



Minutes of Parish Council Meeting

Held on Tuesday 29th June 2021

Chairman: Councillor Mr J Pugh
Councillors: Councillor Ms E Farrell, Councillor Mr C Harrison, Councillor Dr H Price and Councillor Mr P Robinson
Apologies: Councillor Mr G Chater, Councillor Mrs M Lawrence and Councillor Dr J Walmsley
Clerk Mrs R Biley
Attendance: Buckinghamshire Councillor Mr P Cooper
By Invitation: Mrs J Flanders
Parishioners: 3

1. Apologies for absences

Apologies were received and accepted from Councillor Chater, Councillor Lawrence and Councillor Walmsley.

2. Disclosure of interest on items in agenda

Councillors had no items they needed to disclose for any item on the agenda.

3. Reports from Buckinghamshire Council Councillors and the Police

The Clerk confirmed that the Police would not be able to attend until restrictions were lifted and Councillor Diana Blamires sent her apologies.

Councillor Cooper updated the Council on Buckinghamshire Council matters which included the following;

The Community Boards and Police had all reviewed and amended their boundaries and subsequently highways had done the same. This has meant that Wingrave with Rowsham would be having a new Area Technician to replace Matt Whincup. It was also confirmed that the private contract with Ringway Jacob would end, and work would all return in house.

The scheduled rebuilding of the highway at the A418 from Rowsham to the Wingrave Crossroads has been extended and will now extend to the Wing boundary. This will include a full rebuild to deal with the subsidence and will not just be a patching / resurfacing scheme.

A severe pothole near the entrance of Abbots Way has been filled as an emergency repair.

The water leak at the footpath leading to the school from the Winslow Road has now been fixed, delays were due to establishing who was responsible for the repair due to its location.

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Chairman

The Cala / Twelve Leys development has gone reasonably smoothly, particularly given its location. There have been a few issues, but these have been dealt with quickly and responsibly. It was noted that the development would complete in approximately 16 months.

Thanks were given to Dave Clements for the excellent framework set by him and the working group whilst a councillor and thanks were also given to Bron Hughes for her continued support.

The Ridgepoint / Elm Leys development has nearly completed, except for the implementation of the landscaping plan and some tidying around the site. The Clerk agreed to introduce the new Clerk to the developer and try and see when these were scheduled.

The Rectory / Leighton Road development has seen a significant and drawn-out issue over removal of protected trees within the boundary copse. The removal of a mature tree, dead trees and undergrowth had been reported to enforcement and received visits from the Buckinghamshire Council tree officer and classified as an offence. The developer was then required to submit a proposed replanting scheme to replace that which had been removed. It was Councillor Coopers understanding that this had now been done and had been accepted by the tree officer with the work taking place during the next planting season (November).

A parishioner raised the removal of an existing boundary fence at the edge of the copse which had then been replaced but further into the copse itself. Councillor Cooper noted that the developer owns the boundary, including the copse and providing the copse is not damaged in any way, they are within their rights to remove or erect fencing.

It was also asked why a prosecution would not be sought for the breach. Councillor Cooper theorised that a prosecution would be unlikely due to the costs involved and providing remedial steps were taken, that would satisfy the Council.

The Clerk noted that the system for planning / enforcement was flawed and that it was often in a landowner's interest to ask for forgiveness rather than permission and asked how the Parish Council could best address this. Councillor Cooper felt that the department of enforcement was changing but that more time was needed to see positive change since becoming unitary.

4. Sign off Parish Council Meeting Minutes

4.1 Annual Parish Council Meeting 25th May 2021

The minutes were approved as an accurate account of the meeting held on 25th May 2021 and signed as such by the Chairman.

5. Planning

5.1 21/01789/APP

- **Pond Cottage the Green Wingrave Buckinghamshire HP22 4PD**
- **Erection of garden room outbuilding**

5.2 21/01790/ALB

- **Pond Cottage the Green Wingrave Buckinghamshire HP22 4PD**
- **Erection of garden room outbuilding**

Councillor Pugh noted that two applications were originally received for this property due to its listed building status, however, Heritage had since confirmed that as the building would not be

attached to the property itself, it would not be subject to a separate heritage application and instead comments would just be submitted on reference 21/01789/APP with application reference 21/01790/ALB withdrawn.

