

**MINUTES OF THE PARISH ASSEMBLY OF ROECLIFFE AND WESTWICK  
PARISH COUNCIL HELD ON 12<sup>th</sup> APRIL 2021 via Remote link using Zoom**

**1. Present**

Cllr Bolland (Chair), Cllr Newberry, Cllr Reeve, Cllr Varley, Cllr Baird, Cllr Tulip, County Cllr R Windass, District Cllr N Brown, Parish Clerk and 10 members of the public.

**2. Apologies**

Mrs Lesley Briggs, Headmistress Roecliffe Primary School

**3. Minutes of Last Meeting (15/04/2019)**

These were agreed as correct and were signed by the Chairman.

**4. Chairman's Report**

Cllr Bolland gave the opening report; this is attached as **Appendix 1**

**5. Neighbourhood Plan Report**

Cllr Bolland gave the report on the Neighbourhood Plan. This is attached as **Appendix 2**.

**6. Finance Report**

The Parish Clerk gave the Finance Report. This is attached as **Appendix 3**.

**7. Planning Report**

Cllr Newberry gave the Planning Report. This is attached as **Appendix 4**.

Following the report, Cllr Newberry commented that we owe Gareth Owens a huge debt of thanks for his work at the public inquiry into the proposed motorway services at Kirby Hill. Cllr Newberry asked County Cllr Windass if there were any plans to resurface Roecliffe Lane to which Cllr Windass responded that he continues to lobby Highways for this to be done. Cllr Windass also informed the meeting that NYCC are taking back control of the Highways Maintenance from June 2021.

**8. Headteacher's Report**

Mrs Lesley Briggs, the headmistress of Roecliffe Primary School was unable to attend the meeting. Cllr Baird who is also a governor of the school read out her report. This is attached as **Appendix 5**.

After reading the report, Cllr Baird added that the headmistress and her staff needed much praise for their hard work this past year.

**9. Parochial Church Council Report**

Jim Bolland gave the PCC Report. This is incorporated under **Appendix 6** of the minutes.

**10. WI Report**

Helen Davison gave the WI Report. This is attached as **Appendix 7** of the minutes

**11. Neighbourhood Watch Report**

Cllr Bolland gave the neighbourhood Watch Report for Roecliffe and Stuart Varley gave the report for Roecliffe Park. These are attached under **Appendix 8** of the minutes.

The meeting closed at 7.50 pm.

The next Parish Council meeting will take place on Tuesday 4<sup>th</sup> April 2021 via Zoom.

## **APPENDIX 1**

### **MEETING OF THE ANNUAL ASSEMBLY OF ROECLIFFE AND WESTWICK PARISH COUNCIL THE PARISH COUNCIL REPORT FOR 2021 BY ZOOM**

#### **CHAIRMAN'S REPORT.**

A very different year which didn't really get started until June since the YLCA wasn't sure whether Parish Councils would be able to hold virtual meetings, or whether everything would have to go through our Clerk, just to keep things going financially etc. Eventually NALC said virtual meetings could be held, and so we had our first Zoom Parish Council meeting on June 30<sup>th</sup> 2020. Since then we have held another three Zoom Parish Council meetings and glad to say none have got out of hand as at Handsworth!. Unfortunately our Parish Assembly this year is again by Zoom, and it is far from certain when we will be able to meet again face to face. We can only hope that the gradual easing of lockdown will eventually result in a more normal life.

All the reports from this Parish Assembly will be put together and will appear on the Roecliffe & WestwickVillage website to be found at <https://www.roecliffewestwickvillage.co.uk>

I would like to thank the 28 Covid 19 volunteers who have continued to help villagers in need with shopping, medication etc. It has been reassuring for us all that if anyone was in need help was around the corner. Over the past year most of us with computers have become quite adept at placing orders on line for home delivery. I am quite sure that life will never be the same as it was before the Pandemic.

And now many of those same people have been Volunteers at the vaccination centres set up in the area, in particular Harrogate and Ripon. We all thank you very much for being such a help to the community at large.

It is right to understand that during this past year Government Departments have been closed and employees working from home. It has therefore taken much longer to get decisions and actions taken on Parish affairs.

