Council would not "divorce" its lighting stock from Fenland District Council; it would progress, via FDC and Balfour Beatty, the replacement of its Category 2 street lamps and continue to be part of the contract operated by Balfour Beatty for Fenland District Council for the maintenance of local councils' street lamps.

M134/16 Financial matters

The Clerk reported on the Parish Council's income and expenditure since the last meeting, as follows:

Income

R Purser	Donation	£14,496.50
Total Income		£14,496.50

Expenditure

Manea Village Hall	Room hire on 16 January 2017	£10.00
T Jordan	Salary (less income tax of £150.90 and NI of £9.90), other expenses and allowances	£775.84
E.on	Electricity for village green (includes VAT of £0.74)	£15.47
E.on	Electricity for sports area (includes VAT of £0.69)	£14.50
E.on	Electricity for pavilion (includes VAT of £5.37)	£112.84
Mrs A Ryman	Pavilion cleaning	£62.04
E Mason and Son	Grounds maintenance: December 2016 (includes VAT of £12.00)	£72.00
E Mason and Son	Grounds maintenance: January 2017	£402.00

	(includes VAT of £67.00)	
Sears Bros. Ltd	Verge cutting in 2016 (includes VAT of £164.85)	£989.10
Manea PCC	Hire of Church Room by Manea Internet Club	£110.00
Total Expenditure		£2,563.79

In addition, the Clerk reported to members on the levels of funding held within the Parish Council's bank accounts as at 30 January 2017 (in the total sum of £255,616.21), together with the month-end figures for each of the preceding six months and as at 30 January 2016.

Members considered the appointment of an Internal Auditor for the audit of the Parish Council's 2016/17 accounts. The Clerk informed members that the person who had undertaken this role in respect of the council's accounts for the last five financial years, Mr Ivan J Cooper, is willing to do likewise for the 2016/17 accounts.

Members decided

- (1) upon a proposal from Councillor Mrs Fielding, seconded by Councillor Ms Hookway, that the income of £14,496.50 be noted and that the payments totalling £2,563.79 be authorised;
- (2) the donation received from Mr R Purser (Building Contractor), in the sum of £14,496.50 (which is 25% of the value of a building plot that he had sold recently in Manea; the reason for the donation to the council is to show his "appreciation for the help from people in the village ain the past"), be ear-marked for meeting the cost of installing an "otter proof" fence at Manea Pit;
- (3) that the levels of funding held within the Parish Council's bank accounts as at 30 January 2017, together with the month-end figures for each of the preceding six months and as at 30 January 2016, be noted;
- (4) that Mr Ivan J Cooper be appointed as the Parish Council's Internal Auditor for the 2016/17 audit of accounts.

M135/16 Annual risk assessments

Members considered, in accordance with the advice of the Council's Auditors that local councils should assess and take mitigating actions, the risks to the Parish Council.

Members are of the view that all of the risks faced by the Council are covered by the necessary measures, including:

- insurance policies in respect all assets and public liability
- an annual inspection by the Parish Council of all assets
- the Manea Pit Management Committee considering, at each meeting, any health and safety issues relating to Manea Pit and its surroundings
- an annual ROSPA inspection of all play equipment
- monthly reporting by the Clerk of all items of income and expenditure and monies held in bank accounts
- all expenditure is approved at Parish Council meetings and cheques require three signatures
- the Clerk reports to members twice annually on the Parish Council's overall financial position
- Annual Accounts are approved by the Parish Council
- all activities are governed by Standing Orders and Financial Regulations

- the Parish Council possesses a prudent level of financial reserves to be able to fund any unforeseen eventualities.

Members decided that

- (1) appropriate risk management measures are in place currently but the situation be kept under constant review and considered formally by the Parish Council at the February meeting each year;
- (2) the Clerk would investigate the feasibility (and cost) of the council obtaining insurance cover for the loss of fish stocks and to report back to the council thereon.

