Draft Notes of the Parish Council meeting held on Tuesday 3rd November 2026.

Public Forum

One member of the public attended to represent the views of the CCF in relation to the village hall adjacent to the Sports and Social Club and provide and update on the proposals for the future development of the hall. They invited members to raise any questions, objections or concerns that could be addressed at the planning stage and reiterated his wish to maintain open and ongoing communication with the Parish Council (PC) and the wider community.

Cllr E. O'Neill offered space in the *In Touch* magazine free of charge and the representative thanked the PC, offered to send their contact details to the clerk, and left the meeting at 19:55.

Councillors:

E. O'Neill (Chair), C. Hainsworth (Vice Chair), C. Russell, L. McShane, M. Childs, R. Chatterton, R. Brocklebank, T. O'Regan, S. Jordan-Bird, E. Rice.

In Attendance

Eleanor Parfitt, Permanent Clerk to the Parish Council.
Nancy Denny, Locum Clerk to the Parish Council.
LCC Cllr C. Vernon (left at 8:20pm).

Agenda Item No	
2026.96	**Apologies for absence.** D. Bellamy, valid reasons given.
2026.97	**Chair's remarks.** Cllr E. O'Neill (Chair) thanked everyone for coming and invited the member of public in attendance to speak. At the conclusion of the public forum, Cllr O'Neill offered congratulations on behalf of the Parish Council to E. Parfitt, the permanent clerk, on her return and thanks to N. Denny, the locum clerk, for their work in the interim.
2026.98	**Declarations of interest in accordance with the LGA 2000** None.
2026.99	**Approval of the Minutes of the previous meeting.** R. Brocklebank and S. Jordan-Bird abstained as they were not present at the previous meeting. All others present agreed that the official minutes of the meeting of the Parish Council held on the 6th October 2026 be approved as a correct record and duly signed and dated by the Chair.
2026.100	**County/District Cllr Report.** **SKDC Cllr D. Bellamy sent their apologies and reported via email: -** **Local Plan Review** You have received the notification for the Local Plan Review "Call for Sites" which has been reissued because SKDC cabinet decided to change to the newer system of Local Plan Review and plan making. Officers expect previous respondents to bring forward the same sites again so hopefully there won't be any further sites recommended for allocation at Colsterworth other than the ones we were already aware of. The

DRAFT

Agenda Item No	
	recommended sites for allocation will go out to public consultation, which gives the PC the opportunity to put forward alternative sites as before. Planning officers had previously expressed the view that SKDC was running out of sustainable sites to allocate going forward after this review. Whether this could mean bringing forward plans for a new town in collaboration with other district councils under the umbrella of the Greater Lincolnshire Mayor is yet to be seen. These are questions I will be asking and also put forward the view that our villages are losing their identity with constant expansion. **Local Authority Reorganisation** This has definitely been scrapped now rather than being under review. SKDC has wasted 100k on this exercise with officer time and consultants' fees, whether the government presses ahead with different solutions going forward we don't know. I personally doubt it this side of a general election. **SKDC Cllr B Green sent their apologies and reported via email: -** **Local Government Reorganisation – Government Withdraws Decision** There has been a significant development in the future of local government in Lincolnshire. On 29 October, the Government formally withdrew its July decision to create an enlarged City of Lincoln authority and a vast surrounding Lincolnshire unitary council. Ministers will now reconsider the proposals originally submitted by local authorities, with a new decision expected by March 2027. This is not the cancellation of local government reorganisation altogether, but it does mean that the controversial proposal to divide Lincolnshire in this way is no longer settled. The timetable has also slipped by a year. Ordinary district council elections will now take place in May 2027, elections to the new shadow authorities are expected in May 2028, and the replacement councils are due to begin operating in April 2029. I welcome the opportunity for the proposals to be reconsidered. I have consistently opposed arrangements that would make local government more remote from communities such as Colsterworth and South Witham, and have campaigned for the historic identity of Kesteven to be recognised in any successor authority. **Nearly £100,000 Spent on Reorganisation Proposals** My recent Freedom of Information enquiries have attracted local press coverage after revealing that South Kesteven District Council spent nearly £100,000 on work associated with developing its own local government reorganisation proposal. The information obtained indicates that approximately £57,000 of this expenditure came from the Council's own resources, with the remainder supported by external funding. In July 2025, Cabinet approved a budget provision of £75,000 from council reserves for external assistance in preparing the proposal. Importantly, the Council's own report acknowledged that submitting a proposal was not compulsory and that there would be no legal penalty for declining to do so. The administration argued that preparing a proposal would enable South Kesteven to influence the eventual arrangements. However, the Government initially rejected the Council's preferred option in July 2026. I voted against the final proposal when it came before Full Council in November 2025.

