

The Minutes of Fenny Compton Parish Council Meeting – 19th September 2016

The Minutes of the Parish Council Meeting held at the Village Hall, Fenny Compton on 19th September 2016 commencing at 7.45pm.

Present: Miss Deborah Lea in the Chair, Jon Dutton, Derek Carless, Samantha Parkes, Councillor Christopher Williams & Parish Clerk Catherine Lambert.

1. **Apologies:** Michael Guest and Ian Hartwell.
2. **Minutes of the last meeting:** Derek Carless, seconded by Sam Parkes, proposed acceptance of the Minutes to the Parish Council Meeting held on the 18th July 2016.
3. **Declaration of Interests:** Sam Parkes declared a personal interest in item 5(n).
4. **Open Forum:** None.
5. **Matters Arising:**
 - a) **Neighbourhood Development Plan:** Michael Guest had emailed the Clerk as unfortunately he could not attend the meeting. He is inclined to support the idea of developing a neighbourhood plan and believes very strongly that the development of the neighbourhood plan should be led/sponsored by the Parish Council. He is willing to participate in the development of the plan, if needed. Derek Carless reported that he had talked to Peter Jordan who is vice-chairman of the Brailes neighbourhood plan group who talked through their process and what worked well, and what they would do differently with hindsight. Peter was kind enough to offer to come to a public meeting, were the Parish Council to organise one, and explain what they saw as the primary benefits. The Parish Council agreed to explore the next step which is to hold a public meeting to access the enthusiasm of the residents to progress this project. The Parish Council agreed to fund the meeting, hall cost, refreshments and flyers. DC/MG
 - b) **Footpath by Station Road Electricity Substation:** Derek Carless reported that Roly Whear had contacted him with concerns about the unofficial diversion of the public footpath by the surgery. The landowner has blocked access to the correct footpath route by locking the gate and fencing with barbed wire. The Parish Council agreed to contact the County Council footpath team regarding this situation. Derek Carless agreed to do this on the Parish Council's behalf. DC
 - c) **Squire Place Tree work:** The Clerk had received a quote from Andrew Saunders. To provide 3 men with truck and chipper, reduce the canopy of the large sycamore tree away from no. 6 Squire Place also remove 2 lower limbs, fell 2 limbs from smaller sycamore tree, previous tops have snapped out and at the entrance of Squire Place, hedge cut and remove smaller stems of hedgerow to clear the footpath and road to increase visibility. Cost £500. Sam Parkes, seconded by Jon Dutton, proposed the acceptance of this quote which was agreed by all. CL
 - d) **Casual Vacancy:** The Clerk has advertised the vacancy on the website and will put notices on the noticeboards. Deborah Lea has included this in her report for the Chronicle. CL/DL
 - e) **Defibrillator:** Sam Parkes reported that the Parish Council have received confirmation that they have been successful in obtaining a grant towards the cost of a new defibrillator. In order to receive the grant the Parish Council will need to send a cheque for £400 to cover their contribution. Unfortunately the First Responders have not yet had their notice put in the Chronicle, it is due to go in the September issue so at present their funds are not available. A cabinet will also need to be purchased which Sam is researching. The training pack has arrived and training events will need to be organised. SP
 - f) **Land Registry:** Michael Guest has indicated that he is happy to be involved in this project and has documents to bring to the October meeting. Deborah Lea will also bring documents that she holds. MG/DL
 - g) **Highways:** The Clerk had been advised that the following work has been completed: The five small areas for patching on the Avon Dasset Road, the kerbstone outside Lavender Cottage on the corner of Memorial Road and High Street, and the area outside no 5 High Street. The Clerk has also asked for an update on the fallen sign on the A423 by the Wharf. The surface of the car park in Berry Meadow has been cut up, however this is not a highway's issue as it belongs to Orbit. It was agreed to ask Ian Hartwell to contact the Housing Association. Derek Carless reported that the salt bin by Grants Close has moved. CL/IH/DC

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Arrangements will be made to reposition it.

