

WESTLETON PARISH COUNCIL

The unapproved minutes of a **Meeting of Westleton Parish Council** held on
Monday 29 June 2026 at 19:30 in Westleton Village Hall

Richard Green
Clerk to Westleton Parish Council

MINUTES

26/75 Attendance and apologies for absence

In attendance

Cllr Alexander
Cllr Banks
Cllr Fisher
Cllr French
Cllr Holmes
Cllr Johnson
Cllr Overton
Cllr Shearme
Cllr Turner (Chair)
Cllr Watson
Cllr Webber

Apologies for absence accepted from

None

Also present

County Councillor John Matthews
District Councillor Paul Ashton
Cllr Jasmine Backhouse, Darsham Parish Council
Dr Angie Roper

26/76 Declaration of interests

Cllr Watson declared a pecuniary interest in respect of the allotments (item 26/82(c)), LionLink (item 26/82(i)), and the Local Plan (item 26/81(c)).

26/77 Reports from County Councillor and District Councillor

District Councillor Paul Ashton reported on problems with bin collections, especially food waste, following the introduction of new recycling requirements and bin collection schedules. He stated that the best completion rate for food waste is currently 96%, and cited issues with vehicle break-downs, staff sickness, and the hot weather as reasons for the curtailed collections, meaning some bins were not being collected as scheduled. Cllr Turner asked whether the bottle banks at Reckford Road will be removed, and Cllr Ashton stated that this was likely.

Cllr Ashton further reported that a technical change-of-use application has been submitted for High Lodge at Hinton, with a more substantial planning application anticipated in due course.

Cllr Turner welcomed County Councillor John Matthews to his new role. Cllr Matthews reported that he has fielded a high number of highways queries, including regarding the reopening of Willow Marsh Lane. He further reported that Suffolk County Council will be pursuing a judicial review of central government's decision regarding Local Government Reform in Suffolk, and cited a budget of £500,000 for legal fees. He further stated that Essex and Norfolk County Councils will likely also be pursuing their own judicial reviews at the same time. Cllr Watson raised a question regarding Causeway Farm at Middleton, although Cllr Matthews was unable to answer at this time. Cllr Shearme mentioned that the road surface of the A12 south of Yoxford has lifted in the hot weather; Cllr Matthews said that he will pursue this matter.

26/78 Public forum

The non-council members present were in attendance in respect of item 26/81(a) Planning. At his discretion, the Chair duly opened the floor to them to speak during that item instead of during the public forum.

26/79 Minutes of previous meeting

The minutes of the meeting held on 18 May 2026 were **agreed by all** to be a true record of the meeting and were duly signed by the Chair.

26/80 Matters arising from the minutes

The Clerk circulated a report on matters arising (see Appendix 1 to the minutes) which he and councillors expanded upon.

- a) The following applications were discussed and responses agreed as detailed below. Where the consultation deadline preceded the date of this meeting, responses were submitted in advance as outlined below:

