

CITY OF DURHAM PARISH COUNCIL

Minutes of a meeting of the City of Durham Full Parish Council held on Thursday 25th April 2019 at 19:00 in the Lantern Room of Durham Town Hall, Market Place, Durham. DH1 3NJ.

Present:

Cllr A Doig in the Chair (up until Item 5 on the Agenda) and **Cllr E Scott** in the Chair (Item 5 till close of meeting)

Councillors E Ashby, J Ashby, V Ashfield, J Atkinson, S Cahill, R Cornwell, J Elmer, D Freeman, G Holland and M Ross.

Also present: Parish Clerk Adam Shanley and 2 members of the public.

1. Apologies for absence

Apologies for absence were received and approved by Council for Cllrs Brown, Reeve and Ormerod.

2. Declarations of Interest

None received.

3. Presentation from Durham Police and Sanctuary 21 on homelessness in Durham

The Chair welcomed Andrea Arthur and Gary Ridley from Durham Police Constabulary and Darren Hook from Sanctuary 21 who had all attended the meeting to discuss the issue of homelessness and begging in Durham City Centre.

Mr Ridley started discussions by describing his role. Mr Ridley advised that Durham police felt that homelessness and begging were significant issues in the City centre and one which the police were keen to tackle.

Mr Ridley advised that there is a distinction between homelessness and begging and the police were keen to support the most vulnerable despite cuts to their budget. Mr Ridley advised that some individuals were known to the police as being linked to an address and were in receipt of benefits but who were still begging in Durham city centre.

Ms Arthur advised that she was keen to lead on a partnership approach to tackling the challenge of rough sleeping in Durham. Ms Arthur also advised that there were issues of both entrenched and intentional homelessness in Durham and these were significant problems to try and address; issues with no easy solution. Ms Arthur advised that the police had evidence that some beggars were receiving £125 - £150 per day and this was funding drug and alcohol problems. Ms Arthur advised that a number of needles had been left in the city centre area and she was aware of one particular incident by the river where ambulance staff had to administer CPR to someone who had overdosed.

Ms Arthur advised that the police were issuing community protection notices, warning then a court appearance would be instigated thereafter in the event of non-compliance, with the potential of a fine being issued. Ms Arthur advised that this was a long process with very limited success. Ms Arthur advised that the police were looking to put in place a Public Space Protection Order to tackle the issue of begging. The aim of this would be to minimise the attractiveness of begging and lead on a positive approach to assist the most vulnerable.

Mr Hook advised that Sanctuary 21 meant "a sanctuary for the 21st century". Mr Hooks advised that the salvation army was first and foremost a church organisation, providing a safe space for the vulnerable and fighting for social justice.

Mr Hook advised that Sanctuary 21 attracted a lot of homeless people and those with addictions and often gave out free food to people. Mr Hook advised that Sanctuary 21 were all about partnership engagement and joint working and he noted that over the last 12 months he had seen a significant improvement in the way these issues were dealt with. Mr Hook advised that the issues around rough sleeping and homelessness are very complex indeed and all too often this led to a cycle of problems.

Mr Hook advised that unfortunately Sanctuary 21 was unable to open during the 'Beast from the East' due to safety and staffing issues, however an emergency shelter against the cold weather had been open 23 times over the winter season. Mr Hook advised that the centre is seeking charity status and their ultimate goal is to no longer be needed and the problem of homelessness to be no more. Mr Hook advised that the centre received support from Durham County Council and local businesses and had recently employed a temporary worker to work on things such as gardening projects, supporting the vulnerable, etc.

The Chair thanked all for their presentations and opened the floor to questions from Councillors.

Cllr J Atkinson asked how many of the people the police and Sanctuary 21 are working with suffer from mental health issues and what support was available. Mr Arthur advised that the vast majority of the people she is working with suffer from mental health problems and Claypath medical centre had been fantastic in offering support to these people.

Cllr J Elmer advised that he felt that drunk people shouting in the city centre was much more of a public protection issue than begging. He felt that those begging were very vulnerable and in need of support and asked how confident the police were that some beggars were doing this "professionally". Ms Arthur advised very confident but that the first step was always to help and support people out of the situation. She advised that Changing Lives were doing a lot of work around this issue. Ms Arthur advised that one successful scheme was one whereby those committing offences were offered a contract in place of an arrest. Ms Arthur advised that lots of other police forces were doing this across the country.

