

**All Councillors are summoned to a**

**BURTON OVERY PARISH COUNCIL MEETING**

**on Tuesday 17<sup>th</sup> October 2023 at 7.30 p.m. at Burton Overy Village Hall**

23/077. Apologies for absence

23/078. Declarations of Members' interests

23/079. Questions from members of the public

23/080. To approve as a correct record the minutes of the meeting held on 19.09.23 **Appendix A**

23/081. Matters arising and not on the agenda / Minutes Action List **Appendix B**

23/082. Council asset safety checks - to update information and agree any action necessary  
Defibrillator Pads – Village Hall

23/083. Consideration of Christmas 2023 Arrangements

- Tree
- Lights & Decorations
- Lights switch-on

23/084. Village Maintenance Issues

23/085. Planning Applications Received

- a. 23/01355/FUL– Kings Orchard, Scotland Lane – Rear extension & internal alterations
- b. 23/01179/FUL - The Springs, Carlton Lane – Amended application (see Decisions Pending below)
- c. 23/01404/TCA – Wheatridge, Main Street – Works to Trees

23/086. Planning decisions to note -

Enforcement Updates

Dog day-care operation, Scotland Lane – Appeal Update

Decisions Made

- a. 23/01120/LBC – Corner Thatch, Bell Lane - Installation of an untethered electric vehicle charging point on the front of the building (fronting onto Main Street) - APPROVED
- b. 23/01192/TCA – Cantu, Beadswell Lane – Works to tree - APPROVED

Decisions Pending

- a. 23/00722/FUL - Burton Brook Farm, London Road - Demolition of the existing dwelling and erection of replacement dwelling
- b. 23/01179/FUL – The Springs, Carlton Lane – Erection of dwelling (in existing garden) – See above

23/087. Financial Matters

- a. Budget Position at Half-Year stage **Appendix C**
- b. Banking Statements at 01.10.23 **Appendix D**
- c. Bank Reconciliation – 01.10.23 **Appendix E**
- d. Payments to be agreed / noted during October **Appendix F**

23/088. Community Matters

- a. Commemorative Plaque – Coronation Rose
- b. Coronation Mugs
- c. Future Projects

23/089. Correspondence for discussion  
a. SLCC – Membership Renewal

23/090. Correspondence for information  
a. Village Hall – Chairman’s Report 2022-23  
b. Hedge Maintenance – Town Street & Beadswell Lane  
c. LRALC – AGM; 15.11.23 – Mountsorrel Memorial Hall

**Appendix G**

23/091. Items for the next Agenda

23/092. To confirm the date of the next meeting of the Parish Council – 21<sup>st</sup> November 2023

23/093. To consider, if necessary, a resolution to exclude the press and public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, should any items be considered of a confidential nature.

Members of the public and press may attend this meeting.

The meeting may be recorded, filmed or broadcast provided that such activity does not impede the conduct or business of the meeting.

All appendices may be seen on the parish council website or by contacting the Clerk.

Clerk to the Council  
Tel - 07827 797125  
Email: [clerk@burtonoverypc.org.uk](mailto:clerk@burtonoverypc.org.uk)

11.10.23  
[www.burtonoverypc.org.uk](http://www.burtonoverypc.org.uk)

# BURTON OVERY PARISH COUNCIL

9MINUTES OF A MEETING HELD – Tuesday 19<sup>th</sup> September 2023 at  
7.30pm

**Present:** Cllr Bob Warwick  
Cllr Sarah Rankine  
Cllr Bob Pain  
Cllr Dave Fletcher  
Cllr Nina Garner

The Clerk

**23/059 Apologies** – None

**23/060 Declarations of Interest** – Cllr Rankine declared a personal interest in agenda item 23/068b

**23/061 Questions from members of the public** – No members of the public were present at the meeting.

**23/062 Approval of Minutes of the parish council meeting on 18.07.23** – Approved and signed by Cllr Warwick.

**23/063 Matters arising not on the current agenda / Minutes Action Update**

Updates and progress on all actions included in Appendix B of the paperwork was noted or dealt with on the agenda.

23/021d – Cllr Rankine advised the meeting that Nature Spot had responded to her enquiry and had agreed to make a site visit to advise on pond development at the appropriate time.

