

BURSTWICK PARISH COUNCIL

Parish Clerk: Mrs R Blackburn
Tel No: 01964 670549
Email: burstwickpc@gmail.com

Parish Council meeting

Thursday 26th January 2017

At Burstwick Community Primary School, Main Street, Burstwick, 7.30pm

AGENDA

- 2017/01/01 To note apologies for absence
- 2017/01/02 Councillors to disclose their interests in matters to be discussed
- 2017/01/03 Members of the public are invited to address the council
- 2017/01/04 To confirm the minutes of the meeting held on 24th November 2016
- 2017/01/05 To receive the clerks report and councillor updates
- 2017/01/06 To note correspondence received
- 2017/01/07 To consider planning applications received and note planning decisions
- 2017/01/08 To consider if the extension at Churchill Rise has complied with planning conditions
- 2017/01/09 To note report of test run of flood pumps and consider additional equipment needed
- 2017/01/10 To consider wording of new sign for Festive Field and guidance for its future use
- 2017/01/11 To consider purchase of re-usable vinyl banner to advertise community events
- 2017/01/12 To agree quotes for repairs needed at play area, including cost of new sign
- 2017/01/13 To agree to add street lights and play area equipment to the Asset Register
- 2017/01/14 To adopt the Publication Scheme and information request procedure
- 2017/01/15 To review Health and Safety Policy and Equality Policy
- 2017/01/16 To receive a quarterly financial update and budget monitoring
- 2017/01/17 To agree nomination to be included in ERNLLCA's garden party draw
- 2017/01/18 To consider the payment of clerks salary by electronic bank transfer
- 2017/01/19 To consider the reimbursement to the clerk for the purchase of 2016 edition of Local Council Administration
- 2017/01/20 To agree payments in accordance with the budget
- 2017/01/21 Items for next month's agenda

The next meeting of Burstwick Parish Council is on Thursday 23rd February at 7.30pm at Burstwick Primary School

Issued by Parish Clerk:

R Starkburn

On: 20.01.2017

BURSTWICK PARISH COUNCIL

MEETING HELD IN THE SCHOOL ON THURSDAY 26th JANUARY 2017

Present: Cllr. D Rainforth – Chairman DR
 Cllr. M. Armstrong MA
 Cllr. N Fairbank NF
 Cllr. D James DJ
 Cllr. J Kitchener JK
 Cllr. M Smith MS

Public: 2

| Minute | Discussion and agreement | Action |
|-----------------|---|---------------|
| 17/01/01 | To note apologies for absence Cllr. Brown Cllr. Stamford | |
| 17/01/02 | Councillors to disclose their interests in matters to be discussed Pecuniary: Non disclosed Non-pecuniary: Cllr. Armstrong – Village hall and Burton Pidsea Wind Farm Fund Cllr. James – Village hall and play area Cllr. Kitchener – Village hall Cllr. Rainforth – Burton Pidsea Wind Farm Fund | |
| 17/01/03 | Members of the public are invited to address the council A resident asked how many houses could potentially be built on the Integra site? Parish Council have not seen a planning application yet and resident was advised to attend Integra’s exhibition in the village hall on 30 th January to find out more. Resident asked about Forge Cottage being demolished – why have the outbuildings been left? The parish council understands that they are not dangerous buildings and have been left intact. Questions were raised about the Nags Head development, in that the planning permission is about to expire. It was reported that work has started on site. Resident raised concerns about speeding traffic in the village, has written to East Riding of Yorkshire Council (ERYC) about the issue and was not happy with the response. Could the local parish councils do some joint work to raise awareness and campaign about the issue? Is concerned that if the development at Integra is approved then there will be more traffic in the village. Also the flashing warning sign at the village entrance is not working. Also raised the issue of parking – there are a number of cars in the village that park on the pavement and on grass verges which are getting churned up. Resident was advised that if the cars are causing an obstruction then they should be reported to the police. | |