Details
Consulted by: East Suffolk Council Planning ref.: DC/26/1741/VOC Details: Variation of Condition No. 2 of DC/25/3467/FUL - Removal of the external chimney stack, provision of the modest first floor balcony, internal reordering of the property to provide enhanced accommodation including partial conversion of the existing garage, resulting in changes to external elevations and provision of solar panels to both slopes of the main roof. With the exception of the front door, which at present is oak, all the remaining Upvc windows, not affected by the proposed works, will also be changed to white powder coated aluminium. Site: The Pightle, Love Lane, Westleton, IP17 3BA Link: https://publicaccess.eastsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TEVK8OQXIOF00&prevPage=inTray Response deadline: 16 June 2026 Response: No objection
Consulted by: East Suffolk Council Planning ref.: DC/26/1655/VOC Details: Variation of Condition Nos. 1B BNG, 2, 4, 5(b) and 5(c) of DC/24/2824/FUL - Conversion of redundant agricultural buildings to provide a single dwelling house and erection of new cartlodge. 1B - BNG - Altered that the works are to be carried out in accordance to the Biodiversity Enhancement Strategy. 2. Amended drawings. 4. Remove condition relating to discharge of water from the drive to the highway. 5b. Works are to be carried out in accordance to the conservation strategy. 5c Removal of this element of the condition, Heritage Asset Assessment. Site: Lymballs Farm, Lymballs Lane, Westleton, IP17 3QH Link: https://publicaccess.eastsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TEJZPGQXIJH00&prevPage=inTray Response deadline: 23 June 2026 (extended on agreement from 10 June 2026) Response: No objection
Consulted by: East Suffolk Council Planning ref.: DC/26/1986/FUL Details: Ground Floor Rear/Side Extension, New Render to External Walls and new doors and windows Site: Lymballs Farm, Lymballs Lane, Westleton, IP17 3QH Link: https://publicaccess.eastsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TFSQOVQXJ1Y00&prevPage=inTray Response deadline: 26 June 2026 Response: No objection
Consulted by: East Suffolk Council Planning ref.: DC/26/1969/LBC Details: Listed Building Consent - Replacement of existing UPVC windows and timber front door with double glazed painted timber windows and timber front door. Addition of two en-suite bathrooms and retention of emergency repairs to timber frame. Repainting of exterior render. Site: Chatburn Farmhouse, Yoxford Road, Westleton, IP17 3BT Link: https://publicaccess.eastsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TDNCJUQXI8500 Response deadline: 26 June 2026 Response: No objection
Consulted by: East Suffolk Council Planning ref.: DC/26/1770/FUL Details: Conversion of existing Nursing Home to Aparthotel and associated works Site: Priory Paddocks Nursing Home, Priory Lane, Darsham, IP17 3QD Link: https://publicaccess.eastsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TEZ41LQXI900 Response deadline: 30 June 2026 Discussion: It was noted that the site is located on a single-track lane, involving significant upheaval in order for conversion works to take place, as well as additional noise resulting from the change of use. Cllr Turner mentioned potential issues relating to drainage and sewerage, while Cllr Shearme questioned the lack of 24/7 staff in the event of an emergency. The Clerk and Cllr Turner attended a meeting with Darsham Parish Council earlier in June to discuss a cross-parish response to the application. Cllr Backhouse

outlined Darsham Parish Council's concerns, and Cllr Turner noted that Westleton's primary concern related to an increase in traffic through the village due to the location of the site being east of the A12, meaning that if the site is to be used to accommodate Sizewell C (SZC) workers as is anticipated in light of the applicant, the workers would be permitted to drive to the construction site without being required to use the Northern Park & Ride. Nevertheless, Cllr Turner stated that Westleton would fully support Darsham Parish Council in its own concerns.

Dr Angie Roper had been invited by the Clerk to assist in scrutinising the application and kindly submitted a detailed policy-based report in advance of the meeting, for which Cllr Turner extended the council's thanks. In connection with this, the Clerk advised drafting a policy-based response on the change of use from C1 to C2, rather than to focus on the background of the applicant and anticipated use and user demographics, although Cllr Ashton stated that planning officers would be able to infer the proposed use of the site and would be able to impose conditions as appropriate.

Response: In sum, it was **agreed by all** to draft a response **objecting** to the application, and the Clerk would seek to obtain an extension to the response deadline to enable a detailed response to be drafted.

- b) **Four Winds, Bakers Lane** – The Clerk provided an update on the deed of easement. The matter is now between the parties' solicitors and progress is expected soon.
- c) **Local Plan scoping consultation** – Cllrs Johnson and Turner noted that it was difficult for the Parish Council to answer many of the questions. It was noted that the questions were broad, and sometimes vague and loaded. Cllr Turner suggested to focus more on the questions dealing with infrastructure and the potential for further NSIPs-related projects. Although it was **agreed** to draft a response to the consultation, it was noted that it would be difficult to answer on behalf of parishioners and that there should be an emphasis on encouraging public participation in the consultation.
- d) **Any other planning matters** – The Clerk noted that the Planning Sub-Committee lacked terms of reference, and it was therefore agreed to place this on the next agenda for discussion and adoption.