The issue taking most time in NYCC and HBC has been the Governments wish to make North Yorkshire a Unitary Council. In this way the Government would divest money to the Unitary Council, which is intended to help us all. (Where have I heard that before!). NYCC is all for a Unitary Council whereas HBC would like to see an East West split of Councils, with HBC, Craven, Richmond and Hambleton being in the Western part. This split divides the population of N. Yorkshire more or less in two, and HBC are no doubt hoping that they would lead the Western part. Consultations have been held and the Government is meant to be taking a decision imminently.

This year the village green has continued in much better shape. The posts and signs displayed around the green have done their job exceedingly well and recently Cllr Newberry has made more and added them where needed to protect the village green. They are quite unobstrusive but so effective.

The bus stop area still gets very torn up and the PC are trying to get the tarmac section enlarged. Again Cllr Newberry has contacted HBC to see if we can spend £3584 of s106 money enlarging this space. Although this was not allowed, when it was realised that the bus

stop was outside the church and might be used by hearses, we were told that in order that people did not descend into a pool or mud then the area could be enlarged for this purpose. Quotes for the work are presently being sought and investigated.

Three trees on the village green have been inspected and had work done to them to improve lighting in homes and improving sight lines for traffic. A silver birch has been trimmed to prevent it getting into telephone lines.

The pond on Roecliffe Common was cleaned out last October as it was completely overgrown with bull rushes etc. In emptying the pond the pathway around the pond was demolished by the machinery used, Using bark from the tree work on the village green and the help of residents and Open Country Charity the pathway has been replaced and the entire length of the path from the village to the pond renewed. Cllr Newberry has been involved also in replacing all the damaged planks in the broad walk and the decking in the pond area. Now with the pond full again it is delightful to see all the frogs and frog spawn in the pond. The idea now is to plant more bluebells and wild flowers in the pond area.

Most of the issues this year have been regarding traffic on Bar Lane.

Last August it was reported by residents of Bar Lane that Reed Boardall had started using the Bar Lane Industrial sight for parking their HGV vehicles with Refrigeration units running through the night. Not only this but HGVs entering and leaving the sight throughout the night. Residents in that area were having sleepless nights! On contacting Reed Boardall it was found that whilst putting up the new extension to a Freezer Unit, it was not possible for HGVs to get to their usual parking area, as Construction traffic working on the extension was blocking the way. This coupled with a big surge in business due to the Covid 19 and Supermarkets increasing their sales, meant that in the short term they would have to use the alternative parking. However, after discussions they promised to do all they could to make this time scale as short as possible. They said they hoped to have a new system in place by the 22<sup>nd</sup> October when a meeting was arranged between myself, our District Cllr and Gary McCaffrey from Bar Lane and Andrew Baldwin and Marcus Boardall. What RB had done was to sort the problem by building a brand new road on sight to bypass the Construction Traffic and access their new parking area that way. This must have cost RB a considerable amount of money but once again shows what a responsible Company they are and how they wish to help our residents.

In contrast Paynes Dairies are the opposite. Speeding HGVs go up and down Bar Lane causing houses to tremble and continue to be a danger to pedestrians. Gary McCaffrey who works for Highways has been extremely useful to the village by persuading his company to put bands across the road for a period of time so as to check speeds of vehicles going up and down Bar Lane. There have already been two trials which both showed a high proportion of vehicles do exceed the speed limit. It is also surprising to see how many vehicles there are on the road. The idea now is to try and see how many of these vehicles are from Paynes Dairies. It is possible to try and match speeds with vehicle registration numbers but this is painstaking work, so now another more sophisticated check using ANPR cameras is under way which will match the speed of vehicles with their registration numbers. Recently Gary McCaffrey and Laurence Bishop have furnished the Parish Council with a report which will be studied and some decisions taken. I can quite see that this is going to be a major project for the coming year. We would dearly like to have better signage and VAS installations like several other villages in N. Yorkshire and more police speed checks to try and get some grip

on this situation. Again, many thanks to Gary for his help. The cost of this work would have been large and outside the precept of the Parish Council

All this to say that before a visit to Paynes dairies is arranged it would be good to have proof of their vehicles speeding. Also the litter problem has not improved outside their site and HBC Environmental Department have been alerted, and we are waiting for them to report. What a time it is taking and although Cllr Baird is chasing them, he is always being told that this case number is still active and no decision reached yet. Again this visit to Paynes is needed urgently and hopefully after lockdown a face to face meeting will be able to be arranged.