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| | <p>Actions from this discussion: Resident to work with Cllr James and local police to monitor speed of traffic through village, if this shows high incidence of speeding then police to be invited to a future meeting to discuss the issue. Clerk to report broken warning sign and to ask parking wardens to patrol the village</p> | DJ / Clerk |
| 17/01/04 | To confirm the minutes of the meeting held on 24th November 2016 | |
| | <p>Signed as a correct record. Proposed: JK Seconded: DJ All agreed.</p> | |
| 17/01/05 | To receive the clerks report and councillors updates | |
| | <p>Update on decisions taken at previous meeting(s),</p> <p>Play area – confirmation received on 15th December 2016 from the Charities Commission that the Burstwick Playing Field Association charity is now closed.</p> <p>Festive Field – Tony Cook has completed the planting and the installation of the kissing gate, approx. £500 left to spend between now and June 2017.</p> <p>Allotments – new tenants secured for plots 42A and 50, a full update to be given at February's meeting.</p> <p>Housing Needs Survey – this is starting on 2nd February, could councillors inform David Siddle if they are able to help distribute forms.</p> <p>Integra – they are holding their exhibition on Monday 30th January 4-8pm at the village Hall.</p> <p>Forge Cottage – ERYC have demolished the building, Clerk to write a thank you letter to ERYC.</p> <p>Resignation of Steve Mallinson – ERYC informed and notice published in local press, the parish council should be able to co-opt after 10th February and will await confirmation from ERYC.</p> <p>Councillor updates:</p> <p>DJ reported that the War memorial grant pre-application form has been submitted and response should be received within 10 weeks.</p> | Clerk |
| 17/01/06 | To note correspondence received | |
| | <p>Police Report Crime data November 7/11/16 non dwelling burglary x 3 on Daisy Hill Road 7/11/16 non dwelling burglary, Churchill Rise 13/11/16 assault, Pinfold Villas 22/11/16 Sexual assault, Churchill Rise</p> <p>ASB data for November 13/11/16 stones at window, Pinfold Villas 13/11/16 motorbikes on railway line, Hariff Lane 19/11/16 eggs at window, Winston Close 27/11/16 youths putting objects in road obstructing motorists, Main Street</p> | |

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| | <p>Crime data for December 07/12/16 theft from a motor vehicle, Pinfold Villas 10/12/16 theft from a food trailer, Hariff Lane 11/12/16 criminal damage, Churchill Rise 14/12/16 Theft from a motor vehicle, Old School Cottages 29/12/16 Assault, Beech Close 31/12/16 Drug possession, New Laid Lane</p> <p>No ASB for December</p> | |
| | <p>Burstwick Parish Council emails <i>Emails sent to the Parish Council are forwarded to all the Parish Councillors</i></p> <p>71/16 ERYC Housing Needs survey information from David Siddle 72/16 Flood wardens regarding wet test run of flood pumps on 9th December 2016 73/16 Humberside Police crime data for November 74/16 Humberside Police Streetbeat newsletter for November 75/16 ERYC East Riding Local Plan – adoption of green open space supplementary planning document 76/16 ERYC Neighbourhood planning winter newsletter 77/16 ERNLLCA December newsletter 78/16 ERNLLCA Garden Party Nomination 79/16 Humberside Police crime data for December 80/16 Humberside Police Streetbeat Newsletter for December 81/16 ERYC Consultation response to East Riding Clinical Commissioning Group regarding Urgent Care Centres 82/16 BP invite to next community forum on 5th April 83/16 Consultation of ERYC Statement of Community Involvement 84/16 Consultation on ERYC Community Infrastructure Levy – draft charging schedule</p> | |
| | <p>Letters received</p> <ul style="list-style-type: none"> • ERYC Chairman’s Award open for nominations • South Holderness Internal Drainage Board, proposed rationalisation and extension to the board’s area – Clerk to invite to the next meeting. • 1st Keyingham Scouts – thank you letter for the donation • Dovehouse Hospice – Meet and Mingle Day 10th February poster • Resignation letter from Mr Mallinson | Clerk |
| 17/01/07 | <p>To consider planning applications received</p> | |
| | <p>Planning applications:</p> <p>17/00058/PLF, construction of dormer windows in roof at front, 14 Willow Road, Burstwick</p> <p>Outcome: No objections, as long as materials used match existing.</p> <p>Proposed: NF Seconded: MA Outcome: All agreed</p> <p>Clerk to log comments on ERYC public access system.</p> | Clerk |

