



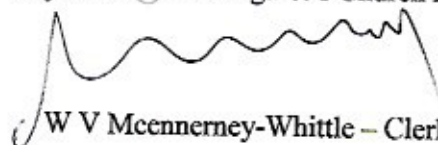
7 BILSBOROUGH MEADOW
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5th July 2017

NEXT MEETING

Members of the Council are summoned to the **NEIGHBOURHOOD COUNCIL MEETING** to be held on Wednesday the 12th July 2017 @ St Margaret's Church Hall Ingol commencing at 7.00pm



W V Mcennerney-Whittle – Clerk and RFO

AGENDA

1. To receive apologies
2. To approve the Minutes of the Meeting held on the 17th May 2017 (enclosed)
3. To receive Declarations of Interest
4. To adjourn the meeting for a period of public participation

During this time only a member of the public may comment or raise an issue which is relevant to the Business of the Council or its Neighbourhood.

Please note that any representation or matter raised does not require any response from the Council and should not be debated since no decision can lawfully be made during this time.

After the meeting has closed a member of the public may speak to or later contact a Councillor on any matter of concern to them.

A member of the public is any person present other than a member or official of the Council.

A member of the Council may (after the meeting or at any later time) request that an agenda item be placed setting out clearly what it is the Council is being asked to consider and decide upon

5. To consider Planning Application 06/2017/0757 being a hybrid application for the development of Ingol Golf Course into a new Preston NE training facility, open space improvements and the erection of up to 450 dwellings.
6. To authorise payment of the following accounts:

On Line	W V Mcennerney-Whittle	Salary & Expenses 1 st Qtr	1290.41
On Line	Inland Revenue	Tan and NI	790.40
On Line	Greenwood Garden Services	Lengthsman	452.20
On Line	City Distributors	Newsletter	137.05
On Line	Printing World	Newsletter	224.00
On Line	Catchpoint	CCTV Installation Ingol School	3480.00
On Line	Zurich Municipal	Insurance Renewal	614.95

7. To consider the enclosed report and recommendations of the Community Warden working group regarding the appointment of an Environmental Assistant to the NC.
8. To consider the enclosed quotation regarding a CCTV installation for the Kidsgrove/Nisa area at a cost of £1950.00 plus £100 per year maintenance cost

9. To note that the Clerk did not attend the Practitioners Conference in February as previously agreed since the agenda for the meeting was not relevant to this Council. It is suggested that in its place he should attend the Regional Training Seminar in August which has items covering important legal changes and coming financial management changes. The costs for this including previous overnight stay is estimated to be no more than £169.00 which is less than half of those previously agreed and which would be shared by each Council for whom he works.
10. To consider the following options which have been put forward as potential projects to combat ASB, Unlawful Vehicular use of, Fly Tipping and Dog fouling issues on Cottam Lane
 - a) The installation of a BTF Stoppy L Bollard as per the enclosed documents
 - b) The installation of three CCTV cameras as per enclosed drawings

Please note that members are asked to consider these options in principle and note that where agreed installations will be subject to all necessary permissions being obtained and in the case of CCTV the availability of remote viewing access by the designated Data Controller (the Clerk)

11. To note that the date of the next meeting is scheduled for the 13th September 2017



MINUTES of the ANNUAL NEIGHBOURHOOD COUNCIL MEETING
held on Wednesday the 17th May 2017 @ St Margaret's Church Hall Ingol commencing at 7.00pm

Present: Cllrs McGrath, Bevan, Thompson, Soolc, Anderson, Roskell and Brookes

There were two members of the public present.

37/17 To elect a Chairman for the next 12 months who will then sign the Acceptance of Office form

Cllr Roskell was elected Chairman for the next 12 months

38/17 To elect a Vice chairman for the following 12 months.

Cllr Anderson was elected as Vice chairman for the next 12 months

39/17 To receive apologies

Cllr Ellison, Buchner and Darby

40/17 To approve the Minutes of the Meeting held on the 29th March 2017 (enclosed)

It was resolved that the Minutes of the meeting held on the 29th March 2017 should be approved and signed by the Chairman as a true and accurate record

41/17 To receive Declarations of Interest

None

42/17 To adjourn the meeting for a period of public participation

The meeting was adjourned

It was suggested that dog fouling notices should also be placed in the Tanterton area, a member of the Council working group agreed to contact the resident concerned after the meeting.

