

SALTFORD PARISH COUNCIL

DRAFT Minutes of the meeting of the Council held at Saltford Hall, Saltford on Tuesday 3rd September 2019 at 7.15pm

PRESENT

Councillors: Phil Harding (Vice Chair and Chair of Planning Committee), Adrian Betts, Marie Carder, Jon Godfrey, Gary Graveling, Duncan Hounsell, Robert Taylor and Sally Turner.

Officer: Lottie Smith-Collins

In the absence of Cllr Chris Warren, Chair, the meeting was chaired by the Vice Chair (Cllr Phil Harding)

1. MINUTES

The minutes of the Council meeting held on 2 July 2019 were confirmed as a correct record and signed by the Chair.

2. APOLOGIES FOR ABSENCE

Apologies for inability to attend this meeting were received from Cllrs Chris Warren (Chair), Will Feay and Adam Rees-Leonard.

3. DECLARATIONS OF INTEREST

Cllr Jon Godfrey, as a neighbour of the property, declared an interest in item 8.e 19/03449/FUL Holly Barn, and stated he would abstain from voting on this item.

4. PUBLIC TIME

There were 16 members of the public present.

Philip Besley spoke in support of item 8.e 19/02188/FUL - Overwater, 6 Homefield Road, Saltford.

Chris Essex spoke in support of item 11 'Financial Assistance Request – Saltford Community Library and Post Office Hub'. Chris Essex also gave an update on SCA's plans to commemorate VE Day 75 in May 2020.

Reg Williams spoke in support of item 8.e 19/0627/TCA 24 High Street, Saltford. Reg Williams also spoke to object to items 8.e 19/03771/CLEU and 19/03770/CLEU.

5. CHAIR'S ANNOUNCEMENTS

Cllr Phil Harding announced that Councillors were aware and shared the concerns of residents regarding the vandalism at the play park by Saltford School. Cllr Harding reminded residents to contact the police should any future incidents occur.

6. CLERK'S ANNOUNCEMENTS

The Clerk made the following announcements:

- The external audit of the council's accounts for the year ending 31st March 2019 have been completed with no matters giving cause for concern. The 'Notice of Conclusion of Audit' and 'External Auditor Report and Certificate' will be on display on the SPC website and noticeboard.
- Jacob Rees-Mogg MP has made representations on behalf of SPC to Rebecca Pow, M.P., Parliamentary Under Secretary of State for Tourism, regarding SPC's request for better regulation of AirBnBs and Short Term Lets.
- SPC has received formal notification that the bank mandate has been updated following the elections. Due to changes in banking regulations the Clerk/RFO is a signatory on the mandate but the Clerk/RFO will not be authorising payments. Two members must authorise and countersign all payments in line with the Council's Financial Regulations.
- B&NES Council Traffic Regulation Order (TRO) came into operation on 15th August 2019 – 'Introduce no stopping on entrance makings at any time in lengths of Manor Road Saltford'.
- Saltford Parish Council will be hosting the Saltford Neighbourhood Watch AGM on Monday 4th November, at 7pm at Saltford Hall. Beat Officers and B&NES Ward Cllrs will also be in attendance, all residents are welcome.
- The Clerk has passed the Certificate in Local Council Administration (CiLCA).
- Due to boiler works at Saltford Hall it is likely that there will be no heating at the 1st October meeting.

7. REPORT FROM B&NES WARD COUNCILLORS

A written report from B&NES Ward Councillors was circulated to those present.

Cllr Duncan Hounsell gave a verbal report on Mead Lane, stating that an independent review of the Mead Lane mooring trial and a consultation on the future use of the river-bank owned by B&NES Council at Mead Lane has been commissioned by B&NES Council. Cllr Hounsell reported that B&NES Council is maintaining a neutral stance while the review and consultation process takes place and the decision will be made in a fully transparent and democratic way. B&NES Council is aiming for a decision to be made at a Cabinet meeting later this year or early next year.

Cllr Hounsell reported that the new Liberal Democrat administration has taken steps to review the previous B&NES Council administration's Waste and Environmental Services relocation project (E 3131) plans. Cllr Hounsell was supportive of the suggestion made by Parish Councillors that Saltford residents be consulted on any plans regarding waste and recycling transportation that may impact the village.

