

**MINUTES OF MEETING OF CILCAIN COMMUNITY COUNCIL HELD AT THE RHYDYMWYN FOOTBALL CLUB ON 16 SEPT 2024.**

Present: Chairperson: J V Worthington  
Councillors: Malcolm Down Pauline Douglas  
John Doyle Gwen Hardman  
Gareth W Hughes Karen Parker  
The Clerk was also in attendance

**1. CHAIRPERSON'S OPENING REMARKS**

The Chairperson welcomed Members to the September Meeting. (Croeso i bawb i Gyngor Mis Medi). The Chair also welcomed two local residents (DF and SJ ) to the Meeting. Flintshire County Councillor Andrew Parkhurst was also present at the Community Council Meeting.

Chair congratulated Cllr Gareth W Hughes on becoming a taid (grandfather) once again.

Chair referred to the successful Village Show this year and thanked all those who had contributed to the success. The Chair made specific reference to the tremendous work done by Cilcain resident, Mrs Sue Jones in organising the use of Clean and Lock Toilets and litter control facilities throughout the show site.

**2. APOLOGIES FOR ABSENCE** - J Emyr Davies, Ian Hughes, Michael Parr, Tim Mitchell, Christine Vaughan.

**3. DECLARATIONS OF INTEREST** - Cllr Gwen Hardman declared an interest in the Planning Application item for the Cilcain Village Hall.

**4. MINUTES OF LAST COUNCIL MEETING** - Cllr Gareth W Hughes proposed, Cllr Karen Parker seconded and all Members present agreed to approve the 15th July Minutes subject to a correction on page 22 regarding the AONB.

**5. MATTERS ARISING - HIGHWAY MATTERS:**

Alterations / Additions to Action Plan:

- (a) Item 6 on Action Plan - meeting with Cllr Ian Hughes required to discuss location of salt bin at Parc y Llan / Pantymwyn Rd junction (and not dog bin as indicated in the Council Minutes).
- (b) Cllr Karen Parker enquired if Neil can introduce another column in the Action Plan to indicate the date NH issues the internal instruction for the work item.
- (c) Nant Alyn Road, Rhydymwyn - 100 yards village side of The Graig - middle of carriageway - Cllr Gareth W Hughes reported new pothole.

- (d) Nant Alyn Road, Rhydymwyn - Settlement of reinstatement tarmac on previous culvert repair. A warning sign is required until a permanent repair is arranged. (location 80m village side of Coed Du Hall junction)
- (e) Nant Alyn Rd, Rhydymwyn - front of houses (Bryn Gwyn and Tan y Coed) 70m above Caravan Park entrance - Cllr Pauline Douglas reported erosion of road edge tarmac.
- (f) Cllr Gareth W Hughes enquired when the weed spraying is going to be done in the area this year.
- (g) Nant Alyn Road, mid way of the section of road between Coed Du Hall junction and the Caravan Site - verge encroachment on the River Alyn side (Ty Ni side) due to vehicles having to avoid overhanging trees on the Min y Coed side of the road.
- (h) Cllr Pauline Douglas reported several potholes near the Bwlch Lane / Bottom Road junction.

Cllr Pauline Douglas reported having telephoned Flintshire CC to report a concern. The phone had rung out for about 30 minutes with no response. Cllr Parkhurst indicated he would check on the Service Level Agreement with the appropriate person in Flintshire CC.

## **6. MATTERS ARISING (NON HIGHWAY MATTERS)**

- p23 Solar Panels - Cllr Gwen Hardman reported that the target planning application determination date was the 20 Oct 2024. Consultation is taking place with funding bodies regarding timescales.
- p23 Cilcain Shop - The installation of the solar panels will have an effect on the total electricity cost. Once the new electricity consumption information becomes clear, the critical outstanding matter between the Hall Ctee and the Shop Ctee should be resolved.
- p23 Cilcain Cemetery risk assessment - Final draft had been completed. Draft had been forwarded to Community Councillors for observations. Cllr Karen Parker referred to the presence of dog fouling signs in the Risk assessment. Cllr Hardman and Clerk to check that the existing sign on the Bier House door mentions the dog issue. Cllr Gwen Hardman, following liaison with Cllr John Doyle and Cllr Michael Parr, to ensure the Risk Assessment is modified if necessary.
- p23 Play area - Site meeting with Mr Richard Roberts and representatives of the Rhydymwyn Ward Members took place. A list of items to be covered in the refurbishment grant scheme was agreed. The total Community Council contribution came to £4,500 and the cost included in the estimate agreed in January 2024 was £4,000. Members confirmed the decision taken by the Chairman, Vice Chair and Rhydymwyn Members in the recess period that the additional £500 expenditure could be vired from the under-spend in the Covid Snake budget allocation. Flintshire CC had confirmed in writing the items included in the 50% / 50% match funding scheme.