A question was asked as to whether there would be two Christmas trees this year – it was explained that this was to be decided under an agenda item later in the meeting.

A question was asked as to what progress had been made with improvements to the Tanterton shops area – it was explained that an update would be provided later in the meeting by the working group concerned

It was confirmed that existing CCTV was in place at Tanterton Village Centre but that the working group were looking at the shops area and would make recommendations to the Council at a future meeting

A resident objected to expenditure on Nog Tow roundabout

It was confirmed that the NC planters were to be replanted next week

The Clerk gave a brief explanation of the role of the lengthsman who did many other things than just tend to the planters

It was stated that it was felt that the bulb display on Nog Tow roundabout which had cost a lot of money was poor value

It was explained that any comments regarding the planning application for a new Preston North End training ground should now be sent direct to PCC since this Council had already made comment.

The meeting was reconvened

43/17 To authorise payment of the following accounts:

On Line	Greenwood GS	Lengthsman	319.20
On Line	Len Slade	Internal Auditor	105.00
On Line	Salsa Northwest	Band for Fete – Donation	400.00

It was resolved that the payments mentioned above should be approved

44/17 To consider and approve the Internal Auditors Report for the year ended 31st March 2017 (enclosed)

It was resolved that the Internal Auditor's Report should be approved

45/17 To receive and approve the Financial Statement of Accounts to the 31st March 2017 (enclosed)

It was resolved that the Financial Statement as mentioned above should be approved

46/17 To approve and authorise the Chairman and RFO to sign Section 1 (Annual Governance Statement) and Section 2 (Statement of Accounts) being part of the Annual Audit for the year ending 31st March 2017 (papers enclosed)

It was resolved that Section 1 (Annual Governance Statement) and Section 2 (Statement of Accounts) being part of the Annual Audit for the year ending 31st March 2017 should be approved and that the Chairman and RFO should be authorised to sign the documentation on behalf of this Council

47/17 To confirm renewal of the Council's insurance with Zurich Insurance for a further 12 months in accordance with our LTA at £614.95

It was resolved that renewal of the above insurance should be approved

48/17 To appoint representatives to attend PAC meetings on behalf of this Council (please note that since this Council is not a LALC member it can only attend the open session and not that relating to LALC matters)

It was resolved that Cllrs Ellison, Thompson and Brookes should continue to represent this Council

49/17 To consider ownership of the CCTV equipment to be installed at Ingol Community Primary School in the light of information now received from the Information Commissioner Office (ICO) and approve that the equipment should be gifted to the school by way of donation.

Data protection requirements are such that access and viewing of CCTV installations are required to be under the control of a Data Controller who is then responsible for dealing with access requests by either the police, other organisations or any person who requests sight of any filming that has been taken of them. It is unlawful for access to be granted to any third parties without a specific request being approved as above. It goes without saying therefore that the siting of CCTV equipment at the school which belongs to the NC will need to be under the control of the NC Data Controller (The Clerk) who has been registered with ICO for that purpose. The equipment must be protected so that third parties are unable to access and that includes those on the premises where the equipment is situated. This means any requests must be made to the NC Staff at the school or even the police cannot freely access the footage. To remove this level of administration and therefore also speed up any police access requests, it is felt that it would be better to have ownership

transferred to the school who would, if not already, register the name of their Data Controller, amend their registration as required and take full responsibility for its management, maintenance and access requests.