Cllr Pain undertook to forward details of interest paying bank accounts to the clerk for further investigation.

**23/064 Council asset safety checks** – No issues of concern were reported other than the writing on the defibrillator direction signs was in need of re-doing.

**23/065 Christmas 2023 Arrangements**

It was agreed that the arrangements for 2023 would mirror those provided in 2022 but that efforts would be made to coordinate the erection of the Christmas tree with the Christmas tree festival organised by the church.

**23/066 Neighbourhood Plan Review**

Cllr Warwick summarised the current position. It was agreed that there was no current need to undertake any significant review of the Neighbourhood Plan. However, it was resolved that –

- a. The clerk investigates the scope and costs of the recent review of the East Langton PC Neighbourhood Plan and make contact with YourLocale planning consultancy who supported East Langton with the review process; and
- b. The Chairman and Clerk work on reviewing the wording and current relevance of the Neighbourhood Plan text over the next few months and report back to the parish council on any proposed updates.

**23/067 Vehicle Activated Speed Signs**

The clerk presented details of the advice available via the Leicestershire County Council website on the installation of mobile vehicle activated signs which councillors gave full consideration to.  
It was resolved that the clerk make contact with the relevant LCC staff to investigate any traffic calming options that may be appropriate for Burton Overy.

**23/068 Planning applications to consider –**

- a. 23/01123/TCA – Overton Cottage, Main Street – works to trees. No objections were raised.
- b. 23/01120/FUL – Corner Thatch, Bell Lane – installation of untethered electric vehicle charging point. No objections were raised (Cllr Rankine took no part in discussions on this matter)
- c. 23/01179/FUL – Land adjacent to The Springs, Carlton Lane – erection of new dwelling in garden to The Springs. The council was encouraged by the consideration and thought which had gone in to the proposal as submitted. However, it was resolved to submit an objection on the basis that some of the proposed new dwelling lay outside of the limits to development defined in the Neighbourhood Plan and in relation to the incursion of the proposed long rear garden into open countryside to the rear of the property.
- d. 23/01192/TCA – Cantu, Beadswell Lane, Works to Tree. No objections were raised.

**23/069 Planning Decisions to Note**

Enforcement Updates

**22/01855/FUL** – Dog day-care business, Land off Scotland Lane. The clerk advised that the parish council's objections to the appeal had been submitted by email to the Planning Inspectorate within the time period requested and that this had been acknowledged. The response of the Planning Inspectorate was still awaited.

Decisions Made

- a. **23/00836/PCD** – Manor Farm, Back Lane – discharge of conditions (archaeology, ecology & contamination) - APPROVED
- b. **23/00993/FUL** – Grimscote, Scotland Lane – Rear extension – APPROVED

- c. **23/01011/FUL** – 2 Baileys Lane – side and rear extensions, removal of chimneys and works to trees – APPROVED (the clerk was asked to make contact with the case officer to request a copy of his evaluation of this proposal)

Decisions Pending -

- a. **23/00722/FUL** - Burton Brook Farm, London Road - Demolition of the existing dwelling and erection of replacement dwelling

**23/070 Financial Matters**

- a. The clerk presented the banking statements to the end of August 2023 showing balances of £360.12 on the current account and £10,503.71 on the reserve account. The position was noted and approved by the council.
- b. The clerk presented details of the actual and anticipated items of expenditure and income for the months of August and September at Appendix F of the agenda paperwork. These were approved by the council including the transfer of £5000 from the current account to the reserve account following receipt of the second instalment of the precept.

**23/071 Community Matters**

- a. The clerk presented a photograph of an example of a commemorative plaque for the Coronation Rose. It was resolved to acquire the proposed plaque with the wording agreed at the meeting.
- b. Cllr Warwick confirm arrangements with other councillors for assisting with the development of pond biodiversity in the village during November.
- c. Cllr Warwick raised a query regarding recent sales activity on Burton Overy Village Forum WhatsApp Group. It was resolved to take no action on this matter.

**23/072 Correspondence for Discussion**

- a. The clerk outlined the content of email correspondence received from a resident of Beadswell Lane. The actions of the clerk in referring the complainant to the County Council (LCC) were noted and approved. However, the clerk was asked to submit a notification to LCC on behalf of the parish council regarding the overgrown hedges obstructing Beadswell Lane and Town Street, the condition of the pavement in Town Street and the general (blocked) condition of road gullies throughout the village.

