

Minutes of the Cinderford Town Council Meeting The Council Chamber, Cinderford, Tuesday 14th November 2023, 7 p.m.

Present:

Clir Graham Morgan (Chair)

Clir Matthew Bishop

Cllr Chris Brown

Cllr Darren Flower

Clir Carol Marsh

Cllr Di Martin (Vice-Chair)

Cllr Tim Holder

Clir Alison Pflug

Clir Lynn Sterry

Clir Roger Sterry

Clir Mark Turner

Clir Jacob Sanders

In attendance:

Emma Bennett, Clerk Les Love, Estates Manager

Apologies received:

Cllr Jeremy Charlton-Wright Cllr Karen Turner

Absent:

Clir Louise Bent

1) Appointment of Co-opted Councillor, completion of Declaration of Acceptance of Office/Register of Interest and agree Committee membership appointment
A casual vacancy has arisen on the Council following the resignation of Cllr Taylor. FODDC advised that they had not received any requests for a by-election and the vacancy can continue by co-option. The required Notices were displayed. One candidate applied, attended and discussed their application. Following a vote, Cllr Sanders was appointed as Co-opted Councillor and completed the Acceptance of Office form and Interests Form. Cllr Sander would advise on Committee interests.

Proposed: Cllr Bishop, Seconded Cllr Flower. All in favour.

2) To receive apologies for absence

Apologies for absence were received and accepted for Clir Charlton-Wright and Clir K Turner.

 Declarations of Interest – to receive any declarations of interest in any matter to be discussed at the meeting. Members and Officers are requested to identify the nature of the interest

The Staff declared an interest in item 25, Personnel Committee Minutes.

Item 20(c) Dockham Road - Cllr D Martin declared a non pecuniary interest as a Trustee of FVAF. Cllr C Brown declared a pecuniary interest as CEO of FVAF. Item 20(c) was for information only.

4) Public Participation Session – A period not exceeding fifteen minutes for members of the public to make statements and ask questions of the Council. (i) Each person will be allowed no more than three minutes plus a brief follow-up to any answers given by the Council. (ii) Questions may be answered but not debated by the Council. (iii) Any issues which the Council deem require consideration will be referred to the appropriate committee or deferred to the next Council Meeting

A resident attended to raise concerns regarding the lack of police presence in the Town and reported crime rates. Council updated on the new Councillor Advocacy Scheme with the aim of creating and strengthening relationships between the neighbourhood policing team and local councillors. Councillors also updated on the joint agency work. It was agreed that Councillors would arrange a meeting with the Deputy or Police Commissioner. Residents were advised it was important to log all issues using Report antisocial behaviour | Gloucestershire Constabulary Issues with parking on pavements was also raised as an ongoing issue.

5) Chairman's Urgent Business (for information only items)

- Approval of Heywood Road car park CCTV Council received the Redhand quotation to
 provide a long range camera to monitor the toilet compound which links to the existing CCTV
 system at a cost of £1076.23 incl VAT. FODDC required the installation of the CCTV prior to
 re-opening the public toilets. The camera would be partially funded by the Contain Outbreak
 Management Fund Grant. Council approved the quote.
 Proposed Cllr R Sterry, Seconded Cllr Holder. All in favour.
- Thank you to Poppy making volunteers and helpers at Remembrance Sunday
 The Chairman thanked the volunteers who assisted with making the poppies in the Town and thanked all those who helped or attended the Remembrance Sunday Parade and Service.
- MusicWorks Lease resigned following Land Registry request
 The Clerk updated on recent correspondence regarding the Lease. Council noted that there had been no changes to the Lease content and Council agreed that it was signed by the Chairman and Clerk.
- Proposed Cllr Holder, Seconded Cllr L Sterry. All in favour.
 Forest of Dean and Wye Valley Tourism Board Elections
 Council received details of the voting period for the election of new members to the Forest of Dean and Wye Valley Tourism Board of Directors. There were 10 people standing for election and 8 places to fill. Councillors reviewed the candidate profiles and cast votes. The Clerk would submit the 8 highest votes (C Sims, E Drewitt, J Nugent, L McGuinness, M Terry-Lush, N Hands, N Maclachlan, Y Farrell) from Cinderford.
- 6) To confirm the Minutes of the Meeting held on 10th October 2023 The Minutes of the meeting were accepted and signed as a true record. Proposed: Clir Roger Sterry, Seconded Clir Matt Bishop. All in favour.