Mr Ridley advised that Durham Police have a policy to protect and serve and will never turn a blind eye to these issues. Mr Ridley highlighted that the number of

neighbourhood police officers had been maintained and prioritised despite cuts to the police force budget. Mr Ridley advised that a PSPO in place to tackle begging would be another tool for the police.

Cllr E Scott asked Darren if Sanctuary 21 were aware that the Parish Council funding window for grants is open until 31st may. Darren advised that he was and the Clerk confirmed that he had sent this to Sanctuary 21 directly.

Cllr G Holland made the point that this was all about helping the most vulnerable and the issues to tackle this problem were far too great to be dealt with at a regular Parish Council meeting. Cllr G Holland advised that he felt that the Parish Council should act as an enabler to hold a conference on tackling homelessness in Durham.

Cllr R Ormerod advised that the Government had launched a housing first scheme to support people making job applications who needed an address to be able to apply for jobs. Cllr Ormerod asked if this was one way forward on the issue.

Ms Arthur advised that there is lots of outreach support available to speed up the process of getting someone housed. Mr Arthur advised that much of the issues centred around people not wanting help. Mr Arthur advised that the housing support was much better in Durham and there were changes to how people with drug and alcohol issues were supported also.

Cllr V Ashfield asked what more each organisation needed to help them in their work and also asked how quickly people with mental health issues were referred to support. Ms Arthur advised that GP referral happened relatively quickly but once referred to other support Ms Arthur advised she was not sure of the timescales around this. Ms Arthur advised that the idea of a PSPO against begging would support the police and Mr Hook advised that more funding would greatly assist Sanctuary 21.

Cllr E Scott asked that the issue of the PSPO be on a future Parish Council Agenda.

The Chair thanked all three for their time in coming to speak with the Parish Council and all three left the meeting.

4. Public participation

Mr John Lowe attended the meeting and advised that he hoped that the Parish Council would support the draft Neighbourhood Plan.

5. Approval of the draft Minutes of the Council meeting held on 28th March 2019 and the draft Minutes of the extraordinary Parish Council meeting held on 10th April 2019.

The Minutes of both meetings were accepted as a true and accurate record of proceedings.

Cllr R Cornwell did ask that in future the content of any motions be minuted too rather than just the decision itself.

6. Committee updates

Updates were provided from the Planning, Environment and Licensing committees as follows:

Planning Committee

Councillor R Cornwell provided an update on behalf of the Parish Council Planning Committee.

Cllr R Cornwell advised that a Judicial Review pre-action protocol letter had been submitted to the County Council requesting that they quash the planning permission of the new County Hall HQ site by the Sands. Cllr R Cornwell advised that the Barrister had set out the grounds for objection in the letter and the County Council had promised to respond by Tuesday 7th May.

Cllr A Doig advised that he would have like the Parish Council to have had the opportunity to interview the Barrister beforehand. The Clerk advised that the timing to do this was not possible and the Parish Council had taken a recommendation on which Barrister to use based on Richard Buxton's recommendation amongst three Barristers.

Cllr A Doig also requested that it be minuted that the Parish Council had voted to suspend Standing Orders in respect of receiving 3 quotes from different Barristers. Councillors unanimously agreed to this.

Cllr A Doig also made the point that the Parish Council had allocated a budget for carrying out the legal action now underway, however he wished to have confirmation in writing that the Aarhus Conventions applied in this case. Cllr J Ashby advised that this would be decided by a judge after hearing representations from both sides.

Cllr R Cornwell advised that the matter of the informal consultation on the declassification of the common land by the Sands had also come about since the last Planning Committee meeting and that this would be an item on the Agenda for a future meeting to decide on a response to this.

Councillors also considered a recommendation by the Parish Council to carry out an ecology report of the trees by the Sands. The Clerk advised that a letter had been sent to the County Council by one ecology firm reminding them of their legal obligations to do this.

Councillors voted unanimously in favour of contracting the services of Ecologist B to carry out an ecological survey of the trees by the Sands to test for birds and bats nesting.

