



**Minutes of the Meeting of the Council
Wednesday 20th July 2016 at 7.30 p.m.
Clifford Village Hall**

Present: Councillors N Fawcett (Chairman), G. Allan, T. Blackmore, C. Glynn, D. Hill, O Milligan, P. O'Brien, S. Park, A. Shaw

In Attendance: P Seed (Clerk)
1 PCSO
1 resident

16/100 Apologies for absence None

16/101 Crime Report

The PCSO reported that there had been 1 crime in June. She provided information on secure door locks. The clerk to arrange for this to be put on the web site and in Outlook.

16/101 Declarations of Interest & Notifications of changes in the Members' Register of Interest.

There were no declarations & no amendments to the Register.

16/102 Public Participation Session

A resident reported asked for further information on the agenda item relating to the Neighbourhood Plan. The clerk provided the resident with additional documentation and Cllr. Blackmore outlined the background to the discussion with Bramham Parish Council.

16/103 The Minutes of the meeting held on 15th June 2016, previously circulated, were confirmed and signed by the Chairman.

16/104 Chairman's Business.

The Chairman thanked all those who had been involved in the organisation of another successful Beer Festival. He also reported that the Somme Commemoration service had gone well.

16/105 Clerk's Report.

The clerk reported that he had twice made enquiries from YLCA as to when the assessment of the application to the Quality Award Scheme might be completed. He will follow this up.

16/106 Neighbourhood Plan:

Cllr Blackmore reported that Bramham Parish Council had decided not to rescind their withdrawal of permission to include the mill pond area in the Clifford Neighbourhood Plan. The Examiner will start work at the end of July. Leeds City Council will give provide copies of the responses to the formal consultation.

16/107 Lead Members & Committee Representatives.

Received:

- i. **Website** – Cllr Shaw reported that a resident reported that their browser software had flagged the web site as being unsafe. This had been resolved quickly by Chris Allen.

16/108 Planning Matters

Received: verbal reports that

- a) Decisions known or received
 - i. Part two storey, part single storey rear extension. Moor House, Clifford Moor Road - approved
 - ii. New first floor to existing bungalow incorporating dormer windows at rear; gates and railings to front. Whitecraigs, Clifford Road – approved
 - iii. Removal of existing garages/outbuildings with a detached triple garage. Old Laundry, Clifford Moor Road. – approved
 - iv. Two storey & single storey rear extension; canopy to front and new first floor side window. 18 Lonsdale Meadows.- approved
 - v. Detached single storey classroom block to provide two classrooms & single storey extension to the entrance of the main school building. Bramham School - approved
 - vi. Single storey link extension. 5 St Edwards Wood - approved
- b) To receive an update on Planning Applications considered by the Planning Working Group
 - i. Single storey side extension. 6 Slade Close – supported with one proviso.
 - ii. Construction of vehicular dropped access. 47 Willow Lane - supported

16/109 Financial Matters

- a) The following receipts had been received:
- | | | |
|--|---|--------|
| i) Paths Partnership Grant 2015-16 | £ | 250.00 |
| ii) Charity collection at Somme commemoration event | £ | 75.84 |
| iii) Football Club contribution to Northways maintenance | £ | 437.50 |
- b) To confirm the following payments to be made by cheque
- | | | |
|---|---|--------|
| i) Clerk's salary & expenses | £ | 454.38 |
| ii) Reimburse clerk for purchase of wreaths from British Legion (Min. 16/95 refers) | £ | 23.00 |
| iii) HM Revenue & Customs (Tax on clerk's salary) | £ | 113.60 |
| iv) K. Gabbadon (printing Order of Service) | £ | 25.00 |
| v) Sports Turf Services (Grass cutting Northways) Basic £187.50 VAT £37.50 | £ | 225.00 |
| vi) Wharfe Valley Garden Services (Grass cutting) | £ | 300.00 |
| vii) N. Fawcett (Lock for St Edward's Wood greenspace) Basic £10.80 VAT £2.15 | £ | 12.95 |
| viii) KJE Landscape (Grass cutting at allotments) Min. 16/80 refers) | £ | 85.00 |
| ix) Royal British Legion (Somme commemoration collection) | £ | 75.84 |
| x) N. Fawcett (reimburse for p.a. system at Somme event) Min. 16/95 refers | £ | 50.00 |
- c) The Income & Expenditure Accounts to 30th June 2016 were received.