It was resolved that the equipment referred to above should be gifted to Ingol Community Primary School

50/17 To consider production of a regular newsletter going forward:

Some members have suggested that it should be the Clerk who has vast experience in this field and who produced a well-received special edition in January in respect of the Consultation Exercise who should undertake all future newsletters given that only one has been produced by the current editorial team in the past 12 months, despite agreement to produce up to six and the performance survey results two years ago which recommended that quarterly editions should be undertaken due to the failure of the Council to communicate with its residents previously. The Clerk has indicated that he is prepared to produce 4 newsletters in the next 12 months at regular intervals at a cost of £150.00 per newsletter based on 4 x A5 pages of copy/articles/photographs with any additional pages as might be required from time to time being charged on a pro rata basis (this level of charge corresponds with the fee paid to the lady in Hutton who produces similar for them)

It was resolved that the Clerk should undertake production of the newsletter as outlined above

51/17 To consider paying for (£110) the replacement of the CCTV camera situated at the rear of Intact – we are informed that the suppliers will fit the camera at no cost – the camera will be owned by Intact who will be responsible for maintenance and Data Controller responsibilities.

It was resolved that this council should not pay for the CCTV camera as described above since it was felt that Intact had sufficient funds of its own to deal with the matter.

52/17 To consider the options regarding Christmas trees for 2017 as per the enclosed report.

It was resolved that none of the options presented were ideal and that in the light of this the present locations should continue for 2017.

It was mentioned that perhaps a 'living tree' on Nog Tow Roundabout might be appropriate in future years and that the appropriate working group might wish to consider this as part of its present remit

53/17 To consider and review the need for current working groups as set out below and appoint members / disband groups as appropriate.

Surgeries W/G – to arrange surgeries and member attendees – Cllrs Anderson and Bevan at present.

Tanterton Shops Area – to investigate potential improvements – Cllrs Ellison, Roskell and Brookes at present.

Gateway Liaison W/G – to investigate potential projects – Cllrs McGrath, Anderson and Bevan at present.

Dog Fouling W/G – to investigate potential actions – Cllrs McGrath, Soole and Bevan at present.

Christmas Event W/G – to organise the event – Cllrs Thompson and Soole at present.

CCTV W/G – to investigate the installation of CCTV equipment within the neighbourhood – Cllrs Anderson and McGrath at present.

Nog Tow Roundabout W/G – to investigate potential for further planting etc – Cllrs Roskell and Brookes

Community Warden W/G – to consider viability and make recommendations - Cllrs McGrath, Roskell and the Clerk

It was resolved that the following working groups should be disbanded:

Surgeries working group – because there was no longer any demand from the public – no further surgeries are to be held

Tanterton Shops Area working group – because this group had gone as far as it could and there appeared to be no willingness on the part of the many landowners to take matters forward or fund any improvements

Gateway Liaison working group because it was felt that contact with Gateway was better done on specific issues / projects as and when they arose.

All other groups were to continue as before with the addition of the Clerk to the CCTV working group due to the complexities of legal requirements around installations and data protection.

The groups going forward would therefore only be:

Dog Fouling – Cllrs McGrath Soole and Bevan

Christmas Event – Cllrs Thompson and Soole

CCTV – Cllrs Anderson, McGrath and the Clerk

Nog Tow Roundabout – Cllrs Roskell and Brookes

Community Warden Scheme – Cllrs McGrath, Roskell and the Clerk

54/17 To note that the next meeting is scheduled for the 12th July 2017

It was noted that the date of the next meeting is scheduled for the 12th July 2017

REPORT AND RECOMMENDATIONS FROM COMMUNITY WARDEN WORKING GROUP

The group comprising Cllr Roskell, McGrath and the Clerk met on several occasions to explore the possibilities of a Community Warden Scheme as outlined in the January newsletter.

An initial meeting with the local PSCO and a police constable who accompanied her at the meeting looked at a proposed job description which had been put together by the working group. The feedback received indicated that whilst they felt that some parts of the proposals had merit there was a significant risk attached to the job since whoever undertook the job would be a lone worker on the streets of the neighbourhood with no back up which left them isolated in case of any confrontations.

Another meeting later took place with a representative of Preston CC who had themselves in the past managed a scheme like that being proposed. Once again, the feedback centred on the isolation of the role which had no back up which was felt to be undesirable.

The working group also considered feedback from residents emanating from the January newsletter – some residents felt the scheme had merit whilst others did not and questioned the total costs of around £25K.