26/82

Councillors' portfolio reports and other parish matters

The Clerk collated and circulated councillors' portfolio reports in advance of the meeting (see Appendix 1 to the minutes). These reports were expanded on as necessary as outlined below:

- (a) **Common** – Cllr Shearme added that he has removed bracken from around Black Slough steps and that BTO rangers attended on Saturday and would like to give a talk in the Village Hall. Cllr Shearme will put the BTO in contact with the Village Hall manager to arrange.
- (b) **Community Field** – Cllr Fisher reported on a broken bench and will liaise with Cllr Alexander and Cllr Holmes for getting it repaired. It was noted that the hedges will need to be cut after the end of the bird nesting season.
- (c) **Allotments** – Kevin and Frances Berry gave their thanks for the suggestion of using benches at the allotments that were formerly used at the White Horse Inn. Cllr Holmes and Cllr Fisher will arrange to transport the benches and a noticeboard to the allotment site. It was **agreed by all** to provide a container for storage. Cllr Watson noted that 32 cubic metres (roughly £60) of water have been used since the water supply was installed. The Clerk will now proceed to register plot-holders who have paid their rent in the National Allotment Society.
- (d) **Affordable housing project** – Cllr Fisher expanded on the progress that has been made.
- (e) **Trees and footpaths** – Cllr Webber stated there is nothing to report this month.
- (f) **Village survey** – The Clerk had nothing to add beyond what was written in his report. Cllr Turner reminded councillors to respond to the survey.
- (g) **Village Hall** – Cllr Banks reported that the Village Hall's SZC grant had been successful, but that the Lapwing Education group was sadly leaving the Village Hall, representing a loss of around 50% of its income. New windows will be installed in mid-July, and bollards have been installed following issues with visitors reversing into the main door.
- (h) **Village Green** – A proposal by Cllr Fisher to reinstate a water supply on the village green will be deferred due to uncertainty over ownership.
- (i) **NSIPs** – Cllr Turner asked for a councillor to attend a meeting in Middleton with the MP for Suffolk Coastal regarding the B1125 on 17 July. Cllr Fisher agreed to attend.
- (j) **War Memorial** – The estimate circulated by the Clerk for him to take on the work on a self-employed basis was **agreed by all**. Cllr Banks suggested a permanent tree to be used as a Christmas tree, and it was agreed to explore this idea further. Cllr Turner thanked The

Westleton Crown for the kind donation of a bench, and a commemorative plaque will be ordered and fitted.

- (k) **New Year Fireworks** – Cllr Shearme will arrange a training session for volunteers, and the council has **agreed** to fund the cost of this, as well as the volunteers' associated transport and expenses. A meeting of the Fireworks Advisory Group will be arranged to look at the insurance conditions and work on documenting compliance with them.
- (l) **Village Map** – Cllr Banks proposed the production of a village map. It was **agreed** to explore this proposal and potentially involved the Westleton Art Group in its creation.
- (m) **Wellbeing** – Cllr Overton expanded on her proposals to hold regular wellbeing events in the Village Hall with guest speakers and other seasonal features. It was **agreed in principle** to proceed with this, and Cllr Overton was invited to put forward concrete proposals.

26/83

Council finances and administration

(a) Outcome of internal audit for 2025/26 financial year

- i. The internal audit report was circulated prior to the meeting and is now available on the website. Cllr Turner thanked the Clerk for his hard work and good outcome of the audit.
- ii. The internal audit action plan was circulated by the Clerk in advance of the meeting and **agreed** for adoption. It is now available to view on the website.
- iii. Following the internal audit, the amended Section 2 of the AGAR was **approved** and duly signed by the Chair.
- iv. It was noted that the period of the exercise of public rights runs from 30 June to 10 August inclusive.

- (b) **Minuting of appointment of RFO** – In line with a recommendation from the internal audit, it is duly minuted that the Clerk is appointed as the Parish Council's Responsible Financial Officer.

- (c) **Financial position** – The Parish Council's financial position was noted, correct as at 27 June (Appendix 2 to the minutes).

- (d) **Payments** – The schedule of payments (Appendix 3 to the minutes) was approved for authorisation. As an aside, it was proposed by Cllr Turner that the Clerk's contract be amended to include the standard HMRC home working allowance of £26 per month, which was **agreed by all**.

- (e) **Councillor and Clerk mileage rate** – The increase in HMRC mileage rates from 45p to 55p per mile was noted and **agreed** by all.

- (f) **CiLCA training for Clerk** – In line with the conditions of the Clerk's contract, it was **agreed by all** to approve CiLCA training for the Clerk, starting in October.

