

AUDLEY RURAL PARISH COUNCIL

MINUTES OF THE **ALLOTMENT COMMITTEE MEETING** held at Wood Lane Community Centre, Apedale Road on Thursday 15th March 2018 at 7:00pm.

Present: Chairman: Cllr B Proctor
 Councillors: Mrs C Richardson, Mrs V Pearson, Mr P Breuer, Cllr A Frankish, Revd J Taylor, Mr M Whitmore, Mr M Dolman, Mr C Cooper, Mr D Butler, Mr R Kinnersley, Mr R Garlick (part)
 Minutes – Clare Withington Clerk
 There were 5 members of the public present for part of the meeting, including the Chair and Secretary of Audley Allotments Association

Ref.	Item	Action																														
1.	To receive apologies – Cllr Beech, Mr R Moody																															
2.	To note the approved minutes from last Allotment Cttee meeting 16th March 2017 It was noted that the minutes had been approved at the next ensuing meeting of the Parish Council in April 2017.																															
3.	<p>To note income and expenditure for the Parish Council Allotment accounts for 2017/18</p> <table border="1"> <thead> <tr> <th colspan="3">PARISH COUNCIL ALLOTMENTS AS AT 06.03.18</th> </tr> </thead> <tbody> <tr> <td>Opening Balance at 31.03.17</td> <td></td> <td style="text-align: right;">-£3,363.97</td> </tr> <tr> <td>Receipts received during 17/18</td> <td>Interim H/end</td> <td style="text-align: right;">£60.00</td> </tr> <tr> <td>Receipts for 18/19 see below</td> <td>Audley (new & Old)</td> <td style="text-align: right;">£0.00</td> </tr> <tr> <td>Receipts during 17/18 (for 18/19)</td> <td>Halmer End</td> <td style="text-align: right;">£72.00</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right; border-top: 1px solid black;">£132.00</td> </tr> <tr> <td>Less Expenditure during 17/18 (£0 Audley & £0 H/End)</td> <td></td> <td style="text-align: right;">£0.00</td> </tr> <tr> <td>Plus outstanding rent Audley Allot 18/19 TO BE CONFIRMED</td> <td></td> <td style="text-align: right;">£672.00</td> </tr> <tr> <td>Plus outstanding rent Halmer End 18/19</td> <td></td> <td style="text-align: right;">£168.00</td> </tr> <tr> <td>PARISH ALLOTMENTS Est Balance at 31.03.18</td> <td></td> <td style="text-align: right; border-top: 1px solid black;">-£2,391.97</td> </tr> </tbody> </table> <p>The accounts were noted in respect of the Parish Council allotments income and expenditure.</p> <p>To note corrected opening balance The Clerk noted that the opening balance had been adjusted by £10 to reflect an error (a rent paid twice in error).</p>	PARISH COUNCIL ALLOTMENTS AS AT 06.03.18			Opening Balance at 31.03.17		-£3,363.97	Receipts received during 17/18	Interim H/end	£60.00	Receipts for 18/19 see below	Audley (new & Old)	£0.00	Receipts during 17/18 (for 18/19)	Halmer End	£72.00			£132.00	Less Expenditure during 17/18 (£0 Audley & £0 H/End)		£0.00	Plus outstanding rent Audley Allot 18/19 TO BE CONFIRMED		£672.00	Plus outstanding rent Halmer End 18/19		£168.00	PARISH ALLOTMENTS Est Balance at 31.03.18		-£2,391.97	
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4.	<p>To discuss other issues raised by tenants, if any QUERIES RAISED BY AUDLEY ALLOTMENT ASSOCIATION</p> <p>The Chair of the Audley Allotment Association was the nominated speaker and raised the following points:</p> <ul style="list-style-type: none"> Clarify why Parish Council accounts appear to show a debt related to allotment activity and, if so, which organisation is responsible for paying off this debt and whether it was accrued before or after the formation of the Audley Allotment Association. <p>Cllr Proctor reiterated earlier discussions that the accounts were not a debt that will be pursued in relation to the Audley Allotments Association or Halmer End tenants. As the Parish Council is responsible for public money, we have a duty to be transparent and open with the accounts. These have historically been presented to the annual Allotments Committee – held for numerous years, prior to the transfer of the management to the Audley Allotments Association in 2014.</p> <ul style="list-style-type: none"> Discuss the anticipated schedule of future rental payments that the Audley Allotment Association will be required to pay to the Parish Council. <p>The Association queried why, since the day to day running of the allotments</p>																															