- h) **Street lighting:** The Clerk had received an email from Annette Mackie regarding the streetlight at the back of Manor Court which seems to be on all day and the street light opposite the end of the Slade which isn't working again. She confirmed that their contractor did attend and inspect these two lanterns in July in their opinion these two lanterns are beyond repair and they are not able to obtain parts as the lanterns are now obsolete. As a result, two new lanterns are required. To resolve the issue, they can install two new LED 19W lanterns for the cost of £366.78 each, excluding VAT. Jon Dutton, seconded by Derek Carless, proposed to accept this quote and replace the lanterns, which was agreed by all. CL
- i) **Tree work:** Andrew Saunders completed the work to the overhanging tree on the playing field.
- j) **Litter Bin:** The bin at the Co-op has been repaired and Councillor Williams collected the litter picking equipment from SDC which the Clerk has passed on to Carl Jelfs.
- k) **Transparency Code Funding:** Derek Carless reported that the Parish Council has received the grant from WALC for £83.00. Derek will now purchase the scanner. DC
- l) **The Readings:** Ian has been in contact with the contractor to show the area of concern and work should be carried out shortly. IH
- m) **Insurance:** The Clerk sent the details as supplied by Aon regarding the Insurance Act 2015 to Michael Guest. He replied that the only issue that he could see at present is the condition of the playing field pavilion. If the Parish Council fails to maintain it properly, it might be seen that they have increased the risk of damage. The insurance covers only tangible assets, and the annual risk assessment of these assets should be sufficient. MG
- n) **1 The Willows, High Street:** Councillor Williams had investigated the concerns of Mr and Mrs Parkes with Patch Byrne from the Highways Department. It is their belief that the problem is Severn Trent Water's responsibility and Patch will write to them to request repairs are made. The problem is not caused by surface water and therefore not the responsibility of the Highways Department. Cllr CW
- o) **Planning Conditions:** The Clerk will email Mike Davies and ask for the planning condition template and ask him to send it to Derek Carless. The Clerk will then begin sending the planning decision notices to Derek. CL/DC
- p) **Waylands Farm Footpath diversion:** Councillor Williams reported that it appears that one of the landowners affected by this proposal objected to the recommendation. No details were noted as to why he objected. The Case Officer has attempted to engage with the landowner but to date no reply has been received, unless a response is received shortly they will take steps to allow the changes. They will notify the Parish Council when this is granted. Cllr CW
- q) **Surface Water:** Councillor Williams had investigated the issue of surface water at Cotters Croft and helped Sandra Brookes with her problem of surface water standing in her garden which overflows onto the footpath.
- r) **Railway Bridge Lighting:** Councillor Williams reported that the lighting would hopefully be completed by the end of year. Cllr CW
- s) **Snow Warden.** Ian Hartwell had agreed to be the snow warden. IH

6. Correspondence:

- a) **Stratford on Avon District Council:** Details of the UBUS scheme. Which is a service for people of any age, wherever they are in the district, who are stuck for transport between 9:30am – 2:30pm Monday to Friday.
- b) **Robert Purse:** A copy of an email sent to the Chronicle, questioning is it time for the Parish Council to be more explicit about what it is doing and how its actions benefit the wider community rather than Special Interest Groups, important as they may be?
- c) **WALC:** P3 in Warwickshire. Details of a new charity that aims to help people live in their own homes. It is a service for those aged 25 and above. Forward to Deborah Lea. DL
- d) **Warwickshire County Council:** Details of the Orbit Digital Inclusion - At Home Support scheme.
- e) **Warwickshire County Council:** Details of the Warwickshire County Councillors Grant Fund 2016/17.
- f) **Stratford on Avon District Council:** Community Infrastructure Levy (CIL) Parish & Partner Special - August 2016. Forward to Parish Councillors.
- g) **Warwickshire County Council:** Cyber Scam Newsletter.
- h) **War Memorials News:** August & September Newsletter.