- (g) **Parish Council surgeries** – It was noted that Parish Council surgeries will take place monthly for the rest of the year on 13 July, 17 August, 14 September, 12 October, 16 November, and 14 December. It was suggested by Cllr Banks to coincide the surgeries with Soup and Pud at the Village Hall. The Clerk will therefore amend the published timings of the surgeries to take place from 11:30 to 12:30.

26/84

Correspondence to the Parish Council

Correspondence was collated and circulated by the Clerk in advance of the meeting (see Appendix 1 to the minutes) and this was expanded upon by councillors. It was duly **agreed** to lend the Parish Council's marquees to Middleton, with Cllr Fisher to arrange this.

26/85

Questions to the Chair / Items for the next agenda

It was agreed to add the following items for the next agenda:

- Discussion of the emergency plan
- Discussion and consideration of funding for the Men's Breakfast
- Discussion and consideration of an amended meeting schedule and start time

26/86

Date of next meeting

The Parish Council next meets on Monday 27 July 2026.

Meeting closed 22:00

Appendix 1 – Clerk and Councillor reports

26/81 – Matters arising

The Clerk has still had no acknowledgement or response from RSPB Minsmere r.e. problematic signage. This has now been formally lodged as an issue for Suffolk Highways to investigate and is also being pursued by County Councillor, John Matthews.

The discarded highways signage at the entrance to the Church drive has now been collected.

26/82(a) – Common

Temporary repairs have been made to Black Slough steps, but more major works will be required. Warning signs have now been placed to warn visitors. Bird ringers attended on 27 June – this was an enjoyable event.

26/82(b) – Community Field

The grass has been cut by Cllr Fisher. The gap in the fence still needs to be repaired. The materials and parts needed for the climbing frame repairs have been ordered and delivered to C. Freeman, who will undertake the repairs (date TBC).

There have been reports of the presence of the weed, pirri pirri burr. Although invasive, no formal notification to the authorities is required. The council should take a position on how it wishes to approach treating/eradicating the weed, if it so wishes, balancing costs against impact of using chemical herbicides.

The Clerk is awaiting the arriving of the NFC tags/stickers. The donation website has now been set up, with suggested donation amounts of £1.00, £2.50, £5.00, or £10.00 – this can be monitored and tweaked as required. The Clerk will await the receipt of the NFC tags/stickers to get their sizes before ordering the new signage from Leiston Press, to ensure that the tags/stickers will be clearly visible on the new signs.

The Clerk has also enquired with Toilets+ regarding toilet usage. The toilet is serviced weekly and, in some weeks, the operative reports that there is no sign of the toilet having been used that week.

26/82(c) – Allotments

The water supply has finally been approved by Essex and Suffolk Water.

Benches were mentioned at the last PC meeting. Cllr Watson can collect these if they are available. A notice board should also be provided.

The former barrel fair container which is currently in Cllr Watson's yard would be useful at the allotment for storing items such as rotavators and mowers.

Some of the plots look a bit overgrown and the plot holders need to keep the weeds down or risk being in breach of the tenancy agreement. The Clerk will write to plot holders to remind them of their obligations.

As at 27 June, all but one of the plot holders has paid their plot rent. Signed agreements are outstanding from two plot holders. As soon as these are all paid/returned, the Clerk can proceed to sign the plot holders up for membership in NAS.

26/82(d) – Affordable housing

A copy of the land transfer has now been submitted to Orwell Housing for progression.

26/82(e) – Trees and footpaths

No matters to report this meeting.

26/82(f) – Village survey

The Village Survey was launched at the annual parish meeting on 18 May, and so far there has been a good number of responses in the first month (68 as at 27 June – 48 online, and 20 on paper). A flyer will go out in the next edition of the Yoxmere Fisherman and there will be further promotion efforts. There are 378 registered electors in Westleton, and so a response rate of at least half (189) would be positive and give the clearest mandate.

26/82(g) – Village Hall

No report received at time of writing.

26/82(h) – Village Green

Cllr Fisher has submitted a request to consider reinstating a water supply on the Village Green.