It became evident that to link the proposed role to ASB and feed into our local police force via the PSCO was most probably not the way to go due primarily to the risks attached to a lone worker without the backup that a PSCO has or indeed the previous PCC Scheme had in place.

Because of the above a new approach was made to the issue and concentration placed on the other main consultation issues leaving the question of ASB to the police. This was further emphasised at a meeting with Chief Inspector Clegg and PC Steve Anderton who explained that they were looking at new ways of managing neighbourhood policing by having more dedicated resource back up using Police Specials.

The working group have concluded that the original proposals will not work as originally planned but that those other key issues resulting from the consultation still need to be addressed and that this could be done by way of an individual appointed by the NC to deal with what are environmental issues in the main.

The proposal is as follows is for the appointment of an **Environmental Assistant to the NC** who would be self-employed working 20 hours per week over 5 days on a flexible service contract at a rate of £10 per hour = £10400 and that in addition 2 hours per week administration time would need to be built into the Clerks working hours in order to deal with general administration, supervision, reporting , monitoring, assessment, work scheduling, resident contact and so forth at a cost of approx £1000 per year.

In addition, it is suggested that despite the role being a self-employed service contract this Council would reimburse necessary training course costs for ladder use, lifting etc as may be required at an estimated cost one off cost of £800.

The role would undertake as follows and tackle the consultation issues as set out below:

To help reduce incidents of dog faeces being left on pavements etc by having street presence and reporting incidents to the PCC Dog Warden and help to identify high incidence areas so that appropriate action can then be taken by the Dog Warden under PCC Dog Control Orders – this would address consultation issue 2 – dog faeces.

To manage in accordance with and agreed schedule the placement of the SPID device which would be taken over from the police and wholly managed by the NC. This will increase its use significantly, reduce the need for police resources to undertake and thereby allow them to be deployed within our area on other issues such as ASB – this would address consultation issue 3 - speeding

To identify damaged verges, fly tipping, graffiti and report same to the appropriate authority using the newly developed reporting systems for PCC and LCC – this to be done via the Clerk so that records can be maintained and where appropriate authority be given for works to be done by our lengthsman subject to appropriate permissions and the law – this would address consultation issues 5, 9 & 11 being – roads and pavements, fly tipping and grass verges.

To assist in maintaining the cleanliness of the neighbourhood by removing undergrowth, weeds etc which are a blemish on our area in many parts and to act as a litter picker – this would address issues 5 and 7 being roads and pavements and litter.

To cover the existing lengthsman's holidays to ensure planter maintenance does not stop during holiday periods which can result in planting dying off in hot weather.

To be a point of contact for residents who might have issues which then can be passed forward to the Clerk for consideration of action by the NC who might also be able to educate residents in the use and benefits of reporting issues direct to the appropriate authorities.

To undertake as and when required such environmental issues that might arise from time to time.

The role would be on an initial 12 months trial period from start date of individual and might be renewed or amended as appropriate after that time subject to evidence of its effectiveness which will be measured by the clerk maintaining monitoring records of hours worked, work undertaken, issues reported to appropriate authorities, issues actioned because of feedback and residents educated / informed of correct reporting procedures.

It is anticipated that the role would be advertised and applicants interviewed to obtain the right person for the job and that because of the appointment of that right person it would address many of the main issues raised in the recent consultation, significantly improve the appearance, cleanliness and tidiness of the neighbourhood which in turn will improve the wellbeing of the residents for whom this Council has responsibility.

Catchpoint (UK) Limited

F.A.O Mr Tom Anderson
Ingol & Tanterton Neighbourhood Council

Reference: Nisa – Kids Grove
Address: Kidsgrove
Ingol
Preston
PR2 7BX

15th May 2017

Dear Tom,

RE: Security Works at the above Property

Further to our meeting on-site, below is your quotation for the Security works at the above premises.

Catchpoint UK Ltd is accredited with NSI Gold the highest industry standard for supply and installation of Electronic Security Systems. As discussed any Engineers working on any Sites will have the Basic Disclosure Clearance

I trust the proposal I have provided will meet your requirements and look forward receiving your instruction in due course.