8. PLANNING MATTERS

a. Minutes – The minutes of the Planning Committee meeting held on 6 August 2019 were confirmed as a correct record and signed by the Chair of Planning Committee.

b. Decisions and Appeals

The Clerk reported that the following applications have been PERMITTED (with conditions) by B&NES Council:

19/01488/FUL 4 Uplands Road BS31 3JJ - Erection of detached 3 bed bungalow on land to rear of 4 Uplands Road. Mr Duncan Phillips.

19/03173/FUL 1 Chestnut Walk Saltford BS31 3BG - Erection of a single storey rear extension and two storey side extension and new front porch. Alterations to existing roof, including a loft conversion and the addition of 2no dormers. To follow demolition of exiting two storey front extension, single storey side extension, single storey rear extensions and garage. (Resubmission).

The Clerk reported that the following application had received CONSENT by B&NES Council:

19/03153/LBA 2 The Batch Saltford BS31 3EN Installation of a cloakroom to first floor (amendment to permission 17/04183/LBA) (Regularisation) Mr R Campbell.

The Clerk reported that the following application has been certified as LAWFUL by B&NES Council:

19/01731/CLEU Avon Farm Avon Lane BS31 3ET - Use of "The Dove Cote" as a separate dwelling (Use class C3) (Certificate of Lawfulness of Existing Use). Mr Clive Franklin

The Clerk reported that the following applications have been REFUSED by B&NES Council:

19/01852/FUL Unregistered Dwelling 3 Avon Farm Avon Lane Saltford - Change of use of land from agricultural use to holiday let (Retrospective). Mr C Franklin

19/02825/TPO Somercourt, Homefield Road, Saltford, Bristol, BS31 3EG - T1 - Silver Birch - Crown reduce by up to 2.5m in order to contain spread of tree. Mr Dave Faulkner

The Clerk reported that the following application has been WITHDRAWN:

Application Ref: 18/01509/OUT, Appeal Ref: 19/00042/RF, Planning Inspectorate Appeal Ref: 3230009. Appeal Start Date: 16 July 2019
Appellant: Mactaggart And Mickel Homes Ltd 18/01509/OUT - Land Parcel 9000 Bath Road Keynsham - Residential and related development comprising approximately 200 dwellings, replacement Sports Pitch to facilitate expanded Primary School, means of access thereto, associated open space, landscaping, access roads, footways/cycleways and infrastructure works - McTaggart & Mickel Homes Ltd

c. Planning contraventions

19/00293/UNDEV - 6 Mill Cottages, The Shallows, Saltford – B&NES Council Planning Enforcement has informed SPC that the gates erected at the property require planning permission. SPC was also informed that the container clearly sits within a pre-prepared area of the property and due to this the size of and the degree

of permanence could constitute operational development that requires planning permission. The owner has been advised that should they wish to try and retain the gates and/or the container then they should submit a planning application within 56 days. SPC will be informed of any updates.

d. Planning items of urgent information

The Chair reported that the West of England Joint Spatial Plan Strategic Development Locations (SDL's) examination hearings scheduled for September/October, including the north Keynsham hearing, had been cancelled by the examiners due to their concerns about the way SDL's had been selected against reasonable alternatives. The examiners are expected to contact the West of England Partnership setting out their concerns in more detail. Saltford Parish Council will keep residents informed.

- e. Planning Applications** - The Council considered the following planning applications in respect of which Bath & North East Somerset (B&NES) Council had invited comments:

19/03449/FUL Holly Barn Norman Road Saltford BS31 3BQ - Erection of a detached garage and change of use of B8 (Storage or Distribution) land to residential. Mrs Claire Selwood

It was resolved that B&NES Council be advised that this Council **OBJECTS** to this application:

OBJECT: The location of the proposed new detached garage building is in the Green Belt outside of Saltford's housing boundary and would be an inappropriate incremental development in the Green Belt under NPPF 2018 (paragraphs 143 – 145) and policy CP8: Green Belt of the B&NES Placemaking Plan. Saltford Parish Council questions the need to change the classification of the land from Class B8 Storage or Distribution to residential. Whilst it is unlikely that the land would be used for storage or distribution due to its close proximity to the two barns converted to dwellings, such a classification change could reduce the ability to protect this land from any future incremental development thus defeating the purposes of its Green Belt status. NOTE: Due to B&NES Council's current policy of publishing the names of objectors, Saltford Parish Council has received 5 objections from residents who are opposed to this development in the Green Belt and have made their views known to Saltford Parish Council privately rather than to B&NES Council.