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| | <p>Planning Decisions to note:</p> <p>Planning permission granted, all subject to conditions as follows:</p> <p>16/03035/PLF 2 West Villas, creation of vehicular access</p> <p>16/03460/PLF 3 West Villas, creation of vehicular access</p> <p>16/03241/PLF Tony Cook Ltd, Daisy Hill, storage building, 2.4m high security fencing and change of use of office to café</p> <p>16/03690/PLF Springfield Water Gardens, Hedon Road, single storey extension with external and internal alterations</p> <p>16/03205/PLF 7 Sharp Avenue, retention of 1.8m high fence, retention of shed and concrete base at front and rear, following demotion of existing garage</p> | |
| | Appeal Decisions to note - None this month | |
| 17/01/08 | To consider if the extension at Churchill Rise has complied with planning conditions | |
| | <p>The Owner of 28 Churchill Rise had to comply with a condition of planning that the tile hanging used on the front elevation of the first floor extension will be Sandtoft plain tile in antique.</p> <p>The timescale for compliance ran out on 30th December 2016 (six months from the decision notice as cited in the appeal report).</p> <p>Councillors confirmed that this work has not been completed. It was proposed to inform ERYC Planning Enforcement and the Planning Inspectorate about this.</p> <p>It was put to a vote and all 6 councillors attending the meeting voted in favour of informing the above organisations.</p> <p>Clerk to draft letter and circulate for approval before sending.</p> | Clerk |
| 17/01/09 | To note report of test run of flood pumps and consider additional equipment needed | |
| | <p>The test run of the flood pumps took place on Friday 9th December 2016. The pumps were towed to Skeckling Drain bridge, where they were operated singularly and then both together. They main a significant impact on water levels. However, the Parish council needs to clarify their relationship with the flood wardens, propose that a meeting is arranged</p> <p>Proposed: MA Seconded: JK Outcome: All agreed.</p> <p>Clerk to arrange a meeting.</p> | Clerk |
| 17/01/10 | To consider wording of new sign for Festive Field and guidance for its future use | |
| | <p>A draft sign, guidelines and booking form were considered. Councillors asked the Clerk to clarify with our insurers regarding events on the field</p> <p>Agree to order sign (approx. cost £10 to be included with items 17/01/11 and 12) to be mounted on the fence by the gate and to adopt the guidelines and booking form.</p> <p>Proposed: JK Seconded: MA</p> | Clerk |

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| 17/01/11 | To consider purchase of re-usable vinyl banner to advertise community events | |
| | <p>Draft design of a 2' x 8' banner with eyelets was considered.</p> <p>To agree purchase of the banner from www.vinylbannersprinting.co.uk at a cost of £26.35 + £6.99 P&P = £33.34</p> <p>Proposed: MA Seconded: MS All agreed.</p> | Clerk |
| 17/01/12 | To agree quotes for repairs needed at play area, including cost of new sign | |
| | <p>For discussion and agreement, following repairs are essential:</p> <p>Encounter unit plastic rung – free Junior multi-play twist climbing rope - £43.01 (plus vat) Agoraspace Basketball net - £25.67 (plus vat) Spare parts for spring gate – approx. £50 (plus vat)</p> <p>Work is needed on the goal nets, however costs quoted are very high. Clerk to investigate if solid backs and sides can be made and mounted to the equipment.</p> <p>The current noticeboard is rotten and will need removing. A new sign is needed due to change of management and will be mounted on the metal backing plate of old the noticeboard.</p> <p>The new sign will be 100cm x 75cm PVC foam board purchased from www.vinylbannersprinting.co.uk at a cost of £27.85 no P&P if purchased with 2017/01/11 vinyl banner</p> <p>Agree to make the purchases as outlined.</p> <p>Proposed: NF Seconded: JK All agreed.</p> | Clerk |
| 17/01/13 | To agree to add street lights and play area equipment to the Asset Register | |
| | <p>The clerk has recently discovered that the parish council own 21 street lights, however they don't appear on the asset register. Clerk to log them and record insurance value only as original purchase costs are not recorded in an easily accessible way in the files.</p> <p>As the parish council is now responsible for the management of the play area, this also needs to be added as an asset. Again insurance value will be logged as the parish council were not involved in its original purchase.</p> <p>Proposed: MA Seconded: DJ All agreed</p> | Clerk |
| 17/01/14 | To adopt the Publication Scheme and information request procedure | |
| | <p>The Parish Council needs these documents in place by law.</p> <p>To agree to adopt both documents.</p> <p>Proposed: JK Seconded: MA All agreed.</p> | |