However, should you have any queries or require any further detail in connection with our proposal, please do not hesitate to contact me at your earliest convenience on 07817 375685

Yours sincerely

Simon McNamara

For and on behalf of



Catchpoint (UK) Limited

New HDCVi CCTV System using Dahua Technology

- Installation of Cable Network to allow for new CCTV System.
- 1 x Dahua HDCVi 4 Channel Recorder c/w with 2TB Hard Drive
- 4 x 720p IR Bullet Cameras for locations agreed around the Nisa Store
- 1 x HDMI Monitor for CCTV live viewing & playback.
- 1 x Power Supply for Cameras.
- 1 x 2M Pole
- 1 x Wireless Transmitter
- 1 x Wireless Receiver
- 2 x Cage for Wireless Devices
- Networked for Offsite viewing.

Scope of Works – Camera Positions can be seen on drawing.

Camera 1 – Positioned on Pole Adjacent Shop to give coverage of the Front Area.

Camera 2 – Positioned on Pole at the Rear to view down the Alley.

Camera 3 – Positioned on Pole at the Rear to give overview LHS.

Camera 4 – Positioned on Pole at the Rear to give overview RHS.

Cost for the Supply, Installation & Commission **£ 1,950.00 plus VAT**

Maintenance

Maintenance includes: Required amount of Preventative maintenance visits access to 24/7 callout, all parts in manufacturer's warranty.

Maintenance excludes: Any parts out of warranty, all damage and mis-use.

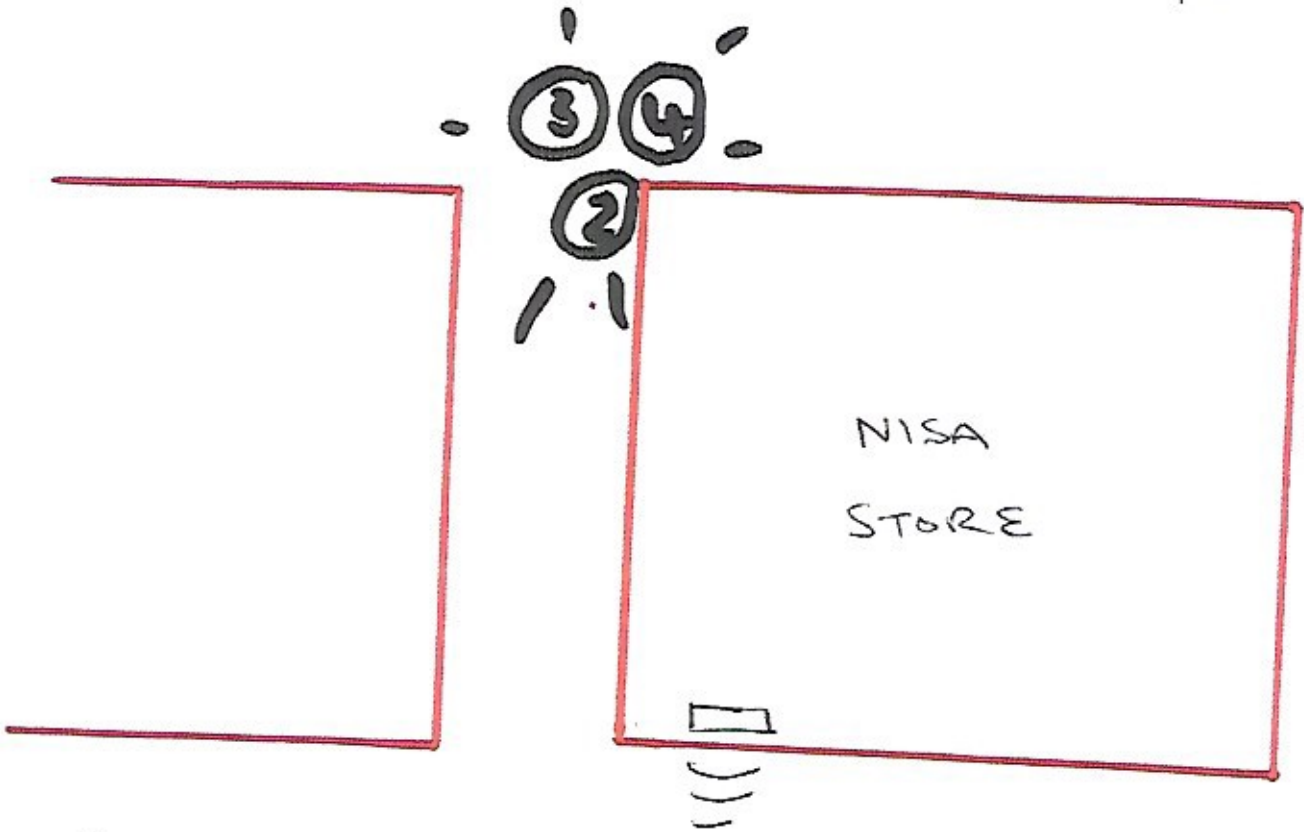
The maintenance checks will normally be undertaken in the anniversary month of the handover of the system depending on 6/12 Months.