7) Matters Arising from Minutes (for information only)

Written report received. Council noted:

- 6 locations submitted for tree planting GCC are considering the junction of High St/Valley Road as a potential location
- TRO St Whites Letter sent
- Floodsacs moved to agreed location for Councillor access in an emergency
- Grit bin locations for Winter Action Plan submitted to Highways
- New Co-opted Councillor photo added to www
- · Youth Association undertaken engagement re football issues close to war memorial
- Freedom Scroll event presentation to be arranged by Clerk
- Business Debit Card form to be signed by signatories at meeting
- Flooding concerns raised with Forestry and at GCC. A meeting with Gloucestershire Wildlife Trust is planned.
- Green plaque for Clock Tower being investigated by a Councillor
- Clerk chased NHS for hospital visit on 8.11.2023 date awaited.
- · Forestry England chased regarding bus stop location in St Whites Road

8) Police Update

- To receive and note the written monthly report
 - No report received. Clerk to chase.
- o To discuss recent issues
 Police not in attendance.
- 9) To receive an update from the Estates Manager on the Levelling Up Fund, Changing Places, Estates Matters and note and agree future works:
 - a. The Wesley LUF commitment complete.
 - B. 6 Market Street MusicWorks contractor has started their internal re-fit works.
 - C. Rheola House internal decoration works due to start in December.
 - D. To approve the Changing Places Contractor for 6 Market Street and Dockham Road from the FODDC approved supplier list

Two companies on the approved supplier list had provided quotations for sanitaryware and installation with floor, wall and ceiling finishes. Both quotes did not include electric works. CTC had

GM)

received Changing Places Grant Funding to cover both properties with CTC in an obligation to provide match funding. It was noted that there would be ongoing maintenance, cleaning and servicing costs. Both quotes were provided to Council for consideration. The deadline for completion of the work was March 2024.

Proposed by Cllr Bishop, Seconded by Cllr Holder that Council approve the quotation from Wealden Rehab noting that they had visited both site locations and based on value for money. The quote from Wealden Rehab at £49,927.83 plus VAT and for the additional costs relating to electrical and finishes associated with the project was delegated to the Clerk and Estates Manager and approved noting the approaching deadline for expenditure/installation. All in favour.

E. To discuss flooring specifications for Rheola House to enable quotations to be received The Estates Manager updated on suggested flooring and provided samples for consideration. The specification and user requirements was outlined. Further quotes were being sought for comparison and will be brought to the next Council meeting for a decision. Contact will be made with Lena Maller, FODDC, to achieve guidance for use of facilities by those with Dementia, Cognitive and Visual needs.

The Estates Manager also advised that the process for obtaining quotes for new fire doors, velux windows and toilets was being progressed and these would also be brought to Council for consideration.

F. To approve the groundworks contractor for Rheola House car park access improvements and safety works

The Estates Manager updated on the current car parking issues highlighting redesign to meet accessibility guidelines was required. Plans for improvements had been approved by FODDC Building Control and would include the installation of two accessible car parking bays with EVCP access. The works specification and planned changes were discussed. Three quotations had been received. Council considered the quotes.

Cllr Turner proposed RMS Construction Solutions at a cost of £13,136 for car park alteration works and £5,280 plus VAT for alterations to the paved entrance area based on price, prior works and location. Seconded Cllr Holder. All in favour.

G. To approve stage works and Contractor for The Wesley

Council noted the LUF funded contributions for The Wesley had been fulfilled. The Clerk had been successful in obtaining a grant for £45k for stage works which required 10% match funding. Contractors had been requested to quote on www and social media. Three companies expressed an interest and viewed the stage. Two of the companies declined to quote due to the nature of the work. Council approved the quote from RMS Construction Solutions at a cost of £9240 plus VAT. Proposed Cllr Turner, Seconded Cllr Marsh. All in favour.

The Estates Manager advised that further quotes would be required for specialist lighting and equipment and these would be provided to Council at a future meeting.

H.To note the Clerk & Estates Manager meeting with the Health & Safety Advisor from Gloucestershire College Construction school with regards to proposed works at The Wesley Meeting took place. Risk assessments and insurance to be provided for students by Gloucestershire College. Meeting with the Conservation Officer, Building Control and Gloucestershire College scheduled for 17.11.2023. Students could start on the Green Room in early 2024 and then undertake stage redecoration improvements. Council were delighted to be providing the opportunity for work experience on a GII listed building to local construction students.

