

**THE RIXTON WITH GLAZEBROOK PARISH COUNCIL MEETING
MINUTES
THURSDAY 18th JULY 2019 AT 7.30PM
HELD IN THE COMMUNITY HALL, MANCHESTER ROAD, HOLLINS GREEN**

Present

| Name | Position |
|------------------------|----------------------|
| Council Members | |
| Liz Clarke | Chairman |
| Maureen Banner | Vice Chairman |
| Maurice Johnson | Councillor |
| Bob Andrews | Councillor |
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| Others | |
| Nick McCarthy | Clerk to the council |
| Tony McCarthy | Ward Councillor |
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| | |
| Apologies | |
| David Trenbath | Councillor |
| David McLachlan | |
| | |

| Item | Discussion | Action |
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| 158 | <p>Welcome and Apologies</p> <p>The Chair welcomed everybody to the meeting, apologies for absence were noted as above.</p> | |
| 159 | <p>Committee Reports</p> <p>A. Warrington Borough Councillor – Cllr. McCarthy Councillor McCarthy provided updates on the following issues and concerns.</p> <ul style="list-style-type: none"> • WBC have been notified that the grass was not too cut to a satisfactory standard, and timings were not as requested, for the carnival. • Road sign for 'The Weint' has been damaged and has now been replaced. • Signage on the A57 (Rhinewood Hotel) to be 'painted' over in August. • Yellow lines (Dam Head Lane) to be painted in September • WBC have contacted with sites of all current hedge cutting issues. Councillor McCarthy requested updates if issues are sorted, or remain. • Agreement has been made that upon approval, WBC will site a new bin on Chapel Lane (to be paid for by the parish council). WBC will empty the bin and monitor the usage. If it is not filled enough, WBC will re-site in the village on one of their regular routes, at no additional cost | |

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| | <ul style="list-style-type: none"> • Blue wheelie bin, which had previously been fly tipped, has been removed from close to the scout centre • Cllr Andrews discussed the great job that had been done with the maintenance and strimming of hedges on Glazebrook Lane by the farmer. <p>The following matters have been reported to Councillor McCarthy:</p> <ul style="list-style-type: none"> • The damaged bin on the village green (to the rear of the Red Lion) with its top canopy broken is still due to be replaced. Will follow up • Road sign between lighting columns 3 and 4, has slipped, and needs to be fixed (Glazebrook Lane) • The overgrown copse on the Village Green still needs to be cut back, WBC have previously inspected the area, but in the wrong location. Cllr McCarthy to ensure correct location is reported. Cllr Johnson reiterated concerns of anti-social behaviour, and drug/criminal activity in this overgrown spot. <p><u>Actions</u></p> <ol style="list-style-type: none"> 1. TM to continue to progress bin replacement, or fixing, on the recreation ground. 2. TM to report broken road sing on Glazebrook Lane 3. TM to pursue hedges/shrubs needing to be cut back on the recreation ground, to prevent ASB | <p>1 – TM</p> <p>2 – TM</p> <p>3 – TM</p> |
| <p>158 Cont.</p> | <p>B. Police – PCSO Bethan Roberts provided an updated criminal activity report. Full details can be seen, posted as Annexe A.</p> <p><u>Action</u></p> | |
| <p>158 Cont.</p> | <p>C. Community Plan Group Meeting – 8th July</p> <p>Attended by Cllr Clarke</p> <p>They are still awaiting the outcome of the bin which is needed on Chapel Lane, hopefully to be placed in the layby. One of the members of the committee put a picture on Facebook of the mess which accumulates in that area. Cllr. Clarke brought them up to date on WBC’s situation regarding lack of manpower for emptying.</p> <p>The Garden Safari raised £416 and considering the weather was successful, with approx. 61 visitors from near and far.</p> <p>Jamie Fisher – Principle Highway Engineer came to talk to the meeting with regard to the problems on Chapel Lane. He is in charge of reducing risk of road collisions, speeding, signage, risk assessment etc. He is looking at the many aspects of how to slow the traffic down and the best way to survey the area and do a risk assessment.</p> <p>More bulb planting will be carried out in Sept/Oct down Glazebrook Lane and the Glazebrook area. It was suggested that bluebells could be planted by the volunteers in Glamis Wood.</p> <p>Sign cleaning was very successful and it is intended to do the Glazebrook area on 5th October.</p> <p>They are hoping a meeting can be set up with Angus Lord to look at ways of draining the Village Green. Cllr. Clarke will also be attending.</p> | <p>4 - NM</p> |

