

Burwash Parish Council

Minutes of the **Virtual** Burwash Parish **Full Council** meeting held at 19.00 on Tuesday 11th August 2020.

The meeting was conducted using Zoom Meeting Space and was recorded.

Please note: meeting reports are available at <https://burwashparish.org.uk/council-meetings/>

Members Present: Cllr. R. Franklin, Cllr. B. Wraight, Cllr. B. Newman, Cllr. A. Newson, Cllr. J. Caulkin, Cllr. J. Kenny, Cllr. F. Hosein and Cllr. J. Barnes

Members of the Public:

There were 8 members of the public present.

Meeting opened: 19.00

1. Public Time.

Public: M. Lindsay Green, representing the Burwash Common & Weald Residents Association (BCWRA), reiterated questions to Councillors that were sent prior to the meeting and circulated by the Clerk regarding Down Meadow. (Appendix A).

Cllr. Franklin: In answer to the reformation of the Down Meadow action group, the PC are currently in a legal dispute with a member of the action group and it would be inappropriate to reform the group at this time. Maintenance has been discussed and the PC are planning to mow the grass with a mower that collects the cuttings to prevent the soil being fertilised.

Cllr. Kenny: The project of wildflower spotting has been paused during covid but we are hoping to resume this within the next month or so. This was taking place every 2 weeks prior to the lock down.

Public: Mr. Yuti. Chernajovsky, representing members of the Traffic & Transport working party and The Outsider's group, reiterated questions to Councillors that were sent prior to the meeting and circulated by the Clerk regarding the 20mph limit, pinch points and crossings. (Appendix B). Mr. Chernajovsky – thank you to Cllr. Franklin for the response (appendix b) but feel that is just the view of one person and would like to ask the other Councillors their views?

Cllr. Franklin: Would any other Councillors present like to answer the questions?

Cllr. Caulkin: I believe that there is a Traffic & Transport meeting on 24th August where this can be discussed again. The working party was set up to push forward but would the proper place for discussion be at the meeting on 24th?

Public: Mr. Chernajovsky – we have been dealing with these issues for the past 2 years and at some point have to move forward. Despite providing lots of information to the Parish Council (PC). Very frustrating.

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Cllr. Caulkin: I appreciate that this is frustrating, I'm the longest serving Councillor on the PC, tried to look at this 4-5 years ago with no conclusion.

Public: Ms. Betty. McBride – The PC did not look at this 4-5 years ago, this is a current issue. Picking up on Yuti's point, a response to a note from a resident was a note of a personal view of the Chair but want a discussion through the Council. This seems to be a change in priority regarding a crossing at the school. The rest of the Council needs to discuss this. I am surprised to see that the car park isn't on the agenda. With every passing week the deal becomes less and less attractive. I would caution that if we don't take the deal, we could end up with paid for parking which is worse for residents. Better a bad deal now than to pay for parking.

Cllr. Kenny: Cllr. Franklin circulated his responses to the questions to Councillors and received no response so the conclusion is agreement with the answers.

Public: Ms. McBride – I am sure that the Clerk will agree with me that Council business should not be conducted on email but in public or you run the risk of falling foul of your responsibilities.

Cllr. Kenny: But it has been discussed and Councillors don't have anything to add.

Cllr. Newman: The questions were submitted very recently and Cllr. Franklin's response was very recent so I don't think there has been time since their receipt to have a Council meeting. I read the response given and it concurs with my own views.

Cllr. Newson: There are lots of questions surrounding this, wouldn't the answer to be to have a separate meeting, is that preferred? What is the intention here?

Public: Ms. McBride – The intention is that we expect to hear from the Parish Council as a body. Intention is that it's placed on the agenda for the next Parish Council meeting and not answered solely by the Chair.

Public: Mr. David. Cowell – Question or item 3 on the list of questions, it's my understanding that funding was already in place and allocated based on estimated costs at the time and this would be without going into reserves. The reply suggests a slip into reserves, I hope that this will be made with a formal resolution to go into reserves.

Public: Mr. Green – I want to ask to come back to Down Meadow as I was prematurely cut off and have more to say. In light of the responses from Cllr. Franklin and Cllr. Kenny, I would like to ask the Council to please publicise what action is being taken in terms of maintenance of Down Meadow. No one knows what's happening or when. The management is not being implemented currently. If we aren't able to convene the committee until the legal dispute has been sorted then when will that be?