	<p>had been taken over, it had received a 50% increase in rents, when the council was benefitting from not having to administer or run the allotment site. It was noted that the rents had been agreed to be raised to £10 for several years before the management was transferred in 2014 – which occurred each year by a £1 until it reached £10. A further nominal increase had been applied to reach £12, with a rent freeze during that period. There was a further point raised that the rent was unfair in relation to Audley, as Halmer End was still managed by the Council. It was noted that the Parish Council spend minimal time and money on the Halmer End plots, which are as good as self-managing. Additionally, Audley Allotments have received far more in expenditure than Halmer End over the last few years. It was suggested that the Parish Council consider the approach taken by other councils. Cllr Proctor proposed in response that we do not increase the rent for the next year and that it stays at £12 per plot.</p> <ul style="list-style-type: none"> Consider the appropriateness of the annual rent charged by the Parish Council relative to that paid by other self-managing Allotment Associations in Stoke on Trent. <p>Examples in relation to Silverdale were cited by the Audley Allotment Association, whom pay a peppercorn rent for both sites. It was noted that the Borough Council own these sites and were transferred to the Parish Council for a different set of reasons. Additionally, it was clarified that the plots charge a higher rent (estimated to be around £80 per plot for one site). The formula applied by Stoke on Trent City Council was also discussed (43p per sq m) and leased to the association for £50 per acre to cover officer time. If applied to the Audley site, it would see market rents set around £95 per plot in Audley.</p> <ul style="list-style-type: none"> Clarify, given the wording of the lease between the Parish Council and the Audley Allotment Association, which organisation is responsible for the various activities required to maintain the allotment site. <p>The clause (7) was read out and it was clarified that the items listed were the Parish Council's responsibility. Any issues in relation to these must be reported to the Parish Council via the Clerk for a decision to be taken with regards to action required.</p>	
5.	<p>To discuss and approve the proposed rent increase for the following year (2019/20) at £12 per plot (Halmer End), to note tenant comments regarding Halmer End rent</p> <p>It was RESOLVED to approve the rent for Halmer End at £12 per plot from 2019/20. The Clerk read out the contents of a letter received regarding the ASB issues at Halmer End and the dissatisfaction of a further rent increase, and the member present from Halmer End confirmed they did not wish to add anything further.</p> <p>To agree the rent for Audley and another other requirements</p> <p>After considering the earlier views, it was RESOLVED to keep the rent for Audley at £12 per plot from 2019/20 which represented £0.23p per week. It was noted that the meeting was quite heated at various points during the discussion and had to be called to order on several times. The Chair of Audley Allotment Association was disappointed that the points seemed to have been taken the wrong way by the Parish Council and noted that they were volunteering their time, carrying out a lot of good work. The Chair also remarked how appalled he was with the way the discussion had gone and how it had been approached, especially since the contributions that had been made in the past.</p>	

The meeting was closed at 7.10 pm

AUDLEY RURAL PARISH COUNCIL

MINUTES OF THE **PARISH COUNCIL MEETING** held at Wood Lane Community Centre, Apedale Road on Thursday 15th March 2018 at 7:10pm.

Present: Chairman: Cllr B Proctor
 Councillors: Mrs C Richardson, Cllr A Frankish, Revd J Taylor, Mr M Whitmore, Mr M Dolman, Mr C Cooper, Mr D Butler, Mr R Garlick
 Minutes – Clare Withington Clerk
 There were several members of public present throughout.