Councillor Pugh gave an overview of the application, and it was advised that the property is well enclosed and would not have any impact on neighbouring residents.

It was proposed that the Council register no objections to the application. This was approved by unanimous vote.

The Council **RESOLVED** to register no objections to this application.

5.3 21/01881/APP

- **Land At Aylesbury Road Wingrave Buckinghamshire**
- **Retain two shipping containers (retrospective)**

Councillor Cooper noted that the land was subject to an Article 4 directive which removed all permitted development rights due to the way in which the land was parcelled up and sold with the promise of easy development and all applications should be strongly opposed.

It was noted that the containers provide far in excess for what is needed for the level of agricultural use and that no mention had been given to the caravan on site or the tank which had been set into the ground and that as well as not having permission under and Article 4, it was in contravention to the Parishes Neighbourhood Plan.

It was proposed that the Council object to the application on the above grounds. This was approved by all Councillors.

The Council **RESOLVED** to register its objections to this application.

5.4 21/01970/APP

- **Dimmocks Nup End Lane Wingrave Buckinghamshire HP22 4PX**
- **Alterations to conservatory**

Councillor Pugh introduced the item and advised that he could see no reason to object to the application and therefore proposed that the Council register no objections. This was approved by unanimous vote.

The Council **RESOLVED** to register no objections to this application.

5.5 21/02044/ALB

- **Nup End Farm Nup End Lane Wingrave Buckinghamshire HP22 4PX**
- **Installation of vehicle & pedestrian gates**

Councillor Pugh introduced the item and advised that he could see no reason to object to the application and therefore proposed that the Council register no objections. This was approved by a unanimous vote.

The Council **RESOLVED** to register no objections to this application.

5.6 21/02331/APP

- **Land At Thistlebrook Farm Tring Road Wingrave Buckinghamshire HP22 4LN**
- **Variation of condition 2 (Approved plans) of planning permission 18/03012/APP (Installation of a synchronous gas-powered standby generation facility, plus ancillary infrastructure, and equipment - As amended 19/04283/APP and 19/A4283/NON) to allow for changes to size and layout of engine containers.**

The Council discussed the application and noted that as approval had already been granted for the facility and the application was for minor amendments, it would not be prudent to object. It was agreed that the Council would resubmit its comments from the original application which raised concerns over parts of the investigative process.

The Council **RESOLVED** to register no objections to this application but would resubmit its original letter to environmental health over concerns for the facility as part of its response.

6 Memorial Benches at Twelve Leys Green necessary works and discussion for book exchange/ little library

The Clerk advised the Council that the two memorial benches located at the Twelve Leys Green had fallen into disrepair and would need to be repaired or replaced. One of the benches had been removed for review and the handman had concluded that whilst a repair was possible it would be costly for the additional lifespan it would provide.

The Clerk asked the Council whether it wished to consider moving forward with the repair or looking to replace the benches with those such as the ones positioned by the Parish Council at the Green.

The Council voted unanimously on replacement and the Clerk agreed to gather information on suitable replacements which would be brought to the next meeting for approval. The Clerk also asked Councillor Robinson to reach out to a member of the family for whom the bench was erected, for any comments.

It was asked whether it would be worth approaching Cala homes to see if they would like to support the project financially. The Council agreed this would be a wise course of action and the Clerk agreed to arrange once more information was available.

The Clerk asked the Council on their thoughts for the provision of a little library / book swap cabinet to be in the same area. The Clerk did note that a similar provision was available in the church but that the proposer was keen to have something at the lower end of the village.

The Council, after discussion concluded that while it was supportive of the initiative, its approval would rest on several factors which would need to be addressed first, namely, the aesthetics, safety, maintenance, and cost of such a unit.

Councillor Price noted that the Community Boards may be able to help and agreed to speak to the Parishioner.

7 Social Media presence for the Parish Council

The Clerk advised that as part of her updates she posted some items to the Wingrave Community Page on Facebook. Due to her upcoming maternity leave, she asked for

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Chairman

clarification on whether this is something that the Council wished to continue. The Council confirmed that they would like to continue to update the page.

The Clerk confirmed that the proposed interim Clerk did have a Facebook account and would be willing to update the page as required.

It was noted that there may be an alternative way which would involve the Clerk updating a bulletin / news feed on the new website which would then filter through to the required social media pages.

