

ETTON PARISH COUNCIL

<p>Chair: John Holmes, Whitehouse Barn, Main Street, Etton East Riding of Yorkshire HU17 7PG Telephone: 01430 810797 Email: holmesja@btinternet.com</p>	<p>Clerk: Alan Bravey, 3 Ruskin Way, Brough, East Riding of Yorkshire HU15 1GW Telephone: 01482 662292 Email: ettonpc@outlook.com</p>
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4th May 2022

To: All Members of the Parish Council

Dear Councillor,

I hereby give notice that the **ANNUAL MEETING OF THE PARISH COUNCIL** will take place at **7:30pm, MONDAY, 9th May 2022** at the Village Hall, Main Street, Etton, HU17 7PG following the **ANNUAL PARISH MEETING**, which begins at 7:30pm. The Agenda is set out below.

Members of the public and press are welcome to attend and may make representation to the Council in the Public Participation period, which will be at the start of the meeting.

Yours sincerely



Clerk to the Parish Council

AGENDA

Public Participation: To receive any questions / issues from the public

1. To receive any apologies for absence.
2. To elect a Chairman until the Annual Meeting of the Council in May 2023.
3. To elect a Vice-Chairman until the Annual Meeting of the Council in May 2022.
4. To record declarations of pecuniary and non-pecuniary interests by any member of the Council in respect of the agenda items below.
5. To receive and agree to sign at a later date the Minutes of the Parish Council Meeting, held on Monday 14 March 2022.
6. To raise any issues with / receive updates from Ward Councillors
7. To appoint members to the Personnel Committee (at present Councillors Holmes and Bell)

8. To agree Dates of Parish Council meetings for 2022/23 on the following Mondays at 7.30 pm: 11 July, 5th September, 14th November, 9th January 2023, 13th March 2023 and 8th May, 2023.
9. Action Log Update – Clerk
10. To receive any issues / resident's feedback received by Councillors
11. To receive the following correspondence:
 - FCC, Pond Project Registered with Regulator
 - ERYC, Surface Dressing for 2022/23 – Kiplingcoates Road
 - FCC, Refund of £233.81 on pond project due to lower funding bid
 - ERYC, Planning Approval – Erection of conservatory to front follow demolition of existing, 2 Templar View
 - Pensions Regulator, 3 yearly re-enrolment review due prior to September 2022
 - ERYC, Planning Approval – Erection of tree house in the rear garden, 86 Main Street
 - Humberside Police, Monthly Update
 - ERYC, Promoting Adult Learning
 - ERYC, Light Dragoon Etton has been registered as an asset of community value.
 - ERYC, Approval of £500 Jubilee Grant
12. To receive an update from the Pond Sub-Committee – Councillor Stott / Clerk
13. To discuss arrangements for the Queen's Jubilee Celebrations – Councillor Stott / Holmes
14. To review the position on the community pub evening – Clerk
15. To agree issues to be raised on the Village Walkabout
16. To agree contents and distribution of May Newsletter
17. To agree to submit an exemption from external audit
18. To approve Section 1 of the Annual Governance Statement
19. To approve Section 2 of the Annual Governance Statement
20. To receive the budget outturn report and bank reconciliation for 2021/22 and agree accounts for payment
21. To agree agenda items for the Parish Council meeting on 11 July 2022 at 730pm.

ETTON PARISH COUNCIL

14 March 2022

PRESENT: Councillors Holmes (Chairman), Bell, Riding, Sleight, Stott, Ward and Yeo.

Apologies were received from Councillor Widd.

There were 3 members of the public in attendance.

The meeting was held at Etton Village Hall.

The meeting held a minutes silence for the people of Ukraine.

10/22 DECLARATIONS OF INTEREST – There were no declarations made.

11/22 MINUTES OF PREVIOUS MEETING – Resolved – that the minutes of the Parish Council meeting held on the 10th January 2022 should be approved as a correct record and signed by the Chairman.

12/22 WARD COUNCILLOR UPDATE – There were no updates.