19/02188/FUL - Overwater 6 Homefield Road Saltford BS31 3EG - Erection of 2 no. bedroom bungalow in the rear garden. Mr Philip Besley

It was resolved that B&NES Council be advised that this Council **COMMENTS ON** this application:

COMMENT: Saltford Parish Council considers the need to keep the bungalow within the plans proposed in the block plan (drawing 03A) to be an important consideration for containing the impact of this property on the character of Homefield Road and of the amenities of neighbouring properties. The effect on privacy for Overwater itself due to the close proximity of the proposed new bungalow is an aspect of the overall design that should be considered carefully by the case officer. A condition of the planning permit, if granted, should be that permission is for a single storey bungalow only with no future conversion of the building to a two storey house or addition of a room or rooms with dormer windows in the roof space as such changes could adversely affect the privacy of neighbouring properties and/or make an imposing visual impact on Saltford's Conservation Area immediately due east.

19/03485/VAR - 7 Uplands Drive Saltford BS31 3JH Variation of condition 6 (plans list) of application 18/01187/FUL (Erection of new dwelling following demolition of existing dwelling). Mr Seya Burchill

It was resolved that B&NES Council be advised that this Council **OBJECTS** to this application:

OBJECT: Saltford Parish Council is concerned that the revised design and scale of the proposed new building represents an incremental growth on the original proposed design (18/01187/FUL) and is therefore out of character with neighbouring properties whilst adversely affecting the amenities of light and privacy for some neighbouring properties.

19/03583/FUL - Fairview The Shallows Saltford BS31 3EX. Replacement of existing dormer window with door and juliet balcony and erection of cycle store. Mrs Theresa Hegarty

It was resolved that B&NES Council be advised that this Council **SUPPORTS** this application.

19/03603/TCA - 63 High Street Saltford BS31 3EW. T1 - Ash - fell T2 - Ash - fell. Mr Noel Dawson

It was resolved that B&NES Council be advised that this Council **COMMENTS ON** this application:

COMMENT: We agree that T1 having outgrown its location has become a potential hazard for the general public and the Bird in Hand public house and is destabilising the tall garden wall by the regularly used public footpath and roadway. We have no objection to its removal. We understand that the close location of T2 to the rear of No. 63 High Street has implications for insurance cover for the property. We also have no objection to its removal.

19/03627/TCA - 24 High Street, Saltford BS31 3ED. Remove hedge of conifers.
Reg Williams.

It was resolved that B&NES Council be advised that this Council **COMMENTS ON** this application:

COMMENT: We have no objection to the removal of the hedge of non-native Leyandii trees that have become unsightly and unlikely to recover from over-pruning.

19/03702/FUL - 566 Bath Road Saltford BS31 3JN. Erection of new first floor extension following demolition of lean-to utility room (Resubmission of 18/05501/FUL) Ms Davenport

It was resolved that B&NES Council be advised that this Council **SUPPORTS** this application.

19/03771/CLEU - Unregistered Caravan Avon Cottages Avon Lane Saltford. Use mobile home as a dwellinghouse (Use Class C3) (Certificate of Lawfulness for an Existing Use). Mrs M Baudot

It was resolved that B&NES Council be advised that this Council **COMMENTS ON** this application:

COMMENT: We refer to our report submitted to B&NES Council in June 2019 asking B&NES Council to consider whether this was permitted development or whether a certificate of lawfulness for an existing use (CLEU) was required for the alleged planning contravention. Whilst Saltford Parish Council does not support housing development on Saltford's Green Belt, Saltford Parish Council recognises that it is for B&NES Council to satisfy itself that the applicant has supplied sufficient evidence necessary for a certificate to be issued. SPC has no evidence to suggest that the caravan has not been used as a dwelling house as claimed by the applicant.