Cllr. Franklin: We can publicise the management plan on the website.

Cllr. Kenny: This year we have been delayed somewhat with regards to Covid and the legal case but it will improve when we can do more.

Public: Mr. Green – it was the Parish Council's choice to leave the management committee and pursue the legal case.

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- Cllr. Kenny:** But the reason we halted the management committee was because of the legal case. It's all tied together, one of the members of the management committee is the person involved in the legal case.
- Public:** Ms. Georgina McAllister – Just to take us back to the traffic & transport issue, I appreciate Cllr. Franklin's response but it raises more questions. Are Council aware of the 2 phased approach suggested and supported by James Vaks? Now there appears to be 4 phases as outlined by Cllr. Franklin. School crossing is a key part of the process and when we did the site visit we were approached by mothers asking about a crossing to the school. Issues relate to transparency of costings. I have no idea about the endless crossings but the possibility is that the most demand is most likely, shop to car park and primarily the school. Regarding the build out, 2 weren't suggested. Do Parish Council members agree that road safety is 2 or 4 phases? Or the plan to implement the 20mph only or aware of the insertion of the BW&C project. Hopefully the procedural issues are being dealt with but would like to hear from the Parish Council.
- Clerk:** This will be placed on the agenda for the next Full Council meeting scheduled for 8th September 2020. This can also be discussed at the next Traffic & Transport scheduled for 24th August.
- Public:** Mr. Green - the Traffic & Transport working party had agreed that the 20mph limits on the three roads in questions in Burwash Common & Weald would be taken forward as a separate project.
- Public:** Mr. Chernajovsky – There is a concern over further delaying discussions, we have extended the 15 minutes for discussion but would like to hear what the people are doing. Not done anything about it regarding quotes and tenders moving forward.
- Cllr. Kenny:** Can't talk about it now as it hasn't been publicised so other people who are affected can attend. This meeting doesn't include everyone in the village.
- Cllr. Franklin:** Regarding the stated delay, the business plan concerned needs to be submitted in October. We won't know what funds are needed until we know the funding that's being received. Even is we get 50% funded then we will struggle to find the balance. The speed survey at the East End of the village has already been booked for the 3rd week in September and has been paid for. There is no delay.
- Public:** Ms. McAllister– Anything not included in the business plan does not count. It's not just about the 20mph but a series of measures. Doesn't count toward the expenditure, Council aren't committed to the spend. But if they aren't there, they can't be included in the plan. If we can have a resolution then can move forward and consult, it's not about unilateral agreement, willing to have discussion but need the support of the Parish Council.
- Cllr. Franklin:** The Traffic & Transport working party can put everything into the business plan but there is a limited pot of money. When it was first suggested the cost for £20k,

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now it's £50k. Add on the pedestrian crossing and may find there is a smaller percentage to go around, there is a risk involved on including everything.

Public: Ms. McBride – The Traffic & Transport working party is nothing more than the body that implements, it doesn't decide anything. Want to see the Parish Councillors discussion and publicly do something. Also asking regarding the car park, I would like to see an agenda item on this.

Cllr. Franklin: I spoke to Steve (Moore) separately on the car park and toilets. He was keen not to accept the first deal and hold out for a proper agreement from Rother.

Public: Ms. McBride – Whilst I respect Steve, that is not what should happen here, he is not the person that should be advising, no deal could be the outcome.

Cllr. Caulkin: This is what the working party's do, they look after special projects. We can debate the whole cost implications and the whole chapter on yellow lines and car park at the meeting on 24th August, then take it to Full Council in September. I am behind the car park and the 20mph, being disabled, I was nearly run over trying to cross the road.

Public: It's been explained that the cost had gone up to £50k. Can't see how it would cost £k to install signs and alter the carriageway. Is there scope to seek private tenders for this work or does it have to go through ESCC highways?

Cllr. Newson: Looking at Vak's report it can go to tender. Re the costings, Vaks now says £80k. It's gone from one thing to something quite different, figures are changing. Is the issue that the T&T working group doesn't feel able to get tender quotes for the work?

Public: Mr. Chernajovsky – where are the figures coming from?

