

# Chelveston-cum-Caldecott Parish Council

## Northamptonshire

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### Minutes of an Ordinary Meeting of the Parish Council

10<sup>th</sup> July 2006

#### Meeting Number 0607

Minutes of an **Ordinary Meeting** of the Parish Council held at 7:30 p.m. - **Monday 10<sup>th</sup> July 2006** in the Chelveston Village Hall.

**Present :-** Councillors :

Cllr A.R.Dale	(Chairman)
Cllr M.W.Wooding	(Vice-chairman)
Cllr M.L.Foulger	
Cllr M.J.Izzard	
Cllr R.A.Meeson	
Cllr S.E.Stopps	

Clerk: Mr. M.H.Hunter

Public: 19 members of the public

#### **Open Forum**

Cllr Dale explained that he was relaxing the normal rules on public participation in order to allow a fuller discussion on item 4.

#### **1 Apologies**

- 1.1 Cllr Dale opened the meeting at 7:32 p.m. and asked for any apologies. Cllr Palfreeman (domestic reasons) & Cllr Whiting (previous engagement). The meeting agreed to accept the apologies.

#### **2 Declarations of Interest under Section 50 of the LGA 2000**

- 2.1 Cllr Meeson declared a prejudicial interest under 4.1 (tenant of the landowner).  
 2.2 Cllr Dale declared a prejudicial interest under 5.2 (Recipient of expenses).

#### **3 Minutes of Previous Meetings**

The minutes of an ordinary meeting of the Parish Council **0606 – 12<sup>th</sup> June 2006** had been circulated.

##### **The meeting resolved to:**

- 3.1 Approve the minutes of meeting **0606** with no amendments.

**Proposed by: Cllr Izzard**

**Seconded by: Cllr Foulger**

**Decision: Unanimous**

# Chelveston-cum-Caldecott Parish Council

## Northamptonshire

---

### 4 Planning and Licensing Matters

#### 4.1 EN/06/01095/LDE – application for certificate of lawfulness for existing use of a caravan site at land at the rear of the *Star & Garter*, Chelveston.

4.1.1 Cllr Dale explained the application. Three letters of objection had been received by ENC (Chapel Cottage, 4 Disbrowe Court & 3 Britten Close). Several members of the public present spoke to object to the change from touring caravans (which they agreed had been visiting the site for many years) to what appeared to be static or semi-permanent caravans in the last 12 months. Issues raised included access, noise, light pollution and health (disposal of foul waste and provision of potable water). A few spoke in favour.

4.1.2 Cllr Dale explained the caravans come under two areas of legislation, planning & environmental health. If ENC were minded to grant the planning permission, it would still be necessary to apply for a site license for which conditions may be attached.

4.1.3 The meeting agreed not to object to the application for use of the site for touring caravans, but to object to any other use and instructed the Clerk to notify ENC accordingly.

**Proposed by: Cllr Izzard**

**Seconded by: Cllr Foulger                      Decision: Unanimous**

#### 4.2 EN/06/01350/FUL – erection of a conservatory at the rear of 3 Britten Close, Chelveston.

4.2.1 Cllr Dale explained the plans. There had been no objections from Nos. 2 & 4 Britten Close (the only ones that would overlook the conservatory).

4.2.2 The meeting agreed not to object to the application and instructed the Clerk to notify ENC accordingly.

**Proposed by: Cllr Izzard**

**Seconded by: Cllr Stopps                      Decision: Unanimous**

#### 4.3 Update on CRE development proposals.

4.3.1 Cllr Dale updated the meeting on the recent meeting held on 3<sup>rd</sup> July in Yelden by PRESERVE, which 14 local councils attended. ENC had asked the Council's views on possible photomontage sites. In agreement with PRESERVE, the Council would respond that 3D terrain modelling software should be used (becoming more common in similar applications) to locate the optimal points, rather than attempting to find suitable locations from 2D maps.

#### 4.4 Update on EN/06/01182/FUL Front Porch at *The Cottage*, Caldecott.

4.4.1 The Clerk advised that as the revised plans had not been submitted to ENC, the Council had registered an objection to the plans as drawn.

### 5 Financial Transactions

5.1 The following invoices are due for payment – ABB & Powergen (St Lighting maintenance & power for Apr – Jun 06 respectively). The meeting resolved to approve these payments & authorised the appropriate cheques to be signed.