- p23 Street Lighting, Cilcain - Chairman had reported that 10 of the 13 new LED lamps had been installed. Clerk to seek the list of wattages from Deeco for the Cilcain and the Rhydymwyn lamps.
- p23 Hendre Quarry liaison meeting - Cllr Karen Parker reported on the current position regarding the slippage. The slippage is not deteriorating. Monitoring is taking place. No news regarding when the road is scheduled to be opened again.
- p23 River Alyn, Rhydymwyn - Tree in the River Alyn opposite the Sewage Treatment Plant. Clerk reported having requested an update from Mr Peter Ellis at NRW on the 29 July 2024. No response yet received.
- p23 Roadside verge fenced off, Rhydymwyn - Cllr Gwen Hardman reported on the current position:
- (i) The Land Registry details were looked at on-line.
  - (ii) Four versions of the Ordnance Survey Plans were available. The latest version (Version No 4) had no field references on the plan, so Version no 4 had to be dismissed. Version 1, 2 and 3 had different field references on them. It was therefore decided to go with the latest version with Field Defences on (Version No 3).
  - (iii) Each field has to be done one at a time. One cannot proceed with two or three fields in the same application.
  - (iv) The Council had initially decided to apply for two specific fields.
  - (v) Payment required prior to application so Council approval required.

Clerk authorised to pay Cllr Gwen Hardman by BACS as required.

- p23 32 Maes Cilan, Cilcain - Cllr Andrew Parkhurst reported that Flintshire CC was now waiting for Scottish Power to disconnect the overhead power line again.
- p23 Catch-pit full between the DEFRA bridge and the DEFRA grille. Clerk reported that an email had been received from Mr Tim Owens (Bangor office of the NRW) to indicate that a meeting with DEFRA was being arranged to decide how the gravel arising from the tanks is to be dealt with.

The Clerk expressed concern that NRW appeared to be focusing on the potential environmental implications of the bed arising from one section of the river contaminating another section of the river. This potential contamination fear appeared to be more important than the potential flooding of properties in Rhydymwyn village as a result of a lack of maintenance of the catch-pits.

- p24 Cefn Road / Nant Alyn Rd - Speed issues. Cllr J V Worthington and Cllr Ian Hughes had met Mr Neil Hickie on site to discuss post locations on each side of the road. An email had been received from Cllr Ian Hughes on the 14 Aug 2024 following the site meeting to report that the verge was not wide enough to install posts or bollards.

The last site meeting had taken place with Mr Richard Flood in Flintshire CC's Traffic Section. Now that Mr Flood had left Flintshire CC, Members requested Cllr Parkhurst to arrange another site meeting with Mr Flood's replacement.