16/109 Management of Business During the Summer Recess

Cllr Fawcett proposed and Cllr Park seconded that the proposals on the management of business during the Summer recess be approved. Carried unanimously.

16/110 Correspondence Update (other than that relating to specific agenda items)

- Clerk Magazine
- Clerk & Councils Direct
- YLCA Annual Review
- LCR Magazine

16/111 Other reports/Notification of items for next/future meetings

- Noted that any reports/agenda items for the September meeting need to be with the clerk by Tuesday 13th September 2016

There being no further business, the Chairman declared the meeting closed at 7.55pm.

BRAMHAM cum OGLETHORPE PARISH COUNCIL

Clerk to the Council: 33 Flats Lane Barwick in Elmet,
Keith Langley website: www.thisisbramham.co.uk Leeds, Yorkshire, LS154LJ Tel: 0747 116 2307
email: clerk@bramhamparishcouncil.org.uk

Clifford Parish Council
Attn. Mr. Peter Seed
Clerk
1 Mill Dam
Clifford
Wetherby
LS23 6EZ

24 June 2016

Dear Peter

Thank you for your e-mail, it's good to hear from you.

Bramham Neighbourhood Plan group met last night and it will be no surprise to you that Mrs. Kennedy and the Mill Pond formed an important part of our agenda.

The letter attached to your e-mail asked us to withdraw our representation to the Submission Plan consultation.

It was decided that this would not be an appropriate course of action but there was a feeling that the wording our representation may have created a misunderstanding which I hope to address in this letter.

Our response contains the line "no such contact has been made". We are aware that you did indeed write to Mrs. Kennedy as evidenced by your letter dated 30 August 2015; however the contact was not in the manner suggested by the previous sentence in italics in that it did not seek the landowner's consent. We are not suggesting lack of contact, hence the word "such" in our statement.

In your letter you referred to our quotations in italics and requested the source of this, noting that they are not contained in any of our minutes or any of the e-mails exchanged with you. These quotations are taken from guidance notes at www.planningguidance.communities.gov.uk titled 'Open space, sports and recreational facilities, public rights of way and local green space', under 'Local Green Space Designation'. The quotations are taken from paragraphs 019 and 021 of this guidance.

The agreement we entered into assumed compliance with the above guidance.

I trust that this has clarified our position but please feel free to contact me if you need any further information.

You will be aware that the decision to respond to your plan in this way is not one which has been taken lightly and we have tried to find a balance between fully supporting your plan and supporting a resident of our parish – sadly it's a situation where we can't fully please both parties. Although Clifford Neighbourhood Plan group may not endorse our response, I trust that you will appreciate our situation and the reason why we are unable to retract our original comments.