DRAFT

Agenda Item No	
	I remain concerned about whether this expenditure represented value for money, particularly at a time when councils are under pressure to maintain frontline services. I shall continue seeking transparency over the costs and whether any further expenditure is justified. **National Planning Scheme of Delegation – Loss of Councillors' Call-In Rights** At an Extraordinary Meeting of South Kesteven District Council on 23 October, Councillor David Bellamy and I voted against the constitutional amendments implementing the new National Scheme of Delegation for planning applications. The new national regulations, which came into force on 31 October, significantly restrict the ability of elected councillors to require planning applications to be considered by the Planning Committee. Previously, ward councillors could call applications before the Committee where they considered there were sufficient grounds for doing so. Under the new arrangements, certain categories of application must be decided by planning officers, while other applications can be referred to committee only where the relevant statutory criteria are satisfied and the nominated senior planning officer and committee member agree. This is particularly relevant to rural communities facing contentious developments, where parish councils and residents have historically relied upon district councillors to ensure applications receive public scrutiny. Councillor Bellamy and I wanted our opposition to the removal of this democratic safeguard recorded. We will continue to make representations on planning applications and support parish councils in ensuring their concerns are properly considered. **New South Kesteven Local Plan – Call for Sites** South Kesteven District Council has begun preparing a new Local Plan following its decision in July to discontinue the previous Local Plan Review. A new Call for Sites opened on 28 October and runs until 9 December 2026. Landowners, developers and other interested parties can put forward land for possible future housing, employment and other development. Any sites submitted during previous consultations must be resubmitted if they are to be considered under the new process. The submission of land does not mean it will necessarily receive a development allocation or planning permission. I would encourage both parish councils to keep a close eye on this process, particularly given the pressures for additional housing in rural settlements and the importance of ensuring that infrastructure and local services can accommodate development. Further details: https://www.southkesteven.gov.uk/call-for-sites-2026 **National Grid Pylons and Other Energy Infrastructure** National Grid's consultation on the Weston Marsh to East Leicestershire electricity transmission project closes at 11.59pm today, 3 November. The proposals include approximately 60 kilometres of new 400kV overhead transmission line, with substantial infrastructure proposed across the South Kesteven countryside.

DRAFT

Agenda Item No	
	I remain concerned about the cumulative impact of pylons, substations, battery storage facilities and other energy developments on our rural landscape. In particular, I believe that alternatives, including undergrounding in sensitive locations, should be properly assessed rather than treating overhead pylons as the inevitable solution. The Canner's Lane battery storage development near Stoke Rochford, approved in August despite local objections, illustrates the scale of the changes already being proposed for this part of the district. The wider impact upon agricultural land, the countryside, traffic and neighbouring communities must not be overlooked. National Grid consultation: https://www.nationalgrid.com/the-great-grid-upgrade/weston-marsh-to-east-leicestershire **Suspension of Household Battery Collections** I have continued investigating the suspension of South Kesteven's kerbside household battery collection service, which stopped in June 2026. The service was originally introduced following a proposal I made in 2023, launching in September 2024 and collecting nearly 750kg of household batteries during its first week. Recent Freedom of Information enquiries have raised concerns about the absence of a documented formal assessment of the additional fire risk from batteries potentially being discarded in ordinary household waste following the suspension. There is still no confirmed date for the service to resume. I am continuing to press for an explanation, a safe replacement arrangement and a timetable for restoring this convenient service. **Local Village Matters and Community Initiatives** I am continuing to follow several matters affecting our villages. In South Witham, I have raised concerns about litter and broken glass around the Great Close play area, including a request for the Council to consider whether an additional litter bin would be appropriate. In the Colsterworth area, I remain aware of concerns about drainage, highways and the cumulative impact of development proposals. I will also continue following the outcome of the public inquiry concerning the proposed anaerobic digestion development. As always, I am happy to assist parish councils and residents with any district council matters affecting our villages. **LCC Cllr C. Vernon reported: -** **High Street HGV Traffic Issues** Cllr confirmed that they would be writing to A. Kearns, MP, and other relevant parties, including Great Ponton, regarding the on-going issue of HGV traffic using the High Street. Cllr offered thanks to Cllr L. McShane for providing recent photographic