# Chelveston-cum-Caldecott Parish Council

## Northamptonshire

---

**Proposed by: Cllr Wooding**

**Seconded by: Cllr Izzard**

**Decision: Unanimous**

- 5.2 Cllr Dale had incurred the expenses with the preparation of the foundations of the path around the memorial and the 305<sup>th</sup> BGMA had agreed reimbursement from the appeal fund. The meeting resolved to approve this payment & authorised the appropriate cheque to be signed.

**Proposed by: Cllr Stopps**

**Seconded by: Cllr Wooding**

**Decision: Unanimous**

- 5.3 A full list of the Clerk's expenses was included with the agenda. The meeting resolved to approve the payments & authorised the appropriate cheque to be signed.

**Proposed by: Cllr Wooding**

**Seconded by: Cllr Stopps**

**Decision: Unanimous**

- 5.4 The bank statements for the month of June has been received and reconciled.

- 5.5 The Clerk requested the review of the quarterly Budget Control sheet and the possible virements (as requested by Cllr Palfreeman at the last meeting) be deferred until after item 6, since the actions authorised would affect the available funds.

*This item was deferred until after item 6*

- 5.6 The meeting agreed the following virements.

Bank Interest	+£60
Audit fee	+£30
Gnds Maintenance	+£250

Of the uncommitted remaining balance, £900 should be set aside for planning activities in connection with the CREL proposals.

The revised quarterly Budget Control sheet is attached to the minutes.

**Proposed by: Cllr Dale**

**Seconded by: Cllr Foulger**

**Decision: Unanimous**

**Opening Balance for the meeting**

**£13,4332.24**

**Receipts since last meeting**

<b>Number</b>	<b>Sender</b>	<b>Description</b>	<b>Method</b>	<b>Amount</b>
None				
2006.21	Awards for All	305 <sup>th</sup> WM grant	BACS	£2,000.00
2006.22	Chelveston PCC	305 <sup>th</sup> WM donation	100032	£200.00
2006.23	K & L Peterson	305 <sup>th</sup> WM donation	BACS	£3,262.02
2006.24	Fred Dudley	305 <sup>th</sup> WM donation	100033	£50.00
2006.25	E & D Evans	305 <sup>th</sup> WM donation	BACS	£1,005.13
2006.26	NWB	Interest to 30 <sup>th</sup> June 2006	Bank	£76.49
<b>Total Receipts this meeting</b>				<b><u>£6,593.64</u></b>

# Chelveston-cum-Caldecott Parish Council

## Northamptonshire

---

### Payments to be made this meeting

Number	Payee	Description	Cheque	Amount
2006.27	ABB	St Lt Maint (Apr – Jun 06)	000603	£134.73
2006.28	Powergen	St Lt Power (Apr – Jun 06)	000604	£267.14
2006.29	Cllr A.R.Dale	MOT hardcore	000605	£159.80
2006.30	M.H.Hunter	Expenses to 0607	000606	£114.57
<b>Total Expenditure this meeting</b>				<b>£676.24</b>

### Closing Balance for this meeting

**£19,349.64**

## 6 Updates on Projects List

### 6.1 Highways Issues

The Clerk advised that the cost of a road sign from NCC on the junction of the B645 and the C59 with the words "Village Hall and Parish Church" would be £250.

The meeting agreed to fund the sign and instructed the Clerk to notify NCC accordingly.

**Proposed by: Cllr Dale**

**Seconded by: Cllr Wooding**

**Decision: Unanimous**

Cllr Foulger (as the local parish highway rep) had produced a short list of areas for attention, as he had received little response to his request for locations. The Cllrs agreed to provide further responses in order that he could compile a list by the next meeting.

At the recent Highways open day at the Brixworth depot, Cllr Foulger had raised the issue of siding out of footways. This was a known problem throughout the county.

### 6.2 305<sup>th</sup> BG Memorial

Cllr Dale advised the granite had finally arrived and was being etched. The edging for the paved area was now in place and the hardcore was due this weekend. He was now looking for ideas for the landscaping.

The Clerk advised that the closure date of the appeal was 31<sup>st</sup> July 2006. The present total was £19,904. A minor amendment for the dedication plaque had been applied for.

### 6.3 Street Lighting

No report.