- p24 Planning matters, The Antelope Site - Gwysaney Arms Hotel, Planning Application - Members noted that there had been no change in the position since the 15 July 2024 Council Meeting.
- p24 Cilcain School Bus - School bus turning in the Maes Cilan semi circle. Chair reported that the tree in the central grassed area had not yet been trimmed.
- Cllr Parkhurst had written to Flintshire to seek assurances that the construction of the tactile slabs crossing was in accordance with the standard specification for such a facility. No response had yet been received. No further concerns had been received from villagers.
- p25 River Works, Rhydymwyn
- (a) Removal of the fence obstruction at the rear of the Institute. No change.
  - (b) Raising the river bank of the Fechlas Brook by a couple of feet for a 20m section near the Tarmac entrance in Nant Road. The Council was still awaiting information on NRW's likely timescale for flood prevention work at this location.
  - (c) Obstruction in the Fechlas Brook between the Coed y Felin / A541 junction and the Tarmac entrance. Clerk to send another reminder to NRW.
- p25 Planning enforcement, Hilltop, Cefn Road - Cllr Andrew Parkhurst reported that the owner had been advised by Flintshire Planning to submit a retrospective planning application.
- p25 Covid Snake, Playing Field, Rhydymwyn - Cllr John Doyle reported that some vandalism had taken place during the summer. Some of the stones had been forcibly removed. Cllr Doyle to consider remedial options.
- p24 Resurrecting the minerals grant - Cllr Gareth W Hughes request the Clerk to pursue an update from Carolyn Thomas (AM).
- p26 Bus time tables. Cllr Ian Hughes had erected a pin board inside the bus shelter. A laminated A3 bus time table is being arranged to replace the existing one. Cllr Gwen Hardman and Clerk to arrange.
- p26 Rhydymwyn Service Station - Alteration work is taking place to the garage. Cllr Karen Parker reported that the waste material deposited in the adjoining field will be removed in due course. Clerk to write to the Garage owner regarding the need to consider taking internal traffic control measures to reduce the traffic congestion at the entrance during busy periods.
- p26 Hendre Flood Risk Management Scheme - Cllr Karen Parker reported that she had taken one Hendre resident, who had amazing historical knowledge, to the Waterco Offices. The request made in the last public meeting for residents to make suggestions had not resulted in any responses.
- p27 Street Lamp, 'day burning' on A541 - Cllr Gareth Hughes to check if the repair had been carried out by Flintshire CC.

p28 Parking Concern Cilcain - Cllr Gareth W Hughes referred to the Tourist Information Notice Board near the village car park entrance. Flintshire CC had some time ago approved a plan to renew the Notice Board.

Cllr Gwen Hardman referred to the last site meeting with Mr Richard Jones, where the point was made that 'Vehicles have to park in the village car park before they can view the map and by the time they park - it is too late'. For that reason, Mr Richard Jones had suggested taking the sign away, at least on a temporary basis.

Members agreed to recommend to Richard L Jones that he refurbishes the Notice Board at Pedair y Groesffordd and considers taking away the Notice Board at the village car park.

Members noted there are two Notice Boards at Pedair y Groesffordd - one of them being in a poor condition. Conclusion - Item to be discussed further at the next Council meeting in October.

p28 Ponding in roadside channel outside the Rhydymwyn Service Station - Cllr Gareth W Hughes reported that the gulley had now been cleaned out.

p28 Drainage, Nant Road, Rhydymwyn - The culvert outfall had been identified as being partly blocked in a river walk that Cllr Gareth W Hughes and the Clerk had attended on 15 Nov 2023. The Clerk reported in the July 2024 Council meeting that the amount of overgrowth prevented access for inspecting the culvert exit. Another check in the Autumn will be required when the summer vegetation has died down.

p29 Sycamore Tree at Sharpow, Dolfechlas Road, Rhydymwyn - Reminders sent to Flintshire Housing on the 16 July and 20 August 2024. Response received from Daniel Delaney, Flintshire CC, Housing Section to both emails. The latest email from Mr Delaney indicated that he was chasing a progress report from a tree assessment team working for Flintshire Housing Section.

## 7. **PLANNING MATTERS:**

Planning Applications received from Flintshire County Council:

- (i) Ref No: 000476/24  
Proposal: Listed building application for removal of cement render from solid limestone walls, making good (replacing damaged or missing pointing and re-bedding loose masonry with lime mortar), applying a bag rubbed lime shelter coat, and finishing with an appropriate mineral paint. Location: Plas Yn Llan, Mountain Road, Cilcain, Mold, CH7 5P

The Community Council has **no objection** to the application.

- (ii) Ref No: 000656/24  
Proposal: The installation of a photo voltaic array and battery system to the Village Hall.  
Location: Cilcain Village Hall, The Square, Cilcain, Mold, CH7 5N

The Community Council **fully supports** the application.