Cllr. Newson: Read from Vak's report, came from the report. £50k match funding might happen but £90k for a school crossing, these are huge figures. Questions have to be asked and need to prioritise, need to know what things actually cost.

Public: Ms. McAllister – The challenge exists but doesn't stop us doing consultations or preclude us from putting in the business case.

Cllr. Franklin: Match funding has a limit of £50k so if we put it all in the business case then we could end up worse off.

Cllr. Newson: We want the village to be safe but if we head £250k then equally we need to consider Burwash Common & Weald. Massive amounts of money if we put consultation to residents without the actual figures and costs they won't be fully informed.

Public: Mr. Green – In response to Cllr. Newson, this is part of the problem. We initially conducted a feasibility study which was paid for, we put it to Vaks at Highways and they then conducted their own study. There is a concern over quotes and tenders if there is a lack of understanding of the process, we need to be clear so that we don't waste money or time.

Public: Ms. Helga Castle – Have a question regarding the Neighbourhood Plan. I understand that this has now gone to Rother but the last time this was discussed

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it was decided there was to be a memorandum accompanying the submission. Can you tell me if this has been sent?

Cllr. Franklin: Not as yet but it's being worked on. There are still some documents missing but Julia Edwards at Rother is now on holiday until 24th August so it won't be published until she's returned.

Public: Ms. Halina Keep – it's my understanding that the memo was for Cllr. Barnes and Cllr. Kirby-Green and not to accompany the Neighbourhood Plan.

Cllr. Franklin: I hear what everyone has been saying, it's not delayed 20mph limit and we have taken the first step towards the speed survey.

Cllr. Wraight: Can I make a point, we are very short on Councillors, we would be very happy to see residents apply for the vacancies to help.

Public: Ms. McAllister – As residents I would argue that we have been helping and are now pushing for movement.

Cllr. Franklin: Thank you to everyone for your comments. If any Councillor would like to be the Chair or the Transport & Traffic committee that would be most welcome.

Public Time Ends.

2. Apologies for Absence.

Cllr. Fox, Cllr. Rees, Cllr. Chapman and Cllr. Stemp. Apologies were noted and accepted by Council.

3. Disclosures of Interest.

No disclosures of interest received.

4. Reports from District & County Councillors.

Cllr. Barnes noted that for East Sussex County Council it was a quiet period currently. They have published their own public health plan that sets out how they are tackling health moving forward.

Rother – they are preparing for a special Council meeting regarding a decision to move away from Joint Executive positions to a CEO role.

Notable planning decision on a pub in Bexhill regarding change of use that may be relevant to Burwash. Change of use was refused.

Note of a huge planning application for a leisure and activities center in Seddlescombe, debate regarding whether a commercial project is right for an AONB site. Not connected with Burwash but relays certain messages.

Chair requested that Item 11 be moved up the agenda for immediate consideration. Council agreed.

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11. Traffic & Transport Working Party.

Cllr. Franklin reported that the current issues had been outlined in the public time at the start of the meeting and requested that Council members who attended the T&T working party meeting on 27-07-20 **RESOLVE** to accept the minutes of the meeting.

Councillors agreed that they were an accurate record of the meeting.

Cllr. Franklin asked Councillors to **RESOLVE** to adopt the minutes of the meeting dated 27-07-20.

Councillors unanimously agreed to adopt the minutes.

Action: Cllr. Newman to write a report on the current T&T issues for the parish magazine. **Completed.**

Clerk's Note: The next Traffic & Transport working party meeting has been schedule for Tuesday 1st September 2020 at 7pm.

Meeting Paused 19.52

Mr. Chernajovsky – Cllr. Franklin you have our full support, don't be scared you have the money to spend and the support to spend it. Vak's is only a consultant. It's up to the Parish Council to make the decisions together. You are not alone.

Cllr. Franklin thanked Mr. Chernajovsky for his comments.

Meeting Resumed 19.53

Cllr. Newson requested an update on the yellow lines.

Cllr. Franklin noted that there was no report given on yellow lines and that the 20mph limit was being prioritised over the yellow lines issue.

5. Accuracy of the minutes of the previous meeting.

The minutes of the previous Full Council meeting 14-07-20 were adopted by Full Council, with a unanimous vote, as an accurate record of the meeting.