- CCTV System – 1 Visit per annum

Maintenance Cost £ 100.00 plus VAT

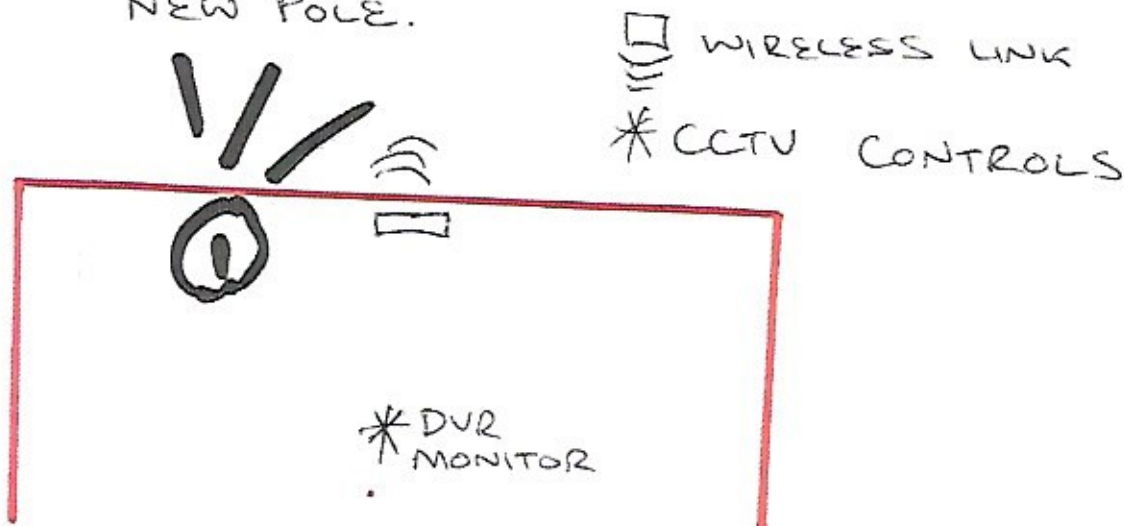
CCTV COVERAGE

NISA
KIDSGROVE
INGOL
PRESTON
PR2 7BX



CAMERA 1 - COVERAGE AT FRONT OF SHOP
ON EXISTING POLE BUILDING ADJACENT

CAMERA 2,3,4 - COVERAGE AT REAR OF SHOP
& DOWN THE ALLEY (SIDE) CAM 2
NEW POLE.



Mr Bill McGrath
77 Barry Avenue
Ingol
Preston
PR2 3XP

24th May 2017

Our Ref : JAE/7833

Dear Mr McGrath

Further to our recent meeting please find below details of our estimate as follows.

No. 1 : To supply and fit 1 No. BFT Stoppy L bollard. To be 500mm high from the ground to the top of the bollard and the bollard to be illuminated as our spec sheet attached. Fitting will consist of excavating a 1m x 1m x 1.2m hole, positioning of the bollard & cables, back filling with aggregate sand and concrete, plus removal of all spoil from site.

Finish to be powder coated.

Access control to consist of 1 No. Receiver and to be electro mechanical.