## 8. CORRESPONDENCE

- 1) 15/07 Wrexham Flint Area Committee (One Voice Wales) Notice of meeting scheduled for 23 July 2024 at Wrexham. Cllr Parker attended. Wrexham CC's Chief Executive had been the guest speaker. Cllr Parker had noted that the problems experienced by Community Councils in the Wrexham area were very similar to the problems experienced in Flintshire.
- 2) 16/07 Tan y Coed, Nant Alyn Road, Rhydymwyn. Difficulty in having a new van delivered to the Caravan site as a result of overgrown hedge and verge. Item had been forwarded to Flintshire Streetscene.
- 3) 16/07 Cilcain Cemetery Risk Assessment - final draft for approval by the Community Council. Item discussed earlier.
- 4) 16/07 Sycamore tree near Sharpow boundary - No 56 Llys Alyn, Dolfechlas Road  
Reminder sent to Flintshire Housing regarding the owner of Sharpow's request to fell the sycamore tree in the garden of No 56 Llys Alyn. Item discussed earlier.
- 5) 18/07 Ali Fest charity musical event at Rhydymwyn Football Club - copy of email received by Cllr Andrew Parkhurst from Flintshire's Licensing Officer - A 'temporary event notice' for the event had been received by Flintshire CC. Position noted.
- 5B) 19/07 Attendance at Community Council Meetings by the local Street Scene Supervisor - Copy of response to Cllr Andrew Parkhurst from Flintshire CC's Highway Network Manager (Mr Barry Wilkinson). Position noted.
- 6) 23/07 Cutting of highway vergers in Flintshire CC summer 2024 - Concern letter sent to Kate Wilby, Head of Flintshire Streetscene. Position noted.
- 7) 26/07 Response received from Kate Wilby regarding highway verge cutting. Item discussed earlier.
- 8) 26/07 Link path between Dolfechlas Road and Llys Alyn housing estate - copy of request by Cllr Parkhurst to Streetscene, plus the response from Mr Hickie. Members noted that the item was not included on the 'Action List'. Site meeting with Mr Neil Hickie to be arranged to discuss the Action List.
- 9) 28/07 Information sent to Mr Neil Hickie regarding the items referred to in the July Council Meeting that need to be added to the Action List. Position noted
- 10) 29/07 Email sent to NRW regarding the fallen tree across the River Alyn opposite the Cilcain (Cefn Rd) Waste Water Treatment Plant. Position noted.
- 11) 30/07 LED lamps, Cilcain - Note from Gwenno Jones to supply the Community Council with lamp and bracket details. Item discussed earlier.
- 12) 01/08 Cilcain Bus Shelter - Pin board provided and fixed by Cllr Ian Hughes. Item discussed earlier.

- 13) 06/08 Public footpath Nant Alyn Road, Rhydymwyn - overgrowth near the recently replaced footbridge. Report received from Cllr Gareth Hughes and forwarded to Mr Jon Hill, Flintshire CC's Footpath Inspector.
- 14) 08/08 Fly Tipping, Cefn Road - former Tilcon entrance - Information from Mr Neil Hickie . Position noted.
- 15) 11/08 Public footpath, Nant Alyn Road, Rhydymwyn. Cllr Gareth W Hughes reported that the path was cleared within 48 hours of the request being made. Note sent to Mr Jon Hill to thank him for his prompt response in arranging for the path to be cleared.
- 16) 12/08 Cilcain Toilets, £500 Welsh Assembly grant. Copy of reminder sent from Mr Neil Hickie to Ian Bushel at Flintshire CC. Mrs Sue Jones of Cilcain Clean and Lock had also written a reminder email. Position noted.
- 17) 13/08 Grass cutting, Donkey field. - Concern received from Cllr John Doyle regarding the height of the grass following the recent scheduled grass cutting by Flintshire CC. Note regarding Cllr Doyle's concern had been passed on to Mr Hickie on 14/08/2024.
- 18) 13/08 Speed warning sign, Star Crossing junction, A541 - Chairman and Cllr Gwen Hardman reported that the replacement sign on the Hendre approach to the Star Crossing junction was now in place and was working. Chair thanked Councillor Andrew Parkhurst for all the chasing work he had done to get the sign working. Members noted that fixing or replacing the sign had taken Flintshire CC over two years.
- 19) 14/08 Cefn Road, Rhydymwyn side of the Trimm Rock entrance. Report received from Cllr Ian Hughes regarding the result of the site meeting that the Chairman and Cllr Hughes had with Mr Neil Hickie. Item discussed earlier.
- 20) 14/08 Sunken manhole cover, Hendre - Email from Cllr Karen Parker (copy to Neil Hickie) regarding the worsening condition of the manhole cover at Hendre. Position noted.
- 21) 15/08 Grass cutting, Donkey Field, Rhydymwyn - Copy of internal email from Mr Neil Hickie to Flintshire CC's grass cutting supervisor. Item discussed earlier.
- 22) 16/08 Dumped trailer, Nant Alyn Road, near The Graig pull-in - Report and photo from Cllr John Doyle regarding a dumped trailer. Report forwarded to Flintshire Streetscene. Position noted.
- 23) 19/08 Sycamore tree near Sharpow boundary - No 56 Llys Alyn, Dolfechlas Road. Request for an update from Cllr Gareth W Hughes. Item discussed earlier.
- 24) 20/08 Sycamore tree near Sharpow boundary - No56 Llys Alyn, Dolfechlas Road  
Reminder sent to Flintshire CC Housing Section regarding the request from the owner of Sharpow. Item discussed earlier.
- 25) 22/08 Abandoned agricultural trailer near the Graig - Report forwarded to Flintshire CC's Administration and Enforcement Manager. Position noted.