I. To receive an update on Phase 3c of the Public Sector Decarbonisation Scheme and the reasons for non-submission of an application

CTC had been working with FODDC on a potential submission. Whilst the heat pump solution is viable, and the grant could cover costs, criterias have not been met for energy data and carbon savings and it was not possible to submit during this funding round. Further work is required to prepare for future funding rounds. The Council will look at options to improve the insulation.

J. To receive an update on the Belle Vue Centre Car Parking Issues

Draft notices from CTC's solicitor received. Staff had spoken to a number of residents who understand the situation. Council recognised this needs to be dealt with and addressed and if issues still occur the Council will look at further options. Proposed to issue solicitor correspondence. Cllr R Sterry, Seconded Cllr Flower. All in favour.

10) To receive receive an update from the Cinderford Community Emergency Plan Working Group and discuss purchasing "walkie talkies" for use during an emergency (MT/JCW/DF) Continuing to update the 2011 plan. Up to date contact details are required with two versions to be produced (restricted/unrestricted). Walkie Talkies could be used in emergency situations when other forms of communication might not be working. Council agreed to purchase a set of four devices for approximately £50.

Proposed: Clir R Sterry, Seconded Clir Bishop. All in favour of purchasing.

11) Climate Action

o To receive an update from the Climate Action Working Group (CB/DF/DM/JCW)

Two meetings held and an update provided. The Council discussed a memorial tree issue and the Clerk would write to FODDC regarding works.

- To agree further working group member appointment Cllr Sanders agreed to join.
- To receive, consider and approve the Biodiversity Policy following the Clerk & Councillor's attendance at the GAPTC session
 The Policy was approved and would be reviewed annually.
- To consider the request to support the Climate & Ecology Bill and approve the draft motion following consideration by the Climate Action Working Group
 Zero Hour are seeking Cinderford Town Council support for the Climate and Ecology Bill.
 Council considered the draft motion and agreed support. The following resolution was passed Cinderford Town Council resolves to:
 - 1. Support the Climate and Ecology Bill;
 - 2. Inform local residents of this decision through our website and social media:
 - 3. Write to the Forest of Dean MP to inform that this motion has been passed, and urge them to sign up to support the CE Bill
 - 4. Write to Zero Hour, the organisers of the cross-party campaign for the CE Bill, expressing support.
 - Proposed Cllr Martin, Seconded Cllr Bishop. All in favour.
- To receive an update on the Forest Climate Network Event 7th November 2023
 Council received the written report and noted that Cllr Flower attended the event.
- 12) To receive an update on the process for requesting a TRO for a 20mph limit in Cinderford residential areas (JCW) and receive town photos showing the Caldicot scheme
 No report received. Cllr Morgan would circulate details of the process which costs approximately £15k cost due to legal processes and involves a 18 month process. Photos of a 20mph self enforcing zone provided for information. Council discussed issues with vehicles turning right at The Triangle and parking issues. Evidence of issues would be submitted to the Police.
- 13) To discuss arrangements for the 24 hour vigil of the 100th Anniversary of War Memorial in Cinderford and agree Councillor attendance at event Details of the event were provided.
- 14) To receive an update on the installation of the Community Speedwatch Camera (MT) A Councillor updated on the device and would arrange for installation when charged. Highways had raised the height of poles for the VAS to also be installed.

15) Documentation

To receive and approve the following Policies: Procurement, Internet Banking, Social Media, Staff & Councillor Induction, Safeguarding, Internal Control, Complaints, Health & Safety, Disciplinary, Grievance, CCTV

Council received the above policies which were proposed for approval by Cllr Martin, Seconded Cllr Bishop. All in favour.

- To approve the Committee Terms of Reference
 Council received the Committee Terms of Reference.

 Proposed for approval Cllr R Sterry, Seconded Cllr Flower. All in favour..
- To consider and approve the meeting schedule for 2024
 Council agreed meeting dates would remain as the second Tuesday of the month and the Clerk would publish details on the www and noticeboards.

16) Christmas

- To consider the raffle donation offer from Freedom Leisure for a one year membership worth £516 in return for a free stall and agree the process for managing this Council agreed that a free stall could be held at CindyFest and Christmas with Freedom Leisure running the raffle.
- To receive and approve the quote for the installation of the Town's christmas lights
 Council received the quote from Oakey & Son Ltd for the installation at a cost of
 £10,890.00+VAT. Council noted that this was the 20th year for working with Oakey & Son Ltd.
 Cllr R Sterry proposed installation works based on prior knowledge, Seconded Cllr Holder. All in favour.
- To receive the Signed Order for the road closure for the Christmas Parade & Light Switch On on 25.11.2023
 - Received. Market Street will be closed between 11am and 8pm except for Emergency vehicles.