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- i) **Stratford on Avon District Council:** Rural Crime Newsletter August & September edition. Send to Jon Dutton.
- j) **WALC:** Housing Related Support news update 08/08/16.
- k) **Warwickshire County Council:** Warwickshire Guide 2016/17: Adult Care and Support Services.
- l) **Warwickshire County Council:** Safer Warwickshire Partnership News - July 2016.
- m) **Lucy Lambert:** Rural Crime Coordinator. The Council is trying to prevent the number of thefts occurring across Stratford District by promoting this marking of power tools / petrol mowers and bicycles. They have received funding from the Warwickshire Police and Crime Commissioner and have created a Property Marking Pack which includes signage, oil based marking pens, UV pens and a mini UV torch. This pack is free to Parish Councils across the District. The Parish Council agreed to accept this offer. When received they will set a date and book the café in the Village Hall and hold a property marking event. CL
- n) **Stratford on Avon District Council:** Coventry & Warwickshire Business Support Programme Events.
- o) **WALC:** County Training Partnership Upcoming Events.
- p) **Warwickshire County Council:** Southam/Feldon Community Forum. Wednesday 21st September at Harbury Rugby Football Club.
- q) **WALC:** Pensions – enrolment. Some duties apply to ALL employers, even if your staff aren't eligible to be automatically enrolled into a scheme. Send to Jon Dutton. JD
- r) **Warwickshire County Council:** Notification of the temporary closure of Dasset Road, Farnborough. (By Farnborough Hall). 26 September 2016 to 28 September 2016 for cabling works. JD
- s) **Sarah Phillips:** Highlighting her concerns as a resident of Brook Street about the number of car drivers who knowingly choose to drive the wrong way down this one way street. Councillor Williams reported that the highways department have increased the road markings in this area. It was agreed that the Parish Council should contact the police with their concerns. Jon Dutton agreed to write on the Parish Council's behalf. JD
- t) **Stratford on Avon District Council:** Land at Gaydon/Lighthorne Heath SPD - Adoption Statement.
- u) **WALC:** Government consultation on Housing and Planning act. Details of the outcome of the Government consultation on this act in connection with Neighbourhood planning. Pass to Derek Carless, Michael Guest and Jon Dutton. DC/MG/
JD
- v) **CSW Broadband:** Update - September 2016.
- w) **Fields in Trust:** Newsletter.
- x) **Local Council Review:** Passed to Sam Parkes. CL/DL
- y) **Warwickshire County Council:** 65/66 Public Bus Service will no longer operate from the 17th December 2016. Put details on the noticeboards, website and in the Chronicle.
- z) **WALC:** A copy of the Local Councils Charter.
- aa) **Jill Wright:** Asking if the Parish Council would set up a petition to save services at the Horton General Hospital. The Parish Council did not agree to this request.
- bb) **Councillor Williams:** A request to ask the Parish Council if the hedge adjacent to his property on Field Gate Lane in the amenity area could be cut back. The Clerk has asked Mick Jones to attend to this.
- cc) **Warwickshire County Council:** Community Computers 2016 scheme.
- dd) **Healthwatch Warwickshire:** Newsletter. Pass to Jon Dutton JD
- ee) **Michael Terry:** Michael was recently playing at the local park in Fenny Compton and hadn't noticed a piece of metal sticking off the front of the goal and ran into it slightly cutting his face. He did not really mind but it should be checked out to stop any more injuries. Jon Dutton agreed to investigate this issue. JD
- ff) **CSW Broadband:** They are delighted to advise that all the hard work has paid off and that superfast broadband is now available in parts of Fenny Compton. Cabinet Fenny Compton 2 has been upgraded, meaning that properties connected to the upgraded cabinet may now be able to order the improved service. For residents to check which cabinet they are connected to and what speeds they might achieve, they should visit <https://www.dslchecker.bt.com/>. For the best results they will need to be able to enter a BT landline number for the property. If they do not have this then they can use their address, but it may be less accurate. It should be noted that customers are not restricted to buying a service from BT and that can go to any Internet Service Provider (ISP). They now need to let people know that broadband has arrived, and in order to do that they can issue the local JD

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Champion with flyers that can be distributed to the properties that are most likely to benefit from the upgrade. They also have copy available for publication in the local parish magazine and on the parish website. Pass to Jon Dutton.