The Council asked for further details on how this would work, and any costs and the Clerk agreed to have this information ready for the next meeting.

8 Updates

8.1 Twelve Leys Development

The Clerk delivered an update from Councillor Walmsley on the development, which is available as an appendix.

8.2 Wickam Field Development

- **Enforcement update on removal of protected copse**

Councillor Harrison advised that he had received a handover from Viv Lynch and had initiated contact with the working group as well as contacting the site office. It was noted that the key issues seemed to be the provision of the relocated parking, a suitable resolution to the removal of trees from the copse and he would also like to pursue the reinstatement of the drainage ditch from the Macintyre entrance to the site entrance.

9 Appointment of interim Clerk and Responsible Financial Officer

Councillor Robinson advised the Council that he and the Clerk had interviewed candidates for maternity cover for the Clerk position and was pleased to advise that Mrs Jill Flanders had applied and interviewed extremely well, subsequently had been offered the position and accepted. Councillor Robinson asked the Council to formally appoint Jill Flanders to the role of interim Clerk and Responsible Financial Officer from 5th July 2021.

This was approved by unanimous vote and Mrs Flanders was welcomed to the Council.

The Council **RESOLVED** to appoint Mrs J Flanders to the role of Interim Clerk and Responsible Financial Officer from 5th July 2021.

10 Next steps for the Pavilion and Bowls projects and confirmation of conclusion of matters raised at previous meeting

Councillor Pugh advised that after a short hold on these projects it was now time to review their position and act accordingly.

Whilst further information was being awaited by Bowls, Councillor Pugh proposed that the Pavilion Project be unlocked so that the project could start moving forward again.

Due to the outstanding information required from Bowls it was proposed that the Bowls project continue on hold for the interim.

Once there were available drawings from the architect it was proposed that a consultation begin to review those plans.

The Council approved the proposals by unanimous vote.

The Council **RESOLVED** to withdraw the hold from the Pavilion project, continue the hold on the Bowls project and to approve the beginning of a public consultation once suitable plans were available from the architect.

11 Kirby Memorial Fund Request

11.1 Bowls Club £60,000

Councillor Pugh advised that this application had been withdrawn.

12 End of Year accounts 2020/2021

12.1 Appointment of Internal Auditor for 2021/2022 accounts- D Martin

The Clerk asked the Council to approve the appointment of D Martin as our internal auditor for the current financial year.

This request was approved by unanimous vote.

The Council **RESOLVED** to appoint D Martin as the internal auditor for 2020/2021 and 2021/2022.

12.2 Annual Governance Approval and Sign

The Clerk asked the Council to confirm each of the statements in the Governance statement. The council confirmed each statement unanimously and the document was signed by the Clerk and the Chairman.

The Council **RESOLVED** to approve the annual statements as set out in the Governance document and signed it as such.

12.3 Annual Accounting Statement Approval and Sign

The Clerk asked the Council if they approved of the Accounting statement section of the AGAR. This was confirmed by unanimous vote.

The Council **RESOLVED** to approve the Accounting statements as set out in section 2 of the AGAR and the document was signed by the Clerk and the Chairman as such.

12.4 Explanation of Variances Approval and Sign

The Council were asked if they approved of the explanation of variances as set out in the pro forma.

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Chairman

The Council approved the document by unanimous vote.

The Council **RESOLVED** to approve the explanation of variances document.

12.5 Accounting Statement of Accounts Approval and Sign

The Council were asked to approve the statement of accounts as generated by the accountant as an accurate reflection of the Councils financial position.

This was approved by unanimous vote.

The Council **RESOLVED** to approve the statement of Accounts and the document was signed as such by the Chair and the Clerk.

13 Finance

13.3 Payments since last meeting

The Payments since the last meeting were approved by the Council as provided by the Clerk. Available as an appendix.

13.4 Accounts update- general

The Council approved the update of the current financial position of the Council accounts by the Clerk. Available as an appendix.

13.5 Reconciliations April & May

The Council approved the reconciliations provided for April and May by the Clerk. Available as an appendix.

13.6 Handyman Insurance

The Clerk advised that the previous year the Council had agreed to cover the costs of the insurance for the handyman, and we had been asked to agree the same this year.