17) Office/Councillor IT:

- a) To receive an update on the town wifi installation and note operating times Funded by the Contain Outbreak Management Fund. Operational in Town Centre during hours of 10am to 4pm. The times can be adjusted if an event was taking place or if required. It was confirmed the wifi has been switched off in the evening for the past two years. The Clerk was requested to add details to the www.
- b) To receive an update on the town council IT system Details of trials and testing were provided. The setup/initial migration tests would commence 4.12.2023 by Forest IT.

18) Correspondence (N/D/A)

- To note the previous upgrade for Steam Mills play area appeared within the Enovert Community Trust Annual Report & Accounts 2022-23 Received and noted.
- To note the article in the Gloucestershire Wildlife Trust's magazine regarding the Love Your Cinderford Brook project
 - Received and noted. The Mayor and Staff had attended the CPRE Gloucestershire Award Ceremony.
- To note the receipt of the Certificate of Appreciation following the Heritage Open Event Received and noted.
- o To receive the update from FODDC on the Local Plan

The Forest of Dean draft Local Plan is proposed to be updated. The latest version of the plan will take into account feedback from residents and also include lower housing numbers. Further consultation in Spring 2024.

 To receive and note the Post Office information on the new branch service at Midcounties Valley Road, 72 Valley Road

A new type of Post Office branch service has been opened. Details of the service available at Consultation Hub - Valley Road Drop & Collect - GL14 2PA

- To consider and agree the request for surveying residents in the Town Centre
 Council considered the request from a University student who wished to undertake a project to
 understand internet usage. Cllr Martn proposed the student undertake the survey, seconded
 Cllr L Sterry. All in favour.
- To consider the three nominations on the GAPTC Executive Committee for the two Forest vacancies and submit two votes from Council
 3 people were standing for election and there were 2 places to fill. Councillors reviewed the

19) Reports/Minutes (N)

a) Written update from County Councillor

Report received. Road issues discussed.

b) Written update from District Councillor

Report received. Council would discuss the opportunity for having Cinderford CCTV linked to the police headquarters. This would be discussed at the December meeting.

candidate profiles and cast votes. The Clerk would submit votes for D Starr and T Saunders. .

- c) Committee Updates Estates & Finance Meeting 25th October 2023 Minues received and noted.
- Quarterly Estates & Finance Committee Internal Audit Check Report 6th November 2023

Report received.

e) To appoint Cllr Pflug to Committees/Working Groups

Proposed Cllr Pflug joining the Playing Fields Committee by L Sterry, Seconded G Morgan. All in favour.

20) Community Hospital, Skatepark, & Dilke Hospital update (A/N/D):

a. Skatepark works

Work is progressing. Weather has been a recent issue.

 To discuss the stakeholder update on the FOD Community Hospital and agree way forward

The Dilke Hospital has previously been registered as an Asset of Community Value. This means that they have recently been used and could be used in the future to further the social wellbeing or social interests of the local community. It will provide a six week window for any community groups who wish to purchase the sites, or parts of them, to prepare and express an initial bid. Council discussed use as a potential burial site noting that FODDC were the burial authority.

c. Dockham Road lease position update

The draft Deed of Covenant and Variation to the Overage Deed is still with NHS PS. Lawyers are chasing regularly. NHS PS had also advised in relation to the deed of variation costs will

be £1,500 instead of the original amount quoted (£800) due to increased work. Council approved the increased expenditure.

21) Finance (N/A)

a) To agree the Accounts for Payment as per the list circulated prior to the meeting

b) To note any urgent payments already made for ratification including card payments Members were circulated with the figures for the accounts requiring payment and it was resolved that the accounts and wages totalling the following payments be paid:

Payment made since last meeting October 2023 - £177,736.33 (see appendix 1)

Payroll £11,456.84

Expenditure to be approved: £467.84 (see appendix 2)

Approved Cllr Martin, Seconded Cllr Bishop. All in favour.

To receive the latest financial reports - income & expenditure, earmarked reserves, balance sheets, debit card use, bank statements, bank reconciliation to 31.10.2023 (mth7)

Received, noted and signed. There were no questions raised.

Proposed Cllr Bishop, Seconded Cllr Martin. All in favour.