6. Neighbourhood Plan.

Cllr. Franklin reported that the plan had been submitted to Julia Edwards at Rother. The steering group are dealing with the outstanding documentation to be sent through. Mr. Nick Moore is preparing the memo for Cllrs. Barnes and Kirby-Green.

7. Finance Committee.

Cllr. Franklin gave a verbal update on the recent Finance committee meeting. There was nothing of note to report.

Cllr. Franklin requested members of the Finance Committee **RESOLVE** to accept the minutes of the meeting dated 04-08-20.

Members unanimously agreed to accept the minutes.

a. Cllr. Franklin requested that Full Council **RESOLVE** to adopt the minutes of the meeting dated 04-08-20.

Councillors unanimously agreed to adopt the minutes.

b. Resolutions from 04-08-20 meeting:

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- i. Full Council unanimously agree to the review of standing orders and direct debits.

Action: Clerk to conduct a cost review of alternative suppliers for energy and telecommunications suppliers.

- ii. Full Council **RESOLVE** to agree to the expenditure requested from the Traffic & Transport working party: £63.68 to Rother for the maps accompanying the Neighbourhood Plan and £410.00 + VAT to Highways for the speed survey at the East End of the village.
- c. Full Council **RESOLVE** to accept the bank statement presented as at 31-07-20.
- d. Full Council **RESOLVE** to accept the Income & Expenditure statement presented as at 31-07-20.
- e. Full Council **RESOLVE** to accept the Bank Reconciliation as at 31-07-20.
- f. Full Council **RESOLVE** to accept the Statutory Balance Sheet as at 31-07-20.
- g. Full Council **RESOLVE** to accept the payment schedule presented as at 10-08-20. (Appendix C).
- h. Full Council **RESOLVE** to accept the Equals Card expenditure statement presented as at 10-08-20.

Council noted the Clerk's note. Dates for Public Exercise of Public Rights have been altered to Friday 14th August to Friday 25th September 2020 as per the request of the External Auditor. This alteration has been publicised on the website and Parish Council noticeboard.

8. Planning Committee.

Cllr. Rees not present to give a verbal update to Council.

Cllr. Franklin requested that members of the Planning Committee accept the minutes of the Planning Committee meeting dated 27-07-20.

Members unanimously agreed to accept the minutes.

Cllr. Franklin requested that Full Council **RESOLVE** to adopt the minutes of the meeting dated 27-07-20.

Councillors agreed unanimously to adopt the minutes of the meeting.

- a. Cllr. Franklin reported that Mr. Robert Banks had written to him to state that Save Out Fields would approach Rother with an initial letter requesting information on moving forward with the extension of the conservation boundary and would report back to Full Council on their findings. Cllr. Caulkin confirmed that he would be attending the meetings with Save Our Fields on behalf of the Parish Council and would feedback to Full Council.

Cllr. Newson queried whether the outstanding site visit had been arranged for the recent planning application. The Clerk noted that both the Admin Officer and Cllr. Rees have been on holiday. This would be confirmed within the week.

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Cllr. Kenny noted that the Burnt House Farm site has no sewage outlet but a septic tank. Cllr. Kenny reported that the site was part of a conservation order that excluded building.

9. Community & Communications Working Party.

Cllr. Newman noted that there had been no meeting since the last Full Council. The next meeting is scheduled for 1st September.

Action: Cllrs are requested to send all information to be included in the next Parish Council to Cllr. Newman by Friday 14th August.

Cllr. Newman confirmed that he was pulling together a letter as part of the Parish Council communication to the whole Parish. Clerk and Admin Officer to prepare envelopes and labels using the electoral role addresses only.

Action: Cllrs requested to send a headline of current issues and the format for inclusion in the letter.

Clerk confirmed that the current website provider maintenance contract has been paid until May 2021.

10. Environment & Maintenance Working Party.

Cllr. Kenny noted that there was nothing to inform Full Council on.

Members of the working party were asked to accept the minutes of the meeting dated 08-07-20.

Members unanimously agreed to accept the minutes of the meeting.

Full Council were requested to **RESOLVE** to adopt the minutes of the meeting dated 08-07-20.

Councillors agreed unanimously to adopt the minutes of the meeting dated 08-07-20.