1.	To receive apologies – Cllr Beech and Mr Moody	
2.	To consider approving and signing minutes of the Parish Council meeting on 15 February 2018 RESOLVED that the minutes be signed as a true and accurate record.	
3.	Declaration of interest in any item None recorded	
4.	Public Participation: One member of public wished to query the accuracy of the minutes from the last meeting. The member was not present, but understood there were a number of points not discussed at the meeting which were recorded in the minutes. It was agreed that the minutes were accurate in relation to the item regarding the Allotments. Two members of public left at this point and were disgruntled. A further eight members joined the meeting. Mr Butler wished it noted that he had instructed them to come into the meeting at 7pm, as the public were unhappy that they had not been called in. Several members wished to seek support of the Parish Council with regards to the item regarding the ROW change at Stephens Way (item 5 below). This is following 5 years of criminal damage to their fence and property costing thousands of pounds, which is located next to the ROW. It was agreed to bring that item forward. The other item that members of the public wished to be discussed was in relation to the recent ASB issue on Nantwich Road (item 6 below). It was agreed that this would be brought forward as well.	
5.	To consider supporting the request to divert the Stephens Way ROW leading to the mineral line at request of Staffs Police RESOLVED to bring this item forward on the agenda. It was noted that PC Moore had raised this issue for potential PCC funding to relocate the footpath by approx. 3 meters. It was also noted that it should be lit, being the only path on the estate not to be lit. RESOLVED to support the request for the footpath to be moved and also request that that streetlights are installed, due to the large amounts of ASB.	
6.	To note the recent issues regarding ASB/common assault and to report back following meeting with CI Owen – Cllr Proctor RESOLVED to bring this item forward on the agenda. Cllr Proctor had meet with CI Owen following the incidents involving Tesco's being ransacked with the large front window broken, and also following this the assault which took place on Nantwich Road. It was noted that had the police responded to the 999 call, the second incident may not have occurred. Cllr Proctor stated that he had attended 3 times before the police did, and then it was only 2 PCSOs. CI Owen had agreed that the police should have been despatched to Audley at the time. It is understood the offenders have been apprehended by the police and are being processed. Although linked the crimes were committed by two different individuals but part of the same group. It was noted that the 101 service does not work well, which Cllr Proctor will also be raising with the Police and Crime	

	Commissioner at his meeting next week.	
7.	<p>To formally recognise the young people who assisted an elderly lady who was being harassed by door to door sales people</p> <p>Cllr Proctor reported that there had been an issue with a van load of cold callers who were working in Betley, then Audley and other parts. They had been intimidating people using abusive language. However, as a result of a distressed lady in Nantwich Road, a group of young people had come to her aid while being intimidated by the cold callers on her door step. This was commendable behaviour and Cllr Proctor wished the young people of the parish to be formally thanked and acknowledged. It was noted that there are many examples of good young people in the parish who outweigh the small minority who do not share the same values. The cold calling gang were eventually escorted from the Parish by PC Moore following their behaviour.</p> <p>Additionally Cllr Proctor wished it be recorded that PC Moore had gone above and beyond the call of his duty while responding to calls while on his annual leave.</p>	
	<p>ONE MINUTES SILENCE TO REMEMBER MR IKE WILLIAMS</p> <p>The Chair adjourned the meeting to hold one minute's silence in respect of the former Parish Councillor Ike Williams who sadly passed away recently. Mr Williams contributed many years of his life to the parish. Cllr Proctor reconvened the meeting. 5 Members of public left the meeting, leaving 3 remaining.</p>	
8.	<p>Planning - To consider any planning applications received, including:-</p> <p>1. Single storey flat roof rear extension with glazed roof lantern 274 Heathcote Road Miles Green Stoke-On-Trent Staffordshire ST7 8BH Ref. No: 18/00144/FUL Village Env/Delegated RESOLVED to support this application.</p> <p>2. Erection of three dwellings (outline) Waggon And Horses Nantwich Road Audley Stoke On Trent Staffordshire ST7 8DY Ref. No: 18/00121/OUT – Delegated/Green Belt - Section 106 contribution Open space/play — note previous comments 15th June 2017. RESOLVED to resubmit the earlier comments in that that this be NOT SUPPORTED due to inappropriate development in the green belt with no special circumstances for example affordable housing provision. The Parish Council were disappointed that the Parish will lose another community asset (pub), and that the building was not being restored to its former glory as an Old Coaching house. The layout also extends beyond the current building footprint. There are no public services nearby such as bus routes. Additionally there are highway concerns with regards to the 3 entrances/exits onto the 60mph road and visibility issues.</p> <p>3. Replacement garage with rear living accommodation 11 Wood View Wood Lane Staffordshire ST7 8QU Ref. No: 18/00106/FUL Village Env/Delegated RESOLVED that this be supported.</p> <p>4. Proposed single storey extension to existing dwelling Clovelly Rye Hills Newcastle Under Lyme Staffordshire ST7 8LP Ref. No: 18/00105/FUL – Delegated/Green Belt RESOLVED that this be supported.</p> <p>5. FOR INFO ONLY Application for approval of the hard & soft landscape details as required by condition 5 of planning permission 16/00273/FUL - Erection of 6 dwellings Land West Of Ravens Close Newcastle Under Lyme Staffordshire Ref. No: 16/00273/CN05 – This was noted.</p>	