- d) To receive the Internal Control Checklist & Clerk/RFO Update Received and noted.
- e) To note the successful grant application for The Wesley Stage of £45,000 towards stage repair works and agree the 10% CTC financial contributions of £4,500 and agree the signing of the Agreement by the Clerk and Chairman

Councillors were delighted about the grant application. A copy of the Agreement between CTC and Enovert was provided. Council approved the terms of the Agreement and authorised the signatories of the Chairman and Clerk signing. The signed document would be returned to the grant provider.

Proposed Clir Bishop, Seconded Clir Flower. All in favour.

f) To receive the draft 2024/25 budget noting the figures allocated to the additional items list by the Estates & Finance Committee and consider any further items to be added or changes

Details of the budget changes were provided.

Council noted this was a working document. Quotes for the Steam Mills gate would be added when received.

To receive any update on the PWLB application for CTC's contribution to the skatepark project

The Department for Levelling Up, Housing & Communities had confirmed receipt of the documents. An assessor will complete the initial assessment of the application and contact the council with any queries in due course.

h) To receive the FODDC letter dated 27.10.2023 regarding taxbase and precept and note the key dates

Final taxbase calculations will be issued to all councils by 11.12.2023. Submission to FODDC is by 26.01.2024. Council agreed to meet the third week of December to discuss and finalise.

 To agree a £75 wool donation for volunteers who make poppy decorations for displays in 2024

Proposed for a £75 wool materials donation by Cllr Holder, Seconded Cllr L Sterry. All in favour. The volunteers who make the poppy decorations were thanked for creating decorations for the Town.

22) Planning Applications - see list attached (D)

Conversion and extension of former vet practice and flat into 2 No dwellings with associated works. (Revised Description).

115 High Street Cinderford Gloucestershire GL14 2TB

Ref. No: P0863/23/FUL

No objections.

Change of use of garage into a single storey dwelling, erection of side and rear extensions, garden and off road parking.

Garage South Of Calella Woodville Road West Cinderford Gloucestershire GL14 2AU

Ref. No: P1358/23/FU

No objections.

Variation of condition 02 (Approved Plans) of permission P1927/21/FUL to amend roof design of all house types

6 Steam Mills Road Cinderford Gloucestershire GL14 3HY

Ref. No: P1412/23/FUL No objections.

Erection of two dwellings.

Land East Of 115 High Street Cinderford Gloucestershire Ref. No: P1029/23/FUL Objection - access issues.

Change of use of existing ground floor (retail shop) to residential and erection of a two storey rear extension to form two 1 bedroom and two 2 bedroom residential flat units.

5 Heywood Road Cinderford Gloucestershire GL14 2PL Ref. No: P1328/23/FUL No objections.

Extension to existing yard, erection of fencing and hedgerow.

Rackham House Floors Ltd Newtown Road Cinderford Gloucestershire GL14 2YT Ref. No: P1426/23/FUL No objections.

23) Date of next Meeting (N): 12th and 19th December 2023, 7pm.

24) CONFIDENTIAL AGENDA ITEMS

To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted. To resolve to continue in 'Closed Session' under the provisions of The Public Bodies (Admissions to Meetings) Act 1960 as the following business to be discussed is considered to be of a confidential nature. Proposed CIr R Sterry, Seconced CIIr T Holder. All in favour.

Public session ended 21.03.

25) To receive the Personnel Committee Minutes of 13th November 2023 and consider and agree any recommendations

See confidential restricted minutes.

26) Close of Meeting

The Chair declared the meeting closed at 21.17.

Signed: Jacham Morgan
Date: 12/12/2023

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09/11/2023 FPC	Bospa Play Safely Armual Reports	450
08/11/2013 FRO	DIB CLEANING SUPPLIES - MATERIALS	300
QB/33/2628 FPO	Gearwater technology. Building water	352.4
08/11/2023 FPO	travis fincins - Maioroli	197.58
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Lloyds Bank - Payment approval & history

2(B) 14.11.2025

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LLOYDS BANK

Mrs E. Bennett (3rd supped on 14 businesses 21 at 10, for 144

Cinderford Town Council

Review and authorise payments

Cinderford Town Council

three to authorise 1

Payments you can't authorise

Below is a list of payments which you can view or reject. You can't authorise these payments as you have already authorised them

				Previous Nest Latest
Recipients	Type	Payment date +	Amanii	
CITY ELECTRICAL FA	Payment New	ASAP	G3P61 68	V.
SCREWFIX DIRECT 7/	Paymer: New	ASAP	GBP59 93	Vea
VINCENT WHITFIE: D	Paymerk New	ASAP	GBP240 (8)	Z£33
VINCENT WHITELD	Payment New	ASAP	GBP10675	Yzk

Previous New Latest

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