DRAFT

Agenda Item No	
	evidence of the issue. Stating that although there would be some disruption over the coming weeks due to successive roadworks, Cllr Vernon stressed that HGVs should not be using the High Street and that they intend to ask our MP to raise the issue again and explore whether sat-navs could be amended to identify the road as unsuitable for HGVs (some PC Cllrs expressed that this is already the case but many drivers ignore). After Cllr E. Rice confirmed that they have been and would continue to take photos and submit them to LCC's Lorry Watch scheme (https://www.lincolnshire.gov.uk/traffic-management/report-misuse-weight-restricted-roads), Cllr Vernon encouraged all residents to do the same as reports are investigated and enforcement action taken when appropriate. Cllr Vernon advised the PC that Bridge End Road would be closed the following week, with High Dyke due to close the week after. Cllr C. Hainsworth expressed concern that the village felt under siege from the number of roadworks taking place simultaneously. They also highlighted previous problems with traffic management following an A1 accident, when a Police Community Support Officer (PCSO) from outside the area was unfamiliar with the local roads and did not know which direction to divert traffic. They added that Highways has never visited to assess the signage, which remained inadequate. Cllr Vernon agreed that action was needed to prevent HGVs turning onto the High Street in the first place and suggested that even a temporary measure could help reduce the impact of the forthcoming roadworks. Several councillors commented that the High Street had frequently been used as an official diversion route in the past. Cllr Vernon clarified that the priority during a major A1 incident was to get traffic off the motorway safely. Cllr E. Rice raised the issue of speeding HGVs and felt that the speed limit along the High Street should be reduced. Cllrs E. O'Neill and C. Hainsworth also noted that Colster Way often experiences increased traffic problems when conditions on the High Street deteriorate. Cllr Hainsworth emphasised that the PC had been requesting action on the issue since 2018 and was keen to see meaningful progress. Cllr Vernon expressed their sympathy and explained that HGVs should have a formal diversion route which they were expected to follow. However, some haulage companies were already failing to comply with the rules, making photographic evidence and reports particularly important. Cllr Vernon committed to speaking with the MP and Highways to seek an immediate solution, even if this initially involved temporary measures. They apologised that they were unable to offer more assistance at this stage. **Household Waste Recycling Centres** Cllr Vernon advised that, from the end of November, residents would need to book appointments to use the household waste recycling centres (tips). Some discretion would be applied during the initial implementation period, although this would be subject to site capacity, and the operation of the booking system would be monitored. Cllr E. O'Neill suggested that a media information pack should be included in the *In Touch* magazine to explain the new arrangements to residents. **Road Marking H-Bar Charges** Cllr Vernon advised that LCC would now be charging to have H-bars painted on the road at a cost of £400 per application. The new arrangements will include eligibility criteria and an application process. The Cllr will be pushing for a reduction for Blue Badge holders. Cllr E. O'Neill queried if the PC would receive a discounted rate for H-bars not associated with individual residential properties which Cllr Vernon confirmed has not yet been considered. **Local Government Reorganisation** Cllr Vernon confirmed that the proposed Local Government Reorganisation had been withdrawn. Consequently, no further action was currently being taken forward, and District Council elections would proceed as planned next May.

