LLANELLI RURAL COUNCIL

Minute Nos: 100 – 116

At a **COUNCIL** Meeting of the Llanelli Rural Council hosted at the Council Chamber, Vauxhall Buildings, Vauxhall, Llanelli, and via remote attendance on Wednesday, 24 February, 2021, at 2.00 p.m.

Present: Cllr. S. L. Davies (Chairman)

Cllrs.

M. V. Davies	S. N. Lewis
T. Devichand	A. G. Morgan
S. M. Donoghue	J. S. Phillips
T. M. Donoghue	J. S. Randall
H. J. Evans	A. J. Rogers
J. P. Hart	W. V. Thomas

Absent: F. Akhtar

100. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs. S. M. Caiach, P. M. Edwards, T. J. Jones, C. A. Rees and I. G. Wooldridge.

101. MEETING HOST

To assist the Chairman in facilitating the general meeting arrangements and because the Chairman was participating remotely, it was

RESOLVED that Cllr. H. J. Evans be appointed as a meeting host at Vauxhall Buildings to help alert the Chairman as to when members wished to speak.

102. MEMBERS' DECLARATIONS OF INTEREST

The following members declared an interest in the following matters:

Minute No.	Councillor	Interest
105(2) PL/01196	S. L. Davies	Personal interest – responded to the application in her capacity as a county councillor.

Minute No.	Councillor	Interest
113	S. L. Davies	Personal interest – member of the Llwynhendy and Pemberton Forum and member of the steering group, Llwynhendy Hub, which was overseeing the project.
113	T.Devichand	Personal interest – member of the Llwynhendy and Pemberton Forum.
113	J.P.Hart	Personal interest – member of the Llwynhendy and Pemberton Forum and member of the steering group, Llwynhendy Hub, which was overseeing the project.
114	S. L. Davies	Personal interest – member of the Dafen Welfare Management Committee.
114	T. Devichand	Personal interest – member of the Dafen Welfare Management Committee.
114	S. N. Lewis	Personal interest – member of the Dafen Welfare Management Committee. Personal and prejudicial interest – employee of Dafen Cricket Club.
114	A. J. Rogers	Personal interest - member of the Dafen Welfare Management Committee.

103. CONFIRMATION OF MINUTES

RESOLVED that the following minutes (copies of which had been previously circulated to members) be confirmed and signed as a true record of proceedings:

Council 27 January, 2021 Special Council 10 February, 2021

104. MATTERS ARISING (1) COVID MEASURES – COMMUNITY ACTIVITIES PEMBERTON WARD – BY-ELECTION

Further to Minute No. 72(1), the Clerk informed members the Returning Officer, Electoral Services Office, Carmarthenshire County Council had confirmed that due to the lockdown restrictions continuing for the time being, the Pemberton ward by-election (for the two casual vacancies on the council) would be combined with the Senedd Cymru elections on 6 May, 2021. This would help realise cost savings for the council by combining the elections. The Returning Officer intended to write to the council separately to ascertain whether the council wished for poll cards to be issued for the by-election as there was insufficient space to provide specific information on the Senedd Cymru election poll cards about the by-election, except for very limited information. Furthermore, the Notice of Election would be issued to the council in the coming weeks.

RESOLVED that the information be noted.

(2) COVID MEASURES – COMMUNITY ACTIVITIES BYNEA WARD

Further to Minute No. 72(2), the local ward member for Bynea informed members that the matter had been referred to the local neighbourhood policing team who supported the temporary closure of the car park. The matter had been forwarded to Carmarthenshire County Council for a decision and the member was waiting a response from them.

RESOLVED that the information be noted.

(3) PHOTOCOPIER LEASE BURIAL SERVICES

Further to Minute No. 85, the Deputy Clerk informed members that the contract leasing period for the cemetery office photocopier had been revised to a three year lease plan in the sum of £2,151.60 to harmonise the contract with the expiry of the council's existing wider general contract held with Konica Minolta Business Solutions (UK) in January 2024.

RESOLVED that the information be noted.