The safety to consist of 1 No. Set of safety photocells and covers, 2 No. Safety loops and 1 No. Manual override key.

High voltage cables to be supplied, trenched and connected by others with localised cables by ourselves. This is required to be connected to a 16amp breaker, an isolator and tested.

Cost : £6380.00 + vat

1 No. GSM switcher – to open via mobile phones.

Cost : £299.00 + vat

***Howickforge keep all authorised telephone numbers on their system and will add and remove updates free of charge on the Clerks request.**

Handheld transmitters.

Cost : £28.00 + vat each

4 No. 100 x 100mm square fixed bollards, including for excavating, positioning and concreting.

These are to be galvanised and painted yellow.

Cost : £624.00 + vat (4 of)

Payment Terms: A 30% deposit will be required on acceptance of this estimate with payment in full 30 days from completion of all work. An order form for you to sign will be forwarded with a deposit invoice and we will not proceed with any works until order form has been returned and deposit received. All goods supplied will remain the property of Howick Automation until such time.

There will be a 12 month warranty period for all parts and labour excluding any vandalism. At the end of this period we will carry out a handover service.

All prices will be held for a period of 6 months and are exclusive of VAT.

If existing supports/pillars/motors/equipment and/or cabling are to be used we cannot be responsible for their condition and, if need replacing/upgrading this will be at an extra cost.

All automated systems require preventative maintenance and we recommend a minimum yearly service, of which we will contact you to ask if you would like this carrying out.

ALL OUR SYSTEMS ARE COMPLIANT WITH CURRENT HEALTH AND SAFETY REGULATIONS.

Assuring you of our best attention at all times.

Yours sincerely

Alistair Dobbins
Howick Automation



STOPPY SERIES

ELECTROMECHANICAL AUTOMATION FOR RISING BOLLARDS



• **A MODEL FOR EVERY NEED.**

> Version with lights and alarm.

• **SMART TECHNOLOGY.**

> Can be configured as follows for power failure: automatic descent or extracted position (with optional Stoppy BAT accessory); When there is no battery power, Stoppy returns flush to the ground automatically with slight pressure and without causing obstacles.

• **SAFE USE.**

> Its reflective surface ensures visibility even at night.

CODE	DESCRIPTION	VOLTAGE	OPERATOR STROKE
P970001 00002	STOPPY	230 V	500 mm
P970002 00002	STOPPY L	230 V	500 mm
P970007 00002	STOPPY LAR	230 V	500 mm
P970001	STOPPY F	-	500 mm