- gg) **WALC:** Neighbourhood Plans: NALC have been busy talking with Government about the role of Parish Councils in the planning process. They would urge those that have not considered the Neighbourhood plan route to think again.
- hh) **WALC:** Government consultation on neighbourhood planning. Send to Derek Carless, Michael Guest and Jon Dutton.
- ii) **Warwickshire County Council:** Smart Start Community Grants Fund. Send to Sam Parkes.
- jj) **WALC:** Government Consultation on proposed changes to precept. Send to Parish Councillors.
- kk) **WALC:** Tesco Bags of Help funding scheme relaunch. Send to Parish Councillors.
- ll) **Debbie McLaughlin:** Congratulations on the work done by Dave Miller for the Tennis Court and the hope that it will be repeated next year.
- mm) **Michael Bosman:** Mr Bosman offered to renovate the bear and ragged staff at his own expense. The Parish Council were pleased to accept this kind offer. They would like to be informed when the work will be carried out.

DC/MG/
JD
SP

7. **Planning:**

- a) **Mike Davies:** Comments on Planning Application 16/02309/OUT which were circulated to all Parish Councillors.
- b) **Will Benbow, Savills:** Further to correspondence sent nearly 2 years ago following the acceptance of terms for an allotment site behind the new development, which had stalled but matters now look to be moving and so it is proposed to get their solicitors working on this in the near future. Prior to that Mr Benbow will send the heads of terms for the Parish Council's approval.
- c) **Notice of Decision. Permission with Conditions 16/01808/FUL:** Erection of new industrial building and laying of associated hardstanding. Manor Farm, Northend Road, Fenny Compton.
- d) **Amended/Additional Details Planning Application 16/01963/REM:** Submission of reserved matters of appearance, landscaping, layout and scale, in connection with previously approved application 15/03708/OUT. Erection of a new dwelling. Studfield, Station Fields. Landscaping Plan for information only.
- e) **Notice of Decision – Refusal 16/01021/FUL:** Erection of 2 No.3 bedroom dwelling houses in the grounds of Manor Lodge with associated works (following approval of one dwelling house under application 15/00501/FUL). Manor Lodge, Northend Road, Fenny Compton.
- f) **Dead/Dangerous Tree Notification 16/02613/DDT:** T1 Horse Chestnut: fell (storm damaged-remaining section of stem to be felled). The Old Rectory, Church Street, Fenny Compton.
- g) **Notice of Decision – Approval 16/01963/REM:** Submission of Reserved Matters application for the matters of appearance, landscaping, layout and scale, in connection with previously approved application 15/03708/OUT. Erection of a new dwelling. Studfield, Station Fields, Fenny Compton.
- h) **Planning Application Withdrawn 16/01743/OUT:** Outline Application with all matters reserved for one dwelling. Land Adjacent Studfield, Wharf Road, Fenny Compton.
- i) **Planning Application Withdrawn 16/02309/OUT:** Outline planning application for the erection of 3 dwellings with use, amount and access to be considered (appearance, landscaping, layout and scale are all reserved matters). Land at Wharf Road Business Park, Wharf Road, Fenny Compton.
- j) **Planning Application 16/02284/REM:** Application for approval of reserved matters relating to appearance, landscaping, layout and scale pursuant to outline planning permission 13/01346/OUT (Outline planning permission, with all matters reserved except access, for the erection of 13 residential dwellings (following demolition of existing dwelling) with associated access, and the provision of allotments). Land East of High Street, Fenny Compton. Mr Stuart Pearson. No Representation.
- k) **Planning Application 16/02309/OUT:** Outline planning application for the erection of 3 dwellings with use, amount and access to be considered (appearance, landscaping, layout and scale are all reserved matters). Land at Wharf Road Business Park, Wharf Road,

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Fenny Compton. Mr Steve Moore (Gem Tool Hire and Services Ltd. No Representation.