105. PLANNING MATTERS

(1) TOWN AND COUNTRY PLANNING ACT 1990 – THE DEVELOPMENT OF NATIONAL SIGNIFICANCE (WALES) REGULATIONS 2016 – LAND AT BLAENHIRAETH FARM, LLANGENNECH, LLANELLI

Further to Minute No. 52, members considered correspondence from The Planning Inspectorate in the form of three letters dated 28 January 2021, 9 February and 19 February 2021, in regard to the proposed solar farm development. The Planning Inspectorate letter dated 19 February had been received too late to be included with the two previous Inspectorate letters despatched as part of the council meeting agenda. Therefore, the Clerk read out the key points set out in the letter during the ensuing debate. Correspondence objecting to the proposed development from a local resident affected by the development was also circulated for members' information as part of the meeting agenda.

In regard to the matters raised in The Planning Inspectorate correspondence and having considered the views of the Clerk, members concurred it was unnecessary to attend the three topical hearing events scheduled to take place virtually via Microsoft Teams on the 9,10 and 11 March 2021. Therefore the council would not be submitting an additional hearing statement. Instead the preference was to rely on information which the council had previously submitted to The Planning Inspectorate. For ease of reference and for minute record purposes the council's previous objection submitted to The Planning Inspectorate by way of email correspondence dated 6 October 2020 is repeated here as follows:

"The council's view had not changed since it initially responded to the planning agents' lead contact Mr Gareth Roberts, Pegasus Group on 20 September 2019, despite additional measures to mitigate the impact of the proposed development, being presented as amendments to the scheme. At the time the council was pre-disposed to object to the

application and having taken a fresh view at its recent council meeting held on 30 September it has once again elected to object at the formal submission stage of the DNS process. The main issues hinge around:

- The perceived environmental impact the proposal will have on the local countryside and the negative effect on biodiversity.
- The land the site occupies is deemed to be good quality arable land and as demonstrated by the field's historical use the farm was a dairy farm.
- There are concerns over the scale and footprint of the proposal occupying a large area of land and the visual impact this will have not only for local residents but also the local community and road users travelling along the main highway, Llannon Road. The proposal will have a detrimental impact on aesthetics and the natural beauty of the open countryside.
- Highway access is a concern and the number of perceived daily traffic movements along the access route to service the construction of the solar farm and ongoing upkeep and maintenance of the site thereafter is considered to be detrimental to highway safety. The local road infrastructure is substandard to support this major development proposal.
- Assurances over solar glare and reflection generated from the panels was provided by a representative from the company, Voltalia, when attending a council meeting shortly before sending the initial response to Mr Gareth Roberts on 20 September 2019. However, solar glare and reflection still remains a concern for the council given the scale and number of panels proposed for the site and especially given the site topography and the fact that the panels will be located near the top of hillsides in some instances. The land undulates considerably in various locations across the site and the council is of the view that the panels cannot be hidden from public view.
- Generally the council also remains unconvinced about any substantial local community benefit in locating the proposal in this unspoilt part of Carmarthenshire. Moreover, the power generated from the site will be fed into the National Grid with no direct benefit for nearby villages, particularly Llangennech, Llannon, the Swiss Valley community of Llanelli Rural and Llanelli Town and district. These areas wouldn't be able to take advantage of the clean energy generated by the site.
- In terms of site construction the council understands that there will be a fair degree of piling to be performed which is a noisy operation and this will have a detrimental impact on the general amenity of the surrounding area and will be unbearable for local neighbours living in close proximity to the site for them to endure.
- While the council is a firm supporter of green energy projects it feels in this instance that other brownfield sites should be considered for this facility especially given the lack of direct community benefit."

Members then proceeded to consider the points read out by the Clerk in regard to The Planning Inspectorate letter dated 19 February, 2021. Members opined they did not intend to offer a view on the implications of the National Development Framework (published on 23 February, 2021) and what this might entail for the determination of this particular DNS application and similarly the revised edition of Planning Policy Wales (Edition 11) and the revocation of Technical Advice Note (TAN) 8 – Renewable Energy.

Moreover, members then referred to any derived local community benefit arising from the solar farm development. The council had raised the issue of community benefit with the

Planning Agent's representative, Mr Gareth Roberts, on 22 November, 2019. Members felt this should also be raised with The Planning Inspectorate when responding to this latest correspondence to ensure The Inspectorate was made aware of the council's submission. It was also important to highlight it to The Inspectorate so that it could at least acknowledge its receipt and then possibly in turn, facilitate negotiations in some capacity with the developer on the community's behalf going forward. Members opined serious consideration should be given to supporting its community benefit submission to mitigate against the long term impact of the solar farm development on the local community if the application was ultimately approved, and it was

RESOLVED that members' views and observations be forwarded to The Planning Inspectorate for consideration.