**23/073 Correspondence for Information** (including items received following publication of the agenda)

- a. The clerk advised the meeting that the broadband service provided at the village hall had been renewed with Vodafone on 4<sup>th</sup> September; Plusnet having pulled out of the business broadband service provision. This action was noted and endorsed and the new router password circulated.
- b. The clerk reported that he had received a pdf copy of the Definitive Footpath Map for Burton Overy from the County Council, which had been circulated with the agenda.

- c. The clerk circulated information received from the County Council on the availability of Home (insulation) Upgrade Grants. It was requested that a copy of information leaflet be posted on the PC Noticeboard.
- d. The clerk circulated information received from Harborough District Council on the initiative being undertaken by HDC on the installation of public charging points for electric vehicles.

**23/074 - Items for the next agenda – Budget position at 3<sup>rd</sup> quarter / Bank reconciliation / Christmas 2023 arrangements / village maintenance issues.**

**23/075 - Date of next meetings – 17<sup>th</sup> October 2023**

**23/076 - Exclusion of the Public**  
No confidential matters were considered at the meeting.

**Signed**

**Date**

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### Annex A

AUGUST						EXPENDITURE			INCOME
Voucher No.	Description of item	Cost Centre	Cost Code	Date	Expenditure or Income	Net Amount	VAT	TOTAL	
43	Misc. Income (HDC Lotto)	5 Income	5.2 - Misc.	08.08.23	I				2.50
44	Bank Interest (Aug)	5 Income	5.2 - Bank Interest	09.08.23	I				8.01
45	Parish Online (Mapping)	3 Staffing	3.4 - Subscriptions	20.08.23	E	50.00	10.00	60.00	
46	Vodafone Mobile (Aug)	1 Administration	1.9 - Telephone	27.08.23	E	10.46	2.08	12.54	
47	HMRC - PAYE (Aug)	3 Staffing	3.2 - PAYE	28.08.23	E	146.40	0.00	146.40	
48	Clerk - Salary (Aug)	3 Staffing	3.3 - Salaries	28.08.23	E	219.89	0.00	219.89	
49	Plusnet Broadband	1 Administration	1.2 - Broadband	29.08.23	E	24.06	4.81	28.87	
Monthly Total						450.81	16.89	467.70	10.51
SEPTEMBER						EXPENDITURE			INCOME
Voucher No.	Description of item	Cost Centre	Cost Code	Date	Expenditure or Income	Net Amount	VAT	TOTAL	
50	Misc. Income (HDC Lotto)	5 Income	5.2 - Misc.	13.09.23	I				2.00
51	Bank Interest (Sept)	5 Income	5.2 - Bank Interest	13.09.23	I				9.81
52	Grass Cutting	2 Community	2.9 - Village Maintenance	14.09.23	E	150.00	0.00	150.00	
53	Precept (2)	5 Income	5.1 - Precept	14.09.23	I				7,356.50
54	Vodafone Mobile (Sept)	1 Administration	1.9 - Phone - Bband	27.09.23	E	26.42	5.28	31.70	
55	HMRC - PAYE (Sept)	3 Staffing	3.2 - PAYE	28.09.23	E	146.40	0.00	146.40	
56	Clerk - Salary (Sept)	3 Staffing	3.3 - Salaries	28.09.23	E	219.89	0.00	219.89	
Monthly Total						542.71	5.28	547.99	7,368.31

## BURTON OVERY PARISH COUNCIL

### COUNCIL MEETING ACTION LIST – Sept 2023

MINUTE REF.	ACTION	OWNER	DATE COMPLETE / UPDATE
<b>23/062</b>	Post the agreed July minutes and the draft September minutes on website	Clerk	Posted online – 22.09.23
<b>23/063</b>	Contact Nature Spot when advice needed on pond development	Cllr Rankine	Pending
<b>23/063</b>	Forward details of interest paying accounts to clerk	Cllr Pain	Pending
<b>23/064</b>	Re-write access details on defibrillator signage	Cllr Warwick	Pending
<b>23/066</b>	Research approach taken by East Langton PC on review of Neighbourhood Plan and make contact with Your Locale	Clerk	Pending
<b>23/066</b>	Chair & Clerk to review working of Neighbourhood Plan over next six months	Chair / Clerk	Pending
<b>23/067</b>	Make contact with LCC regarding MVAS installations	Clerk	Email query sent – 28.09.23
<b>23/068c</b>	Submit comments on planning application ref. 23/01179/FUL to HDC	Clerk	Comments submitted – 21.09.23
<b>23/069c</b>	Obtain copies of decision notice and planning officer report re the recently approved application ref 23/01011/FUL	Clerk	Obtained & circulated – 21.09.23
<b>23/070</b>	Make payments agreed at the meeting.	Clerk	Payments made when due.
<b>23/071a</b>	Order commemorative plaque for Coronation rose	Clerk	Ordered – 28.09.23 Received – 10.10.23
<b>23/072</b>	Refer highway issues (overgrown hedges on Beadswell Lane and Town Street and blocked road gullies generally) to LCC	Clerk	Online forms completed – 22.09.23
<b>23/073c</b>	Post copy of Home (insulation) Upgrade Scheme in noticeboard	Clerk	Posted – 10.10.23
<b>23/035</b>	Maintain a check on Planning Inspectorate website for progress on Dog Day Care, Scotland Lane	Clerk	Appeal documents now submitted on PI Website, Ref – APP/F2415/C/23/3321631
<b>23/021d</b>	Contact Church Authority regarding possible pond project in field to the north of the village hall	Clerk	Pending

## BUDGET POSITION – HALF YEAR (30<sup>TH</sup> SEPT 2023)

COST CENTRE	REF. NO.	COST CODE	BUDGET 2023-24	SPEND TO date (excl VAT)	SPEND TO date (incl VAT)	
<b>1</b>	<b>ADMINISTRATION</b>	1.1	AUDIT	200.00		
		1.2	BROADBAND	360.00	120.30	144.35
		1.3	DATA PROTECTION	40.00	35.00	35.00
		1.4	ELECTIONS	1,000.00		
		1.5	INSURANCE	362.00	373.15	373.15
		1.6	IT - WEBSITE HOSTING & SUPPORT	500.00	485.00	582.00
		1.7	IT - BACKUP	150.00		
		1.8	STATIONERY	100.00		
		1.9	TELEPHONE	130.00	78.63	94.30
		1.10	Zoom	0.00		
		1.11	MISCELLANEOUS	300.00		
<b>2</b>	<b>COMMUNITY</b>	2.1	COMMUNITY PROJECTS	100.00	1,242.89	1,431.47
		2.2	DEFIBRILLATOR	100.00		
		2.3	DOG WASTE BINS	450.00	191.40	229.68
		2.4	GENERAL REPAIRS & MAINTENANCE	150.00	220.00	220.00
		2.5	GRANTS & DONATIONS	200.00		
		2.6	NEIGHBOURHOOD PLAN	250.00		
		2.7	STREET LIGHTING (LED RETROFIT REPAYMENT)	2,811.00	2,811.40	3,373.68
		2.8	STREET LIGHTING (POWER & MAINTENANCE)	910.00		
		2.9	VILLAGE MAINTENANCE	600.00	550.00	550.00
<b>3</b>	<b>STAFFING</b>	3.1	HOMEWORKING ALLOWANCE	320.00	182.00	182.00
		3.2	PAYE	1,840.00	878.40	878.40
		3.3	SALARIES	2,760.00	1,319.34	1,319.34
		3.4	SUBSCRIPTIONS	380.00	244.21	254.21
		3.5	TRAINING & EXPENSES	200.00		
<b>4</b>	<b>RESERVES</b>	4.1	EARMARKED	0.00		
		4.2	GENERAL	500.00		
			<b>TOTALS</b>	<b>14,713.00</b>	<b>8,731.72</b>	<b>9,667.58</b>
<b>5</b>	<b>INCOME</b>	5.1	Precept		14,713.00	
		5.2	Miscellaneous		2,526.52	
			<b>TOTAL</b>		<b>17,239.52</b>	





Burton Overy Parish Council  
 9 LLOYD GEORGE AVENUE  
 KIBWORTH BEAUCHAMP  
 LEICESTER  
 LEICESTERSHIRE  
 LE8 0UZ

**Your Account**

**Sort Code** 30-94-97  
**Account Number** 00228552

**TREASURERS ACCOUNT**

01 September 2023 to 30 September 2023

<b>Money In</b>	£7,358.50	<b>Balance on 01 September 2023</b>	£360.12
<b>Money Out</b>	£5,593.98	<b>Balance on 30 September 2023</b>	£2,124.64

**Your Transactions**

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
13 Sep 23	HARBOROUGH DC	BGC	7,356.50		7,716.62
13 Sep 23	CLIENTS DEPOSIT HARBOROUGH LOTTO	FPI	2.00		7,718.62
13 Sep 23	JASON KIRBY 400000001206770128 INV04	FPO		150.00	7,568.62
14 Sep 23	BURTON OVERY PARIS 309497 07249083	TFR		5,000.00	2,568.62
27 Sep 23	VODAFONE LTD 7069873224- 1001	DD		31.70	2,536.92
27 Sep 23	HMRC - ACCOUNTS OF 200000001205773064	FPO		146.40	2,390.52
27 Sep 23	P WOODWARD 400000001214482333 PAYROLL	FPO		219.89	2,170.63
29 Sep 23	AMZNMktplace CD 7317	DEB		45.99	2,124.64

**Transaction types**

<b>BGC</b> Bank Giro Credit	<b>BP</b> Bill Payments	<b>CHG</b> Charge	<b>CHQ</b> Cheque
<b>COR</b> Correction	<b>CPT</b> Cashpoint	<b>DD</b> Direct Debit	<b>DEB</b> Debit Card
<b>DEP</b> Deposit	<b>FEE</b> Fixed Service	<b>FPI</b> Faster Payment In	<b>FPO</b> Faster Payment Out
<b>MPI</b> Mobile Payment In	<b>MPO</b> Mobile Payment Out	<b>PAY</b> Payment	<b>SO</b> Standing Order
<b>TFR</b> Transfer			



## BUS BANK INSTANT Statement

Printed: 01 October 2023

**Burton Overy Parish Council** Sort code 30-94-97 Account number 072490839 LLOYD GEORGE AVENUE  
KIBWORTH BEAUCHAMP  
LEICESTER  
LEICESTERSHIRE  
LE8 0UZ

The data shown on your statement was correct at the time of printing. Please remember, this isn't an official bank copy.

Please check your statement. If you think that something looks incorrect, please call us on 0345 072 5555 Monday to Friday, 7:00am - 8:00pm; Saturday, 9:00am - 2:00pm (+44 (0) 1733 347 338, from outside the UK). Or Textphone 0345 601 6909.

Date	Description	Type	In (£)	Out (£)	Balance (£)
14 Sep 23	BURTON OVERY PARIS 309497 00228552	TFR	5000.00		15513.52
11 Sep 23	INTEREST (GROSS)		9.81		10513.52

Lloyds Bank plc Registered Office: 25 Gresham Street, London EC2V 7HN. Registered in England and Wales no. 2065. Telephone: 0207 626 1500.

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Eligible deposits with us are protected by the Financial Services Compensation Scheme (FSCS). We are covered by the Financial Ombudsman Service (FOS). Please note that due to FSCS and FOS eligibility criteria not all business customers will be covered. For further information about the compensation provided by the FSCS, refer to the FSCS website at [www.FSCS.org.uk/](http://www.FSCS.org.uk/).

<b>BURTON OVERY PARISH COUNCIL</b>		
<b>Running Annual Bank Reconciliation as at 01.10.23</b>		
<b><u>Current a/c (Treasurers) 00228552</u></b>		<b>£</b>
Opening balance as at 01.04.2023		<b>30.74</b>
Receipts - Precept		14,713.00
Misc. Income (excl VAT & interest)		1,013.00
Add Transfers from Instant Access Acct		1,000.00
Less Transfer to Instant Access Acct		5,000.00
		<b>11,756.74</b>
Less payments per cashbook		9,667.58
Less cleared cheques		0.00
Plus uncleared cheques		35.48
Balance as per cashbook		<b>2,124.64</b>
Current a/c balance as statement 01.10.2023		<b>2,124.64</b>
<b><u>Bus Instant Access a/c 07249083</u></b>		
Opening balance as at 01.04.2023		<b>10,000.00</b>
Receipts - Interest		43.38
- HMRC VAT refund		1,470.14
Less Transfer to Treasurer's Acct		1,000.00
Add Transfer from Treasurer's Acct		5,000.00
Balance as per cashbook		<b>15,513.52</b>
Balance as per bank statement 01.10.2023		<b>15,513.52</b>
Signature _____ <i>P Woodward</i>	Date 01.10.23	