DRAFT

Agenda Item No		
	Drain Clearance At the urging of Cllr T. O'Regan, Cllr Vernon agreed to raise the outstanding drain clearance issues.	
2026.101	To approve expenditure from the Garden Club donation held in reserves for a Picnic bench and plaque for the Nature Trail. **It was proposed, seconded and Resolved** After a short discussion where Cllr T. O'Regan confirmed that the bench had been secured to the concrete plinth the day before alongside completion of the path and re-enforcement of the steps, Cllr E. O'Neill recommended approval and the resolution was unanimously agreed.	
2026.102	To confirm arrangements for the Christmas lights. **It was proposed, seconded and Resolved** Cllr C. Hainsworth confirmed that the lights were ready for PAT-testing with a local electrician (free of charge) and Cllr E. Rice confirmed their willingness to assist with installation of the lights with Cllr M. Childs offering use of their ladders. The date for the switch-on was confirmed as the 4th December with installation to take place on the weekend of the 28th and 29th November. Cllr Rice stated that the school would like to join in at the switch-on and that they will request if the church could provide shelter for the children against inclement weather. After a suggestion from Cllr Hainsworth, the clerk will formally invite two local residents to turn on the lights.	
2026.103	To approve the Council's response to the Western Marsh – East Leicestershire Grid Upgrade Stage 2 Consultation. **It was proposed, seconded and Resolved** Cllr E. O'Neill stated that the response has been sent and offered thanks to Cllr D. Bellamy and all contributors for their work.	
2026.104	To approve a grant application from Helen's Helping Hands. **It was proposed, seconded and Resolved**	
2026.105	To discuss developing a PC Facebook page to help with local communication. **It was proposed, seconded and Resolved** After a short discussion regarding the pros and cons, it was agreed that Cllr E. Rice would draft a page and proposed management plan, and on-going progress would be reported via the Environment and Amenities Working Group as an on-going agenda item.	
2026.106	**Risk Exception Report** Received with no comments.	
2026.107	**Clerks Report**	**Action**
1.	An email has been created for the new councillor, and they has been booked onto an online course for incoming Councillors on the 10th	Clerk

DRAFT

	November. LCC have confirmed receipt of the Declaration of Acceptance of Office. The Declaration of Pecuniary Interests needs to be forwarded as soon as it is complete.	
2.	Savills finally wrote to the complainant to settle the issue of the boundary hedge at the Stamford Road Allotments. The Parish Council are meeting the requirements of the lease, and the hedge will be trimmed again to get rid of new growth mid-November.	Clerk/Cllrs
3.	A grant application has been received and circulated to Councillors. See Agenda item 2026.104	Clerk
4.	The permanent Clerk has delivered the lamp post poppies to the Vice Chair.	Clerk
5.	A change of clerk and address was notified to Stoke Rochford Estates for future reference. A request was made for possible funding for defibrillators, but this was not successful.	Clerk
6.	LCC have confirmed that they have no objection to the planned event on Remembrance Sunday as per the application submitted RAE001049	Clerk
7.	The tree survey for the Nature Trail is booked to be carried out on the 10th November. It is possible that a second day is required. Surveyor has subsequently emailed to state concerns over ivy/overgrown vegetation preventing an adequate survey from being completed and has advised that this is tackled ahead of the survey taking place. Clerk to email back and ask what specific concerns as PC understood this had been dealt with. PC feels that trees overhanging properties need to be dealt with as a matter of priority.	Clerk/Cllrs
8.	The newly appointed clerk at Langtoft has contacted CAD PC. She is collating some benchmarking information to help her with Precept and Budget setting and as they are a similar size to CAD was hoping to share information to help with this. I have sent a holding reply.	Clerk
9.	The picnic table is due to arrive on Monday 26th Oct and will be installed on Monday 2nd Nov. Ground works for the site has been completed.	Clerk
10.	A request for additional funds for defibrillators was submitted to Buckminster Estates, but was declined.	Clerk
11.	Response to the planning application S26/1477 is that Council need to contact Heritage Lincolnshire to organise a written scheme of investigation (WSI) for archaeological trail trenching. Council need to confirm agreement to an extension of time until 23rd November to allow additional information to be submitted and assessed. Heritage Lincolnshire have emailed the procedure to be followed and this starts with obtaining a variety of quotes for trial trenching. **Follow up – Cemetery Extension Group to query why the geophysical survey has been rejected. Clerk to query November 23rd deadline with SKDC Planning.**	Clerk/Cllrs
12.	A resident on Woolsthorpe Road called with concerns about branches overhanging the rear of their garden. The contractor carrying out the tree survey will be asked to look in detail at those trees to check their status. The resident was also informed that they can remove any branches that overhang their property.	Clerk
13.	Three of the defibrillator pads (unit locations: North Witham VH, White Lion, High Street and Issac Newton Hall) will need replacing by 28th November. Two of these are units on loan. Pads are approximately £54 each + VAT.	Clerk
2026.108	**Correspondence**	
1.	The Council's response to the Western Marsh to East Leicestershire Grid Upgrade, drafted by Cllr David Bellamy, was submitted on Wednesday 28th October.	Clerk/Cllrs
2.	Following the report of fly tipping of Keykeg cylinders FixmyStreet responded that nothing was found at the site and so the status of the report is changed to fixed.	Clerk/Cllrs