Regards

Keith Langley
Clerk
Bramham cum Oglethorpe Parish Council

CLIFFORD PARISH COUNCIL INCOME & EXPENDITURE AGAINST BUDGET 2016/17

AS AT 30 JUNE 2016

				Budget		Actual		
INCOME				Revenue Income	Total Income	Income To Date	% To Date	
	Precept			22,000	22,000	22,000		
	LCTS Grant			713	713	713		
	Footpaths Grant			250	250	250		
	VAT Refund from 2015/16			2,800	2,800	2,778		
	Allotment Rents			800	800	0		
	Allotment Bonds					0		
	Interest			250	250	141		
	Charity Collections			500	500	0		
	Neighbourhood Plan Grant					0		
	Cliff. Comm. Sports Ground Inc.					0		
	Miscellaneous			0	0	0		
Total Income			0	27,313	27,313	25,882	95%	
Earmarked Fund Balances (as at 01/04/2016)								
	Clifford in Bloom		926					
	Northways		10,529					
	Cliff. Comm. Sports Ground		2,236					
	Play area		15,947					
	Parish Repairs & Improvements		14,062					
	Parish Celebrations		827					
	St Edwards Wood Greenspace		16,022					
	Allotment Fund		2,367					
	Neighbourhood Plan Grant							
	Allotment Bonds		875					
Total Earmarked Funds			63,791					
		Earmarked Funds		Budget	Actual			
EXPENDITURE		Transfer to Fund	Budgeted Expenditure from Fund	Revenue Expenditure	Total Budget Expend.	Expend. To Date	% To Date	Budget remaining
Employees	Clerk's Salary			5,600	5,600	1,369	24%	4,231
Running Costs	Office & expenses			240	240	38		
	Insurance (general)			618	618	906		
	Audit & bank fees			309	309	0		
	Seminars, training etc.			500	500	74		
	Subscriptions			660	660	98		
Total Running Costs				2,327	2,327	1,116	48%	1,211
Promotion & Publicity	Outlook Articles & Advert			389	389	0		
	Clifford Directory			361	361	370		
	Website			230	230	7		
Total Promotion & Publicity				980	980	377	38%	603
Open Space Maintenance	Northways		500	0	500	434		
	Village Hall & Play area			2,250	2,250	625		
	Footpaths			1,290	1,290	260		
	St Edwards Wood Greenspace		1,000	1,000	2,000	150		
	Comm. Sports Ground Maint.			675	675	16		
	Litter collection			260	260	65		
Total Open Space Maintenance			1,500	5,475	6,975	1,550	22%	5,425
Upkeep of Local Facilities	Allotments		180	0	180	112		
	Refund of Allotment Bonds					0		
	Play Area	2,650		2,650	2,650	1,157		
	Village Hall - Loan			4,791	4,791	2,412		
	Comm. Sports Ground Dev.		1,000	1,500	2,500	0		
	Clifford In Bloom					0		
	General Upkeep			100	100	0		
Total Upkeep of Local Facilities		2,650	1,180	9,041	10,221	3,681	36%	6,540
Community Grants	Support for Local Groups			1,000	1,000	0		
	Charitable Donations			500	500	0		
Total Community Grants				1,500	1,500	0	0%	1,500
Neighbourhood Plan	Neighbourhood Plan		1,500	1,000	2,500	1,055	42%	1,445
Parish Celebrations	Remembrance Service			105	105	0		
	Christmas Service			125	125	0		
Total Parish Celebrations				230	230	0	0%	230
VAT				1,100	1,100	303	28%	
TOTAL EXPENDITURE		2,650	4,180	27,253	34,083	9,450	28%	24,633