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| 17/01/15 | To review Health and Safety Policy and Equality Policy | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <p>The Personnel Committee have reviewed these documents and recommend that no changes are needed.</p> <p>Proposed: MA Seconded: DR</p> <p>Separately clerk to complete an individual risk assessment for the gardener role and COSHH assessment if needed.</p> | Clerk | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17/01/16 | To receive a quarterly financial update and budget monitoring | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <p>The clerk talked through the following figures:</p> <p style="text-align: center;">3rd Quarter Report: October - December 2016</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Receipts</td> <td style="text-align: right;">761.05</td> </tr> <tr> <td>Payments</td> <td style="text-align: right;">9241.17</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td>YTD</td> <td></td> </tr> <tr> <td>Receipts</td> <td style="text-align: right;">25959.99</td> </tr> <tr> <td>Payments</td> <td style="text-align: right;">22835.33</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td colspan="2">Balance per bank statements at 31 December 2016</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td>National Savings Investment Account</td> <td style="text-align: right;">12767.01</td> </tr> <tr> <td>Deposit account</td> <td style="text-align: right;">8929.25</td> </tr> <tr> <td>Current account</td> <td style="text-align: right;">709.45</td> </tr> <tr> <td>Less unrepresented cheques</td> <td style="text-align: right;">-60.00</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">22345.71</td> </tr> </table> <p>In terms of the budget, the parish council has spent over the amount budgeted for. The main reasons for this was the unplanned expenditure in the cemetery to re-turf criminal damage, the replacement of the fence along the footpath at Woolam Hill and insurance costs and costs of servicing equipment being higher than expected.</p> | Receipts | 761.05 | Payments | 9241.17 | | | YTD | | Receipts | 25959.99 | Payments | 22835.33 | | | Balance per bank statements at 31 December 2016 | | | | National Savings Investment Account | 12767.01 | Deposit account | 8929.25 | Current account | 709.45 | Less unrepresented cheques | -60.00 | Total | 22345.71 | |
| Receipts | 761.05 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Payments | 9241.17 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| YTD | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Receipts | 25959.99 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Payments | 22835.33 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Balance per bank statements at 31 December 2016 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| National Savings Investment Account | 12767.01 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Deposit account | 8929.25 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Current account | 709.45 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Less unrepresented cheques | -60.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | 22345.71 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17/01/17 | To agree nomination to be included in ERNLLCA's garden party draw | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <p>To nominate Cllr. Dean James.</p> <p>Proposed: DR Seconded: MA</p> <p>Clerk to inform ERNLLCA</p> | Clerk | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17/01/18 | To consider the payment of clerks salary by electronic bank transfer | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <p>The duty that all payments had to be signed by two people was changed by law in 2014. The Legislative Reform (Payments by parish councils, community councils and charter trustees) Order 2014 removed subsection 5 of sec 150 of the Local Government Act 1972. This allows parish councils to make payments electronically using internet banking.</p> <p>To agree to pay clerks salary by electronic bank transfer.</p> <p>Proposed: JK Seconded: MA All agreed.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| 17/01/19 | To consider the reimbursement to the clerk for the purchase of 2016 edition of Local Council Administration | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <p>Clerk has purchased a second hand copy to assist with CiLCA qualification.</p> <p>Cost £73.42 (price new is £92.00), agree for this cost to be reimbursed to the clerk.