	<p>6. FOR INFO ONLY proposed remedial tree works The Vicarage 1 Wilbrahams Walk Newcastle Under Lyme Staffordshire ST7 8HL Ref. No: 18/00115/TCA – This was noted.</p> <p>7. FOR INFO ONLY <u>Application for the approval of the details required by condition 3 of planning permission ref 17/00924/FUL for the erection of a detached dormer bungalow new build with detached double garage</u> Land Adj 2 Co Operative Lane Halmerend Newcastle Under Lyme Staffordshire ST7 8BL Ref 17/00924/CN03 – This was noted.</p> <p>To ratify the response made to the Joint Local Plan Preferred Option consultation - see Appendix A – RESOLVED to ratify the response as submitted on 1st March 2018.</p> <p>To note Appeal - Moss House Barns, Bignall End, Staffordshire, ST7 8NB- Retention of barn conversion to form two dwellings to include increase roof height, one additional window and alteration to height of 6 windows. Application Reference: 17/00326/FUL Appeal Reference: APP/P3420/W/18/3194321 – This was noted and that previous representations have been submitted by the Planning Authority to the Inspector.</p>	
9.	<p>General Data Protection Regulations- appointment of DPO in accordance with the attached specification To approve the Action plan, General privacy notice and Staff/Cllr Privacy Notice – to be circulated RESOLVED that these be approved and adopted as circulated. In addition it was agreed that we should opt for Tier 2 as an expression of interest for the Staffordshire County Council Data Protection Officer specification. The Clerk pointed out that the insurance would not cover any fines for breaches in law such as GDPR.</p>	Clerk
10.	<p>To consider a request from a resident to create a residential parking zone at Hill Terrace The Clerk had received a phone call from a resident, however nothing further had come of it as they were to gather a petition. It was agreed to await further information and consider at the appropriate time.</p>	
11.	<p>Safer roads bid (up to £5k with support of PCSO and Highways) – round closes 14th April Schemes for consideration: Peggys Bank (25% gradient) one-way system, Boon Hill Road (by bridge) traffic lights/calming by narrow stretch, New roundabout by the Railway Pub in Halmer End (off Station Road/High Street), RPZ on Hill Terrace/Hall Street Audley (by library/theatre)</p> <p>The above schemes were considered and it was agreed that Boon Hill Road would be the priority with Peggys Bank being the next. As yet there had been no take up from the Highways Officer, and without the input and support the bid will not be considered. Cllr Beech is also following it up. Cllr Proctor suggested a meeting to consider traffic review group with residents in the Parish in the near future. The Clerk was asked to report the issues of potholes on Boon Hill Road in the meantime.</p>	Clerk AB Clerk
12.	<p>PCC bid – Shelter at Leddys Field and CCTV at Bignall End Road plus laptop It was RESOLVED that the Parish Council would not support a shelter in Leddys Field. It was noted that additional CCTV at Bignall End Road may not be funded by the PCC, and that other funding streams were to be considered. It was RESOLVED to purchase a laptop of up to £300 to donate to the Police to use for the CCTV monitoring.</p>	Clerk