13/22 ACTION LOG UPDATE – The Low Gardham defibrillator had been delivered, and an electrician had been engaged to install. ERYC had confirmed that the damaged kerbstones at the pumping station would be replaced by tarmac in the new financial year. A jubilee tree would be planted at the pond this winter, as part of the pond works. An outcome of the application to register the Light Dragoon Inn as an asset of community value was expected imminently. There were now 54 members of the community WhatsApp group. The planning enforcement officer had advised that 40 Main Street did not require planning permission to block up a window in a conservation area. The position previously reported regarding replacing the current street light lamps with LED lamps does not apply to the Parish Council's heritage lamps. The whole head of the unit would need to be refitted to accommodate a LED light. at a cost of £350 per lamp. ERYC had offered to make a contribution, but it was agreed to wait until the scheduled refit in the service level agreement, which was likely to be in the next 2 years. ERYC would arrange a survey of the potential locations for the new lamps around May, ready to install later in the year. Councillor Stott was working on the planning application to site the beacon shield in the memorial garden and had asked the Dalton Estate whether the beacon could be relocated to field near the pond. The Estate had agreed to check with the tenants. Councillor Yeo was in the process of following up suggestions made by a local historian regarding for the blue plaque initiative, but it was looking increasingly likely that there were no records available showing the location of historical businesses in the Etton. Businesses will also have moved around the parish, making it difficult to have confidence in locations and dates. The historical maps, and information gathered to date, might be used for another purpose, such as an infographics board.

14/22 PARISH COUNCILLOR UPDATES – There were no issues to raise that were not already on the agenda.

15/22 CORRESPONDENCE – Resolved – i) that the following correspondence should be received by the Council:

- a) Various ,Queen's Jubilee Commemorative Items
- b) Humberside Police, Jan – March, Beverley Rural Update
- c) ERYC, Proposal to Adopt Town and Parish Council Charter
- d) Lord Lieutenant, Details on Queens Jubilee

- e) Cllr Greenwood, Details of the ERYC Platinum Jubilee Fund
- f) HWRCC, YOR Bulking Oil Buying Scheme
- g) ERYC, Devolution Update
- h) ERYC, Invite to a Parish Council Network Meeting
- i) ERYC, Preliminary enquiry on a community governance review.

and ii) that the Council would inform ERYC that there were no issues that required a community governance review in the parish.

16/22 PLANNING APPLICATION TO ERECT A CONSERVATORY TO FRONT FOLLOWING DEMOLITION OF EXISTING, 2 TEMPLAR VIEW – Resolved – There were no objections to the application.

17/22 POND SUB COMMITTEE UPDATE – The funding body had accepted the quotes submitted by the pond sub-committee, and would shortly issue a contract that would allow works to begin at the pond. The Parish Council would incur the initial expenditure and then claim the funds back from the FCC. Work would be completed in stages over a number of months, and the felling of the trees would be done in an environmentally sensitive way. The Dalton Estate had agreed to accept the material dredged from the pond, which otherwise would have led to significant disposal costs. It was noted that the drain at Cherry Corner no longer fed the pond, which would impact on water levels, but that ERYC were unwilling to divert drainage into the pond.

Resolved – That the Parish Council would record its thanks to the Pond Sub-Committee, for the considerable amount of work required to complete the grant application, obtain the necessary quotes and agreeing to project manage the works.

18/22 PLATINUM JUBILEE CELEBRATIONS – Resolved i) that Cllrs Yeo, Reading and Holmes would form a working group to prepare for the celebrations ii) that the Beacon would be lit in its current location on the 2nd June at 9:45, a piper would play and refreshments would be served at the beacon iii) that Councillor Holmes would investigate hiring a bugle player and Councillor Yeo would look into refreshments iv) that Councillors Sleight and Widd would arrange for the filling and lighting of the beacon v) the village picnic would be held on 4th June at Laburnum Farm as part of the celebrations vi) the Parish Council would provide celebratory drinks, and residents would be asked to bring their own food and drink as normal vii) jubilee table cloths, and other decorations, would be purchased viii) that consideration would be given to running a “Platinum Pudding” competition as part of the picnic ix) that a flyer would be prepared and distributed in the village.