(2) PLANNING APPLICATIONS TOWN AND COUNTRY GENERAL DEVELOPMENT PROCEDURE ORDER 1995

Consideration having been given to planning applications received, it was

RESOLVED as follows:-

Application No.	Location	Development

Cllr. S. L. Davies declared a personal interest in application number PL/01196 below because she had responded to the application in her capacity as a county councillor.

PL/01196	Padda Care Ltd	Proposed residential development
	Former Ysgol Yr Ynys	comprising 33 no. dwellings and 84-
	Ynys Las	bed care home with associated
	Llanelli	access, car parking, landscaping and
		infrastructure.

Recommendation – no objection provided:

- 1. A drainage application was submitted for approval to the Carmarthenshire Sustainable Drainage Approval body.
- 2. There was no detrimental impact on local highway safety and infrastructure on Ynys Las and the other immediate surrounding estates.
- 3. A Section 106 agreement was entered into with the developer to go towards the provision of:
 - a) Off road parking provision for residents living in Ynys Las, Tir Einon.
 - b) Highway improvements on the approach to the site including a crossing point at the Avenue; road resurfacing and new pavements on the surrounding estates including Ynys Las, Browen, Maes Ar Ddafen, Tir Einon and Heol Hen.
 - c) Educational infrastructure improvements at Bryn Teg and Brynsierfel Schools to facilitate opening up and redeveloping classroom space.

Application No. Location Development

PL/01196 continued

d) Recreation and leisure facilities including a communal garden at Gwili Fields, Llwynhendy given the land parcel had been earmarked for extensive redevelopment as part of a planned community asset transfer of Llwynhendy Library and the surrounding green space.

PL/01242 Mr & Mrs A Lewis

Land adjacent to 31 Myrtle Hill Ponthenri New build domestic dwelling.

Recommendation – no objection provided:

1. No part of the building should be constructed within 3 metres of the public sewer which traversed the site.

2. Foul and surface water discharges should be drained separately from the site. The application stated foul and surface water discharges were to be drained via the main sewer. This was no longer permissible.

PL/01247 Mr B Perl Demolition of existing poor 4 Stradey Hill condition two bedroom dwelling, Pwll conservatory, lean to and out house

and replacement with sustainable new two bedroom house, associated

landscaping and parking.

Recommendation – no objection provided:

1. The replacement dwelling was located on the footprint of the existing dwelling.

- 2. The design was appropriate to the character and appearance of the surrounding street scene.
- 3. The scale of the proposal was not disproportionate in size to the existing dwelling.
- 4. There was no detrimental impact on access, parking, general highway safety, the provision of utility services or on the residential amenity of neighbouring dwellings.
- 5. There was no detrimental impact on the local ecology and the promotion of biodiversity in the area.
- 6. If planning permission was granted, the council requested the following condition being included in the consent "The access road along Stradey Hill shall be kept free from obstruction at all times during the demolition and rebuilding phases, to allow unhindered vehicular access to neighbouring dwellings in the interests of highway safety and that a written scheme of how this will be accommodated shall be forwarded to the Planning Authority for approval in advance of any work being carried out on the site".

PL/01263 Mrs E Rees Erection of two storey rear 83 Brynawelon kitchen/bedroom extension.

Llanelli

Recommendation – no objection.

106. CARMARTHENSHIRE SCRUTINY FORUM

Members considered correspondence from the Scrutiny Support Team, Carmarthenshire County Council promoting the work of the scrutiny committees within Carmarthenshire and which sought greater participation from town and community councils by councils taking up the offer of attending future meetings.

Carmarthenshire County Council had five scrutiny committees with responsibility for Policy and Resources; Communities; Education and Children; Environmental and Public Protection; and Social Care and Health.

Each scrutiny committee would shortly be looking at developing a forward work programme for 2021/22 and the scrutiny forum welcomed any suggestions for topics to discuss.

RESOLVED that the information be noted for future reference.