### 6.4 Ditches

Cllr Foulger had spoken to the Atkins manager at the open day, who thought it had been done.

### 6.5 E-Government

The Clerk advised for the 30 day period till 7<sup>th</sup> July, 5% from the USA and 1% each from Canada & Australia.

The Clerk requested approval to renew the ISP contract (due August) for £48 (+ vat).

The meeting agreed to the ISP renewal and instructed the Clerk to act accordingly.

# Chelveston-cum-Caldecott Parish Council

## Northamptonshire

---

**Proposed by: Cllr Wooding**

**Seconded by: Cllr Stopps**

**Decision: Unanimous**

### 6.6 Standing Orders

No report due to other events since meeting 0604.

## 7 Approval of the Statement of Accounts and the Statement of Assurance for year ending 31<sup>st</sup> March 2006.

7.1 Cllr Dale went through the Statement of Accounts with the meeting.

The meeting agreed to approve the Statement of Accounts and they were signed by the Chairman and Clerk/RFO.

**Proposed by: Cllr Wooding**

**Seconded by: Cllr Foulger**

**Decision: Unanimous**

7.2 Cllr Dale went through the Statement of Assurance with the meeting.

The meeting agreed to approve the Statement of Assurance and they were signed by the Chairman and Clerk/RFO.

**Proposed by: Cllr Foulger**

**Seconded by: Cllr Wooding**

**Decision: Unanimous**

## 8 Clerk's Training

The Clerk updated the Council on his training since the Council agreed to a training package in 2004. He had now completed his CiLCA (Certificate in Local Council Administration) portfolio and passed the 26 sections (10 with distinction). He was now a "competent Clerk" for the purposes of the Quality Parish Council scheme.

The Clerk requested approval to purchase the 7<sup>th</sup> Edition of Charles Arnold Baker (20% discount price of £48 plus P&P through the SLCC) and attend the *Insurance and Risk Assessment* course at NALC (£25).

The meeting agreed and instructed the Clerk to act accordingly.

**Proposed by: Cllr Wooding**

**Seconded by: Cllr Stopps**

**Decision: Unanimous**

## 9 CCTV in East Northamptonshire

The Clerk updated the meeting on the latest proposals from ENC. Cllr Dale felt the crime rate in the parish was sufficiently low that it was not worth committing resources to this project.

The meeting agreed and instructed the Clerk to inform ENC accordingly.

**Proposed by: Cllr Dale**

**Seconded by: Izzard**

**Decision: Unanimous**

# Chelveston-cum-Caldecott Parish Council

## Northamptonshire

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### 10 Rights of Way report.

The Clerk (as PPW) advised that NCC ROW expected the fencing works to be completed in approx. 5 weeks time. Once inspected, the closure orders would be lifted. Cllr Izzard suggested this should be announced in the summer edition of the parish newsletter.

### 11 Visits, Training & Courses.

The Clerk advised of the following –

Sun 16<sup>th</sup> July – ENC Chair civic service at Easton-on-the-Hill @ 15:00 (declined).

Tues 26<sup>th</sup> Sept – Insurance & Risk Assessment at NALC @ 19:00 (Clerk - £25).

### 12 Approval of Chairman's & Clerk's Correspondence Logs

12.1 The meeting resolved to approve the Council Correspondence Logs and the various actions required dealing with each item.

**Proposed by: Cllr Wooding**

**Seconded by: Cllr Foulger**

**Decision: Unanimous**

### 13 Councillor's Reports

The Clerk advised that the ENC licensing unit would be co-ordinating the gambling license requests under the Gambling License Act 2005. A consultation document is to be issued in due course.

The Clerk advised that ENC had sent him a copy of an agreement for access to the OS maps, but the Clerk had returned it to ENC as the agreement sent was for a commercial bidding contract and not appropriate to the PC – ENC relationship.

The Clerk advised that ENC were making £400 available to each PC to commemorate the Queen's 80<sup>th</sup> Birthday. The funds were for lasting capital items (e.g. signs, trees, noticeboards) rather than one-off items (e.g. street parties). All claims by 31<sup>st</sup> October. Cllr Dale requested Cllrs bring suggestions to the next meeting.

Cllr Izzard confirmed the Environment Agency had visited the offending ditch on the B663.

#### Date of Next Meeting:

Optional meeting of the Council would be held on 14<sup>th</sup> August 2006 at 7:30 p.m. in the Chelveston Village Hall.