Councillors considered an informal request for initial comments from the County Council on a proposed market trader's parking permit only area on Saturdays being set up. Members voted unanimously in favour of objecting to the proposals on the basis that other market events take place during the week (not just Saturdays). Cllr V Ashfield made the point that the indoor market clearly works

throughout the week. Cllr V Ashfield also advised that the proposed new parking permit area is 100m further from the market than the current one. Cllr R Cornwell advised that residents currently park on that area and it would reduce their spaces or they would need to move their cars before 6am on Saturdays or else face a fine.

Environment Committee

Cllr V Ashfield provided an update on behalf of the Environment Committee to the Full Council.

Cllr V Ashfield advised that the Environment Committee had recently had a very high turnout from members of the public to its most recent Committee meeting and the Committee had resolved to put a recommendation to Full Council to enter into a service level agreement with the County Council to have 5 hours per week (at a cost of £5,000) towards tackling issues such as littering, industrial and residential fly tipping, dog fouling, parking and enforcement.

Members considered the recommendation by the Environment Committee to enter into such an SLA with the County Council to provide this service.

Cllr D Freeman advised that he felt this was a very good initiative and he full supported this. Cllr J Elmer made the point that the Warden would be focused in particular areas and be looking at specific issues in the Parish.

Cllr R Ormerod advised that the model of the SLA was entirely the correct one to be entering into.

Cllr E Scott asked if there was a way that the individual could be identified as acting on behalf of the Parish Council during the 5 hours of working per week. The Clerk advised that he was looking into this with Belinda Snow, SCC's Neighbourhood Warden Manager.

Cllr V Ashfield advised that there may also be potential for match funding from the AAP to fund an additional 5 hours per week.

It was unanimously agreed to enter into the proposed SLA. Cllr E Scott asked that there be a press release about this. The Clerk agreed to draft this.

Licensing Committee

This update was deferred in Cllr L Brown's absence.

7. Update from Chair.

The Chair provided a verbal update to Full Council on matters arising since the Full Parish Council meeting on 28th March.

The Chair advised that the Clerk had contacted all of the Parish Council's chosen recipients of the Good Citizen 2019 Awards and all were happy to accept these Awards. These would be presented at the Annual Parish meeting on 23rd May.

The Chair advised that the Clerk is now in the office and furniture and stationery was being purchased. Cllr E Ashby asked if a sign indicating "Parish Council" could be added to the outside buzzer to indicate which button to press to gain access. The Clerk advised that he would sort this.

The Chair reminded Councillors that anyone wishing to attend a Planning or Licensing hearing on behalf of the Parish Council should do this through the Clerk only. The Chair also reminded Councillors that they must also only raise issues discussed and agreed at the relevant Committees where the response had been agreed and must not deviate from an agreed response when representing the Parish Council.

The Chair reminded Councillors that the Annual Parish meeting would take place at 6pm on 23rd May and the AGM of the Parish Council would follow immediately thereafter from 7pm in the Town Hall.

The Chair reminded everyone that the grant awards window was now open and Members should share this with any organisation seeking funding.

The Chair also advised that she was aware that there was a feeling that greater consultation from DCC with the Parish Council on road closures to facilitate temporary events is needed and had instructed the Clerk to write formally to DCC to ask for this.

8. Working Party to look at review of Parish Council standing orders and financial regulations, committee terms of reference and the creation of risk register.

Councillors agreed to set up a Working Party to look into reviewing the Standing Orders, Financial Regulations, Terms of Reference for Committees and the creation of a Risk Register for the Parish Council. It was agreed that the Working Party would include the Clerk, Cllr E Ashby, Cllr G Holland, Cllr R Ormerod and Cllr A Doig.

9. Response to Durham County Council Licensing policy review.

The following response was unanimously agreed by the Parish Council for DCC's Licensing Policy consultation:

Introduction

The City of Durham Parish Council is pleased to be given this chance to comment on the current operation of the 2014 to 2019 Licensing Policy and to suggest amendments for the revised version.

These comments are based on the Parish Council Licensing Committee's experience of working with Durham County Council's Licensing Policy since May 2018. As individuals, Committee members have varying degrees of experience over several years of making representations at licensing hearings.

In considering how far and in what way the current Licensing Policy may require revision or updating the City of Durham Parish Council is very conscious of the significant changes taking place in its area due to

- many new retail and leisure developments including several licensed premises
- the rapid recent and ongoing expansion in student numbers from 13,250 in 2003 to 21, 500 in 2026
- the building of numerous large Purpose-Built Student Accommodation blocks, each housing several hundred young people, located in close proximity to, or in the midst of, well established residential areas thereby increasing the likelihood of more early hours disturbance.