19/03770/CLEU - Unregistered House Known As The Chalet Avon Cottages Avon Lane Saltford. Use chalet as a dwellinghouse (Use Class C3) (Certificate of Lawfulness for an Existing Use). Mrs M Baudot

It was resolved that B&NES Council be advised that this Council **COMMENTS ON** this application:

COMMENT: We refer to our report submitted to B&NES Council in June 2019 asking B&NES Council to consider whether this was permitted development or whether a certificate of lawfulness for an existing use (CLEU) was required for the alleged planning contravention. Whilst Saltford Parish Council does not support housing development on Saltford's Green Belt, Saltford Parish

Council recognises that it is for B&NES Council to satisfy itself that the applicant has supplied sufficient evidence necessary for a certificate to be issued. Saltford Parish Council has no evidence to suggest that the chalet has not been used as a dwelling house as claimed by the applicant.

19/02994/FUL - 3 Somerville Close Saltford BS31 3HT. Erection of single storey side and rear extension. Demolition of existing, stand-alone garage. Tarmacing front garden to create car parking spaces. Paul Hodkinson

It was resolved that B&NES Council be advised that this Council **SUPPORTS** this application:

SUPPORT: Saltford Parish Council supports this planning application but asks that a condition of planning permission is that a water permeable material be used for the front garden parking area to reduce flash flood risks as required by amendments to the permitted development rights made on 1st October 2008 for the paving of front gardens.

19/03794/AR - Store At Rear Of 489 Bath Road Beech Road Saltford BS31 3HG. Display of non illuminated company logo signs on ply-boarded apertures to derelict building. Bethan Sims

It was resolved that B&NES Council be advised that this Council **OBJECTS** to this application:

OBJECT: Beech Road is primarily a residential road leading a short distance directly onto Saltford's Conservation Area. Saltford Parish Council therefore has strong reservations about the size and prominence of these large advertising signs that would be inappropriate for Beech Road.

19/03802/FUL - Greystones Homefield Road Saltford BS31 3EG. Demolition of superstructure and front base wall of existing fully glazed porch and construction of new glazed porch with tiled roof and rooflight. Replacement of 7No.aluminium framed, single glazed windows and 1No. back door and sidelight with painted, hardwood framed windows and solid frame, ledged and braced door. Mr & Mrs John Blake

It was resolved that B&NES Council be advised that this Council **SUPPORTS** this application.

9. FINANCIAL MATTERS

a. Monthly Financial Reports – The reports for July and August 2019, as recorded below, were discussed and accepted by members.

b. Schedule of Expenditure – The expenditure listed in the schedule for

September 2019, as recorded below, was authorised and the schedule was signed by the Chair

c. High Street 'keep clear' lines – Expenditure of £74.76 was retrospectively authorised by full council to B&NES Council for keep clear lines on a section of the High Street, in accordance with Financial Regulation 4.5 and Section 137 of the Local Government Act 1972 (Budget Heading: Council led schemes).

d. SSD card – The council authorised expenditure of £28.49 to Cllr Jon Godfrey for expenses incurred for payment of a SSD card to improve data hardware on the SPC laptop. (Budget heading: Office Equipment).

e. Salford Community Association Affiliation Fee – The Council authorised expenditure of £10 to Salford Community Association for annual affiliation fee renewal (Budget heading: Subscriptions).

10. GENERAL POWER OF COMPETENCE

The Council resolved to adopt the General Power of Competence for the remainder of the Council year 2019/20.

11. FINANCIAL ASSISTANCE REQUEST - SALT FORD COMMUNITY LIBRARY AND POST OFFICE HUB

The Council authorised financial assistance of £2000 to support additional services at the Community Library and Post Office Hub. The Council also resolved to authorise financial assistance of £2,000 in 2020/21 for the same reason. (Budget heading: CIL Related Expenditure).

12. RELOCATION OF VISUALLY ACTIVATED SIGN (HIGHWAYS)

The Council authorised expenditure of £456 to B&NES Council to part fund the relocation of the VAS (Visually Activated Sign) from outside the Crown Pub to the bottom of Bath Road (hill). This decision was made on health and safety grounds, to assist in traffic-calming as vehicles enter Salford from the east. (Budget heading: CIL Related Expenditure).

13. PEDESTRIAN CROSSING AT THE BOTTOM OF SALT FORD HILL (A4 BATH ROAD)

The Council resolved to request that B&NES Council install a central pedestrian island refuge on the A4 Bath Road at the bottom of Salford Hill for safety purposes, including aiding safe crossing to access the X39 (Bristol bound) bus stop.