It was noted that this would not be something the Parish Council would like to continue on a long-term basis and therefore would not look to continue for this financial year. It did however note that it would review the remuneration of the handyman's rate from £11ph to £12ph, which would cover the costs of the handyman undertaking the insurance themselves.

This was approved by unanimous vote.

The Council **RESOLVED** to not cover the costs of handyman insurance at its renewal but instead to increase the hourly rate to £12 ph for handyman duties.

13.7 Approval of expenditure (up to £150) for the purchase of promotional material to support the Twenty Plenty's campaign

The Clerk asked the Council to approve a spend of up to £150 for the purchase of materials to assist with promotion of the Twenty's Plenty campaign. This was approved by unanimous vote.

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Chairman

The Council **RESOLVED** to agree expenditure from the traffic calming fund up to £150 for the purchase of promotional materials for the Twenty's Plenty campaign.

13.8 Approval of Combat Fire Invoice £212.15 ex vat

The Clerk asked the Council to approve the invoice from Combat Fire for necessary safety works at Wingrave Park. This was approved by unanimous vote.

The Council **RESOLVED** to approve and pay invoice from Combat Fire at a cost of £212.15 ex vat.

14 Clerks Report

The Clerk ran through the Clerks report which included the following:

- Advising the Council that her last working day would be 14th July.
- The appeal on the enforcement notice at the Barn, Land adjacent to Millway, had been rejected, and the next steps would be for the applicant to either revert the barn to the approved plans or submit a retrospective application.
- An update on the insurance submission for the streetlight at the Wingrave Crossroads.
- Advising that the Open annual meeting must be held as soon as restrictions are lifted.
- The website and logo launch will take place at the next meeting.

Meeting ended 21.30

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Chairman

Appendix 1- Item 8.1 Twelve Leys Development Update

The work at 12 Leys continues. By and large the arrangements put in place to minimise inconvenience to residents including limits on deliveries during school drop off and pick up times, and no work starting before 8 have been working OK, with a few exceptions, dealt with by the site manager and Bron Hughes on behalf of the residents. Now there is a road on site we expect lorries to use that for turning, rather than reversing in the side roads off 12 Leys and have been promised a sign to that effect.

Of the major issues we can report:

Lorries queueing on 12 Leys on Thursday 3rd June – these were delivering tarmac for the road and were taking advantage of the half term. Unfortunately, because the regular site manager was on holiday, there was no one posted at the end of 12 Leys to stop them. Cala apologised and recognised the need to coordinate deliveries.

Use of Nup End Lane by vehicles re-laying the drive to Chiltern View. Most of the heavy plant accessed through the site, but it seems some used Nup End Lane. They will return when it comes to laying the tarmac and will need to use Nup End Lane because there will be houses on the site by then. Uncertain when this will be. We are assured that it will only last a day or two.

School holidays – the restrictions on movements at school drop off and collection times will be lifted. Bron will be carefully monitoring the situation and reporting any issues.

Site workers not wearing masks in the shop has been reported. It is not something the site manager can deal with. It is up to all of us to challenge people not adhering to COVID guidelines.

On a positive note, and an excuse to walk round there and see what is going on, look out for the drawings done by Wingrave Children decorating the site fence, coming soon.

A request has been submitted for road cleaning which has been agreed but not yet actioned.

A slight issue with a senior member of staff parking on Twelve Leys from the Ashvale group, not sure much can be done on this.

A thank you from Wingrave School has been received for everything going smoothly from their point of view.

We owe a great debt of gratitude to Bron for her hard work receiving and dealing with issues as they arise. Please call or text her on [REDACTED] if you have any issues or questions.