General statement

There is a widespread feeling that the current Licensing legislation is no longer fit for purpose in the constraints it imposes on local decision making but until change can be progressed at a national level the comments below reflect concerns expressed about licensing in the Parish area.

- The City of Durham Parish Council recognises that whilst many of its younger residents are not 'children' within the meaning of the Act, many are thousands of miles from home, maybe for the first time, living and working in social settings whose expectations they may not be familiar with and subject to unsought social and commercial influences.
- The City of Durham Parish Council believes it has a duty to support the health and wellbeing of all those it represents. This includes both long standing, permanent residents and those who are only in the city for 3 or 4 years.
- The City of Durham Parish Council also has to balance the part played by licensed premises in the local economy (particularly the city's tourism goal of increasing the number of overnight stays) with the right to a comfortable and healthy life of those living and working in the city.
- In view of the media attention being given to mental health issues the City of Durham Parish Council would like much greater involvement of Public Health in Licensing Policy.
- Disappointment has been expressed about the absence of comment on particular alcohol license applications from Responsible Authorities and would ask if the new Statement of Policy will have anything to say about this part of the decision-making process. Further, with the rapid and massive expansion of the University across the County the City of Durham Parish Council requests that they are added to the list of Responsible Authorities

Comments on the Statement of Licensing Policy 2014 -2019

1 In **para 1.01 Introduction** the City of Durham Parish Council believes the University of Durham has now grown so large - and is still growing - that it warrants a longer and more specific reference than ' a historic University'. Taken together the staff and students are virtually a separate community within the city and claims are made of its significant economic impact across the County.

2 The City of Durham Parish Council is pleased that in **para 2.5** the Licensing Authority recognises that 'residents need to live and work in a safe and healthy environment'. In light of the moves to more early hours closing it would like this to be followed by '*and to enjoy their right to a good night's sleep as enshrined in the UN's declaration of Human Rights.*'

It is noted that Public Health England's Guidance note - Alcohol Licensing: a guide for public health teams - states that 'PHTs make sure that licensing policy and applications consider the health and well being of local communities'.

This is important because in the City of Durham Parish area there is now growing evidence from all sides that noise between midnight and 4 am is occurring so regularly that many peoples' health is suffering because of disturbed sleep.

The City of Durham Parish Council believes that the current policy does not give enough weight to the need for the negative health impacts on local communities to be assessed by public health teams who have access to relevant data and this evidence should be taken into consideration when new premise license applications are considered.

Additionally, it would be helpful if the final words of **para 2.5** were plainer e.g. 'and to require licence holders to display sensitivity to the impact of their premises on local residents.'

3 **In para 2.7** the list of priorities and plans taken into account could usefully include Durham University Policy on Student Alcohol Awareness and Use.

4 **para 2.10** whilst many college bars may have been included individually, the list of bodies consulted in determining the statement of policy should include Durham University. Also, those management companies running Purpose Built Student Accommodation blocks which have bars.

5 **para 3.3** The City of Durham Parish Council recognises the need to avoid unnecessary duplication and feels that planning and licensing procedures would benefit from much closer alignment if not full integration. Any proposals brought forward to address this by the House Commons Select Committee on Licensing will be most welcome.

6 **para 6.1** sets out the 4 Licensing Objectives. In the current climate of growing concern about mental health, especially among younger people, there is a feeling that the time has come for Legislation to be amended to introduce a 5th objective dealing with alcohol related health issues. The City of Durham Parish Council urges Durham County Council to be at the forefront of any campaign to amend legislation accordingly.

Meanwhile it is hoped the Licensing Authority can find a form of words in **para 6.4** to emphasise their intention to increase partnership working with Public Health and other relevant organisations on community health matters, both when considering revisions to the Policy Statement and considering individual licensing applications.

7 The City of Durham Parish Council is grateful for the policy on 'promoting excellent standards of management' in **para 6.5** but hope more can be done on reducing the potential for public nuisance outside a premise by requiring 'effective design and management of external areas'.

Also, consideration should be given to the introduction of a general requirement for no bottles, cans or bins to be moved between say 11pm and 7am again on grounds of preventing public nuisance. This is an increasing problem in the City's narrow streets with more cobbled yards and passageways being used for business waste storage.