- a. Cllr. Kenny noted that they were working with ESCC footpath officer. Communication has noted that the land was sold within the last 2-3 years. Slow progress and Natural England may side with the owners but it's being addressed.
- b. High Weald Pilot update. Cllr. Kenny noted that there has been no movement on this since the last meeting.

11. Traffic & Transport Working Party.

Moved to the beginning of the meeting. Please see page 4.

12. Policies & Procedures.

Clerk presented the newly updated policies for discussion. Full Council **RESOLVE** to adopt the following policies:

- a. Financial Regulations.
- b. Grievance Policy.
- c. Whistleblowing Policy.
- d. Email & Social Media Policy.

Action: Clerk to update each policy with adoption and renewal dates and post onto the website.

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13. Correspondence to the Clerk.

Clerk circulated the correspondence report. Council **RESOLVED** to accept the correspondence and the solutions where completed.

Councillors discussed the new broadband and wifi Government grant initiative.

Action: Clerk to include the website details in an e-bulletin and on the website for residents.

Action: Clerk to include updates to Council on items where solutions were ongoing at the next meeting on 11-08-20.

14. Vacancies.

Cllr. Franklin noted that we have 2 current vacancies for Councillors on the Parish Council.

Action: Cllr. Caulkin to post vacancies on the website and e-bulletin.

Action: Cllr. Newman to include the vacancies in the next Parish Magazine article.

15. Items for noting or including on the future agenda.

- Footpath update: Cllr. Kenny
- Car Park update: Clerk
- Traffic & Transport questions and resolutions.
- Noticeboard confirmation of location & use.

16. Date of next meeting.

Tuesday 8th September 2020 – 19.00.

Meeting Ends 20.28

X

Cllr. Robert Franklin
Chair of Burwash Parish Council

Appendix A

Questions submitted by email on 10-08-2020 to Clerk & Chair of BPC, from Lindsay Green, Secretary, BCWRA.

"What steps is the parish council taking to implement the management plan for Down Meadow which was shared with the membership of the Burwash Common and Weald Residents' Association in December 2019 and agreed by the parish council in January 2020?"

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“What steps have or will be taken to reconstitute and reconvene the management group which the parish council established some time ago to oversee the management of Down Meadow and particularly the implementation of the management plan, and to ensure that, in future, it meets regularly?”

Appendix B

Questions submitted by email on 10-08-2020 to Clerk, from Mr. Yuti Chernajovsky, member of the Traffic & Transport Working Party.

Question 1: Are the council now intending to make a new and quite different resolution to refer decisions about the detail of implementing its 20mph policy back to full council, or to the chair of their T&T working group?

Question 2: How does the council envisage its relationship with resident volunteers going forward?

Question 3: While we wait for the PC publicity, what would the council like residents to be told?

Question 4: Will the council retain its commitment to introducing traffic calming to save lives without vetoing the recommended options on the basis of possible shortfalls?

Question 5: When will the PC make the quotes and/or competitive tender bids [as opposed to the estimates provided by Mr Vaks] for the recommended traffic calming options transparent?

Question 6: Can the PC please explain their strategy timescale and intention with regard to this section of the High Street?

Question 7: How does to PC view the transition from phase 1 to phase 2 of the Plan, that ensures that: a) people in affected areas (pinch-point and potential crossing areas as discussed with Vaks) are properly consulted (with obvious caveats); and b) all viable options are included, in a timely fashion, in the Community Match Funding application?

Question 8: Can we have the Parish Council’s assurance that when the issue of the car park is eventually resolved that there will be a review of the double yellow lines with particular reference to the pinch point and the top of Spring Lane, and Shrub Lane?

Question 9: In the event that car parks remain the responsibility of RDC, can the council tell us how it intends to deal with reviewing parking and the yellow lines in particular?

Question 10: How will residents most concerned about dangerous road-side parking and car users, be reassured about how and when this will be addressed?

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Response to the questions from Cllr. Robert Franklin, Chair, Burwash Parish Council.