26/82(i) – NSIPs

Report from Cllr Turner:

“On 22 June, I was one of a delegation from the East Suffolk Communities Energy Partnership Steering Committee who attended a meeting with the County Council Cabinet Member for Transport and Highways, Cllr Chris Hudson. The other 3 attending were from Woodbridge, Snape and Friston parish/town councils. Cllr Hudson understood and agreed with our concerns and that ranged well beyond highways matters to health, well being, tourism impact and the destruction of the heritage coast. He also stated his opposition to battery power storage plants if they ever get proposed and solar. ESCEP indicated we would like SCC to take a stronger position on the projects (and specifically during the LionLink Planning Inspectorate Examination) - he agreed and added that a line needs to be drawn in the sand saying that the region has had too much imposed upon it. He asked that ESCEP assist his actions by drawing up a statement he can take to cabinet. He brought in Michael Hadwen (SCC Leader) into the meeting and he who expressed very similar views in relation to no more schemes in Suffolk.

I have sent the WPC response to the LionLink consultation to Cllrs Chris Hudson, Cllr Tristan Gale (cabinet member with responsibility for NSIPs) and Cllr John Matthews. John has replied saying that we can count on his support throughout this process, Gale responded writing: “The County Council will of course continue to support all communities affected by such proposals and we take note of the issues that you raise. We encourage all Parishes affected to continue to engage in the planning process even if objecting to the very principle of the development. In this way it will be possible to maximise the mitigation included as a way of lessening the potential for impacts during and after construction. We will continue to make strong representations across the board including in respect of highways and ecology at the coming stages of the process and especially at the Examination in Public. Members regularly attend local parish meetings and will be able to report back on local issues.” This response has been superseded by the reaction of Hudson during the meeting.

SCZ: At late notice, I was unable to attend an on-line meeting with SZC and all other East Suffolk Parishes to discuss traffic monitoring. I have asked for the slides of the meeting but have not received them yet. I will circulate them once I do. I will also ask for a meeting to discuss their findings and our SID data.”

26/82(j) – War Memorial

Volunteers have kindly looked after the War Memorial garden since the last meeting, however there have been complaints regarding its appearance. The Clerk has put together a cost estimate to take on the garden maintenance on a self-employed basis for councillors’ consideration at this meeting.

26/82(k) – New Year Fireworks

With the transition to a new insurer, there are some additional conditions that have to be met in respect of a New Year fireworks event (albeit, substantially fewer conditions than would have been the case had the Parish Council continued with its current insurer). Cllr Shearme has made enquiries with the fireworks supplier, and they would be willing to provide training free of charge to two or three volunteers at their site in Essex.

Cllr Shearme suggests that consideration should be given to recruiting new volunteers for the event should it be decided that it will still go ahead.

26/82(l) – Village Map

Cllr Banks has submitted a request to consider the production of a village map.

26/82(m) – Wellbeing

Cllr Overton will be attending an upcoming networking event among local councils on the theme of wellbeing.

Cllr Overton is planning a series of “Wellbeing Mornings” starting after the summer, hosting guest speakers on seasonal topics, also tying into broader health themes. It is hoped that the Parish Council can be a driver of ideas and help to promote these events.

29/84 – Correspondence

- There have been complaints made regarding the condition of the War Memorial garden, as well as weed growth around the White Horse Inn. The Clerk has contacted The Chestnut Group r.e. the weeds.
- A resident has requested that drains be cleared near to the pond due to surface water flooding. The Clerk has raised this as an issue with Suffolk Highways.
- Middleton Parish Council has requested use of Westleton's marquees for a village event.
- The Westleton Gun Club has been in contact with the Clerk to request re-instating its regular community donations to the Village Hall, the Church, and also asked for suggestions from the Parish Council. The Clerk suggested funding for the Men's Breakfast.