19/22 COMMUNITY PUB EVENING – Councillor Stott gave an update on the Light Dragoon Inn. Star Inns and Pubs had entered into discussions with potential landlords on a number of occasions, but these had fallen through. The pub had been taken off the market so that a routine rent review could be carried out, but would be re-listed shortly. In the meantime, it was agreed to progress with arranging a community pub evening when the COVID restrictions were lifted at the Village Hall.

20/22 – HERITAGE OPEN WEEKEND – A local historian had advised that Etton would be suitable for a heritage open weekend, which would showcase the history and the heritage of the village. It would take a number of months to plan, and a team of people to deliver and was likely to be a good fundraising opportunity for the church and village hall

Resolved – The local historian would be invited to the November 2022 meeting to discuss the preparations required to hold the weekend in 2023.

21/22 - TO AGREE ACCOUNTS FOR PAYMENT – Resolved – i) that it be noted that the following accounts had been passed for payment:

- Clerk – January / February Salary and PAYE - £179.12

- Clerk Expenses -Defib Pads – £39.95

ii) that the following accounts be approved for payment:

- Clerk - March and April Salary £107.92
- HMRC - March and April PAYE £71.20
- Zurich - Insurance Premiums £370.91
- HM Land Registry - OS Survey to register pond £40
- Village Hall – 2022 Hire - £66
- Cartridge Save – £28.27

22/22 – ITEMS FOR NEXT PARISH COUNCIL – Resolved – that the Annual Parish Assembly would take place on the 9 May 2022 at 7:30pm, followed by the Annual Parish Council Meeting.

SIGNED:

DATE:

Etton Parish Council - Action Log

	Action	Status	Lead	Update
1	Investigate intalling a defibrillator at Gardham.	Ongoing	Clerk	Defib has been delivered, electricican line up, and is awaiting installation.
2	Pond Project Update	Ongoing	Pond Project Group	Verbal Update on the Agenda
3	Blue Plaque Initiative	Ongoing	Cllr Yeo	It was agreed that the existing knowledge gathered would be preserved by capturing on maps provided by Councillor Stott, with a view of sharing on the website, or creating an infographic, possibly launched as a Jubilee event.
10	Report damaged kerbstones at the pumping station to E	Ongoing	Clerk	Work scheduled in the new financial year to remove the kerbing and tarmac the area.
11	Planning Permission Beacon	Ongoing	Clerk	Village shield does not seem to be exempt from planning. Further details required to make sure. Latest Beacon Guidance suggest that civic rather than "at height" locations suitable for sitings of Beacons. 2m gas powered beacons available £490. Clerk / Cllr Stott preparing planning application to site in war memorial gardens.
12	ERYC Community Grant	Ongoing	TBC	Village Hall COVID restrictions lifted, meaning Pub Night can now take place. East Riding Grant set to re-open in July. Deposit costs for 2 nights was circa £400.
13	Queen's Jubilee Celebrations	Ongoing	TBC	On agenda for disucssion.
14	Queen's Jubilee Tree Planting	Ongoing	TBC	The tree planting has been incorproated into the Etton Pond scheme, and is likely to involve a plaque on one of the new trees. However, this may not take place into later in the year.
15	Request ERYC to consider installing additional road markings following incident on Cherry Burton Bridge.	Ongoing	Clerk	ERYC will carry out a traffic survey at this location in the next financial year and review signage following results.

16	Investigate the process of registering a community asset, and the permitted development status of a local rural public house, and consider the next steps, consulting the community as appropriate.	Ongoing	Clerk	Pub added to the community asset register. Light Dragoon recently re-affirmed its intention to lease.
17	To arrange for remainder of village benches to be painted.	Ongoing	Clerk	Proposed to carry out a visual inspection in April.
21	Speeding traffic at the east end of the village	Ongoing	Clerk	ERYC will carry out a traffic survey in the next financial year. We have expressed an interest in the April survey.
22	Review LED lighting for the village, and consider installation of the two spare lighting columns	Ongoing	Clerk.	One LED light will be installed as a test. Eventually all bulbs will be replaced by LED. Council can expedite the process but will be a cost. The previous reported position reported was not applicable to heritage lamps. The whole head of the unit needs to be refitted to accommodate a LED light @ circa £350 per lamp. ERYC have offered to make 50% contribution for an early switch, but waiting for 1-2 years to be covered in SLA likely to be best option. Survey of new locations to take place in May ish time, ready to install for later in the year.
23	A resident had commented that parking on grass verges was causing some to become very worn and muddy, and was blocking pavements. It was agreed to include this in the next newsletter.	Ongoing	Clerk	Agreed to pick up in the next newsletter.
25	Clerk to advise ERYC there are no issues requiring a community governance review.	Complete	Clerk	
26	Invite local historian to November 22 Meeting to discuss Heritage Open Weekend.	Ongoing	Clerk	To address in November.