8 With patrons now leaving one or another premise until the early hours most nights there is a growing problem of noise disturbance across the city. We would like the dispersal policy to be strengthened by much earlier reduction of music volume, use of any available screens for announcements about respect for neighbours and other residents on the way home etc. It is hoped the revised Statement of Licensing Policy can find a way to support the growing campaign around the "Shh 11-7" message being promoted by local residents' groups in conjunction with the University.

9 The City of Durham Parish Council has expressed a very strong preference for a rolling back of the time licences may be granted from 4am to 2am. However, we recognise that the trade will argue margins, costs, viability, competition from other areas, preloading on cheap supermarket drinks, student bars etc. However, with public nuisance and disturbance continuing to escalate there is a growing risk a) to public health and b) to the tourism economy with stagnation in the number of visitors staying overnight.

10 Anti-social behaviour and nuisance are also dealt with in **para 6.12**. The City of Durham Parish Council strongly supports calls for the city centre Public Space Protection Order to be reinstated when it expires. In conjunction with the final bullet point a provision being introduced whereby a licence review automatically takes place each time a premise changes ownership would be welcome.

11 The City of Durham Parish Council has no comments to make on Sections 7 and 8 of the current policy. In Section 9 **para 9.6** it is reassuring to see that means of reducing the potential for a premise to be a source of public nuisance should take into account 'the needs of the local community.'

12 In Section 10 Protection of Children from Harm **para 10.13** the adequacy of a policy expecting 'at least one member of staff for every 50 children present' for a licensed entertainment with no mention of any other accompanying adults is questionable as this leaves 49 individuals unsupervised or guided if one needs adult attention.

13 The City of Durham Parish Council applauds the inclusion of Section 11 on Cumulative Impact. In view of the steadily increasing number of premises licensed to sell alcohol in the city centre the Licensing Authority is urged to proceed with all speed to consult widely and begin to collect the evidence needed for the introduction of a Cumulative Impact Policy for the city centre. We

appreciate that the issue is complex and will require all partners to be fully engaged.

14 The City of Durham Parish Council favour the introduction of a Late-Night Levy in the City Centre. However, we appreciate the implications for all other licensed premises throughout the County. Should the parties named in **para 11.17** decide to introduce a LNL the City of Durham Parish Council would support work by the Licensing Authority to bring forward proposals for its design and administration.

15 The City of Durham Parish Council would like the Framework Hours to permit the sale of alcohol no later than 2am throughout the County for the reasons set out in **para 12.7/12.8** and in conjunction with **para 12.9** - "concerns expressed by residents".

Further Comments

Since its inception in 2018 the City of Durham Parish Licensing Committee has become very aware of the hard work done by and the support offered by the Licensing Authorities Officers involved in managing the Licensing system.

The following comments are made in case they can be added into revised Statement of Policy 2019-2024.

a Applications should be available on line in the same way as planning applications to allow easier public access. If they have to be redacted this should be the responsibility of the applicant, saving Licensing officer time.

b A register of all licensed premises operating between 12am and 6 am should be readily available so that an informed decision can be made taking into account the number of licensed premises within a given area.

c Information about TENS should be more widely publicised so the public know how they are operated and for local residents to know when there is likely to be additional late-night noise.

d The Glossary could usefully include definitions of student and minimum unit price

e An applicant's previous history of running a licensed premise be made available if there was evidence of contraventions of the then prevailing licensing objectives.

f There is an urgent need to review regulation covering alcohol sales at supermarkets and off licences which is fuelling preloading and consequent impacts on the operation of other licensed premises.

Concluding statement

In conclusion the City of Durham Parish Council thanks the County Council's Licensing Authority for considering these remarks in response to the consultation on the 2019 revision of the Statement of Licensing Policy.

The overarching theme to the points made above is about delivering a safe and healthy environment for all residents in the City, balanced by the legitimate requirements of those involved in running licensed premises.

To achieve this the City of Durham Parish Council

- believes that, with the extraordinary expansion of Durham University's population and estate, the time has come for a differentiated approach to licensing policy - so far as is possible within current legislation - between the City of Durham and other towns and villages within the County and
- hopes that all stakeholders can come together to make this work to everyone's benefit.