- l) **Planning Application 16/02312/FUL:** Proposed change of use of land to B1 Use and erection of industrial unit. Land at Wharf Road Business Park, Wharf Road, Fenny Compton. Mr Steve Moore. No Representation.
- m) **Planning Application 16/02687/TREE:** T1 Maple: Fell. Bearsden House, Church Street, Fenny Compton. Mr Darren York. No Representation.
- n) **Planning Application 16/02489/REM:** Application for approval of Reserved Matters (Access, Appearance, Landscaping, Layout and Scale) of outline planning permission 14/00124/OUT. Land Next to the Lankett, Mill Lane, Fenny Compton. SES LTD (Residential). No Representation.
- o) **Planning Application 16/01793/FUL:** Relocation and erection of a 2m high fence and gate with storage area to the north boundary. 2 Field Gate Lane, Fenny Compton. Mrs Linda Feltham. The Parish Council agreed to object on the height of the proposal which is greater than allowed by legislation.
- p) **Amended/Additional Details Planning Application 16/02284/REM:** Application for approval of reserved matters relating to appearance, landscaping, layout and scale pursuant to outline planning permission 13/01346/OUT (Outline planning permission, with all matters reserved except access, for the erection of 13 residential dwellings (following demolition of existing dwelling) with associated access, and the provision of allotments). Land East of High Street, Fenny Compton. Amended plans have been received to amend material finishes to Plots 7 and 12, vary roof materials across the scheme, incorporate chimney's and enlarge porch to Plot 12 (plan nos.16028/E/01 Rev PB, 16028/E/02 Rev PB, 16028/F/01 Rev PB, 16028/F/02 Rev PB, 16028/G/01 Rev PB, 16028/Plot7/01 Rev PA, 16028-03 Rev PC and 16028-01 Rev PC). Additional plans have also been received to address WCC Highways objections (plan no.16028-07 Rev PA, 16028-08 Rev PA, 301 Rev P1 and 302 Rev P1). The Parish Council had no further comment to make.
- q) **Amended/Additional Details Planning Application 16/02312/FUL:** Proposed change of use of land to B1 Use and erection of industrial unit. Land at Wharf Road Business Park, Wharf Road, Fenny Compton. A justification statement and landscaping plan has been received. For information only.
- r) **Planning Application 16/02958/FUL:** Full application for a dwelling. Waylands Farm, Wharf Road, Fenny Compton. Mr Rees Hughes. The Clerk had received details of this application today and had not received the plans. Therefore, Parish Councillors will consider the application and respond to the Clerk when they have had the chance to view the application documents.

8. **County and District Councillor's Report:**

Councillor Williams gave the following report:

Highways – The proposal to reduce the maximum speed on the B4100 between Gaydon and the Oxford County Border has been agreed in principle. The new overall speed of 50 mph does require some signage changes and installation of repeater signs. Until this work is completed the unrestricted speed limit will still apply. It is anticipated that the 50 mph speed limit will become legal some time in December.

The road engineering works constructing the new dual carriageway between Jaguar Land Rover and Junction 12 was officially opened by Jeremy Wright MP on the 29th July 2016. However, unfortunately, the junction itself with better access to the motorway is the responsibility of the Highways Agency, not Warwickshire County Council, and this has led to a slight delay in traffic light harmonisation schemes but I am assured these are minor difficulties that will be overcome by the end of the month. Hopefully, the closure of the slip road from the M40 for south going traffic will become available 24 hours a day, rather than the present restriction of closing between 09:30 a.m. until 5:00 p.m.

Jaguar Land Rover has indicated that since the completion of the new dual carriageway, traffic congestion around Junction 12 has reduced considerably. The request that the Highways Department should evaluate this new project will probably start in December after there has been an appropriate period of settling down.

Councillor Williams advised the Parish Council to apply for a hard copy of the Core Strategy. The Clerk will contact Matthew Neale.

Cllr CW/
CL

9. **Finance:**

- a) **External Audit:** The Clerk has received confirmation that the external auditor has completed the audit and had returned the certified Annual Return with no matters arising.

CL
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There was one matter which did not affect their opinion which they wished to draw attention to: The internal auditor has crossed out some of the wording on Section 3, the External auditor certificate and report in respect of their opinion. The internal auditor should complete the Annual internal audit report and leave the external auditor certificate and report to be signed by the external auditor. They have initialled the certificate as amended by them to reflect their opinion. The Clerk will now advertise the closure of the audit and put it on the website.