14. DEFINITIVE MAP MODIFICATION ORDER (DMMO) PUBLIC FOOTPATHS BA27/79 AND BA27/80 (GLENAVON FARM).

The Council considered the DMMO and discussed the Notice given that the above order will be determined by an inspector appointed by the Secretary of State.

The Council resolved to take a neutral stance and it was agreed that a Councillor would attend the inquiry as an observer. The inquiry will take place at Keynsham Community Space, Market Walk, Keynsham BS31 1FS on Wednesday 13th February 2020.

15. HIGHWAYS IMPROVEMENTS ON THE A4 CORRIDOR

The Council resolved that the following motion by Cllr Hounsell would be sent to B&NES Council:

Saltford PC asks B&NES Council to formulate a business case for highways improvements on the A4 (and A39) corridor to assist in traffic flow to include a major upgrade of the Globe Roundabout, Newton St Loe and the Broadmead roundabout, Keynsham. Funding to carry out the works should be sought from the West of England Combined Authority.

16. FIRST BUS FARES

The Council discussed concerns that First Bus fare rises were disproportionate for Saltford residents and that Saltford residents should be able to choose to use either the Bristol or Bath flat fare single dependent on their direction of travel. The Council resolved to contact First Group to request this change to fare options for residents as soon as possible.

17. RENEWAL CONFIRMATION TO COMMITMENT TO FAIRTRADE

The Council agreed to support the Saltford Fairtrade group in its renewal process to Fairtrade.

18. MANAGEMENT OF SAFETY AT ST MARY'S CHURCHYARD

The Council reviewed and agreed updates to its 'Management of Safety at St Mary's Churchyard' document.

19. TREE SURVEY AT ST MARY'S CHURCHYARD

Following receipt of the report by All Tree Services dated 26th July 2019, the Council resolved to seek quotes for all the recommended tree works required at St Mary's Churchyard. Quotes will be considered at the next SPC meeting. New tree planting, as recommended by the report, will also be discussed at the October meeting.

20. STAFFING COMMITTEE UPDATE AND FEEDBACK FROM CLERK'S APPRAISAL

Cllr Jon Godfrey, Chair of Staffing Committee, summarised the minutes of the Staffing Committee meeting on 13 August 2019.

Cllr Godfrey confirmed that Staffing Committee had adopted the SPC Training and Development Policy, and the updated SPC Health and Safety Policy.

It was confirmed that the Clerk's appraisal had taken place on 27th August 2019.

21. DELEGATING POWERS TO STAFFING SUB-COMMITTEE

The Council agreed to delegate powers to a staffing sub-committee for business to be transacted regarding confidential staffing matters, in accordance with SPC's Standing Order 1c and the Public Bodies (Admissions to Meetings) Act 1960 section 2.

22. SPC EQUAL OPPORTUNITIES POLICY

The council resolved to adopt the draft SPC Equal Opportunities Policy.

23. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES

Cllr Jon Godfrey stated that he was continuing discussions regarding possible locations for Electric Vehicle charging points in Saltford.

Cllr Godfrey reported that a high volume of litter had been left behind following Network Rail's vegetation management programme. It was agreed that the Council will contact Network Rail to request that the litter is removed.

24. DATA PROTECTION AND GDPR UPDATES

Cllr Jon Godfrey reported that the PCs used for council purposes had been recently tested for continuity and disaster recovery.

Cllr Godfrey also confirmed that a General Privacy Notice, stating how SPC manages personal data, is now available on the website.

25. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES

Cllr Phil Harding reported on behalf of SEG that Saltford Heritage Centre will be open on Sunday 22nd September 2.30-4:30pm as part of B&NES Council's Heritage Open Days.

Cllr Phil Harding reported that a meeting of the River Avon Users Consultative Committee (RAUCC) will be taking place on 10th September.

26. ITEMS OF URGENT INFORMATION FROM COUNCILLORS

Cllr Duncan Hounsell reported that brambles in Ilford Close were a health and safety concern and had been logged via FixMyStreet. Cllr Hounsell stated that he would take further action should this matter not be resolved soon.

27. PUBLICITY

The Council agreed items to include in its SCAN page and ideas for its next e-newsletter.

The meeting closed at 9.33pm

Chair's signature.....