13.	<p>To start to consider a bid to Community Paths Initiative 2018/19 (deadline 31st May)</p> <p>It was noted that the Ramblers Association were working on numerous projects in the Parish. Further consideration to be given at the next meeting, with all Parish Councillors to bring their suggested projects.</p>	ALL Next agenda
14.	<p>Local Elections Thursday 3rd May 2018 – purdah period to start 26th March</p> <p>This was noted. Nomination forms can be submitted between 26th March and 6th April (4pm strict).</p> <p>Letter sent to Scot Hay to inform them of polling station changes</p> <p>A letter had been sent to residents in Scot Hay to inform them of the changes.</p>	
15.	<p>Playing Fields/Wildlife Areas inc:</p> <ul style="list-style-type: none"> To note Play Area Monthly Inspection for March and approval of any action required or taken under Delegated Authority – removal of tree at Leddys Field <p>This was noted and agreed. The play inspection report was read and it was agreed to carry out the following: Repair bearings at Alsagers Bank roundabout Repair the football posts at Scot Hay</p> <p>It was also noted that due to ASB the noticeboard at Audley Library needed to be repaired at a cost of £228. Delegated authority had been used for this which was approved.</p> <ul style="list-style-type: none"> To note the outcome of the issue regarding Leddys Field (natural water diversion) <p>This will be discussed on the next agenda.</p> <ul style="list-style-type: none"> To note the latest with the scheme for the new play facilities at Harrison Close, Halmer End following the consultation with the schools <p>A draft scheme had been circulated and it was approved that this would be issued for the tender. It was hoped that subject to the tender a start on site could be achieved in May 2018.</p> <ul style="list-style-type: none"> Wooded area at rear of Albert Street Play area – request for thinning – Mr M Whitmore <p>Mr Whitmore had visited the site and felt that there was no work required to this wooded area. It was however suggested that the boundary trees needed some pruning. Mr Whitmore to meet Mr Hough on site and agree a quote for the next meeting.</p> <ul style="list-style-type: none"> Request to use Alsager Road Play area as a fairground <p>This was discussed and it was RESOLVED not to approve it due to the previous damage caused, the ground conditions and the new equipment which has reduced the site.</p>	<p>Clerk</p> <p>Next agenda</p> <p>Clerk</p> <p>MW Next agenda</p> <p>Clerk</p>
16.	<p>Audley Millennium Green Trust – quote to remove brash</p> <p>A quote was considered due to the fire risk it posed to the Parish Council land/equipment next door. Mr Whitmore suggested that it would be more appropriate to hire a chipper. Mr Whitmore to discuss this with the Audley Millennium Green Trust and report back.</p>	
17.	<p>To note the outcome with regards to complaint made to SCC about the lack of action regarding the flooding at Bignall End Road and stage 2 complaint</p> <p>It was noted that the response was not satisfactory so a further complaint (Stage 2) was sent in. A response is awaited.</p>	
18.	<p>To note the latest with regards to the parish land at Scot Hay- to</p>	

	<p>consider the cost of a valuation to progress the matter at a cost of £175 net RESOLVED that the Clerk instructs the valuer to carry out the valuation. It was noted that the costs had been agreed with the prospective purchaser in principle. It was also noted that a third party was interested in purchasing a strip of land next to it.</p> <p>To consider the matter of the occupied garage also on site RESOLVED that the Clerk seeks advice on how to treat this garage and then to write to him to explain our intentions.</p>	<p>Clerk</p> <p>Clerk</p>
19.	<p>To consider other areas of Parish owned Land – Mr C Cooper – see Appendix B These were noted and agreed as accurate. No further action at this stage.</p>	
20.	<p>To consider off road parking – Mr R Garlick It was agreed that we should approach the Borough Council to ask if they would consider disposing of the land in front of the green at Bignall End Road, to use as a formal car park.</p>	Clerk
21.	<p>Correspondence – for consideration on the next agenda No further correspondence to note.</p>	
22.	<p>To receive an update from Audley LAP and Police / Parish Liaison Committee – Cllr Proctor Audley Lap: Cllr Frankish updated the meeting to say the cinema was doing well for the older people and a group had taken it on. The younger people's cinema was not so popular, but they hoped to get it off the ground. LAP is subsidising the cinema for another 4 months. The LAP also need volunteers.</p> <p>Police Liaison: This month there were 2 Police Liaison surgeries held at Halmer End CIC and Audley Community Centre. As an aside Cllr Proctor noted the good work that Mike Joynson has put into the CIC despite strong opposition. It was suggested that the Audley Brass Band is included on the next agenda, due to their success in getting to the regional competition. Cllr Proctor would be meeting with the Police Crime Commission regarding the Audley Parish issues and would feedback to the next meeting.</p> <p>CCTV update (Alsager Road) – updated Privacy impact assessment The Alsager Road camera was now fully working. The updated Privacy Impact Assessment was approved. The Clerk stated that there was unlikely to be any funding through the PCC for further cameras at Bignall End Road, as it was the same activity. Cllr Proctor suggested there may be other streams available.</p> <p>To note the changes in policing – circulated on 2nd March This will see 5 centres reduced to 3 across the County with the main centre for our area being Hanley for 999 calls. It was agreed that this would be discussed with the PCC and brought back to the next meeting.</p>	<p>Next agenda</p> <p>BP</p> <p>BP</p>
23.	<p>Clerks Update – Appendix C The Clerk noted that the work was scheduled to start w/c 26th March for Blue Bell woods. Mr Whitmore had seen the proposed works and Risk assessments etc and was content with the information. Additionally, the Clerk was seeking the advice of the tree officer at NBC, if available.</p>	
24.	<p>To approve the schedule of payments– See Appendix D To approve payments/orders, receipts and transfers RESOLVED to make the payments as per the attached schedule. It was also agreed to renew the NALSG subscription.</p>	
25.	<p>Councillor Reports (for information only/further actions and decisions must be included on next agenda)</p>	