Cllr E Ashby also proposed that the Parish Council thanked the MP for her very detailed response to this consultation. The Clerk advised that he would write to her thanking her for this response.

Cllr V Ashfield also proposed a vote of thanks to Cllr E Ashby for her hard work on drafting the Parish Council response to this consultation.

10. Neighbourhood Plan

Cllr R Cornwell introduced this item, reminding all Parish Councillors that an electronic copy of the Plan had been circulated in advance of the meeting to allow Councillors to propose any amendments to this. The Clerk confirmed that no amends had been received.

Cllr R Cornwell advised that he would happily take any questions on the Plan. Cllr R Cornwell advised that the Plan was the culmination of 5 years hard work by a team of dedicated volunteers. Cllr R Cornwell advised that page 2 of the Plan listed all those who had worked on the Plan to date and proposed that the Parish Council thank each of them for hard work and dedication to the Plan. The Clerk advised that he would do this.

Councillors were asked to formally vote on approving the draft Plan to go to a Regulation 14 consultation. Members voted unanimously in favour of approving the draft Plan for this purpose.

11. 2019/20 Pay scales.

The Clerk reported that the National Joint Council for Local Government Services (NJC) had agreed the new pay scales for 2019-2020 to be implemented from 1 April 2019.

The Clerk advised that alterations to the pay spinal column points (SCP) have changed due to the introduction of the national living wage and the consolidation

of various points. This will impact on all pay scales for clerks and other employees employed under the terms of the model contract (including SCPs 50 and above). The Clerk reported that these calculations have been checked by the ALCC and are based on the changes agreed by the NJC. These should be applied from 1 April 2019

The Clerk reported that the result of this would mean that he would go from SCP 39 to SCP 33, representing a gross salary of £35,934. The Clerk advised that this did not mean he would be receiving a pay deduction but would rather receive the percentage increase of 2%. The new SCP will need to be included in staff contracts. The payment for this year should be made from 1st April 2019. Sufficient allowance to accommodate a pay increase was included within the indicative spend agreed at the Full Parish Council meeting in January.

It was unanimously agreed to accept the 2% pay award.

It was unanimously agreed to amend the Clerk's employment contract to represent the new SCP.

12. CDALC/NALC membership

The Clerk reminded Councillors that they were currently Council members of CDLAC/ NALC and the subscriptions to renew the Parish Council's membership were now due.

The Clerk reported that £3,500 had been set aside for this in the Parish Council's budget, however, due to changes in how students were now registered to vote, CDALC and NALC were only able to charge the total of £1,725.50.

Cllr J Ashby advised that he felt that the Parish Council ought to contribute more to this, given that the Parish Council had benefited from Steve Ragg's excellent work in setting up the Parish Council at no charge to the Parish.

The Chair asked that the matter of further funding be an Agenda item for a future meeting. It was unanimously **agreed** to approve the payment of the CDLAC and NALC membership of £1,725.50

13. Parish Council Logo update

The Clerk reminded Councillors that, at the February Full Council meeting, the Parish Council resolved by majority vote to adopt the City of Durham Coat of Arms as its official logo.

Following that decision, the Clerk reported that he had been in contact with the College of Arms; the body which regulates and administers Coats of Arms on behalf of the Government to advise them of the Council's decision. The College has advised that the Parish Council would need to apply for permission to use this as its logo but that such an application would more than likely be successful. The cost associated with doing this however would be approximately £4,000.

In light of the associated costs of adopting the Coat of Arms as the Parish Council logo, it was proposed that this matter be put back to Full Council for a decision.

As a means of considering other options at this meeting, the Clerk contacted Councillors and asked them to put forward a proposed logo of their own and it was proposed that a vote (much like that which was carried out for the 'Good Citizen Award') on the various options then be held. This vote would have to include the Coat of Arms.

Members considered 4 options and held a secret ballot on the various options. Eventually option 4 (a design based on St Cuthbert's Cross) was agreed by majority vote of the Parish Council. It was agreed that a local artist be contacted to professionalise the logo for use in all future Parish Council publications, awards, flower displays etc.

14. Date of next meeting.

Annual Parish Meeting – 23rd May – 6pm

Parish Council AGM Meeting – 23rd May – 7pm

There being on further business, the Chair thanked everyone for their attendance and closed the meeting.

Signed,

Chair of City of Durham Parish Council.
23 May 2019