</p> <p>Proposed: DJ Seconded: JK</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17/01/20 | Approve Accounts for Payment | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <p>Approve the schedule of payments for December and January as follows:</p> <p style="text-align: center;">December 2016</p> <p style="text-align: center;">Payments</p> <table data-bbox="475 645 1125 920"> <tr><td>Donation to 1st Keyingham Scouts</td><td style="text-align: right;">30.00</td></tr> <tr><td>Donation to Burstwick All Saints Scouts</td><td style="text-align: right;">30.00</td></tr> <tr><td>Salaries for December</td><td style="text-align: right;">525.90</td></tr> <tr><td>Credit card - XL Displays</td><td style="text-align: right;">76.80</td></tr> <tr><td>Credit card - Norton subscription</td><td style="text-align: right;">39.99</td></tr> <tr><td>Payroll</td><td style="text-align: right;">42.00</td></tr> <tr><td></td><td style="text-align: right;">744.69</td></tr> </table> <p style="text-align: center;">Receipts</p> <table data-bbox="475 1003 1125 1041"> <tr><td>Compensation payment from court</td><td style="text-align: right;">165.00</td></tr> </table> <p style="text-align: center;">January 2017</p> <p style="text-align: center;">Payments</p> <table data-bbox="475 1196 1104 1471"> <tr><td>DA & CA Buckton - hedge cutting</td><td style="text-align: right;">104.40</td></tr> <tr><td>FG Adamson & Son - mower service</td><td style="text-align: right;">227.52</td></tr> <tr><td>Salaries for January</td><td style="text-align: right;">632.65</td></tr> <tr><td>R Blackburn - expenses stamps</td><td style="text-align: right;">6.60</td></tr> <tr><td>Payroll</td><td style="text-align: right;">42.00</td></tr> <tr><td>R Blackburn – LCA text book</td><td style="text-align: right;">73.42</td></tr> <tr><td></td><td style="text-align: right;">1086.59</td></tr> </table> <p style="text-align: center;">Receipts</p> <table data-bbox="475 1554 1104 1668"> <tr><td>Cemetery fees</td><td style="text-align: right;">170.00</td></tr> <tr><td>Headstone fees</td><td style="text-align: right;">100.00</td></tr> <tr><td>Allotment rent</td><td style="text-align: right;">20.00</td></tr> </table> <p>Proposed: MS Seconded: NF Outcome: All agreed.</p> | Donation to 1st Keyingham Scouts | 30.00 | Donation to Burstwick All Saints Scouts | 30.00 | Salaries for December | 525.90 | Credit card - XL Displays | 76.80 | Credit card - Norton subscription | 39.99 | Payroll | 42.00 | | 744.69 | Compensation payment from court | 165.00 | DA & CA Buckton - hedge cutting | 104.40 | FG Adamson & Son - mower service | 227.52 | Salaries for January | 632.65 | R Blackburn - expenses stamps | 6.60 | Payroll | 42.00 | R Blackburn – LCA text book | 73.42 | | 1086.59 | Cemetery fees | 170.00 | Headstone fees | 100.00 | Allotment rent | 20.00 | |
| Donation to 1st Keyingham Scouts | 30.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Donation to Burstwick All Saints Scouts | 30.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Salaries for December | 525.90 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Credit card - XL Displays | 76.80 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Credit card - Norton subscription | 39.99 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Payroll | 42.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 744.69 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Compensation payment from court | 165.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DA & CA Buckton - hedge cutting | 104.40 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FG Adamson & Son - mower service | 227.52 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Salaries for January | 632.65 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| R Blackburn - expenses stamps | 6.60 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Payroll | 42.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| R Blackburn – LCA text book | 73.42 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 1086.59 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cemetery fees | 170.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Headstone fees | 100.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Allotment rent | 20.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17/01/21 | Items for next month's agenda | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Consider viability of providing a serviced portaloo for the allotments | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <p>Date of next meeting Thursday 23rd February, 7.30pm at the school.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Meeting closed at: 9.17pm | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