**INCOME & EXPENDITURE TRANSACTIONS
AS AT 30 JUNE 2016**

											BALANCES AT 31/03/16			Current	Santander				
														19,908.08	26,766.39				
RECEIPTS																			
Bank state	t	Date	From whom	Min No.	Budget Heading	Amount Excl. VAT	VAT	Total	Current	Santander									
302		01/04/16	Leeds City Council (precept)	16/63 (a)ii	BACS Precept	22000.00		22,000.00	22,000.00										
302		01/04/15	Leeds City Council (LCTS Grant))	16/63 (a)iii	BACS LCTS Grant	713.00		713.00	713.00										
		05/04/16	Interest on Santander Business Bond	16/77 (a) i	Interest	20.19		20.19											
		15/04/16	Interest on Santander Savings Account	16/77 (a) ii	Interest	120.69		120.69			120.69								
318		09/06/16	VAT Refund 2015/16	16/94 (a) i	VAT Refund from 2015/16	2778.48		2,778.48	2,778.48		250.00								
318		20/06/16	Leeds City Council (Footpaths Partnership Grant)		BACS Footpaths Grant	250.00		250.00	250.00		0.00								
Running total											25882.36	0.00	25,882.36	25,741.48	120.69				
Management Report (Balancing Check)													25,882.36						
PAYMENTS																			
Bank state	t	Date	Particulars	Min No.	Chq. No.	Budget Heading	Amount	V	Tc	Current	Santander								
316		20/04/16	Clerk's Salary	16/63 (b) i	1692	Clerk's Salary	364.97		364.97	364.97									
316		20/04/16	Binding of Minutes	16/63 (b) iii	1692	Office & expenses	31.00		31.00	31.00									
316		20/04/16	HMRC (tax on Clerk's Salary)	16/63 (b) ii	1693	Clerk's Salary	91.20		91.20	91.20									
316		20/04/16	YLCA (Good Councillors Guide)	16/63 (b) iv	1694	Seminars, training etc.	23.60		23.60	23.60									
316		20/04/16	YLCA (Accreditation Fee for Award Scheme)	16/63 (b) v	1694	Seminars, training etc.	50.00		50.00	50.00									
317		20/04/16	Alyson Linnegar (NP consultancy)	16/63 (b) vi	1695	Neighbourhood Plan	1000.00		1,000.00	1,000.00									
317		20/04/16	NALC (LCR Subs)	16/63 (b) vii	1696	Subscriptions	17.00		17.00	17.00									
316		20/04/16	HAGS-SMP (Playground repairs)	16/63 (b) viii	1697	Play Area	959.20	191.84	1,151.04	1,151.04									
316		25/04/16	Wharfe Valley Garden Services (Grass cutting)	16/63 (b) ix	1698	Village Hall & Play area	125.00		125.00	125.00									
316		25/04/16	Wharfe Valley Garden Services (Grass cutting)	16/63 (b) ix	1698	St Edwards Wood Greenspac	50.00		50.00	50.00									
317		25/04/16	CPRE Membership 2016	16/63 (b) x	1699	Subscriptions	36.00		36.00	36.00									
316		25/04/16	Public Loan Works Board (Village Hall Roof)	16/63 (c)		DD Village Hall - Loan	2411.61		2,411.61	2,411.61									
317		18/05/16	Clerk's Salary	16/77 (b) i	1700	Clerk's Salary	364.97		364.97	364.97									
317		18/05/16	HMRC (tax on Clerk's Salary)	16/77 (b) ii	1701	Clerk's Salary	91.20		91.20	91.20									
317		18/05/16	Yorkshire Water (Comm. Sports Ground)	16/77 (b) iii	1702	Comm. Sports Ground Maint.	15.88		15.88	15.88									
317		18/05/16	Came & Company (Insurance)	16/77 (b) iv	1703	Insurance (general)	906.49		906.49	906.49									
317		18/05/16	T. Backhouse (fence Repairs)	16/77 (b) v	1704	Northw ays	184.00	36.80	220.80	220.80									
317		18/05/16	Wharfe Valley Garden Services (Grass cutting)	16/77 (b) vi	1705	Village Hall & Play area	250.00		250.00	250.00									
317		18/05/16	Wharfe Valley Garden Services (Grass cutting)	16/77 (b) vi	1705	St Edwards Wood Greenspac	50.00		50.00	50.00									
317		18/05/16	Sports Turf Services (Grass cutting)	16/77 (b) vii	1706	Northw ays	125.00	25.00	150.00	150.00									
318		18/05/16	Best Print (Clifford Directory)	16/77 (b) viii	1707	Clifford Directory	370.00		370.00	370.00									
317		18/05/16	Heart Internet (Domain Name Renew al)	16/77 (b) ix	1708	Website	6.99	1.40	8.39	8.39									
317		18/05/16	John Curtin (Neighbourhood Plan expenses)	16/77 (b) x	1709	Neighbourhood Plan	55.42		55.42	55.42									
318		15/06/16	Clerk's Salary	16/94 (b) i	1710	Clerk's Salary	364.97		364.97	364.97									
318		15/06/16	2nd Class stamps	16/94 (b) i	1710	Office & expenses	6.60		6.60	6.60									
318		15/06/16	HMRC (tax on Clerk's Salary)	16/94 (b) ii	1711	Clerk's Salary	91.20		91.20	91.20									
318		15/06/16	P. Walker (Litter Warden)	16/94 (b) iii	1712	Litter collection	65.00		65.00	65.00									
318		15/06/16	Open Spaces Society Membership	16/94 (b) iv	1713	Subscriptions	45.00		45.00	45.00									
		15/06/16	Sports Turf Services (Grass cutting)	16/94 (b) v	1714	Northw ays	125.00	25.00	150.00	150.00									
318		15/06/16	Wharfe Valley Garden Services (Grass cutting)	16/94 (b) vi	1715	Village Hall & Play area	250.00		250.00	250.00									
318		15/06/16	Wharfe Valley Garden Services (Grass cutting)	16/94 (b) vi	1715	St Edwards Wood Greenspac	50.00		50.00	50.00									
318		15/06/16	Wharfe Valley Garden Services (Grass cutting)	16/94 (b) vi	1715	Footpaths	260.00		260.00	260.00									
318		15/06/16	Clifford Village Hill (Playground Insurance)	16/94 (b) vii	1716	Play Area	198.22		198.22	198.22									
318		15/06/16	A. Shaw (reimburse for plastic sheeting at allotments)	16/94 (b) viii	1717	Allotments	112.42	22.48	134.90	134.90									
TOTALS											9147.94	302.52	9450.46	9450.46	0.00				
Management Report (Balancing Check)													9450.46						
													0.00	Current	Santander				
NET BALANCES														36,199.10	26,887.08				
														6 mth Bond	12 mth Bond				
															26,439.47				
														Funds	89,525.65				