107. LLANELLI BUSINESS IMPROVEMENT DISTRICT (BID) RENEWAL BALLOT

Members received correspondence and an accompanying ballot paper from the Electoral Services Office, Carmarthenshire County Council in regard to the forthcoming renewal ballot for the Llanelli Town centre BID.

Following discussion, it was

RESOLVED that:

- 1. The clerk be authorised to complete and return the ballot paper indicating the council's yes vote in favour of the BID continuing for a further five years.
- 2. On a separate but related matter concerning supporting future BID events and activities in the town centre, the BID manager be contacted about the need to involve the Chairman by way of formal invitation in advance of co-ordinating any and all such arrangements.

108. INDEPENDENT REVIEW PANEL FOR WALES (IRPW)

Further to Minute No. 14, correspondence was received from the Chair, Independent Remuneration Panel for Wales (IRPW) informing that the IRPW was going to undertake a review of the remuneration framework in so far as it applied to community and town councillors. The intention was to complete the review by the early autumn in 2021, so that any changes could be incorporated into the Draft Annual Report for the financial year 2022/23, with the subsequent final determinations taking effect at the next set of ordinary elections in May 2022.

The Panel considered that it was important to have an input from a range of local councils reflecting size, geography, rural and urban settings and was seeking expressions of interest from individual councils as to whether they wished to be considered to participate in the select consultation review process, and it was

RESOLVED that the Panel be notified of the council's willingness to participate in the planned review of the remuneration framework.

109. SWISS VALLEY RESERVOIR

Further to Minute No. 62, the Technical and Burial Services Manager updated members on the progress being made at Swiss Valley Reservoir.

Phase one of the project was well under way with building works being carried out at the service block which was being adapted into a storage area, office, toilets and new paving area with completion being scheduled for 12 March, 2021. Further works were planned to the service block to create a changing places facility and space to accommodate the Ranger once appointed.

The Technical and Burial Services Manager stated other related works included the installation of visitor counters; design and installation of the ramp and pontoon to safely access the water; footpath and car parking resurfacing works to the western footpath and northern car park; improvements to the permitted footpath on the eastern boundary to link it to the northern car park and boundary treatment and new gates fitted to the Llannon Road car park. Other areas of activity included entering into a collaboration agreement with Carmarthenshire County Council to allow it to deliver outdoor classroom based activities with local schools. This would be controlled via a licence agreement similar to the council's master agreement held with Dwr Cymru Welsh Water. Discussions were also progressing on how best to manage the reservoir fish stock; allocating fishing permits through a bespoke licensing software package to local anglers. Furthermore, additional research was being conducted on how to manage or facilitate paddle sports at the site. It was important to determine the council's preferred delivery model so that the public could commence using the facilities as soon as possible once the access ramp and pontoon had been installed. Moreover, the preferred delivery model would help scope some of the job duties to be assigned to the Ranger's post.

Following discussion, members thanked the Technical and Burial Services Manager and the DLO team for their hard work and the excellent progress made, and it was

RESOLVED that the progress report be noted.

110. SMOKING BAN – PLAY AREAS

Members considered the report of the Technical and Burial Services Manager on legislation being introduced by the Welsh Government (WG).

WG was extending the smoke free requirements for more place settings in Wales from 1 March, 2021. The new legislation would mean that public children's play areas would be required to be smoke-free.

The council must now install signs at each of its children's play areas. The signs would include the mandatory symbol and wording as prescribed by WG but would omit the text referring to a £100 fine because the council's play areas were unsupervised. Moreover, the

council did not employ enforcement officers to issue fines. Instead it would need to rely upon the support of Carmarthenshire County Council enforcement officers to impose fines via fixed penalty notices and it was most unlikely that proactive enforcement could take place given the number of play areas located not only in the council's area but also across the county generally.

Following discussion, it was

RESOLVED that the new legislation be noted and that the procurement of the mandatory 'no smoking' signs be approved with a view to erecting them at all the council's play areas as quickly as possible.

111. LLANELLI DISTRICT CEMETERY GARDEN OF REMEMBRANCE

In reference to Minute No. 40, of the Llanelli Joint Burial Advisory Committee meeting held on 23 February, 2021, it was

RESOLVED that the following committee recommendation be accepted:

"RECOMMENDED that the lowest tender received from S. Wells Building Contractor, 8 North Terrace, Llanelli in the sum of £34,000 be accepted, recognising savings will need to be identified to match the ear marked budget reserve of £33,062.