STOPPY L with warning lights

STOPPY LAR with theft prevention KIT and warning lights

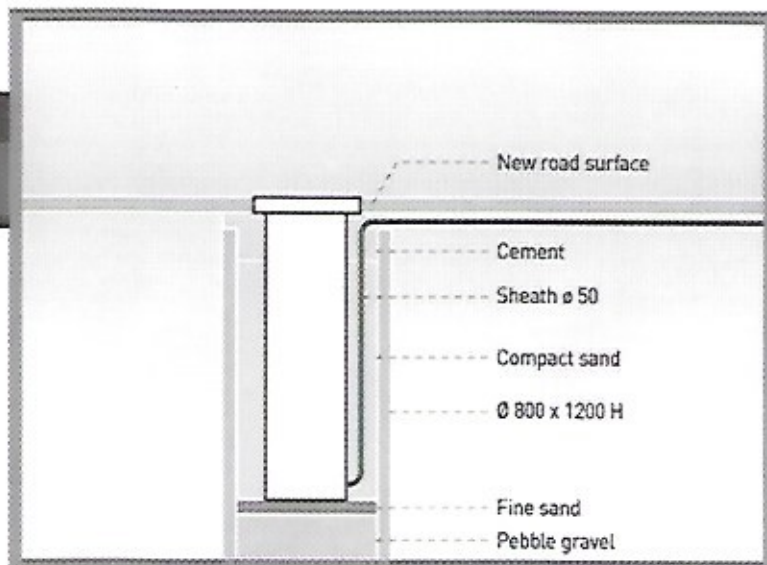
STOPPY F fixed rising bollards

TECHNICAL FEATURES

	STOPPY	STOPPY L	STOPPY LAR
Control panel	PERSEO	PERSEO	PERSEO
reversible/irreversible operator	reversible	reversible	reversible
power supply	230 V [~] ± 10%, 50 Hz single-phase	230 V [~] ± 10%, 50 Hz single-phase	230 V [~] ± 10%, 50 Hz single-phase
absorbed power	120 W	120 W	120 W
thermal protection	130 °	130 °	130 °
opening or closing time	6 s + slowdown	6 s + slowdown	6 s + slowdown
impact reaction	5000 J	5000 J	5000 J
max torque	700 Nm	700 Nm	700 Nm
type of lock	electric brake	electric brake	electric brake
type of limit switches	integrated	integrated	integrated
manual release	reversible in case of black-out	reversible in case of black-out	reversible in case of black-out
operating cycle	very intensive use	very intensive use	very intensive use
environmental conditions	from -15°C to +60°C	from -15°C to +60°C	from -15°C to +60°C
degree of protection	IP67	IP67	IP67
operator weight	900 N (~90 kg)	900 N (~90 kg)	900 N (~90 kg)
dimensions	see drawing	see drawing	see drawing



DIMENSIONS



ACCESSORIES



D113653 00002 - PERSEO
• Control panel adaptable for motors of the STOPPY series, can command up to four bollards

- Easy use thanks to the simple functions usable
- Safety thanks to inputs dedicated to safety circuits and dedicated commands
- Complete with operating logics in a centralised environment
- Total control of operation thanks to adjustment of the operating logics
- Easy setting by simple dip switches for enabling the various functions



P975001 - STOPPY BAT
Back-up battery kit that allows the bollard to stay up even in the event of power failure



D121458 - PARKY LIGHT
Traffic light.



P111001 00003 - RMM 2
Two channel metal detectors. 230V-



D110926 00001 - SPIRA 2X1
Magnetic loop 2x1 m.

The equipment to be installed at 77 Barry Avenue

Viewed by W McGrath (Police checked to same status a Police Officer 5 years ago)

Pauline McGrath (Police cleared to enhance statues by Lancashire Constabulary – current)

The Camera's to be installed on the Bridge House

Email from owners of the Bridge House

boltonandrew@sky.com

Dear Bill, we can confirm acceptance for the camera installation as per the details in the quotation.
Thanks for your communication and perseverance in this matter.
Regards Andy and Denise Bolton.

Catchpoint (UK) Limited

F.A.O Mr Bill McGrath
77 Barry Avenue
Preston
Ingol
Lancashire
PR2 3XP

bill.mcgrath77@gmail.com

28th April 2017

Dear Bill,

RE: CCTV Works adjacent the above Property

Further to our meeting on-site, below is your quotation for the CCTV works at the above premises.

Catchpoint UK Ltd is accredited with NSI Gold the highest industry standard for supply and installation of Electronic Security Systems.

I trust the proposal I have provided will meet your requirements and look forward receiving your instruction in due course.

However, should you have any queries or require any further detail in connection with our proposal, please do not hesitate to contact me at your earliest convenience on 07817 375685

Yours sincerely

Simon McNamara

For and on behalf of



Catchpoint (UK) Limited

New HDCVi CCTV System using Dahua Technology

- Installation of Cable Network to allow for new CCTV System.
- 1 x Dahua HDCVi 4 Channel Recorder c/w with 1TB Hard Drive with room for future expansion.
- 1 x 1080P 2.8 – 12mm Lens IR Bullet Cameras for locations agreed outside the Property adjacent yours.
- 2 x 1080P 3.6mm Lens IR Dome Cameras for Cameras for locations agreed outside the Property adjacent yours.
- 1 x Monitor for CCTV live viewing & playback.
- 1 x Power Supply for Cameras.
- All Cable and Ancillaries

All CCTV Product Information is attached at the End of the Proposal.

Please Note: Catchpoint are to Supply Unswitched fuse spur to power cameras as part of this proposal.

Cost for the Supply, Installation & Commission

£ 1,150.00 plus VAT