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| | <p>The 3-year plan is now in its final print stage, members have been given a copy to look through and make comment on any changes. It will then be available around the villages. Date of next meeting – 23rd September.</p> <p><u>Action</u> 4. Upon notification of the traffic assessment, the council agreed to invite Jamie Fisher to a future meeting to discuss traffic problems and solutions.</p> | |
| 159 | <p>MINUTES The minutes of the Parish Council Meeting held on 20th May 2019 were submitted to the meeting. RESOLVED: - On condition of the above, that the minutes of the meeting held on 20th June 2019 be accepted as a true record</p> <p><u>Action</u></p> | |
| 160 | <p>MATTERS ARISING FROM THE MINUTES - 20th June 2019 No matter arising</p> <p><u>Action</u></p> | |
| 161 | <p>ACTION PLAN See Action Plan form the meeting of the 20/06/19 has been updated and attached as Annexe B. Matters unresolved will be added the plan for 18/08/19 to reviewed and updated at the next meeting.</p> | |
| 162 | <p>CORRESPONDENCE</p> <ul style="list-style-type: none"> • Clerk shared update received from WBC Electoral Team, with changes to the register. Noted for information • Information was shared with the Council on the latest funding opportunities from the Warrington Voluntary Action group. Noted for information • Response received from WBC – Re: bus shelter cleaning. NM to progress • Response received from Civic Sunday correspondence. Clerk to liaise with LC and MB and continue dialogue • Signage for Manchester Road gate to be discussed at the next meeting • Late submission to PKF Littlejohn was discussed. NM currently corresponding to resolve matter urgently <p><u>Action</u> 5. Clerk to contact WBC’s bus shelter cleaning contractor, and seek other service providers for quotes 6. Clerk to continue dialogue with regards the Civic Sunday concerns 7. Clerk to add Manchester Road gate signage to agenda (Sept) 8. Clerk to ensure AGAR submission to PKJ Littlejohn is submitted urgently</p> | <p>5 – NM 6 - NM 7 – NM 8 - NM</p> |
| 163 | <p>CHARITABLE DONATIONS No matters</p> <p><u>Action</u></p> | |
| 164 | <p>TRAFFIC / SPEEDING The Council discussed the current traffic/speeding issues and agreed to discuss matter further once assessment from WBC received.</p> | |

| | <u>Action</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 165 | <p>WEBSITE Council discussed current and future needs for the website, with a view to the business continuity. To be discussed in more detail at the next meeting.</p> <p><u>Action</u></p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 166 | <p>PROJECTS</p> <p>A. Recreation Ground – No updates</p> <p>B. Glamis Wood – See details discussed in Community Plan Group update. Council agreed to make contributory donation towards the costs of planting bulbs, once known.</p> <p>C. HS2/HS3 – See Annexe C, for letter to WBC</p> <p>D. Community Plan Group – See report earlier.</p> <p>E. Parish Council website – No updates. Discussed earlier as separate agenda.</p> <p><u>Action</u></p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 167 | <p>ACCOUNTS FOR PAYMENT RESOLVED: - That approval be given to the payment of the following:</p> <table border="1"> <thead> <tr> <th>Cheque No</th> <th>Date expenditure incurred</th> <th>Payee</th> <th>VAT not recoverable</th> <th>Amount</th> <th>Purpose</th> <th>S137</th> </tr> </thead> <tbody> <tr> <td>100559</td> <td>18/07/19</td> <td>CHALC</td> <td>0.00</td> <td>568.00</td> <td>Affiliation Fees</td> <td></td> </tr> <tr> <td>100560</td> <td>18/07/19</td> <td>L Clarke</td> <td>0.00</td> <td>5.70</td> <td>'No Dogs' signage</td> <td></td> </tr> <tr> <td>100561</td> <td>18/07/19</td> <td>L Clarke</td> <td>0.00</td> <td>72.00</td> <td>Engraving cost for official chain</td> <td></td> </tr> <tr> <td>100562</td> <td>18/07/19</td> <td>NJ McCarthy</td> <td>0.00</td> <td>34.20</td> <td>Stamps Storage boxes for parish records (1974-)</td> <td></td> </tr> <tr> <td>100563</td> <td>18/07/19</td> <td>-</td> <td>0.00</td> <td>-</td> <td>Cancelled</td> <td></td> </tr> <tr> <td>100564</td> <td>18/07/19</td> <td>NJ McCarthy</td> <td>0.00</td> <td>418.00</td> <td>Additional hours Apr-Jun</td> <td></td> </tr> <tr> <td>100565</td> <td>18/07/19</td> <td>HMRC</td> <td>0.00</td> <td>104.50</td> <td>Additional hours Apr-Jun</td> <td></td> </tr> <tr> <td>100566</td> <td>18/07/19</td> <td>NJ McCarthy</td> <td>0.00</td> <td>25.00</td> <td>3 Months telephone costs (Apr-Jun)</td> <td></td> </tr> <tr> <td>100567</td> <td>18/07/19</td> <td>NJ McCarthy</td> <td>0.00</td> <td>50.00</td> <td>3 Months broadband costs (Apr – Jun)</td> <td></td> </tr> </tbody> </table> <p>Clerk shared updated Asset Register (2018/19) and agreed as a true record.</p> <p>Council agreed for payment to clerk for reimbursement of telephone and broadband charges, in line with the amounts claimed by the previous clerk</p> <p>AGAR returns added to the website</p> | Cheque No | Date expenditure incurred | Payee | VAT not recoverable | Amount | Purpose | S137 | 100559 | 18/07/19 | CHALC | 0.00 | 568.00 | Affiliation Fees | | 100560 | 18/07/19 | L Clarke | 0.00 | 5.70 | 'No Dogs' signage | | 100561 | 18/07/19 | L Clarke | 0.00 | 72.00 | Engraving cost for official chain | | 100562 | 18/07/19 | NJ McCarthy | 0.00 | 34.20 | Stamps Storage boxes for parish records (1974-) | | 100563 | 18/07/19 | - | 0.00 | - | Cancelled | | 100564 | 18/07/19 | NJ McCarthy | 0.00 | 418.00 | Additional hours Apr-Jun | | 100565 | 18/07/19 | HMRC | 0.00 | 104.50 | Additional hours Apr-Jun | | 100566 | 18/07/19 | NJ McCarthy | 0.00 | 25.00 | 3 Months telephone costs (Apr-Jun) | | 100567 | 18/07/19 | NJ McCarthy | 0.00 | 50.00 | 3 Months broadband costs (Apr – Jun) | | |
| Cheque No | Date expenditure incurred | Payee | VAT not recoverable | Amount | Purpose | S137 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 100559 | 18/07/19 | CHALC | 0.00 | 568.00 | Affiliation Fees | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 100560 | 18/07/19 | L Clarke | 0.00 | 5.70 | 'No Dogs' signage | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 100561 | 18/07/19 | L Clarke | 0.00 | 72.00 | Engraving cost for official chain | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 100562 | 18/07/19 | NJ McCarthy | 0.00 | 34.20 | Stamps Storage boxes for parish records (1974-) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 100563 | 18/07/19 | - | 0.00 | - | Cancelled | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 100564 | 18/07/19 | NJ McCarthy | 0.00 | 418.00 | Additional hours Apr-Jun | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 100565 | 18/07/19 | HMRC | 0.00 | 104.50 | Additional hours Apr-Jun | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 100566 | 18/07/19 | NJ McCarthy | 0.00 | 25.00 | 3 Months telephone costs (Apr-Jun) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 100567 | 18/07/19 | NJ McCarthy | 0.00 | 50.00 | 3 Months broadband costs (Apr – Jun) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| | <p>Clerk discussed ongoing issues with HMRC and online payment tool. Hopefully matter is resolved, will update accordingly</p> <p><u>Action</u></p> | |
| 168 | <p>AUDIT RETURN Clerk discussed the completion of the Audit return and the pending issues. All matters resolved</p> <p>Fixed asset register updated AGAR notices published on website and/or notice boards by 1st July</p> <ul style="list-style-type: none"> • Section 2 – accounting statements 2018/19 • Annual internal audit report • Section 1 – annual governance statement • Public Rights <p>Internal audit certificate to be left blank HMRC payroll issues resolved (2018/19) Copy of completed notice of public rights completed.</p> <p><u>Action</u></p> | |
| 169 | <p>PLANNING APPLICATIONS The Council gave consideration to the following planning application:</p> <p>Planning Application No: 2019/35220, the details of which are below:</p> <p>Location: 100, GLAZEBROOK LANE, RIXTON-WITH-GLAZEBROOK, WARRINGTON, WA3 5BE</p> <p>Proposal: Section 192 (Lawful Development Certificate) - Proposed change of use from A1 to C3(a)dwelling</p> <p>Applicant: Mr Peter Dodd Officer:</p> <p><u>Action</u></p> | |
| 170 | <p>General Matters</p> <p>Chairman discussed future options for the Christmas newsletter, to consider how it could be published and distributed more efficiently and effectively – to be discussed at future meeting.</p> <p>Also, the 5 sycamore trees on the recreation ground need cutting back. They have also seeded between the grass and the walls at the back of the houses. These seedlings need removing as they are now quite large and will very soon be trees and will damage the walls.</p> <p>Cllr Johnson reported issues of speeding at School Lane and Dam Lane. Agreed to discuss further on future traffic measures after the WBC assessment</p> | <p>9 - NM</p> <p>10 – NM</p> |

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| | <p>Cllr Johnson also reiterated ongoing issues with the use / non-use of flags on the rifle, particularly on Sunday. To be discussed further with local PSCO.</p> <p>Public footpaths on the boundary of Glazebrook and Hollins Green are overgrown.</p> <p>Concerns over the public footpath stile (Chapel Lane to Manchester), overgrown bushes blocking route.</p> <p>Final confirmation of the Lecturn signage was agreed. Clerk to liaise with supplier and progress.</p> <p><u>Action</u></p> <p>9. NM to add to the agenda for next meeting</p> <p>10. NM to add to the agenda and to contact insures for initial thoughts.</p> <p>11. NM to report to WBC/Councillor</p> <p>12. NM to report to WBC/Councillor</p> | <p>11 – NM</p> <p>12 – NM</p> |
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APPENDIX A

**Rixton with Glazebrook
July 2019 - Monthly Parish Report**

**Beat Sergeant PS Stuart Gibbard
Beat Manager PC Alison Edwards
PCSO Bethan Roberts**

Anti-Social Behaviour

5 Personal/environmental/youth issues

Burglary

- 0 Dwelling**
- 0 Other**

.....
Criminal Damage

0

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Vehicle crime

- 0 Theft of vehicle**
- 1 Theft from vehicle**

Other

Rixton with Glazebrook Carnival attended, accompanied by Pathways to Recovery with their displays

- Speed enforcement Glazebrook Lane 28/06/19 – 102 vehicles passed during monitoring, most of which were obeying the 30mph speed limit, however one vehicle was 39mph
- Complaints about parking along Bank St requesting double yellow lines, advised to contact WBC. Will monitor, however no obstructions observed when I have patrolled
- To tackle nuisance off-road motorbikes, we need the following information - detailed descriptions of the bikes and riders, where the bikes are kept (lock-ups, garage locations), names if possible. Please quote ‘Operation Scrambler’ when you call Cheshire Police on 101. We are also work with GMP (our neighbouring police force) to tackle the issues of off-road motorbikes. We continue our patrols and appeal for anyone with information to help us identify these individuals to get in touch

<https://www.cheshire.police.uk/advice-and-support/home-safety-and-security/>

5Cs guide to staying safe online: -

<https://www.cheshire.police.uk/advice-and-support/internet-safety-and-security/our-5cs-guide-to-staying-safe-online/>

FRANK offers honest information and advice about the risks of various substances, including nitrous oxide

<https://www.talktofrank.com/>

Rixton & Woolston PCSO Surgery at Woolston Neighbourhood Hub: 23 Jul 18:00, 2 Aug 18:00, 8 Aug 11:00, 13 Aug 18:00, 23 Aug 18:00, 28 Aug 11:00

ANNEXE B

THE RIXTON WITH GLAZEBROOK PARISH COUNCIL MEETING

Update on actions from 20.6.19

| Minute No | Action | Lead member | Progress/Feedback |
|-----------|---|---|---|
| 148 | <p>COMMITTEE REPORTS</p> <p>1. NM to liaise with parish council and Police Crime Commissioner</p> <p>2. TM to pursue trees/overgrown shrubs on the footpaths, Glazebrook Lane up to railway station.</p> <p>3. TM to pursue who owns hedges overgrown on School Lane and Moss Side Lane up to the brickworks</p> <p>4. TM to pursue blue wheelie bin has been abandoned close to the scout hut and to be reported as a fly tipping incident.</p> <p>5. TM to pursue hedges need to be cut back by the road heading to the vets.</p> <p>6. TM to pursue hedges overgrown on School Lane/Ash Road.</p> | <p>NM</p> <p>TM</p> <p>TM</p> <p>TM</p> <p>TM</p> <p>TM</p> | <p>NM liaising with MB for further info, before sending on. Update to be provided at next meeting.</p> <p>Hedges request list sent to WBC Jun/Jul</p> <p>Hedges request list sent to WBC Jun/Jul</p> <p>Reported and wheelie bin has been removed</p> <p>Hedges request list sent to WBC Jun/Jul</p> <p>Hedges request list sent to WBC Jun/Jul</p> |
| 149 | <p>MINUTES</p> <p>7. for future meetings, councillors to review the minutes prior to the next parish council meeting, and send comments, errors, omissions etc. to the clerk.</p> <p>8. Clerk to provide a list of key tasks/actions (Action Plan) to be reviewed for updating in each meeting.</p> <p>9. Clerk to test all councillor's email addresses</p> | <p>ALL</p> <p>NM</p> <p>NM/ALL</p> | <p>Minutes sent out and no comments received as at 17/07</p> <p>Action Plan produced and updates provided 18/07/19</p> <p>Email addresses tested and responses received from all</p> |