FURTHER RECOMMENDED that a five percent contingency provision be included in the contract value, thereby providing a working budget of £31,488 to complete the construction of the remembrance garden."

112. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT, 1960

RESOLVED that in view of the confidential nature of the business to be transacted, the following matters be considered in private and that the power of exclusion of the public under Section 1(2) of the Public Bodies (Admission to Meetings Act, 1960) be exercised.

113. LLWYNHENDY HUB PROJECT FUNDING PARTNERS CONTRIBUTIONS AND OTHER FINANCIAL CONSIDERATIONS

Cllr. S. L. Davies, T. Devichand and J. P. Hart declared personal interests in the following item as they were members of the Llwynhendy and Pemberton Forum. Cllrs. Davies and Hart were also involved in the scheme being members of the steering group, Llwynhendy Hub, which was overseeing the project.

Members considered the report of the Community Development Officer on information regarding discussions held with the Llwynhendy Hub project partners regarding their financial commitments to the scheme and the corresponding impact on the delivery of the

project as well as other financial considerations that needed to be noted and actioned where appropriate.

The Project Feasibility Study outlined an estimated total project cost of £1,650,000 which accounted for a community hub building and green space enhancement at Gwili Fields.

The following table summarised how the total project cost could be funded based on the financial pledges received thus far when combined with potential grant support:

Project Partner	Applicant	£
Carmarthenshire County Council	N/A	30,000
Our Llwynhendy	N/A	340,000
Llanelli Rural Council	N/A	500,000
Grant		
Lottery People & Places	L.R.C.	500,000
W.G. Community Facilities Programme *	C.I.O.	208,330
SUB - TOTAL		1,578,330
TOTAL PROJECT COST		1,650,000
DEFICIT		71,670

The table depicted that an application by the council to the Community Lottery Fund People and Place programme for its maximum grant of £500,000 was being considered. The application would need to demonstrate sources of funding for the remaining project costs. The Charitable Incorporated Organisation (CIO) referenced in the table, once established, would also need to apply for Welsh Government Communities Facilities Programme grant funding. This source of funding was shown as a gross amount of £208,330 as VAT cannot be reclaimed on expenditure under this funding pot. The CIO would lead on this as the funding programme was not open to community and town councils. Therefore, the CIO had an important role to play going forward. Its creation and perceived role in managing the hub was pivotal to the success of the project.

The £350,000 contribution from Our Llwynhendy was pledged based on conditions linked to its ongoing proactive long term association and involvement in the hub building and fields. Moreover, £10,000 from its contribution was made available to cover certain pre-project costs, making the capital contribution towards construction £340,000. In regard to the application of the conditions, members commented the council could only note them because matters such as the composition of the CIO would need to be determined by the steering group and of course the CIO itself, once established, through its constitution. Furthermore, the design features of the building would need to be agreed by the steering group but a lot of how the building space was to be used had been already identified in the feasibility study work. In regard to the free use of space at the hub this would also need to be agreed by the CIO once it was established. The CIO had to agree to this and not the council because the CIO would have the day to day managerial responsibility for running the building.

The £30,000 contribution pledged by Carmarthenshire County Council's Leisure Department, was to be put towards the library re-fit within the hub facility. The Housing Department had also suggested there might be a county council grant on offer to facilitate the community asset transfer of the current building but this was unconfirmed and no figure had been

stipulated regarding the grant amount. The Housing Department had not indicated whether it could also contribute to the scheme.

The Community Development Officer stated the council's contribution of up to a maximum £500,000 towards the scheme would have to be raised via a loan, having first obtained the necessary borrowing approval from Welsh Government. The contribution was premised on the understanding that the other partners' contributions would match fund the balance of the project estimate when added to the potential grants on offer.

Members noted there was currently a shortfall of £71,670 on the original estimate. This was very encouraging and signalled the project was a viable proposition. However, a phased approach to the project might be the best way to deliver it. The first phase could apply for the funding towards the community hub building and the second phase could look to fund the development of the green space.