- 26) 22/08 Details of the refurbishment work to the Rhydymwyn play area were agreed at the site meeting between Mr Richard Roberts and Rhydymwyn Members - Clerk sent confirmation to Flintshire CC to indicate that the Community Council agrees for Flintshire CC to proceed with the match funding arrangement. Item discussed earlier.
- 27) 22/08 Sycamore tree near the Sharpow boundary - No 56 Llys Alyn, Dolfechlas Rd. Another reminder sent to Flintshire Housing regarding the request of the owner of Sharpow. Response received from Flintshire on 23 August 2024. Item discussed earlier.
- 28) 23/08 Abandoned agricultural trailer near the Graig - Report received from Flintshire CC's Administration and Enforcement Manager. Trailer removed by the time a site inspection was made. Item discussed earlier.
- 29) 27/08 Ali Fest charity musical event at Rhydymwyn Football Club - Reply from Cilcain CC sent to Rhydymwyn resident (JB). Position noted.
- 30) 28/08 Broken gulley grid, top of Trial Hill, Cilcain - Copy of email from Cllr Michael Parr sent to Mr Hickie at Flintshire Streetscene. Members noted from the photograph sent by Cllr Parr that it would have been difficult for such a defect to be spotted from a drive around inspection by a Flintshire Inspector. Clerk reported that Cllr Parr had not yet received any feedback following his report being made.
- 31) 03/09 Confirmation sent to Gareth Edwards (DEECO) - Clerk reported that work started on fixing the LED lamps in Cilcain on 4 September 2024. Position noted.
- 32) 04/09 Cilcain Toilets, Welsh Assembly annual £500 grant. Reminder sent to Flintshire Streetscene regarding the need to pass this grant on to the Community Council. Item noted earlier.
- 33) 04/09 Damaged seat, Rhydymwyn Playing Field - Photo and report received from Cllr Gareth Hughes regarding damage to one of the wooden slats. Cllr Gareth W Hughes reported that Cllr Ian Hughes was arranging to repair the seat.
- 34) 04/09 Typical 'dark sky' lamp fitted in Ffordd y Llan - Photo from Chairman. Position noted.
- 35) 05/09 Junction warning sign for Ffordd y Berth / Star Crossing Road junction - Copy of reminder email from Cllr Andrew Parkhurst to Flintshire Streetscene. Members recalled the provision of a new sign being discussed at a site meeting arranged in 2023 by Cllr Parkhurst with Mr Richard Flood and Cilcain Ward Members. Cllr Parkhurst reported that arrangements were in place for a new sign to be provided.
- 36) 05/09 Defibrillators - Email from Huw Morgan (Chair of Nannerch CC ) regarding the need for new batteries and pads for the Cilcain defibrillator. Chair reported that the previous Defibrillator Guardian would shortly be working abroad. Reference had been found in the Council Minutes (approx twelve months ago) that Mrs Sue Jones had indicated her willingness to be the Defibrillator Guardian. Arrangements were then made for



Mr Morgan to meet Cllr Worthington and Mrs Sue Jones on site to discuss the role of the 'Cilcain Defibrillator Guardian' going forward.