Etton Parish Council Correspondence Record

9 March – 4 May 2022

The Clerk will circulate correspondence when considered appropriate. If Councillors would like to see a copy of correspondence that has not been circulated, please notify the Clerk on ettonpc@outlook.com on 07932 016856.

Date Received	Attached?	From	Purpose of Correspondence
18/3/2022	N	FCC Communities Foundation	Pond Project Registered with Regulator, formal funding agreement provided.
24/3/2022	N	ERYC	Surface Dressing for 2022/23 – Kiplingcoates Road
29/3/2022	N	FCC	Refund of £233.81 on pond project due to lower funding bid
31/3/2022	N	ERYC	Planning Approval – Erection of conservatory to front follow demolition of existing, 2 Templar View
5/4/2022	N	Pensions Regulator	3 yearly re-enrolment review due prior to September 2022
8/4/2022	N	ERYC	Planning Approval – Erection of tree house in the rear garden, 86 Main Street
9/4/2022	N	Humberside Police	Monthly Update
12/4/2022	N	ERYC	Promoting Adult Learning opportunities at Beverley, Cottingham, Bridlington and Goole
14/4/2022	N	ERYC	Light Dragoon Etton has been registered as an asset of community value.
18/4/2022	N	ERYC	Award of £500 grant for Jubilee celebrations.



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make them safer and stronger

Parish/Town News Release

Beverley Rural Ward April 2022

Beverley and Rural Ward – March 2022

Crime & ASB

Detailed crime and ASB data for your area can be obtained by visiting www.police.uk and following the 'Find your Neighbourhood' link.

1. What's happening in Your Area

Burglary reports – Just one report made last month which saw a garden shed entered in the area of Bishop Burton stealing a strimmer and chain saw along with a hedge cutter and video camera all items valued at £1000. There was one Business Burglary to a refuse site in Weel which involved unknown suspect gain entry to access land and proceeds to a metal container containing electrical items, taking though items and dragging them out leaving them strewn on the floor. It's not known if anything has been stolen.

Vehicle reports – A report of theft from vehicle in Main Street after unknown persons cuts the lock to a farm gate and enter the rear yard breaking into two vehicles once inside and stealing property from both vehicles before making off. A motorbike is stolen from Walkington after two unknown males approach victim's bike and using an unknown tool to break the ignition before making off. Enquiries continue. Finally, a farm has had 2 x GPS receivers stolen from two tractors to the value of £9000 along with other high value farming equipment. Enquiries are in the early stages.

Shop theft reports – Just one report of shop theft which was youth related involving two youths who enter Sewell's Garage and the female of the two distracts the cashier whilst the other youth steals disposable cigarettes to the value of £20 which was caught on CCTV.

NOT PROTECTIVELY MARKED

File classification: NOT PROTECTIVELY MARKED - NO DESCRIPTOR



Parish/Town News Release

Serving our communities to
make them safer and stronger

Community Priorities for April 2022

1. Preventing Residential Burglary



Most burglars are not master criminals – they're opportunists. In nearly a third of all reported burglaries the residents had left windows or a door open.

By taking some simple precautions you can make your home a safer place.

- Keep doors and windows locked even when you are at home
- Make your home appear occupied, at all times, by using timer switches
- Hide vehicle keys and don't leave valuables on display
- If you have a garage, use it to keep your car secure

For more advice visit www.humberside.police.uk/crime-reduction

How you can help

Your local Neighbourhood Policing Team appreciates the importance of being in the right place, at the right time, for the right reasons to reassure the public, improve public confidence and reduce crime and anti-social behaviour in the area in which we all live and work.