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| 150 | MATTERS ARISING FROM THE MINUTES – 16.05.19 10. Chairman Clarke identified an alternative provider and will arrange procurement and installation of signage 11. Clerk to pursue Warrington Transport. 12. Clerk to liaise with the chairman and send letter/email to the church warden to ensure clarification of roles and duties, from the Parish Council and the school for Civic Sunday. | LC NM NM/LC | Signage has been procured and will be sited Jul/Aug Email sent and received, see correspondence 26/06 Email sent, and received, see correspondence 13/07 |
| 151 | CORRESPONDENCE 13. Clerk to complete and return electoral survey to WBC. 14. Clerk to contact Warrington Housing Association, to establish ownership. Further follow up and action to follow. 15. Clerk to reply to request on foodbank 16. Clerk to locate and share the notice of Public Rights on website 17. Clerk to obtain signed AGAR notification, copy and send to Cllr Trenbath to add to website. | NM NM NM NM/DT NM/DT | Survey completed and returned 23/06 WHA contacted 23/06 – no response received. Replied to other parish councils 23/06 Document produced and sent for website 30/06 Documents posted on website 30/06 |
| 153 | LECTERN SIGNAGE 18. Chairman and Clerk to prepare the words and send to the contractor. 19. Once agreed, send cheque £85, plus VAT. | NM/LC NM | Words sent to company July, confirmed, waiting for invoice. Waiting for invoice 17/07/19 |
| 154 | PROJECTS 20. Clerk to liaise with Cllr Banner, and send a letter to the Chief Executive of WBC 21. Clerk to add to agenda for next meeting | NM/MB NM | Letter sent out to CEX and Leader of WBC 10/07 Website / business continuity added to agenda for July |

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| 155 | <p>ACCOUNTS FOR PAYMENT</p> <p>22a. Audit Return. Clerk to locate paper copy of latest fixed asset register and create electronically and update with relevant acquisitions</p> <p>22b. Ensure Notice of Rights and AGAR are published on website before 1st July</p> <p>22c. HMRC returns for 18/19 to be completed.</p> <p>23. Clerk to check bank statement for payment</p> | <p>NM</p> <p>NM</p> <p>NM</p> <p>NM</p> | <p>Located copy and transferred to new document and added 2018/19 updates. See accounts for payment</p> <p>Published</p> <p>Completed. Not heard any updates on owed amount. Check July statement</p> |
| 157 | <p>GENERAL MATTERS</p> <p>24. Chairman to pursue bank for correct signatories</p> <p>25. Clerk to inform Cllr McCarthy</p> <p>26. Clerk to inform Cllr McCarthy</p> <p>27. All, to amend and calendar/diary times for future meetings</p> | <p>LC</p> <p>NM</p> <p>NM</p> <p>ALL</p> | <p>Ongoing</p> <p>Sent to Cllr McCarthy 17/07</p> <p>Sent to Cllr McCarthy 17/07</p> <p>Completed</p> |

ANNEXE C

Professor Steven Broomhead
Town Hall
Sankey Street
Warrington
WA1 1UH

Rixton with Glazebrook PC

Date: 10/07/2019

RE: WBC HS2 Support

Dear Professor Broomhead,

The parish council, on behalf of our residents, are deeply concerned at the published comments from a council member expressing unconditional support for the HS2 projected extension through Warrington. This will decimate our village.

The parish council request a clear policy statement on WBC's position regarding HS2. This will be recorded in our minutes.

As a Parish council representing our community, we will continue to lobby our MP and our Borough Councils to fight against HS2 and its proposed route through the village.

Yours sincerely

Nick McCarthy
Clerk to the Council
(Rixton with Glazebrook Parish Council)
rixtonwithglazebrookpc@gmail.com