- 37) 05/09 Hilltop, Cefn Rd, Cilcain. Request for an update from Flintshire CC Planning Enforcement regarding the recently constructed double garage. Response received.
- 38) 06/09 New LED lamps, Cilcain - Chair reported that 10 of the 13 lamps conversions have been completed by DEECO. One of the 3 lamps remaining to be converted is on the gable end of Tyn Llan (near The Square) where access is restricted. DEECO will have to select the best day and time to minimise the disruption of traffic whilst undertaking the Tyn Llan conversion.
- 39) 08/09 Culvert gravel traps adjoining the DEFRA site, Rhydymwyn - Request sent to Michael Garrod (DEFRA) for an update on the proposed 'gravel management plan' for clearing the culvert down river of the DEFRA entrance grille.
- 40) 08/09 Fechlas Brook, Rhydymwyn - Reminder sent to NRW (Dafydd Roberts) regarding the issue of restoring the river bank near Nant Road, Rhydymwyn. Members noted that this issue had been discussed at a site meeting which had taken place on 15 November 2023. Item discussed earlier.
- 41) 08/09 River Alyn, Rhydymwyn - emptying of gravel traps near the DEFRA site entrance. Reminder sent for a response from the NRW to the Community Council's request for information dated 8 July 2024.
- 42) 09/09 Litter bin near the Bus Shelter, Cilcain - Complaints received by Cllr Gwen Hardman regarding the proximity of the bin to the bus shelter. The Clerk had been informed by Mr Hickie that the bins were normally fixed to the path. Members agreed to forward the bin smell complaint to Flintshire Streetscene.
- 43) 10/09 Cilcain Public Toilets, £500 grant from the Senedd - Copy of a reminder sent to Flintshire CC Street Scene (for the attention of Ian Bushell) from Mrs Sue Jones (Clean 'n Lock). Position noted.

9. **PAYMENT OF ACCOUNTS** - The accounts scheduled in the Appendix were approved.

10. **DATE OF NEXT MEETING** - The next meeting of the Council is scheduled to be held on the 21 October 2024. However, the Chair and Vice Chair reserve the right to change the date, having regard to the three clear working days statutory notice being given for any new date.

**Payment section not for publication until approved by the Council**

1. Payment of Accounts - August 2024

(i)	A E (sal + fixed exp) for July 2024	705.85
(ii)	HMRC - PAYE (L.G.A.1972 S112) confirmation of the BACS payment made	108.45
(iii)	Office Equipment and stationery - (L.G.A.1972 S111) (Invoices available at the Council Meeting)	149.13
(iv)	AE - web fee	18.00
(v)	Bloomin Gardens - Cilcain and Rhyd cemetery grass cut	-----
(vi)	One Voice Wales - annual membership fee for 2024-2025	247.00
(vii)	JDK - Council website - arrange for May, June, July, (August-free)	60.00
(viii)	Paul Rushford - painting public seats - Rhydymwyn	100.00
(ix)	Canon UK - photocopying charge for three months (01 Aug to 31 Oct 2024)	117.18

September 2024

(i)	A E (sal + fixed exp) for August 2024	705.85
(ii)	HMRC - PAYE (L.G.A.1972 S112) (Confirmation of BACS payment required)	108.45
(iii)	Bloomin Gardens - grass cutting at Cilcain and Rhydymwyn cemeteries, plus around two Rhydymwyn seats. (Two months)	440.00
(iv)	Office Equipment and stationery - (L.G.A.1972 S111) (Invoices available at the Council Meeting)	168.88
(v)	AE - web fee	18.00
(vi)	External Audit Fee 2019/20	954.58
(vii)	External Audit Fee 2020/21	575.83
(viii)	External Audit Fee 2021/22	628.50
(ix)	External Audit Fee 2022/23	505.50
(x)	Battery and pads for the Cilcain defibrillator (cost scheduled to be available prior to the Council meeting)	-- --

Please Note: Payment for the above items being made by BACS - authorised by the following two signatories.

Chairman ..... Vice Chair (or 2nd Councillor) .....

2. **Current Council Bank Balance.** Please note that the closing balances in the Council's Bank

Accounts on 09 Sept 2024 were:

Current Account: £243

Deposit Account: £44,417

Dep. Acc. interest:

2024 (Aug £56.76) (July £58.41) (June £63.43) (May £61.07) (Apr £49.17)

(Mar £46.29) (Feb £54.96) (Jan £56.41)

2023 (Dec £42.40) (Nov £43.74) (Oct £42.26) (Sep £42.94)

Chair ..... Clerk ..... Date .....