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Chairman

Appendix 2- Item 13.1 Payment Since Last Meeting

01/04/2021	MW Agri	March Devolved Services	£	461.68	20%
01/04/2021	Pratts Charity	Wingrave Park Lease	£	275.00	0%
11/04/2021	EON	April Statement- Electricity	£	132.49	5%
14/04/2021	Buckinghamshire Council	April Statement- Church Bin	£	54.15	0%
20/04/2021	WWSAL	Management Fee	£	3,000.00	0%
20/04/2021	Office Innovation	Annual IT Costs	£	436.80	20%
20/04/2021	URC	Annual Cemetery Grant	£	350.00	0%
20/04/2021	WCA	Annual Grant 1 of 2	£	2,500.00	0%
20/04/2021	Wingrave Heritage Association	Annual Grant 1 of 2	£	318.00	0%
20/04/2021	Wingrave school PTFA	Charity Contribution- Scarecrow Festival	£	60.00	0%
20/04/2021	Andy Muskett	Winslow Road Light Failure	£	70.00	20%
20/04/2021	Mike Greaves	Handyman March 21	£	161.69	0%
20/04/2021	SLCC	Annual Subscription	£	166.00	0%
28/04/2021	BALC	Annual Subscription	£	269.25	0%
28/04/2021	Office Innovation	Good Councillor Guide printing	£	36.00	20%
28/04/2021	LTN Productions	Kirby Award- Wingrave Players	£	1,130.69	20%
30/04/2021	Rebecca Biley	Clerks Pay and expenses	£	1,043.16	0%
30/04/2021	HMRC	Tax and NI	£	61.41	0%
01/05/2021	Buckland Landscape	April Devolved services	£	625.85	20%
11/05/2021	EON	May Statement- Electricity	£	128.22	5%
17/05/2021	Buckinghamshire Council	May Statement- Church Bin	£	26.70	0%
25/05/2021	Playsafety	Annual Skatepark Inspection	£	68.50	20%
25/05/2021	Mike Greaves	Handyman April 21	£	130.17	0%
31/05/2021	Rebecca Biley	Clerks Pay and expenses	£	943.88	0%
31/05/2021	HMRC	Tax and NI	£	61.41	0%
01/06/2021	Buckland Landscape	May Devolved Services	£	625.85	20%
10/06/2021	Mike Greaves	Handyman May 21	£	229.74	0%
10/06/2021	Sandy Roost	End of Year Accounts statement	£	150.00	0%

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10/06/2021	Euro Office C/O R Biley	New lockable 4 draw cabinet for files	£	104.93	20%
12/06/2021	EON	June Statement- Electricity	£	132.49	5%
14/06/2021	Buckinghamshire Council	June Statement- Church Bin	£	47.10	0%
	Combat Fire	Fire Safety Inspection	£	212.15	20%
	CCTV Direct C/O P Robinson	CCTV Wingrave Park	£	1,381.50	20%

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Appendix 3- Item 13.2 General Accounts Update

Payment Group	Payment Type	Agreed 2020-21	Budget 2021-22	Reserve Funds	Additional Funds	Spend to Date inc VAT	Balance	Over Budget?
Administration	Clerk's Pay	£ 12,270	£ 12,990	£ -	£ -	£2,109.86	£ 12,990	0
Administration	Office Maintenance/ Administration	£ 1,830	£ 1,400	£ -	£ -	£567.36	£ 1,400	0
Administration	Training	£ 300	£ 300	£ -	£ -	£0.00	£ 300	0
Administration	Insurance	£ 3,600	£ 4,200	£ -	£ -	£0.00	£ 4,200	0
Administration	Audit	£ 800	£ 800	£ -	£ -	£150.00	£ 800	0
Administration	Legal fees	£ 300	£ 300	£ -	£ -	£0.00	£ 300	0
Capital Costs	General Reserve	£ 1,500	£ -	£ 50,318	£ -	£0.00	£ 50,318	0
Capital Costs	Maintenance Infrastructure Fund	£ 2,500	£ 2,500	£ 3,595	£ -	£82.20	£ 6,095	0
Capital Costs	Traffic Calming Fund	£ 100	£ 100	£ 12,265	£ -	£0.00	£ 12,365	0
Capital Costs	Office Equipment Fund	£ 260	£ 100	£ 255	£ -	£125.92	£ 355	1
Capital Costs	Sports Facilities Maintenance Fund	£ 1,500	£ 1,500	£ 46,676	£ -	£0.00	£ 48,176	0
Capital Costs	Neighbourhood Planning	£ -	£ -	£ -	£ -	£0.00	£ -	0
Community Groups	Wingrave Community Association	£ 5,000	£ 5,000	£ -	£ -	£2,500.00	£ 5,000	0
Community Groups	Wingrave Heritage Association	£ 624	£ 636	£ -	£ -	£318.00	£ 636	0
Community Groups	Parish Church Cemetery Grant	£ 600	£ 500	£ -	£ -	£127.95	£ 500	0
Community Groups	URC Cemetery Grant	£ 350	£ 350	£ -	£ -	£350.00	£ 350	0
Community Groups	Play around the Parish	£ 360	£ -	£ -	£ -	£0.00	£ -	£ -