Ordinary meeting of the Council would be held on 11<sup>th</sup> September 2006 at 7:30 p.m. in the Chelveston Village Hall

The Meeting closed at 8:49 p.m.

**Issued on 15<sup>th</sup> July 2006.**

**Pages 1116 – 1126 signed under seal as true record**

**Adrian Dale**  
Chairman of the Parish Council

**Mark Hunter**  
Clerk to the Parish Council

## Chelveston-cum-Caldecott Parish Council

## Northamptonshire

## Clerk's Incoming Correspondence Log

Date of Receipt	Document Number	Correspondent	Description	Action Required
<b>2006</b>				
14/03/2006	I-2006-097-MHH	Northants CTP	Training Programme for 2006	Circulated
22/03/2006	I-2006-107-MHH	NCC (Paul Rushton)	NCC - Draft Medium Term Plan 2006-2010	Circulated
23/03/2006	I-2006-108-MHH	Older Wiser EN	Agenda for meeting on 6th April 2006 @ ENC	Circulated
29/03/2006	I-2006-114-MHH	NACRE	End of Rural Transport Partnership	Circulated
31/03/2006	I-2006-115-MHH	NACRE	Village viewpoint Spring 2006 & funding leaflets	Circulated
01/04/2006	I-2006-117-MHH	BDO Stoy Hayward	Annual Return paperwork for year ending 31st March 2006	Awaiting
06/04/2006	I-2006-127-MHH	ENC (Mick Bowerman)	Agenda for meeting of ENC Standards Board on 12th April	Circulated
15/04/2006	I-2006-139-MHH	ENC	Reports of Committees 24th April 2006	Circulated
15/04/2006	I-2006-140-MHH	ENC (Keith Osborne)	Agenda for ENC mtg on 24th April 2006	Circulated
20/04/2006	I-2006-141-MHH	ENC	Further items for above mtg	Circulated
21/04/2006	I-2006-143-MHH	PPI Forum	Minutes of mtg held on 21st March 2006	Circulated
25/04/2006	I-2006-149-MHH	ENC	Minutes of Planning mtg on 19th April 2006	Circulated
26/04/2006	I-2006-150-MHH	NCC (Scott Dalgarno)	Northamptonshire Local Transport Plan	Circulated
28/04/2006	I-2006-153-MHH	Allianz-Cornhill Insurance	Cllrs 75-80 Personal Accident cover information	Awaiting
29/04/2006	I-2006-155-MHH	ENC	Councillors Information Circular April 2006	Circulated
29/04/2006	I-2006-156-MHH	PPI Forum	AGM Agenda	Circulated
09/05/2006	I-2006-162-MHH	ODPM	Discussion Paper on Local Authority Byelaws	Awaiting
09/05/2006	I-2006-163-MHH	DEFRA	A Parish Guide to Environmental Enforcement	Awaiting
11/05/2006	I-2006-167-MHH	C&CD	Clerk's & Councils Direct Issue 45 May 2006	Circulated
24/05/2006	I-2006-181-MHH	ENC Planning	Draft ENC response to EIA scoping request	Circulated
30/05/2006	I-2006-187-MHH	NALC	Update Issue 1 May/June 2006, legal update notices	Circulated
13/06/06/06	I-2006-205-MHH	NWB	Receipt for donation to 305th WM	File
13/06/06/06	I-2006-206-MHH	ENC Planning	Notification that ENC have received application for lawful consent	File
14/06/2006	I-2006-207-MHH	PPI Forum	Agenda for meeting on 20th June 2006	File
14/06/2006	I-2006-208-MHH	ABB	Invoice for St Lighting maintenance (Apr - Jun 06)	Actioned