Appendix 2 – Financial position as at 27 June 2026

Financial Position – pro forma

Prepared for: Westleton Parish Council

Financial year ending 31 March 2027

Prepared by: Richard Green, Clerk and RFO

Prepared on: 27 June 2026

For the period: 16 May – 27 June 2026

2026/27 FINANCIAL YEAR								
	Period 16.05–27.06 2026	Financial year to date		Budget		Variance		
	£	£	£	£	£	£	£	£
Receipts								
Precept		8,412		16,823		(8,412)		
CIL		0		0		0		
Grants		0		2,509		(2,509)		
VAT		0		2,141		(2,141)		
Interest		0		1,500		(1,500)		
Bonfire		0		500		(500)		
Community Field donations		41		240		(199)		
Wayleave		0		181		(181)		
PAYE refund	303	303		0		303		
Allotments	889	889		960		(71)		
Total receipts		1,192		9,644		24,854		(15,210)
Payments								
Community Field								
Cricket nets & table tennis table repairs		0		550		550		
Grass cut		0		1,020		1,020		
Health and safety		0		250		250		
Maintenance		0		2,345		2,345		
Picnic tables		0		50		50		
Play area repairs		0		400		400		
Toilets	165	165		968		803		
Water		0		200		200		
Total		165		165		5,783		5,618
Common								
Maintenance		0		1,600		1,600		
Toilets		0		125		125		
Total		165		-		1,725		1,725
War Memorial								
Path and hedges		0		500		500		
General maintenance		0		1,750		1,750		
Total		-		0		2,250		2,250
Council operations								
Archive	200	200		200		-		
Audit fees		0		800		800		
Bank account	7	14		84		70		
Clerk salary & expenses	29	29		10,000		9,971		
Data protection & website	11	11		596		585		
Hall hire	444	444		375		69		
Insurance	1,186	1,186		1,500		314		
Scribe software		0		300		300		
Subscriptions & memberships		255		260		5		
Sundries/S137		0		750		750		
Training		36		350		314		
VAT paid (to reclaim)		123		0		123		
Total		1,877		2,298		15,215		12,917
Parish activities								
Fireworks		0		1,500		1,500		
New assets		0		300		300		
Allotments	1,000	1,403		960		443		
Christmas tree		0		150		150		
Parish maintenance		0		560		560		
Contingency		0		1,000		1,000		
Donations		0		250		250		
Total		1,000		1,403		4,720		3,317
Total payments		3,042		3,866		29,693		25,827
Cash in hand per cashbook								
Unity Trust Current Account	9,409							
Unity Trust Savings Account	86,855							
Barclays Bank Current Account	CLOSED							
Barclays Bank Savings Account	CLOSED							
Total		96,264						
Earmarked reserves								
CIL 2024-25	6,726							
CIL 2025-26	33,997							
Community Field fund	10,000							
Common donation	9,288							
Common fund	3,000							
Common RPA unused	3,853							
Total earmarked reserves		66,864						
Total unallocated reserves		29,400						

Appendix 3 – Schedule of payments for authorisation

Schedule of payments for authorisation

Prepared for: Westleton Parish Council
Prepared by: Richard Green, Clerk and RFO
Prepared on: 27 June 2026
For meeting on: 29 June 2026
Agenda item: 26/83(c)

Payee	Details	Amount (net)	VAT	Total	Power
Community Action Suffolk	Renewal of .gov.uk domain and email mailboxes	£ 360.83	£ 72.17	£ 433.00	LGA 1972, s.142
Toilets+	Toilet hire + servicing at Community Field (30/4 - 27/5)	£ 110.00	£ 22.00	£ 132.00	PHA 1936, s.87
Toilets+	Toilet hire + servicing at Community Field (28/5 - 24/6)	£ 110.00	£ 22.00	£ 132.00	PHA 1936, s.87
SALC	Internal audit fee	£ 342.00	£ 68.40	£ 410.40	Accounts and Audit Regulations 2015, Reg. 5
Online playgrounds	Invoice SI-00001876 - parts for playground repairs	£ 445.00	£ 89.00	£ 534.00	OSA 1906, ss. 9-10
Clerk	Salary (Q1, 1 April to 30 June)	£ 2,173.41	NIL	£ 2,173.41	LGA 1972, s.142
Clerk	Expenses and mileage (Q1, 1 April to 30 June) - Finance sub-committee meeting (22 April) - 26 miles @ £0.45 per mile - Full council meetings (27 April, 18 May, 29 June) - 78 miles @ £0.45 per mile	£ 46.80	NIL	£ 46.80	LGA 1972, s.142
HMRC	PAYE + NI contributions	£ 328.49	NIL	£ 328.49	LGA 1972, s.142
				£ 4,190.10	

Authorised on: 29 June 2026
Authorised by:
Signature: