

GREAT GLEMHAM PARISH COUNCIL

Caroline Emeny
Parish Clerk
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c/o 2 Old School
Laxfield
Suffolk
IP13 8DL

DRAFT MINUTES OF THE 232ND MEETING OF THE PARISH COUNCIL Held on Wednesday 12th February 2020 in the Village Hall at 6.45 pm

ACTION

Present: Cllrs Beaumont, Benson, Cross, French, Gathorne-Hardy and Runnacles.	
In attendance: District County Cllr Cook for some of the meeting, 5 members of the public.	
1	Chairman's welcome – The Chair welcomed everyone to the 232 nd meeting.
2	Apologies for absence- a) The Council received apologies from Cllrs Lissaman & Debenham due to work. b) The Council consented to accept apologies received. c) County Cllr Burroughes had submitted his apologies due to other meetings the same evening. His report had been received and circulated to all Councillors.
3	Declarations of Pecuniary and local non-pecuniary Interests and dispensations a) There were no declarations of pecuniary, and local non-pecuniary interest(s). b) There were no requests for dispensations.
4	Note there are still 4 Vacancies on the Parish Council.
5	The minutes of the Parish Council Meeting held on 9 December 2019 were agreed by all present as a true and accurate record and signed by the Chair as such.
6	Matters arising from minutes of that meeting not covered elsewhere on this agenda were as follows: Item 4.2 Sept '19 – Research possibility of Skype meetings for County Councillors. Clerk to chase progress with County Cllr Burroughes. Item 7 – Meeting with Andrew Reid – update received that day from Andrew Reid asking us to state our specific concerns which he will then look into before arranging any meeting. Discussed further under item 9 Highways. Item 16 – Cllr Cross to liaise with PCC re grass cutting / possible Solar Fund availability. Still o/s. War Memorial discussed and prices awaited from Masters & Sons.
	Clerk
	Cllr Cross
7	Public Forum -to receive reports for information <ul style="list-style-type: none"> ● County Councillor Stephen Burroughs written report was circulated prior to the meeting, a copy of which is attached to these minutes on the website. ● District Councillor Maurice Cook had submitted a written report, a copy of which is attached to these minutes on the website. He commented on the probability of the Ipswich Northern Route being cancelled as there was generally no appetite for it. It could bring about better news with some of those funds used on the Orwell Bridge, and investment in digital transportation and the environment. <i>Q: There is a complete lack of rural transport. Is that going to change?</i> <i>A: Transport was the no.1 concern at a recent meeting. There are many buses including school buses and mini buses unused during the day sitting idle. It was agreed it would be better for the environment to send one mini bus to collect different children from a cluster of villages rather than each individual parent driving their child to a venue.</i> ● Reports – see collated reports at the end of these minutes for Great Glemham Farms, Parham Composting Plant and Village Hall. ● GG Renewable Solar Farm - there was no update other than income under Finance. ● Members of the public – there were no matters of concern from those present.

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	<ul style="list-style-type: none"> • Members of the public – the following questions had been received by the clerk: Several emails were received by the clerk and the Chair in connection to the gas guns and slug pellets used on GGF. These were addressed by GGF in their report and have been pursued by both the clerk and the Chair. Other concerns were speeding, village gates and street parking especially when events were on at the village hall, and the lack of dog bins in the village. The clerk has responded to the majority of the matters raised. Additional street parking is permitted on the adjacent field to the village hall on an ad hoc basis under the Higher Level Stewardship. Event organisers need to ensure there is sufficient signage on these occasions to inform drivers. The clerk provided a review of dog litter bins as follows: It has to be carried out through Suffolk Coastal Norse acting on behalf of East Suffolk Council. Bins have to be purchased and installed through them. They cannot be bought from an outside source. Bins cost £195 & vat each to purchase. The weekly cost of emptying them is currently £52/annum. They need to be sited on parish land or have the permission of the land owner. The matter was discussed in some detail. The final outcome was that the village did not currently have a dog litter problem so no bins will be purchased until a problem arose. Most dog owners in the village are responsible. Cllr French had several queries about the ditches in the village, particularly Botany Lane. And keeping them clear. Water travels down Botany lane and can become icy and dangerous. The brook (stream) is the responsibility of the Environment Agency (EA) to keep clear. The previous clerk wrote to the EA some time ago in regard to Hamilton House and Pound Farm. There was some ambiguity as to who should keep it clear. There is a section along the Framlingham – Saxmundham Road that regularly floods where the road is at a lower level than the river. (Note the Chair has a video showing this flooding). The section from Butchers Field to the Bridge needs to be on the EA’s radar. The clerk to contact the EA to ask them to clear asap. 	Clerk
8	To consider matters relating to planning for Great Glemham a) There was 1 planning application for Reed House, Low Road. The clerk and Chair had reviewed it as it was received outside of the agenda deadline. The Chair approved the work but requested the link to be sent to all Councillors for review prior to submitting a response. b) There were no planning determinations to receive. c) There were no other planning matters.	Clerk to send link to all
9	Highways, Speeding and Road Related Issues including update from Cllr Debenham Cllr Debenham provided an update in her absence as follows: Awaiting a detailed map to give to Flagship Housing re SID location re getting permission to put speed camera on flagship land before we can ask the SIDs team. Clerk provided her with a blown up map on 11/2 to see if that will suffice. Cllr Cross commented that some white lines have recently been repainted in the village, but only at the ends of Chapel Lane and New Road (to Stratford) so not the all-important centre lines around the bend at The Crown. The specific comments to send to Andrew Reid were itemized as: 1) while central demarcation lines required to be reinstated from the public car park to end of the sharp bend 2) Protocol re reported matters on their ‘to do’ list and the apparent lack of a ‘back stop’ 3) White village gate exorbitant prices. Clerk to write to Andrew Reid accordingly. To state we do not require a meeting if he can provide answers that satisfy our complaints.	Clerk to do
10	To receive update re Sizewell C – The Chair advised there was not much to report on over the last 2 months. Sizewell will be submitting their planning application sometime in the next quarter, probably between March and June.	
11	To receive update re Butchers Field and discuss future maintenance thereof – Simon Beaumont was still maintaining the grass cutting until a suitable person could be found. He reported the	

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	<p>lawnmower is getting old, is being serviced but the belts are beginning to wear and the blades need sharpening.</p> <p>A volunteer is looking after the Willow sculpture / tree.</p> <p>Cllr Benson is to sort out the sand pits. He has a quote for purpose made tarpaulin covers with elasticated sides which he will send to all by email.</p> <p>Cllr Runnacles is maintaining the hedges twice a year.</p> <p>Despite advertising, no one has come forward to cut the grass. Cllr Runnacles also has a contact that he will ask re the grass cutting.</p>	<p style="text-align: center;">Cllr Benson</p> <p style="text-align: center;">Cllr Runnacles</p>
12	<p>To receive reports from Cllr Cross re meetings attended:</p> <p>Community Partnership Forum attended again last week. More Parishes were represented at the first meeting than the more recent meeting. Discussions were mainly around young people and public transport. There needs focussed communication with all people as to what is available locally in the surrounding area. Then the problem of getting them to and from the activities needs to be resolved. Mini buses and such like were discussed. There is a lot going on in Framlingham and Wickham Market and there is a fear that they will absorb the majority of the £85K funds available for spending locally. It was noted that there is a lot going on in Great Glemham. There was a Friends and Neighbour Group which folded and has basically been replaced by the Tuesday Teas (TTs). But there are no trips out with the TTs whereas there were always organised trips out with the former. The Ladies Club would like to arrange more trips but are reliant on funding. It was noted that we need to encourage applications for grants from the Solar Fund for groups wishing to arrange external outings, with transport a particular concern. It is thought that applications for Solar Funds might be match funded by District Cllr Cook's £7.5K Locality Budget in the coming financial year, especially if they were transport based in getting villagers out and about.</p> <p>We need to re-capture every group / organisation events / classes in the village onto 2 definitive lists – one for younger people and one for older people.</p> <p>If we establish what is available, we can then determine if there is a need for it.</p> <p>The next Community Partnership meeting is in March. Cllr Cross will bring information about what is available in nearby villages so we can add to the two definitive lists.</p> <p>All other meetings attended have had reports already circulated.</p>	<p style="text-align: center;">Clerk to start lists</p>
13	<p>To review Environmental Change including recycling efforts and climate change from Cllr Cross: Initial enquiries confirm that if you are moving rubbish for the benefit of the community, then you can move other people's waste. Cllr Cross initially proposed that we look at a recycling point for disposing of : *Tetra Packs *Printer Cartridges *Batteries *Light Bulbs</p> <p>The Village Hall accepted his suggestion of a collection point for the recycling of Batteries and Light Bulbs, not the former 2. Cllr Cross will revert to the Plastic Champion lead about the latter in how to set it up. He will pay for a lidded garden receptacle that they can be collected in and is keen to get this going asap. It can be advertised within the Ebb and Flow magazine. It will be sited in the car park at the back of the village hall. It was noted that the Ladies Club were having a Recycle Expert give a talk in the coming months. Note Jill Wilson to send speaker details to Cllr Cross. Cllr Cross said a stand was required at the Village Fete, or a separate event may be required to highlight the issues.</p> <p>Another example of how to reduce repetitive car journeys is the use of a village Whats App group to determine lift sharing e.g. Saturday mornings to Framlingham.</p> <p>Clerk to draft a letter to District Cllr Cook updating him on the above recycling efforts and transport ideas with a view to asking for some funding in the new financial year.</p>	<p style="text-align: center;">Clerk to get details</p> <p style="text-align: center;">Clerk</p>
14	<p>To agree outcome on Parish Notice Board:</p> <p>It was unanimously agreed to purchase a new domed notice board. Dark Green in colour, 3 x</p>	

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	covered sections all capable of holding 9 sheets x A4. Two sections will be lockable and only for the Parish Council, one will be a latch opening for general use. Maximum price £2K. Clerk presented various costings from 3 sources. The clerk has the authority to make the purchase.	Clerk																																																																																
15	<p>General Governance-</p> <p>a) Review of Register of Assets to 31/3/20 agreed. No change. Note new Notice Board will need to be included once finalised.</p> <p>b) As all policies were less than 18 months old, it was agreed they did not need reviewing yet.</p> <p>c) Note Cllr Lissaman has completed his Councillor Training.</p> <p>d) Note Clerk attended a Registering Community Assets training workshop - presentations emailed to all.</p> <p>e) Note clerk attending Planning Advice by East Suffolk Council on 17/3.</p> <p>f) Note some emails still being rejected. Clerk to check content next time this happens – possibly due to a large attachment.</p>	Clerk																																																																																
16	To receive update on transfer of website including accessibility regulations – as Cllr Lissaman was unable to attend, this is carried forward. Clerk suggested all Councillors review the new website in regard to layout and overall feel before the detailed transfer of all the data from the current site is moved across. Clerk to send everyone the link to the new site: http://greatglemham.org/	Clerk																																																																																
17	<p>Finance –</p> <p>a) The following payments were approved:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Amount</th> <th style="text-align: left;">Payee</th> <th style="text-align: left;">Details</th> <th style="text-align: left;">Cheque No.</th> </tr> </thead> <tbody> <tr> <td>£897.40</td> <td>Caroline Emeny</td> <td>Clerks remuneration & holiday pay</td> <td>200290</td> </tr> <tr> <td>£34.05</td> <td>Caroline Emeny</td> <td>Clerks expenses</td> <td>200290</td> </tr> <tr> <td>£79.20</td> <td>H M R C</td> <td>HMRC re PAYE</td> <td>200291</td> </tr> <tr> <td>£132.00</td> <td>Suffolk Assn of Local Councils</td> <td>Councillor training 10/17 Jan</td> <td>200292</td> </tr> <tr> <td>£32.50</td> <td>Great Glemham Village Hall</td> <td>Hall hire Feb and May 2020</td> <td>200293</td> </tr> <tr> <td>£244.00</td> <td>Graham Cooke</td> <td>Piano tuning and castors fitting</td> <td>200294</td> </tr> <tr> <td>£14.40</td> <td>Simon Beaumont</td> <td>Mower expenses for Butchers Field</td> <td>200295</td> </tr> </tbody> </table> <p>b) The following receipts were noted: Solar Farm income £5564.15. Vat claim submitted for £106.00 which will be repaid shortly.</p> <p>c) The Bank Reconciliation for the p/ending 31.01.20 was agreed and signed by Cllr Cross.</p> <p>d) The budget variances were reviewed having already been circulated. There was nothing major to note but we may run slightly over by year end. Solar Funds may have to be used if there is a shortfall. The Clerk noted that, with hindsight, the Precept should have been tweaked slightly.</p> <p>e) Trevor Brown was appointed as the Internal Auditor for the year end, same as last year.</p> <p>f) The following annual charity donations were agreed from a budget of £700:-</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Amount</th> <th style="text-align: left;">Payee</th> <th style="text-align: left;">Details</th> <th style="text-align: left;">Cheque No.</th> </tr> </thead> <tbody> <tr> <td>£50</td> <td>Air Ambulance</td> <td>Charity Donation</td> <td>200296</td> </tr> <tr> <td>£50</td> <td>Citizens Advice Bureau</td> <td>Charity Donation</td> <td>200297</td> </tr> <tr> <td>£50</td> <td>St Elizabeth Hospice</td> <td>Charity Donation</td> <td>200298</td> </tr> <tr> <td>£50</td> <td>Coastal Accessible Transport (CATS)</td> <td>Charity Donation</td> <td>200299</td> </tr> <tr> <td>£50</td> <td>Suffolk Wildlife Trust</td> <td>Charity Donation</td> <td>200300</td> </tr> <tr> <td>£50</td> <td>Disability Advice Service</td> <td>Charity Donation</td> <td>200301</td> </tr> <tr> <td>£250</td> <td>Great Glemham Village Hall</td> <td>Charity Donation</td> <td>200302</td> </tr> <tr> <td>£50</td> <td>Suffolk Flora Preservation Trust</td> <td>Charity Donation</td> <td>200303</td> </tr> <tr> <td>£50</td> <td>Suffolk Accident & Rescue Service (SARS)</td> <td>Charity Donation</td> <td>200304</td> </tr> <tr> <td>£50</td> <td>The Lowland Rescue</td> <td>Charity Donation</td> <td>200305</td> </tr> <tr> <td>£700</td> <td colspan="2">Total amount donated to charities as per budget</td> <td></td> </tr> </tbody> </table>	Amount	Payee	Details	Cheque No.	£897.40	Caroline Emeny	Clerks remuneration & holiday pay	200290	£34.05	Caroline Emeny	Clerks expenses	200290	£79.20	H M R C	HMRC re PAYE	200291	£132.00	Suffolk Assn of Local Councils	Councillor training 10/17 Jan	200292	£32.50	Great Glemham Village Hall	Hall hire Feb and May 2020	200293	£244.00	Graham Cooke	Piano tuning and castors fitting	200294	£14.40	Simon Beaumont	Mower expenses for Butchers Field	200295	Amount	Payee	Details	Cheque No.	£50	Air Ambulance	Charity Donation	200296	£50	Citizens Advice Bureau	Charity Donation	200297	£50	St Elizabeth Hospice	Charity Donation	200298	£50	Coastal Accessible Transport (CATS)	Charity Donation	200299	£50	Suffolk Wildlife Trust	Charity Donation	200300	£50	Disability Advice Service	Charity Donation	200301	£250	Great Glemham Village Hall	Charity Donation	200302	£50	Suffolk Flora Preservation Trust	Charity Donation	200303	£50	Suffolk Accident & Rescue Service (SARS)	Charity Donation	200304	£50	The Lowland Rescue	Charity Donation	200305	£700	Total amount donated to charities as per budget			
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18	<p>Clerk's Report – the clerks report was received as follows: Attended Community Asset workshop end Jan- presentation with notes already sent to all. Attending Planning Advice workshop at East Suffolk in March. No longer working for Occold Parish Council. Clerk confirmed she will only attend training where she thinks it is beneficial, not just for the sake of it.</p> <p>To note the following correspondence previously circulated for information:</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Detail</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>19/12</td> <td>Greenprint Forum event - Lowestoft on 3/2 - theme Climate Action</td> <td>None</td> </tr> <tr> <td>03/01</td> <td>Suffolk Coastal Disability Forum meeting – 14/1 Kesgrave Comm. C</td> <td>None</td> </tr> <tr> <td>28/1</td> <td>Norse Litter Pick and Great British Spring Clean 20/3 – 13/4</td> <td>Sent to D Mimms</td> </tr> <tr> <td>14/01</td> <td>East Suffolk Council taking over parking enforcement from 6/4/20</td> <td>To note</td> </tr> <tr> <td>14/01</td> <td>Police & Crime Commissioner re precept proposals</td> <td>To note</td> </tr> <tr> <td>27/01</td> <td>Woodbridge Climate Summit., episode 1. Weekend of 15/16 Feb</td> <td>None</td> </tr> <tr> <td>28/01</td> <td>Ipswich Northern Route business case</td> <td>To note</td> </tr> <tr> <td>5/2</td> <td>Notes and links to SALC East Suffolk Forum held 23/1 Darsham</td> <td>To note</td> </tr> <tr> <td colspan="3">Various Community Action, Rural Bulletin and SALC newsletters</td> </tr> </tbody> </table>	Date	Detail	Actions	19/12	Greenprint Forum event - Lowestoft on 3/2 - theme Climate Action	None	03/01	Suffolk Coastal Disability Forum meeting – 14/1 Kesgrave Comm. C	None	28/1	Norse Litter Pick and Great British Spring Clean 20/3 – 13/4	Sent to D Mimms	14/01	East Suffolk Council taking over parking enforcement from 6/4/20	To note	14/01	Police & Crime Commissioner re precept proposals	To note	27/01	Woodbridge Climate Summit., episode 1. Weekend of 15/16 Feb	None	28/01	Ipswich Northern Route business case	To note	5/2	Notes and links to SALC East Suffolk Forum held 23/1 Darsham	To note	Various Community Action, Rural Bulletin and SALC newsletters			
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19	There are no items over and above the normal headers to consider for a future agenda.																															
<p><i>Pursuant to the Public Bodies Admission to Meetings Act (1960) the meeting was then closed to the general public.</i></p>																																
20	The Chair updated everyone on the outcome of the Personnel Committee meeting held earlier that evening. Clerks rate of pay has increased to SCP22 with increased hours to 17.5 per month maximum. However, if the work can be achieved in an individual month in less time, the clerk will endeavor to do so. Satisfactory appraisal with no concerns.																															
21	<p>The following matters were raised as allowed by the Chair: Cllr French – parking on the corner of the Village Green and Chapel Lane – who owns the land? Up to 3 vehicles regularly park on it, which Cllr French has spoken to the drivers about. This small piece of land could possibly be listed as an Asset of Community Value. The Chair and clerk to look into who owns it? Possibly search on Land Registry.</p>	Chair & clerk																														
22	<p>Date of next meeting - 20 May 2020 which consists of 2 back to back meetings: The 1st is the Annual Meeting of the Parish at 6.30 sharp, followed by the Parish Council AGM at 7.30 pm. The meeting closed at 9.20 pm.</p>																															

FINANCIAL REPORT – 12 February 2020

Community Directplus Account – The Co-Operative Bank
Statement Number 103

	Balance
As at bank statement 103 dd 31/1/20	£21118.58
Less chqs	None still to be presented
BALANCE IN ACCOUNT – TOTAL AS PER ACCOUNTS SPREADSHEET	£21118.58

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Reports as follows under Public Forum Item 7 summarised as follows:-

Great Glemham Farms (GGF)

Jason Gathorne- Hardy gave an overview of the current situation as follows:-

There are a number of in-house environmental projects underway. Government funding for open access and footpaths has gone but GGF will continue to maintain them on behalf of GG.

Contract Farming – it's been one of the wettest winters for many years. Many crops have only recently been put in the ground instead of in the autumn. There have been a few gas gun issues, as well as a question about the use of slug pellets. He has asked for an update on both these matters. He re-iterated that dogs should not be allowed to roam freely over the fields.

He noted some Footpaths are cut very close to the plough line. They may install a few stakes along the borders concerned to protect them.

There is a Spring Festival with a theme of birds. They are currently working alongside Natural England on a water catchment proposal as a re-birding project. Reedbeds, ponds and bits of bog are currently being installed at White House Farm as part of this project.

Feedback and input are always welcome. You can email him at jason@greatglemhamfarms.co.uk

Parham Composting Plant

Since the last meeting of GGPC there have been no meetings of the Parham Composter Liaison Group. There is nothing new on Biogen's web site to report. There are 2 meetings annually. Although the next date was not set, it may be in April or May.

Biogen did deliver the new batch of compost, as promised which is available for everyone to help themselves to. Sited on the concrete hard standing towards the airfield. Parishioners should take their own bags.

Patrick Wilson

Village Hall

Not a lot to report but key points as follows:-

We are seeing a welcomed increase in village hall bookings, including a regular yoga session on a Sunday morning. Our Easter coffee morning will be on Saturday 28 March between 10:30 and 12:30, with a little competition for the children. A poster will go up in the village nearer the time.

We are looking to enter a village hall photography competition, courtesy of John Cross who shared the details.

We were very sad to see Peter step down as secretary of the VHMC and leave the village - he and Rosemary will be missed. We are pleased however, to welcome Rebecca Lissaman as the new secretary.

Rachel Wyartt