01389290
02264 0001/000



Current Account

Date	Details	Withdrawn	Paid in	Balance
1 Apr 2016	BROUGHT FORWARD			42,621.08
25 Apr	Direct Debit PUBLIC WORKS LOANS E07252	2,411.61 ✓		40,118.27
	Cheque 001693	91.20 ✓		39,722.30
26 Apr	Cheque 001692	395.97 ✓		39,547.30
27 Apr	Cheque 001698	175.00 ✓		39,473.70
28 Apr	Cheque 001694	73.60 ✓		38,322.66
29 Apr	Cheque 001697	1,151.04 ✓		

00182915
00585 0001/0001



Current Account

Date	Details	Withdrawn	Paid in	Balance
29 Apr 2016	BROUGHT FORWARD			38,322.66
3 May	Cheque 001696	17.00 ✓		38,305.66
4 May	Cheque 001695	1,000.00 ✓		37,305.66
17 May	Cheque 001699	36.00 ✓		37,269.66
23 May	Cheque 001700	364.97 ✓		
	Cheque 001701	91.20 ✓		36,813.49
25 May	Cheque 001702	15.88 ✓		
	Cheque 001703	906.49 ✓		
	Cheque 001704	220.80 ✓		
	Cheque 001708	8.39 ✓		35,661.93
26 May	Cheque 001706	150.00 ✓		35,511.93
31 May	Cheque 001705	300.00 ✓		35,211.93
2 Jun	Cheque 001709	55.42 ✓		35,156.51

00909919
02358 0001/0001



Current Account

Date	Details	Withdrawn	Paid in	Balance
2 Jun 2016	BROUGHT FORWARD			35,156.51
6 Jun	Automated Credit HMRC BARCLAYS BACS 620714		2,778.48 ✓	37,934.99
14 Jun	Cheque 001707	370.00 ✓		37,564.99
20 Jun	Automated Credit LEEDS CITY COUNCIL CL7040		250.00 ✓	
21 Jun	Cheque 001711	91.20 ✓		37,723.79
	Cheque 001710	371.57 ✓		
	Cheque 001716	198.22 ✓		37,154.00
22 Jun	Cheque 001712	65.00 ✓		37,089.00
24 Jun	Cheque 001713	45.00 ✓		
	Cheque 001715	560.00 ✓		
	Cheque 001717	134.90 ✓		36,349.10

CLIFFORD PARIS
COUNCIL

7 - JUL 2016

RECEIVED

Account Number 03613151
318 Branch sort code 55-81 -11

CLIFFORD PARISH COUNCIL
BUSINESS CURRENT ACCOUNT

Current Account - Bank Reconciliations

Date	Statement No:	Statement Date		
10/05/16	316	29/04/16		
Balance as per statement				38,322.66
Balance as per cashbook			37269.66	
Add				
Cheques not cleared at statement date:				
	1695	1,000.00		
	1696	17.00		
	1699	36.00		
Total			1,053.00	
Cheques not cashed at statement date				
Total			0.00	
Balance				38,322.66

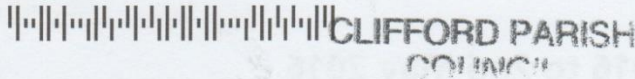
Date	Statement No:	Statement Date		
08/06/16	317	02/06/16		
Balance as per statement				35,156.51
Balance as per cashbook			34856.51	
Add				
Cheques not cleared at statement date:				
	1707	300.00		
Total			300.00	
Cheques not cashed at statement date				
Total			0.00	
Balance				35,156.51

Date	Statement No:	Statement Date		
07/07/16	318	01/07/16		
Balance as per statement				36,349.10
Balance as per cashbook			36199.10	
Add				
Cheques not cleared at statement date:				
	1714	150.00		
Total			150.00	
Cheques not cashed at statement date				
Total			0.00	
Balance				36,349.10

99517 036336 0298 E 33478

CLIFFORD PARISH COUNCIL
1 MILL DAM
CLIFFORD
WETHERBY
LS23 6EZ

334



18 MAY 2016

RECEIVED



For all Business Banking enquiries please call **0800 731 6666** Monday to Friday, 8am to 9pm or Saturday, 8am to 2pm

To help us maintain and improve our customer service we may monitor or record your calls.