15/06/2006	I-2006-209-MHH	OWEN	Agenda for meeting on 13th July 2006	File
15/06/2006	I-2006-210-MHH	ENC (Ben Rose)	Adoption of Developer Contributions SPD	File
15/06/2006	I-2006-211-MHH	ENC Planning	Application for Certificate of lawful consent for Star & Garter caravans	Actioned
15/06/2006	I-2006-212-MHH	Cllr Adrian Dale	Letter to residents with survey results	File
16/06/2006	I-2006-213-MHH	ENC Planning	ENC adopted EIA response to CREL	File
19/06/2006	I-2006-214-MHH	PRESERVE	Invite to meeting on 3rd July 2006	Actioned
21/06/2006	I-2006-215-MHH	ENC Licensing Unit	Notice of draft Statement of Licensing Policy for Gambling Act 2005	File
21/06/2006	I-2006-216-MHH	Airfields of Britain	Notice of formation of new charity for old airfields	File
16/06/2006	I-2006-217-MHH	NWB	BACS transfer from 305th BGMA	File
22/06/2006	I-2006-218-MHH	NCC	Six month closure order on MM16-19 for fencing	File
22/06/2006	I-2006-219-MHH	CPRE	Training event on 22nd July @ Waltham-on-the-Wold	File
22/06/2006	I-2006-220-MHH	CCP (Laureen Swift)	Arts meets Environment poster	Actioned
22/06/2006	I-2006-221-MHH	ENC	Councillors Information Circular May 2006	File
23/06/2006	I-2006-222-MHH	ENC (Tamsin Dennis)	Possible photomontage sites for CRE plans	Actioned
23/06/2006	I-2006-223-MHH	Police	New format for monthly crime stats	File
23/06/2006	I-2006-224-MHH	ENC (Terrie Watson)	Anti-social behaviour roadshow 2006 venues	File
28/06/2006	I-2006-225-MHH	ENC (Keith Osborne)	Agenda for ENC mtg on 3rd July 2006	File
29/06/2006	I-2006-226-MHH	ENC Planning	Application for erection of conservatory to rear of 3 Britten Close	Actioned
30/06/2006	I-2006-227-MHH	NWB	BACS transfer from Ernest F Evans Jnr	File
30/06/2006	I-2006-228-MHH	ENC (Mick Bowerman)	Agenda for ENC Standards Board Mtg on 5th July 2006	File
01/07/2006	I-2006-229-MHH	NCC (Mark Chant)	Draft SPD on Development & Implementation Principles for MWD	File
01/07/2006	I-2006-230-MHH	NCC (Mark Chant)	Adoption of Statement of Community Involvement for MWD framework	File
01/07/2006	I-2006-231-MHH	PPI Forum	Agendas for PPI mtgs on Heartlands PCT, KGH & Healthcare	File
01/07/2006	I-2006-232-MHH	ENC (Colin Ray)	CCTV in East Northants	File
04/07/2006	I-2006-233-MHH	Beds BC (Carolyn Barnes)	Bedford Dev Framework Plan docs - Core strategy & rural issues	File
05/07/2006	I-2006-234-MHH	ENC	Councillors Information Circular June 2006	File
05/07/2006	I-2006-235-MHH	Powergen	Invoice for St Lighting power (Apr - Jun 2006)	Actioned
07/07/2006	I-2006-236-MHH	NWB	Bank statements	File
10/07/2006	I-2006-237-MHH	ENC (David Lovell)	Funding for HM Queen's 80th Birthday commemorations	Awaiting
10/07/2006	I-2006-238-MHH	C&CD	Clerk's & Councils Direct Issue 46 July 2006	File