Date confirmed and signed...../...../.....

Next Parish Council meeting: 1 October 2019

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Saltford Parish Council

Monthly Financial Report for July 2019 - Month 4
 Quarter period 2

	Budget to date	Actual to date	Budget Year end position
RECEIPTS:			
Precept & any grant	£16,920	£16,920	£33,840
Interest on Investments	£8	£10	£25
Other Income: Allotments	£0	£43	£170
VAT Reimbursements	£800	£714	£800
Other	£0	£0	£0
Subtotal without CIL	£17,728.31	£17,686.73	£34,834.95
CIL Payments	£0.00	£4,084	£0
Total Income	£17,728	£21,771	£34,835

PAYMENTS:			
General Administration	£500	£533	£1,500
Office accommodation	£2,000	£1,500	£2,000
Office Staff	£6,667	£6,567	£20,000
Office Equipment	£133	£0	£400
Training	£667	£976	£2,000
Auditing	£450	£245	£450
Insurance	£400	£321	£400
Publicity	£500	£0	£1,500
Subscriptions	£10	£0	£31
Chairmans Honorarium	£150	£75	£300
Councillors' expenses	£17	£12	£50
Hall / Room Hire	£200	£163	£600
Maintenance: Church Yard Grounds	£433	£359	£1,300
Allotments	£167	£0	£500
Churchyard Special Maintenance Projects	£333	£300	£1,000
Allotment site rent	£0	£0	£100
Miscellaneous Grants	£333	£0	£1,000
Council led schemes (s.137)	£333	£565	£1,000
VAT	£233	£230	£700
Subtotal without CIL	£13,527.00	£11,846.52	£34,831.00
CIL-related expenditure	£0	£944	£5,358
Total Payments	£13,527	£12,790	£40,189

BALANCE AT END OF MONTH:

Current account	£5,319
Business Instant Access account	£51,567
Cash	£49
TOTAL CURRENT BALANCE	£56,934

CIL-related cashflow	Balance at 31/03/19		CIL-income 19/20	CIL-expend 19/20	CIL balance
	£10,716		£4,084.15	£944	£13,856

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Saltford Parish Council

Monthly Financial Report for August 2019 - Month 5
Quarter period 2

	Budget to date	Actual to date	Budget Year end position
RECEIPTS:			
Precept & any grant	£16,920	£16,920	£33,840
Interest on Investments	£10	£12	£25
Other Income: Allotments	£0	£43	£170
VAT Reimbursements	£800	£714	£800
Other	£0	£0	£0
Subtotal without CIL	£17,730.39	£17,689.06	£34,834.95
CIL Payments	£0.00	£4,084	£0
Total Income	£17,730	£21,773	£34,835

PAYMENTS:

General Administration	£625	£604	£1,500
Office accommodation	£2,000	£1,500	£2,000
Office Staff	£8,333	£8,209	£20,000
Office Equipment	£167	£0	£400
Training	£833	£976	£2,000
Auditing	£450	£245	£450
Insurance	£400	£321	£400
Publicity	£625	£0	£1,500
Subscriptions	£13	£0	£31
Chairmans Honorarium	£150	£75	£300
Councillors' expenses	£21	£42	£50
Hall / Room Hire	£250	£197	£600
Maintenance: Church Yard Grounds	£542	£451	£1,300
Allotments	£208	£0	£500
Churchyard Special Maintenance Projects	£417	£300	£1,000
Allotment site rent	£0	£0	£100
Miscellaneous Grants	£417	£0	£1,000
Council led schemes (s.137)	£417	£565	£1,000
VAT	£292	£263	£700
Subtotal without CIL	£16,158.75	£13,747.29	£34,831.00
CIL-related expenditure (s.137)	£0.00	£694	£1,000.00
CIL-related expenditure (other)	£0	£250	£4,358
Total Payments	£16,159	£13,997	£39,189

BALANCE AT END OF MONTH:

Current account	£3,418
Business Instant Access account	£51,569

Cash

£49

TOTAL CURRENT BALANCE

£55,036

CIL-related cashflow	Balance at 31/03/19		CIL-income 19/20	CIL-expend 19/20	CIL balance
	£10,716		£4,084.15	£944	£13,856

Total s.137 payments 2019-20

£1,258.36

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