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Chairman

Community Groups	Kirby Memorial Fund		0	£ 66,769	£ -	£1,356.83	£ 66,769	1
Environment Committee	Parish Maintenance	£ 4,300	£ 2,750	£ -	£ -	£0.00	£ 2,750	0
Environment Committee	Parish Handyman	£ 2,000	£ 2,000	£ -	£ -	£521.60	£ 2,000	0
Environment Committee	Emptying Dog Waste Bins	£ 1,200	£ 1,500	£ -	£ -	£0.00	£ 1,500	0
Environment Committee	Provision for Devolved Tasks	£ 3,500	£ 4,410	£ -	£ -	£2,056.06	£ 4,410	0
Environment Committee	Tree Maintenance	£ 336	£ 118	£ -	£ -	£0.00	£ 118	£ -
Environment Committee	Pond Maintenance	£ -	£ 1,000	£ -	£ -	£0.00	£ 1,000	0
Management	WWRSAL Management Fee	£ 2,500	£ 3,000	£ -	£ -	£3,000.00	£ 3,000	0
Management	Wingrave Park Rent	£ 1,100	£ 1,100	£ -	£ -	£275.00	£ 1,100	0
Misc.	Election Fund	£ -	£ -	£ 1,585	£ -	£0.00	£ 1,585	0
Section One Three Seven	Charity Contribution	£ 20	£ 60	£ -	£ -	£0.00	£ 60	0
Section One Zero Six	Section 106	£ -	£ -	£ -	£ -	£0.00	£ -	0
Street lighting	Electricity	£ 3,100	£ 3,100	£ -	£ -	£412.85	£ 3,100	0
Street lighting	Maintenance	£ 3,000	£ 3,000	£ -	£ -	£84.00	£ 3,000	0
Subscriptions	NALC/BALC	£ 275	£ 275	£ -	£ -	£269.25	£ 275	0
Subscriptions	SLCC	£ 150	£ 161	£ -	£ -	£166.00	£ 161	1
Subscriptions	AVALC	£ 25	£ -	£ -	£ -	£0.00	£ -	0
Total		£ 53,400	£ 53,150			£14,472.88		3

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Chairman

Appendix 4- Item 13.3 Account Reconciliations

April

Bank Account Reconciliation

	<u>April 2021</u>	statement Date
Current Account	£88,836.14	25/03/21- 23/04/21
Kirby Account	42,192.59	01/04/21- 30/04/21

Unpresented payments

Reconciliation

	Current	Kirby
Starting Balance	£59,838.14	£43,095.58
Income & Transfers	£37,184.13	£453.84
Reconciled Payments	-£8,186.13	-£1,356.83
Unpresented Cheques	£0.00	£0.00
Unpresented income	£0.00	£0.00
Total	£88,836.14	£42,192.59
Statement Balance	£88,836.14	£42,192.59

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Chairman

May

Bank Account Reconciliation May 2021

statement Date

Current Account	£88,836.14	25/03/21- 23/04/21
Kirby Account	65,546.80	01/05/21- 28/05/21

Unpresented payments

		£
25/05/2021	Playsafety	68.50
		£
25/05/2021	Mike Greaves	130.17
		£
31/05/2021	Rebecca Biley	943.88
		£
31/05/2021	HMRC	61.41
		£
01/06/2021	Buckland Landscape	625.85
		£
10/06/2021	Mike Greaves	229.74
		£
10/06/2021	Sandy Roost	150.00
		£
10/06/2021	Euro Office C/O R Biley	104.93
		£
12/06/2021	EON	132.49
		£
14/06/2021	Buckinghamshire Council	47.10

Reconciliation

	Current	Kirby
Starting Balance	£88,836.14	£42,192.59
Income & Transfers	-£22,451.22	£23,673.05
Reconciled Payments	-£3,686.20	-£318.84
Unpresented Cheques	-£2,494.07	£0.00
Unpresented income	£0.00	£0.00
Total	£60,204.65	£65,546.80
Statement Balance	£62,698.72	£65,546.80

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Chairman