Chelveston-cum-Caldecott Parish Council  
Northamptonshire

Clerk's Outgoing Correspondence Log

Date Sent	Document Number	Recipients	Description	Action Required	Action Minute No.	Related Document No.
09/06/2006	O-2006-057-MHH	Parish Cllrs	Minutes for meeting 0606	Delivered		
09/06/2006	O-2006-058-MHH	ENC (Su Davies)	Thank you letter for AFA assistance	Delivered		I-2006-202-MHH
11/06/2006	O-2006-060-MHH	Cllr A.R.Dale	Remittance advice for 305th WM expenses	Delivered		
28/06/2006	O-2006-061-MHH	ENC Planning	Response to application	Posted	0606.5.3.2	I-2006-201-MHH
28/06/2006	O-2006-062-MHH	Northants P.A.	Response to merger consultation	Posted	0606.14	I-2006-184-MHH
02/07/2006	O-2006-063-MHH	Parish Cllrs	Agenda for meeting 0607	Delivered		
02/07/2006	O-2006-064-MHH	Penny Ash, 423rd ABS	Advance notice of possible memorial dedication	Posted	0604.7.2	
04/07/2006	O-2006-065-MHH	ENC Planning	Minor amendment request for WM plinth	Posted		



**Chelveston-cum-Caldecott Parish Council  
Clerk's Expenses Record**

S&P= Supply + Print

Date	Item	A4 S & P @ 4p	Post pence	DL Env @ 3p	C5 Env @ 6p	A4 Env @ 10p	Copy @ 4p	Phone Calls	Mileage @ 52.7p/mile	Other
06//06/2006	Wanadoo - ISP broadband									£17.99
11/06/2006	Pre-minutes 0606 for Chair/Clerk	4								
09/06/2006	ENC EIA additions (hand deliver)	2		1			2		15	
09/06/2006	ENC (Su Davis) - thank you letter AFA	1		1			1			
20/06/2006	Minutes 0606 - 4 P.Cllrs & file	11			5		44			
11/06/2006	A.R.Dale - remittance advice (x2)	2								
11/06/2006	Survey results sheet	20								
20/06/2006	ENC EIA response for Cllr Izzard	17								
21/06/2006	Adobe Acrobat 6.0 Standard s/ware									£80.98
28/06/2006	ENC Planning - response to application	1	32	1			1			
28/06/2006	Northants Police - response to merger						3			
02/07/2006	Penny Ash, CRA, 423rd ABS - WM	1	32	1			1			
04/07/2006	ENC Planning - minor amendment request	4	32		1		4			
04/07/2006	Agenda 0607 - 7 P.Cllrs & File	4		7			28			
<b>TOTALS</b>		£2.68	£0.96	£0.33	£0.36	£0.00	£3.36	£0.00	£7.91	£98.97

**TOTAL VALUE = £114.57**

## Chelveston cum Caldecott Parish Council - Budget Control Sheet

ITEM	BUDGET 2006/2007	YTD 2006/2007	Remaining	Comment
<b>RECEIPTS</b>				
Bal Bt/fwd	6,485.33	6,485.33		EOFY actuals
305th BG memorial Fund	5,988.43	5,988.43		EOFY actuals
305th BG Memorial appeal	10,177.15	10,177.15		YTD actuals (up from £6,000)
Precept	5,500.00	2,750.00	2,750.00	
Vat Refund	1,085.68	0.00	1,085.68	EOFY actuals
Deposit a/c interest	200.00	76.49	123.51	0607.5.6 (+£60)
Other income	516.00	0.00	516.00	Grass cutting grant
Corrections				
<b>Total Receipts</b>	<b>29,952.59</b>	<b>25,477.40</b>	<b>4,475.19</b>	
<b>RUNNING COSTS</b>				
Lighting - Qrtly A/C	1,450.00	711.48	738.52	
Repairs: lights/seats	100.00	0.00	100.00	
General expenses	900.00	662.01	237.99	
Clerk's salary	1.00	0.00	1.00	
Subscriptions	240.00	0.00	240.00	
Verge Maintenance	2,350.00	1,371.58	978.42	
Conferences & Training	100.00	0.00	100.00	
Hall hire	240.00	0.00	240.00	
Audit Fee	201.00	0.00	201.00	0607.5.6 (+£30)
Grants	250.00	0.00	250.00	
Section 137	25.00	0.00	25.00	
Elections				
<b>Total Running Costs</b>	<b>5,857.00</b>	<b>2,745.07</b>	<b>3,111.93</b>	
<b>IMPROVEMENTS</b>				
Street lighting	0.00	0.00	0.00	
War Memorial	18,165.58	2,591.14	15,574.44	Increased spend
Grounds Maintenance	250.00	0.00	250.00	0607.5.6 (+£250)
Traffic Calming	500.00	0.00	500.00	
Appraisal / V.D.S.				
<b>Total Improvements</b>	<b>18,915.58</b>	<b>2,591.14</b>	<b>16,324.44</b>	
VAT paid	1,020.00	791.55	228.45	
<b>TOTAL SPEND</b>	<b>25,792.58</b>	<b>6,127.76</b>	<b>19,664.82</b>	
Airfield Resevre	900.00	0.00	900.00	0607.5.6 (+£900)
Unrestricted Reserves	3,000.00	0.00	3,000.00	
<b>Bal Carried Forward</b>	<b>260.01</b>	<b>19,349.64</b>	<b>-19,089.63</b>	

April - June 2006  
Quarter 1

Uncommitted      £260.01  
Balance

M.H.Hunter  
Clerk / RFO  
14th July 2006