- b) **Parish Council documentation:** The Clerk has ordered the safe, when the cheque has been received the safe will be delivered within 3 days. CL
- c) **Pavilion Electricity:** The Clerk has received the August invoice for £7.78 and September for £11.25 both will be taken from the accrued credit
- d) **Cheque signatories:** The Clerk has finally received confirmation of the change of bank signatories. The Clerk was made aware that two previous Councillors had not been removed as cheque signatories. She will obtain a form to rectify this. CL
- e) **High Interest Rate:** This matured on the 16th August 2016 the Clerk has not reinvested this as she is waiting for the Cotters Croft Commuted Sum to mature on the 21st September and reinvest the both. The Cotters Croft Commuted Sum reinvestment is calculated by £11155.55 - £711.75 = £10443.80. The reinvestment of the commuted sum was proposed by Derek Carless, seconded by Sam Parkes and agreed by all. CL
- f) **Clerk's Appraisal:** The Clerk's appraisal took place with Deborah Lea and Jon Dutton. 7th September 2016. Two objectives were set. It was agreed that the Clerk should remain on the same pay scale, however this has increased as advised by WALC which will be back dated to the 1st April 2016. This recommendation was proposed by Sam Parkes, seconded by Derek Carless and agreed by all. The Council thanked Catherine for all her hard work and confirmed that the appraisal has been successful. CL
- g) **Bowling Club:** The Valuation Office Agency are in the process of updating the rateable values of all business properties. The Parish Council need to register their email address and in October check the draft rateable value and check the information is correct. CL

Bank Balances 19th September 2016

Commutated sum on deposit	£3,732.77
Deposit Account	£26085.54
Higher interest fixed term deposit	£0.00
Current Account	£477.80
Partial Withdrawal High Interest Deposit	£11,155.55

Transfers

02/08/16: Business Call to Current Account	£1050.00
20/09/16: Business Call to Current Account	£4600.00

Interest Income included in Bank Balances

	July	August
Business Call Account	£0.64	£0.49
Commutated Sum	£0.16	£0.15
Higher Interest Deposit		£24.58

Cheques paid since the last meeting

1920: Avon Planning Services: Planning Advice Meeting..	£270.00
1921: WALC: Subscription.	£234.00
1922: M Jones: Grasscutting and Landscape Maintenance.	£540.00

Cheques requiring payment

1923: SSE: Streetlighting July and August 2016.	£373.44
1924: British Heart Foundation: Contribution to Defibrillator.	£400.00
1925: MFM Services: Mowing the playing field – July and August.	£447.00
1926: Andrew Saunders: Cut back tree on playing field.	£100.00
1927: The Safe Shop Ltd: Fire proof safe.	£659.99
1928: Grant Thornton UK LLP: External Audit Fee.	£120.00
1929: M Jones: Grasscutting and Landscape Maintenance.	£990.00
1930: Fenny Compton Parochial Church Council: Donation for Churchyard.	£350.00
1931: Fenny Compton Over 60's Club: Donation.	£500.00
1932: Jon Dutton: Paint for score hut at playing field.	£11.00

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S/O: Catherine Lambert: 2 months salary. £659.20

Payments Received

WALC: Transparency Code Grant. £83.00

Jon Dutton, seconded by Sam Parkes, proposed acceptance of the financial statement, which was agreed.

10. **Updates:**

- a) **Flood Prevention:** Michael Guest is to attend a meeting with Councillor Williams, the County Council and the landowner for the proposed attenuation pond. He will report back at the next meeting. MG/ Cllr CW
- b) **Playing Field and play equipment:** Mike Mann reported to the Clerk that the lock to the playing field gate was broken and removed. Jon Dutton agreed to purchase a new lock on the Parish Council's behalf. Jon Dutton submitted a receipt for £11, for paint used on the cricket score hut, which the Parish Council reimbursed. Jon Dutton also reported that he was able to obtain quotes for the basketball hoop however he was experiencing difficulties in finding a backboard. He had obtained quotes for the Pavilion doors. Four doors need replacing with the surrounds, two quotes had been received both in excess of £4,000. It was agreed to look for funding and investigate the options available. JD
- c) **Play Equipment:** The Clerk has booked the RoSPA play equipment inspection.
- d) **Business Continuity Action Plan:** The Clerk reported on the progress she had made with the action plan. CL

11. **Items for future discussion:**

- a) Ian Hartwell informed the Clerk about his concerns for the overgrown hedge on Station Road between Compton Buildings and the end of Station Road. It was agreed to monitor the situation.
- b) The Clerk reported that during recent heavy rainfall, water was ponding on Northend Road. Councillor Williams agreed to ask if the drain is blocked together with the drain on Mill Lane. Cllr CW

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