1. In general the day to day decisions on moving forward will be made by the T & T working group but it is essential to understand the the working group does not have the authority to spend money and this must be achieved by resolution to the full council and the councils acceptance of the same.
2. It is hoped that the residents will continue to participate in the councils various working groups.
3. The minutes of the working groups are available for all to read and that way residents can keep up to date on what is happening. Everyone should be aware that the first step towards achieving the 20mph limit is dependant on the results of the funding application; however we have already commissioned a speed survey as part of the process
4. The council cannot spend money it does not have - we have accepted the need for some kind of pinch point and to consult with residents over both the type and location they would prefer. I believe the walk through the village suggested two locations for build outs and a suggested cost of around £7k. This is our second priority after the introduction of the 20mph assuming that we can get unified agreement from the residents affected .
5. Yes, when they are received; my understanding is that once the tenders have been received, whatever agreement on funding we have will be on a percentage basis so if in the best case we get 50% the council will have to find the remainder. I agreed with Declan that when we know what the spend is we would try to convince the council to spend some of it's reserves to achieve the 20mph, which is at present our main focus. From the current budget you will see that our allocation of funds to T & T does not meet the best case figure in the feasibility study so we will have a funding shortfall.
6. I believe our current strategy is to achieve: 1) the 20mph, 2) the pinch point, then 3) the traffic calming in Weald and Common, and then 4) a crossing point or two in the high Street. It has also been suggested that the pinch point may make a safer crossing point and if we need some form of slowing traffic in the main part of the high street we may need to consider another pinch point or to review the parking allowances (yellow lines).
7. I believe we will stay with the phase one priorities which must be to ensure that the 20mph works and then the pinch points, the business case submission is for the 20 mph. I believe that when we come to the business case for the pinch points (Build outs) we will need to have decided exactly what we want and not to dither over a series of options. The feasibility study identifies this consultation as being high risk so we must get it right or it will not move forward at all.
8. There was supposed to be a statement on the yellow lines given at the last main council meeting however this did not happen. My impression of the survey was that it did not necessarily come to any firm conclusions, but we have not as yet received the report on the results from the survey. Once this has been received we will consider it and any

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other information at a later date which may or may not depend on the outcome of the car park take over.

9. We are still hopeful that the council will take over the car park, but Rother have already agreed to renew the parking bays even if the PC does take it over. If Rother retain the car park we would discuss a more efficient use of it.
10. If roadside parking is illegally/dangerously done then the police can enforce this. I am not sure how much of the roadside enforcement will be done by Rother. It is of course hoped that the 20mph introduction will make the High Street safer or we will have wasted our money. We do provide some financial assistance to the speed watch team and can consider other reminders to slow down.

Appendix C – Payment Schedule

As at 01-08-20			Payment Schedule 01-08-2020			
Payee	Date	Ref	Net	VAT	Gross	
EDF Energy		DD	0.00	0.00	0.00	
Pet Waste Solutions	31-Jul	SO	23.83	4.77	28.60	Additional waste bin
Pet Waste Solutions	31-Jul	SO	95.33	19.07	114.40	Monthly Dog Bin waste collection
HMRC		IB 00712	245.29	0.00	245.29	Tax & NI Contribution
Rother	17-Jul	IB 00713	53.90	10.78	64.68	Maps for Neighbourhood Plan
Viking Direct	27-Jul	IB 00714	11.99	0.00	11.99	Henry Hoover bags
Surrey Hills Solicitors	21-Jul	IB 00715	1590.00	318.00	1908.00	Down Meadow
CBS Power Tools	27-Jul	IB 00716	63.25	12.65	75.90	New lawnmower battery
Laurence Worton	31-Jul	IB 00717	80.66	0.00	80.66	Handyman Invoice July
Equals Card						
EE	07-Jul		30.00	0.00	30.00	Clerk mobile top up
Zoom	17-Jul		23.98	4.80	28.78	Monthly charge for 2 x users
Viking	20-Jul		0.00	0.00	389.94	Office furniture already agreed
SLCC	21-Jul		178.00	0.00	178.00	Annual Membership
Amazon	23-Jul		37.48	0.00	37.48	Laptop stand & wireless keyboard
Amazon	27-Jul		15.27	3.06	18.33	Henry Hoover bags
SSLC	27-Jul		51.50	0.80	52.30	Clerks Manual
Survey Monkey	01-Aug		99.00	0.00	99.00	
TOTALS			2599.48	373.93	3212.05	

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Salaries						
Nest Pension	31-Aug				45.36	Pension Contributions August 2020
Expenses						
<i>None to report</i>						