## ANTICIPATED INCOME & EXPENDITURE – OCTOBER 2023

OCTOBER						EXPENDITURE			INCOME
<b>58</b>	Misc. Income (HDC Lotto)	5 Income	5.2 - Misc.	03.10.23	I				2.00
<b>59</b>	Bank Interest (Oct)	5 Income	5.2 - Bank Interest	10.10.23	I				13.98
<b>60</b>	Vodafone Mobile (Oct)	1 Administration	1.9 - Phone - Bband	27.10.23	E	22.96	4.58	27.54	
<b>61</b>	HMRC - PAYE (Oct)	3 Staffing	3.2 - PAYE	28.10.23	E	146.40	0.00	146.40	
<b>62</b>	Clerk - Salary (Oct)	3 Staffing	3.3 - Salaries	28.10.23	E	219.89	0.00	219.89	
<b>Monthly Total</b>						<b>389.25</b>	<b>4.58</b>	<b>393.83</b>	<b>15.98</b>

## **BURTON OVERY VILLAGE HALL**



### **Chairman's Report for Year Ending 31<sup>st</sup> March 2023**

#### **Overview**

Financially a successful year with further progress made on the fabric of the Hall. The continuing closure of Great Glen Village Hall has resulted in good regular use by the U3A who provide a solid financial contribution. We understand that there are no immediate plans for reopening.

#### **Finance**

Full details are in the Treasurer's report.

Reserves as at 31<sup>st</sup> March 2023 stand at £41447 compared to £21601 last year. The annual surplus was £19845 of which £16000 came from grants so our trading surplus was almost £4000. £3000 of this came from the Christmas Tree Festival. Our underlying situation without the Christmas Tree Festival would be about break-even.

Sundry Lettings for the year were £7800 against £6800 last year so the limitation of general bookings is likely to leave us at about break even.

The 100 Club continues to raise approx. £1200 pa and this year the Harborough Lottery contribution amounted to £384 v £485 last year without impacting on the 100 Club.

We are committed to using half of our reserves to refurbish the kitchen during this financial year.

A financial report is required to be forwarded to the Charities Commission.

## **Review of the Year**

Steady bookings from regular users pushed lettings up to over £11000. U3A are an easy to manage customer spending £7800 during the year which has enabled us to curtail the more disruptive large non-village parties.

The hall is looking good now that the toilets are finished and the kitchen will complete our schedule of major works which should see the Hall through the next 20 years with hopefully only decoration of the interior and exterior required.

## **Events**

The Hall continues to pay a significant contribution to our village life although we do wish that some of the enthusiasm for Quizzes, Summer Balls and the Village Show could be repeated for events such as the Cinema nights which have lost us £90 this year through lack of interest.

## **Officers of the Committee**

The team continues to work very well together and we welcome Hayley Warrilow and Sally Green as new Committee members from this year.

We are sorry to accept the resignations of John Pollard and Jane Chandler who have both served on the Committee for many years and their efforts are so much appreciated by colleagues and the village. Many thanks.

An unscheduled deterioration in my health late last year prompted some changes to the structure of the team with Nick and Jo Jones taking over the bookings diary from me and Tim Ramsey helping with invoicing and some of the administration.

Tim is not on the Committee but will provide a very useful help particularly with the Bookings role which was too big a job for one person.

Katrina has settled in really well to the Treasurer's role and we have finally decided to move into the 20th Century and computerise the book-keeping from this year.

I feel able to continue as secretary to the Committee and have proposed that the Chair should be held on a rota basis with each chair having a deputy who will take over at the end of the year and appoint their own deputy.

I will be on hand to provide full support for whoever volunteers as Chair and Deputy from now for this coming year.

## **Conclusion**

As always I offer my sincere thanks to all members of the team and particularly to everyone for their support during the weeks after my operation

I see this period as one where a new generation is starting the process of taking over the running of the Hall and wish the team well. It is in good condition and in good hands.

Arthur Buckley May 2023