M136/16 Correspondence

(1) Manea rail service

Further to minute M112/16 (3), the Clerk read to members an e-mail from Mr P Townrow, a member of the Manea Action Plan Implementation Group, regarding his attendance, on 20 January 2017, at a meeting at the Houses of Parliament regarding rail service issues.

As Mr Townrow had expected, Chris Grayling MP, the Transport Minister had not been present at the meeting. Mr Townrow comments, in his e-mail that he had received a warm welcome and enjoyed an hour's vigorous debate on the topic which left him thinking perhaps Network Rail is a little muddled. One argument advanced against the immediate introduction of an hourly service for Manea is that Ely station is not yet open 24 hours a day. When asked how that could possibly affect the Manea service between 6.10 am and 22.26 pm (Ely times), the representatives of Network Rail were unable to provide an answer.

Mr Townrow had left with the representatives of Network Rail the plans for a car park on land, which had been offered by a villager, in the vicinity of Manea railway station.

In his e-mail, Mr Townrow makes the point that he is say at this time that the issues applying to the Manea rail service will be addressed in the immediate future; however, he feels that he had been taken very seriously and had been given a firm commitment that this matter could be resolved much earlier than planned originally.

The Chairman mentioned that 40% of Greater Anglia had been sold recently to a Japanese company and commented that it is possible that this could have an impact upon proposals for the Manea rail service; members would need to "watch this space".

Members decided that the content of the e-mail from Mr Townrow and the comments of the Chairman be noted.

(2) Allotments

The Clerk read to members an e-mail from the Chairman of Manea Allotment Association regarding the association's desire to install a water supply at the allotments site to be able to increase the range of crops that could be grown there.

The proposal of Manea Allotment Association is to abstract water from the large ditch which lies between the allotments and the Old Bedford River. It is estimated that the cost of purchasing the necessary pump and undertaking the associated piping works would be of the order of £6,000.

Given the amount of water that the association would need to abstract, it would not require from the Environment Agency an abstraction licence.

Manea Allotment Association would require permission of the landowner and farmers on the four fields between the allotments and the large ditch, as well as the permission of this council to undertake such work at the allotments site.

Through the e-mail from the Chairman of Manea Allotment Association, the association is informing the council of its proposal and seeking consent from the Parish Council.

Members decided that the content of the e-mail be noted and that consent be granted to Manea Allotment Association for its water supply proposal.

(3) Public Spaces Protection Order (Dogs) consultation

The Clerk reminded members of an e-mail from Fenland District Council that he had forwarded to them recently with regard to Fenland District Council's consultation on proposals to introduce a Public Spaces Protection Order (PSPO) to replace the soon to be defunct Dog Control Orders.

As a result of forwarding this e-mail to members, one member had enquired as to whether it would be possible to have a PSPO for the recreation ground at Park Road, Manea. The Clerk had asked this question of Fenland District Council (FDC); FDC had responded to the Clerk, stating that this is something that it is happy to investigate.

FDC states that it feels that Manea Parish Council's request is a positive move and one where Fenland District Council and Manea Parish Council could work together to combat dog-related issues, especially now as implementing Public Spaces Protection Orders is not available to Parish Councils; FDC states that it would make further contact very soon to organise formal discussions.

Members decided that that the situation be noted and that consideration should be given to implementing, if possible, a PSPO in relation to Manea Cemetery (as well as the recreation ground).

(4) Citizens Advice Rural Cambs - financial assistance

Further to minute M109/16, the Clerk read to members a letter from the Chief Executive of Citizens Advice Rural Cambs (CARC), expressing appreciation of the financial support provided by Manea Parish Council, in the sum of £500.00, towards the cost of training a CARC volunteer for Manea.

Members decided that the content of the letter be noted.

M137/16 Next meeting

Members were reminded that the next meeting of the Parish Council had been scheduled for 20 March 2017, to commence at 7.00 pm, at the Village Hall, School Lane, Manea.

Meeting finished at 9.05 pm

Signature:.....(Council Chairman).

Date:.....