Members then proceeded to assess other financial considerations summarised as follows:

- 1. Expenditure to date:
- (i) £14,800.50 for the Feasibility Study. Costs met by Our Llwynhendy;
- (ii) £9,569.50 for searches and surveys of Gwili Fields. Costs met by the council.
- 2. Additional pre-project expenses required to provide for:
- (i) an options appraisal as to whether it was more economical to demolish the existing library and construct a new building instead of extending the library;
- (ii) detailed design parameters and community consultation;
- (iii) statutory consents such as planning permission;
- (iv) consultant(s) support through the preliminary applications process.

Quotations had yet to be obtained for the above.

Members were informed that £2,940 had been identified within the council's budget to go towards the additional pre-project expenses outlined above and this could be combined with the £10,000 pledged for this purpose from Our Llwynhendy.

Following a lengthy discussion, it was

RESOLVED that:

- 1. The amounts initially offered by other project partners be noted and accepted but recognising their capital contributions could change.
- 2. The conditions attached to the Our Llwynhendy capital funding pledge be noted for the reasons specified in the body of the minute.
- 3. The council's match funding commitment of up to £500,000 by means of loan application be approved, with budgetary commitment for the loan repayments being confirmed in the council's final estimates of income and expenditure for the financial year 2021/22.
- 4. Officer's proceed with the identified pre-application works by utilising the budget of £2,940 together with the Our Llwynhendy contribution of £10,000 with such works being held in abeyance until such time as both the project steering group and Our Llwynhendy had been informed of the council's position and had also consented to the work progressing.

114. DAFEN WELFARE CRICKET CLUB PWLL RECREATION GROUND

Cllr. S. L. Davies, T. Devichand and A. J. Rogers declared a personal interest in the following item, as they were members, Dafen Welfare Management Committee. Cllr. S. N. Lewis declared a personal interest in the following item as she was a member, Dafen Welfare Management Committee and a personal and prejudicial interest in the following item as she was employed by Dafen Cricket Club and left the meeting before discussed commenced.

Further to Minute No. 99, members received the report of the Deputy Clerk and Technical and Burial Services Manager informing on the implications of rejuvenating the artificial wicket and associated works for the playing of cricket as requested by Dafen Welfare Cricket Club at Pwll Recreation Ground.

The maintenance works required to use the existing artificial wicket and to restore the outfield together with the anticipated costs had been calculated and the estimate annual man hours equated to 155 hours.

Members were informed the DLO team already had a full programme of work and had recently absorbed the works required at Swiss Valley Reservoir and would be the case until the role of the Ranger was established. If the council required the DLO team to carry out the works then there would be a significant impact on existing services. Not only this but granting permission would contravene and conflict with council policy of providing and maintaining playing surfaces at its recreation grounds free of charge for the exclusive use of sports clubs originating from the same village or place where the recreation ground was located, in this instance Pwll. Moreover, concerns had been expressed to the council from two stakeholder bodies from Pwll village, namely Pwll AFC and Pwll Recreation Ground Management Committee. The latter body managed the sports pavilion at the recreation ground. Both bodies did not support the request and there was a conflict of need.

Following a lengthy discussion, and before the vote was taken, Cllr. Rogers requested the Clerk to record the names of the members who voted on the matter so as to show whether they voted for or against the proposal to allow the cricket club the use of the facilities at Pwll Recreation Ground.

Cllr. A. G. Morgan had previously left the meeting before the vote was taken.

For Against
J. S. Randall H. J. Evans
A. J. Rogers J. S. Phillips
W. V. Thomas

RESOLVED that the request submitted by Dafen Cricket Club for its third team to be granted permission to use Pwll Recreation Ground be refused on the grounds that it contravened council policy.

115. ESTIMATES OF INCOME AND EXPENDITURE 2021/22

Further to Minute No. 98, members were presented with a report on the Estimates of Income and Expenditure for 2021/22.

Following discussion, it was

RESOLVED that the Council Tax yield of £1,093,010 be levied for the financial year 2021/22 reflecting a 'Band D' charge of £129.83.

116. ANNUAL INVESTMENT STRATEGY 2021/22

Members considered the Council's Annual Investment Strategy prepared in accordance with the statutory guidance as it is applied in Wales, and it was

RESOLVED that the investment strategy be received and accepted.

During discussion of the above, Cllr. M.V. Davies left the meeting.		
The Meeting concluded at 4.15 p.m.		

The afore-mentioned Minutes were declared to be a true record of the proceedings and signed by the Chairman presiding thereat and were, on 24 March, 2021 adopted by the Council.