DRAFT

3.	The hedge on the west side of the Ingles Passage has been cut down to the level of the adjacent fence for the first 40 metres (first and second houses). There is also a number of dead Hawthorn hedge trees and other trees in this section that would be better removed. Should the Parish Council take any action?	Clerk/Cllrs
4.	Co-Op members can choose to support Colsterworth Nature Trail as part of the local community fund. There is a profile page produced by the Co-Op Community Fund and funding will be available in March and November 2027.	Clerk/Cllrs
5.	SKDC emailed a call for sites open from 28th October to 9th December 2026. This will establish what land is available for potential development within the district. **Follow up – Cllr C. Hainsworth to locate and circulate amongst the PC past counter-proposals to development on the land the other side of Bourne Road.**	Cllrs
6.	From LCC - From 7 December 2026, residents will need to book a slot before visiting any of Lincolnshire's 11 Household Waste Recycling Centres. Bookings will open from 30 November 2026. The new system is being introduced to help reduce queues and congestion at busy times, improve safety and make visits smoother and more convenient for residents. There will be sufficient booking capacity to accommodate the number of residents currently using our centers, with a proportion of slots also available for same-day bookings. Information has been provided to advertise this to parishioners.	
2026.109	**Planning**	
	SKDC Planning Applications	
S26/1591	Conversion of loft space into two bedrooms and bathroom, addition of two gable windows, two velux windows and dormer roof to front elevation. 12 Bourne Road, Colsterworth, Lincolnshire, NG33 5JE,	
	SKDC Planning Permission Granted	
S26/1391	Submission of details reserved by conditions 3 (material details) of planning permission S25/1484. 8 Back Lane Colsterworth Lincolnshire	
S26/1772	Telecommunications Notification Application Honeypot Lane, Colsterworth	
2026.110	**Finance and Administration (F & A) Committee Report (Cllrs C Hainsworth, E O'Neill, M Childs, C Russell).** Next meeting tbc. 1. Resolve to renew the following policies at their annual review: 1.1 CAD Risk Management Policy 1.2 CAD Financial Regulations 1.3 CAD Complaints Policy 1.4 CAD Planning Committee Protocol **It was proposed, seconded and Resolved** Points 1.1 to 1.4 unanimously agreed. 2. Net Position by Cost Centre and Code 26/10/2026 – received with no comments.	
2026.111	**Planning Committee Report** No report.	

DRAFT

	Cllr R. Chatterton provided an update on the Biogas Planning Appeal to the PC stating that a site visit was supposed to have taken place from the Planning Inspector but a date is still to be confirmed for final statements. Once this date is confirmed, the Cllr urged interested parties to attend and show support. Cllr reported that the appellant has allegedly put in a 129-page report regarding paths and farm tracks for carrying feedstock but that the report has not yet been published on the SKDC Planning Portal so interested parties are not able to comment. Cllr Chatterton requested that the PC contacts the Planning Inspectorate to say this has been brought to their attention and that they believe the content in the report will affect parishioners. The Cllr offered to put this communication together on behalf of the PC which was agreed.
Group Reports	
2026.112	**Highways & Footpaths Working Group.** All Fix My Street (FMS) Reports can be found at https://fixmystreet.lincolnshire.gov.uk/ Cllr T. O'Regan stated that he met with representatives from the National Grid for the third time and that, finally, all trees on Back Lane affecting overhead cables have been trimmed.
2026.113	**Environment & Amenities Working Group Report.** Update from Cemetery Extension Working Group – please see item 11 in 2026.107 Clerk's Report. Update from Nature Trail Interpretation Board (Phase 2) Working Group. As progress has stalled, Cllr E. O'Neill proposed to remove the item from future agendas which was seconded by Cllr C. Hainsworth and resolved unanimously. The Newton 300 anniversary plans (lead Cllr D. Heath French) – no report.
2026.114	**ACCOUNTS FOR PAYMENT OCTOBER 2026** Unanimously approved. See Appendix A.
2026.115	Matters requiring attention such as potholes and faulty streetlights – none. Updates from Cllrs or Clerks Training Courses attended – none.
2026.116	The date of the next Parish Council meeting is Tuesday 1st December 2026. There being no other business, the Chair, Ellis O'Neill, closed the meeting at 21:01 pm. SIGNED: CHAIR DATE:

DRAFT

Cllr Name	Constituency	Attended	Apologies	Absent
E. O'Neill (Chair)	Colsterworth	5	1	
C. Hainsworth (Vice Chair)	Colsterworth	6		
D. Bellamy	North Witham & Lobthorpe	3	3	
L. McShane	Colsterworth	4	2	
T. O'Regan	Colsterworth	6		
R. Brocklebank	Colsterworth	4	2	
C. Russell	Colsterworth	6		
M. Childs	Colsterworth	6		
R. Chatterton	Gunby & Stainby	4	2	
D. Heath French	Colsterworth	2	2	2
S. Jordan-Bird	Colsterworth	5	1	
E. Rice	Colsterworth	2		
Vacancy	Colsterworth			
Vacancy	Gunby & Stainby			
Vacancy	North Witham & Lobthorpe			

DRAFT

APPENDIX A

COLSTERWORTH AND DISTRICT PARISH COUNCIL
ACCOUNTS FOR PAYMENT OCTOBER 2026

ONLINE PAYMENTS

Date of pmnt	Payee Name	Details	Reference/Invoice No	Debiting Acc	Debiting Sort	Debiting Account No	Crediting Sort	Crediting Account No	Amount
04/10/2026	Staff 2 and 3	Community cleaning £755.52	Salary for Sep	[redacted]					
04/10/2026	Jason Wall	Bench repair £99.20	30092026						
05/10/2026	Staff 1 ND	Clerk Salary and Expenses £583.63	Salary for Sep						
05/10/2026	Staff 1 EP	Clerk Salary and Expenses £149.49	Back pay and tax rebate						
06/10/2026	Wicksteed Leisure	Playpark Inspections £485.64	1274047/432333						
07/10/2026	Colsterworth Trust Estate	Embankment Wood £10	SI1399						
07/10/2026	Colsterworth Trust Estate	Allotments £10	SI1414						
08/10/2026	MCS Ground Care	Grass Cutting as per contract £848.00	2216						
09/10/2026	MCS Gound Care	Grass Cutting as per contract £681.00	2217						
10/10/2026	MCS Gound Care	Grass Cutting as per contract £899.00	2218						
16/10.2026	G.M.Services Ltd	Repair to 4 way Rocker	116619						
20/10/2026	Glasdon Ltd	Picnic Bench and plaque Nature Trail	SI948194						£ 1,378.03
								Sub total	**£ -**

CHEQUES

								Sub total	**£ -**
								Grand Total	**£ -**

DIRECT DEBITS & DEBIT CARD PAYMENTS

Date of pmnt	Payee Name	Details	Amount
28.09.2026	FOCUS Group	Office Phone	£ 30.70
28.09.2026	Nest	Pension	£ 9.33
02.10.2026	ICO	Data Protection Commission	£ 47.00
23/10/2026	HMRC	SDDS Quarter 2	£ 1,355.56
26/10/2026	HSBC	Bank Charge	£ 0.40
26/10/2026	Nest	Pension	£ 5.46
		Sub total	**£ 1,448.45**

	Balances		
Reconciled			
26/10/2026	**Receipts from 01/04/2025**	**£**	**54,797.39**
26/10/2026	**Payments from 01/04/2025**	**£**	**37,209.46**
	Surplus/Deficit	**£**	**17,587.93**
	Less Unpresented payments excl DD's	**£**	**1,378.03**
	Receipts/Payments	**£**	**16,209.90**
	Balances		
26/10/2026	**Community Savings Account**	**£**	**53,242.92**
26/10/2026	**Community Account**	**£**	**27,940.17**
	Total	**£**	**81,183.09**
	Less unpresented payments	**£**	**79,805.06**

Jan-00

Name	Wages	Exp	Total
Staff 1	£ 496.36	£ 96.20	£ 592.56
Staff 2	£ 334.65	£ 45.00	£ 379.65
Staff 3	£ 342.84	£ -	£ 342.84
		Grand Total	**£ 1,315.05**

Councillor Name	**Councillor Name**
Signature	**Signature**

DRAFT