Parish/Town News Release

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We encourage all residents to call and report any issues where they live so that we can deal with any issues and also step up our patrols in the area.

If you feel that there are other issues affecting you or your local community that should be given priority, please inform your local councillors or your Neighbourhood Policing Team.
The number to call for non-emergency issues is 101

My Community Alert – sign up for free

“My Community Alert” is a free messaging system operated by Humberside Police and Humberside Fire & Rescue Service, giving you live information about incidents happening in your area.

Choose how you receive messages, by either phone or email, how often you want to hear from us and about the issues that



matter to you.

When something happens that you've told us you want to hear about, your local officer will send you the details, whether that's notice of a road closure due to a collision or a burglar who has been caught in a nearby garden.
Subscribe to My Community Alert to be the first to know about issues that might affect you or your family.

In April 2022, the dates and locations are as follows:

Leven Festival, 25th June 2022 @ 1230hrs – Leven Playing Fields

NOT PROTECTIVELY MARKED

File classification: NOT PROTECTIVELY MARKED - NO DESCRIPTOR



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Parish/Town News Release

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

ETTON PARISH COUNCIL
ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		'Yes' means that this authority:
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
<i>has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.</i>			

*For any statement to which the response is 'no', an explanation must be published

This Annual Governance Statement was approved at a meeting of the authority on:

09/05/2022

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Other information required by the Transparency Code (not part of the Annual Governance Statement)

The authority website/webpage is up to date and the information required by the Transparency Code has been published.	Yes	No
	✓	

www.ettonpc.org.uk ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2021/22 for

ETTON PARISH COUNCIL

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
1. Balances brought forward	6,919	9,304	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>	
2. (+) Precept or Rates and Levies	5,536	5,540	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>	
3. (+) Total other receipts	400	454	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>	
4. (-) Staff costs	852	1,210	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>	
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>	
6. (-) All other payments	2,700	7,633	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>	
7. (=) Balances carried forward	9,304	6,455	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>	
8. Total value of cash and short term investments	9,304	6,455	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>	
9. Total fixed assets plus long term investments and assets	25,996	25	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>	
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	<i>The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.
Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Etton Parish Council Bank Reconciliation 31 March 2022

Prepared by Alan Bravey, Clerk to Etton Parish Council

Closing Statements 31 March 2022	£	£	£	£
Business Reserve Account		6455		
			6455	
Less - None				
NET BALANCES				6455
Ledger				
Opening Balance		9304		
Add Reciepts in the Year		5994		
Less Payments in the Year		8843		
CLOSING CASH BOOK BALANCE 31 March 2021				6455

Etton Parish Council 2021/22 Out Turn Report

	Budget	Actual	Difference	Notes
<u>Expenditure</u>	£	£	£	
Clerk's Salary	1104	1210	106	
Admin/Expenses	225	386	161	Zoom Costs
Audit Fees	200	200	0	
Hire of Village Hall	120	66	-54	
Subscriptions	26	35	9	
Insurance	400	738	338	2 payments fell in one accounting period
Grants / S157	800	1056	256	Church Way, Defib Installation, WM Plaque
Footway Lighting	1200	1195	-5	
Pond / War Memorial / Open Spaces	1950	3554	1604	Pond Project, Xmas Tree, Gardening
Total Expenditure	6025	8440		
	Budget	Actual	Difference	
<u>Income</u>				
Precept	5540	5540	0	
Interest	1	1	0	
Grants / Reimbursement	0	159	159	
Donations	0	0	0	
Draw from Reserves	484	488	4	
Total Income	6025	5700	-325	
Expenditure Less Income	0	-2740		

April / May 2022

Expenditure Authorised outside of the meeting for Noting

Item	Description	Total (£)	VAT (£)
Peter Ford	Gardening Charges	287.76	

Schedule of Accounts for Payment

Item	Description	Total (£)	VAT (£)
1) Alan Bravey	May and June Salary	£107.92	
2) HMRC	May and June PAYE	£71.20	