	<p>Mr Kinnersley reported potholes at Wereton Road/Hougher Wall. There were also potholes by Nantwich Road and Church Street and Peggys Bank.</p> <p>Mr Garlick reported ASB issues which involved his mailbox being emptied and mail thrown everywhere. This has been reported.</p> <p>Mr Garlick reported the drain top blows off on Bignall Bank. This has already been reported.</p> <p>All to send any highways issues for reporting as they occur.</p> <p>Cllr Proctor has reported the flytipping on Knowle Bank Road to Streetscene. He also collected 10 bags of rubbish on the car park including soiled nappies.</p> <p>The public left at this point.</p>	Clerk
26.	<p>TO RESOLVE UNDER THE 1960 PUBLIC BODIES (ADMISSION TO MEETINGS ACT) TO EXCLUDE THE PRESS AND PUBLIC DUE TO THE CONFIDENTIAL NATURE OF THE MEETING TO BE DISCUSSED:</p> <p><i>To further consider issues in relation to the Borough Council car parks (Church Street) and consider the arrangements for entering a lease for both car parks – Cllr Proctor</i></p> <p>Cllr Proctor was to chase up the draft lease with NBC Graham Williams and also the position with the costs. The Church were also progressing the issue with the other car park.</p>	

Meeting closed at 9.00pm

Approved Payments schedule – March 2018

Chq/Bacs	TO WHOM PAID	DETAILS	TOTAL INVOICE INC VAT
bacs 132	DB Security/JPD Security Ltd	CCTV Cameras alsager road	1980.00
bacs 144	SPCA	Subs 18/19	721.00
bacs 145	Mrs C Withington	norton online backup additional storage required Feb 18	49.99
bacs 146	Mrs C Withington	Salary March total	1421.64
bacs 147	Mrs C Withington	Expenses March	114.55
bacs 148	Staffordshire Pension scheme	Pension March	518.27
bacs 149	H M Revenues and Customs	Tax and NI March	494.17
bacs 150	Mr S Hough	AM - Inspection reports and litter pick Leddys	142.00
bacs 151	Mr S Hough	ON 64 Removal glass Bignall End Road (ASB)	50.00
bacs 152	Mr S Hough	ON 56 Wetpour repairs Bignall End Road (ASB)	50.00
bacs 153	Mr S Hough	ON 50 Kissing gates Alsager Road and Leddys CPI	1580.00
bacs 154	Richard Heler	Bow Top fencing Bignall End Road	630.00
bacs 155	Mrs C Withington	Stamps x 100	56.00
bacs 157	PME	Access for CCTV camera installation Alsager rd	108.00
bacs 158	The National Allotment Society	Subs	66.00
bacs 159	Eon	Electricity for Xmas lights (Dec 17)	50.84
bacs 160	Mrs C Withington	Stamps x 14 for Allotments (Feb)	7.84
		Monthly Total	8040.30