For the hard of hearing and/or speech impaired, Text Relay service available 18001 0800 9 123 123



Online Banking service and information available at www.santander.co.uk



Santander, Customer Service Centre, Bootle, Merseyside, L30 4GB

Your account summary for 4th Apr 2016 to 2nd May 2016

Account name CLIFFORD PARISH COUNCIL	
Account number: 40306802 Sort Code: 09 06 66 Statement number: 05/2016	
BIC: ABBYGB2LANB IBAN: GB77 ABBY 0906 6640 3068 02	
Balance brought forward from previous Statement	£26,766.39
Total money in:	£120.69
Total money out:	£0.00
Your balance at close of business 2nd May 2016	£26,887.08

Interest and refunds paid this period

Date	Why we are paying you	Amount
15th Apr	Interest on your credit balance	£120.69

News and information

Extension of CHAPS payment cut-off times

From 20 June 2016, the cut off time for sending CHAPS payments is being extended by 1hr 40min - please check the website or contact us

Your account summary for 3rd May 2016 to 2nd Jun 2016

Account name CLIFFORD PARISH COUNCIL	
Account number: 40306802 Sort Code: 09 06 66 Statement number: 06/2016	
BIC: ABBYGB2LANB IBAN: GB77 ABBY 0906 6640 3068 02	
Balance brought forward from previous Statement	£26,887.08
Total money in:	£0.00
Total money out:	£0.00
Your balance at close of business 2nd Jun 2016	£26,887.08

News and information

Extension of CHAPS payment cut-off times

Your account summary for 3rd Jun 2016 to 2nd Jul 2016

Account name CLIFFORD PARISH COUNCIL	
Account number: 40306802 Sort Code: 09 06 66 Statement number: 07/2016	
BIC: ABBYGB2LANB IBAN: GB77 ABBY 0906 6640 3068 02	
Balance brought forward from previous Statement	£26,887.08
Total money in:	£0.00
Total money out:	£0.00
Your balance at close of business 2nd Jul 2016	£26,887.08

News and information

Online Dispute Resolution

If you have a complaint and you originally purchased your product with us online, you now have the additional option to submit your complaint to the European Commission's Online Dispute Resolution platform, which will ultimately forward your complaint to the Financial

Your current interest rate is 0.30% annual gross (variable).

Date correct as at 2 July 2016.

Clifford Parish Council Reserve Account Reconciliations

Date	Statement/ cheque No:	Statement Date	
18/05/16	05/2016	02/05/16	
Balance as per statement			26,887.08
Balance as per cashbook		26,887.08	
Add			
Cheques not cleared at statement date:			
Less			
Cheques not banked at statement date:			
			26,887.08
Date	Statement/ cheque No:	Statement Date	
08/06/16	06/2016	02/06/16	
Balance as per statement			26,887.08
Balance as per cashbook		26,887.08	
Add			
Cheques not cleared at statement date:			
Less			
Cheques not banked at statement date:			
			26,887.08
Date	Statement/ cheque No:	Statement Date	
07/07/16	07/2016	02/07/16	
Balance as per statement			26,887.08
Balance as per cashbook		26,887.08	
Add			
Cheques not cleared at statement date:			
Less			
Cheques not banked at statement date:			
			26,887.08

Management of Council Business until the September Meeting

As is usual in recent years there is no meeting scheduled for August. The arrangements made in previous years have proved appropriate for ensuring that business was dealt with during the recess.

On the basis of past arrangements, and for flexibility, I would like to recommend that the authority to sign cheques in August be given to any two members as is the normal situation at meetings.

It is therefore **Recommended** that the following resolution be adopted:

- a) within established policy, the clerk be authorised to take action following consultation, as appropriate, with the Chairman, Vice-Chairman, Lead Member or chairman of the appropriate committee. Details are to be reported to the September meeting for ratification.
- b) accounts received which, in the opinion of the clerk as Responsible Finance Officer, should be settled before the September meeting be paid on the authority of two members
- c) the clerk's salary and expenses for August should be authorised by the chairman, as usual, and paid by cheque during August

Peter Seed

Clerk