Talking of litter, no village litter pick has been arranged due to the restrictions. However, the Laurence family have been marvellous in their litter picking exploits. Urged on by their two sons they have collected several bags of litter through the year and the Parish Council can not thank them enough. They have had glowing reports on Boroughbridge Chatter and Stray News. The litter problem was exacerbated by the fact that RB stopped collecting litter last October, but have recommenced now.

Some road repairs have been made by Highways, especially on the lower road around the village green, but no action has been taken on the junction of Bar Lane and Brickyard Road, which is in desperate need of repair. Highways say they are awaiting funds to do major repair work there.

On a brighter note The Crown Inn has now been leased by Ocean and Country Inns, Many villagers have done their best to support them and just when everything was improving and The Crown becoming more popular the next lockdown came about and so The Crown has been closed since last November. As of tonight it is open outside for drinks and food. So fingers crossed that this is the end of the closures and the start of better weather..

I would like to finish by thanking a few people. Firstly our Clerk Vicki Forbes, who has been very helpful to me and has attended several Webinar Meetings that YLCA have set up with some really interesting topics like Village Greens, and also several Parish Clerk sessions. Other Cllrs have also had the opportunity to attend Webinars if they have seen anything of interest to them. I would also like to thank Cllrs for their work with special thanks to Cllr Newberry, our Vice Chairman, who has done a marvellous job on the Planning side and so many jobs to enhance the village. Also our County Cllr Robert Windass and District Cllr Nick Brown for their help during the past year at PC meetings and in the field.

My final plea is for some young village people to come forward and stand for Roecliffe & Westwick P.C. when elections are held in May 2022. At this point in time it is highly unlikely that I will stand again as after another 4 year spell I will be 87 (God willing). Even Jo Biden isn't going on after he is 86!

Jim Bolland

Chairman,  
Roecliffe and Westwick Parish Council

## Appendix 2

### 1 Roecliffe and Westwick Neighbourhood Plan

- Report to the Roecliffe Parish Council Assembly Meeting April 12, 2021

During the past year progress of our Neighbourhood Development Plan has been slow. This is in part due to the fact that HBC have been working mainly from home due to the pandemic, Government offices have been closed and also libraries etc.

The first thing I should report is that Dave Siswick, who has led our Steering Group for several years left the village in December to be closer to family. He will be missed as he has hosted all our Meetings and led the Group well and added so much to the effort. He is still within email contact and so is not totally lost to the Steering Group.

When I reported progress a year ago I was able to say that our Parish Council, and HBC had accepted our NDP. Our first correspondence with HBC was from them saying that the next stage was for our NDP to be publicised together with supporting information for a minimum of six weeks to invite further representations. During this period an Examiner would be appointed and comments from the six weeks would be sent directly to the Examiner. However, because of the virus, and points mentioned above, it was decided to hold this six week period back until the outcome of the virus became clearer.

Whilst waiting for HBC to decide when they would start their six week consultation , we were asked by HBC to fill out our Consultation Statement to show fully the work we had done on the NDP. We then had our last Steering Group meeting in September 2021 and approved what we had developed for HBC. The actual six week Consultation by HBC finally started on 20<sup>th</sup> November 2020 and finished on the 15<sup>th</sup> January 2021.

The comments having being sent to the Examiner, we, and HBC then received questions from him on February 22nd asking for clarification on several points .It is amazing how long it takes to answer these when questions refer to what happened a couple of years ago! However the questions were answered and we await further information from him.

When the Examiner reports to HBC we may have to make minor changes to our Neighbourhood Plan. We will then have to organise a Referendum in Roecliffe & Westwick to see if our Neighbourhood Plan is accepted by the residents and business. This will probably be in the Autumn.

Jim Bolland 2020

## **Appendix 3**

### **Finance Report for the Annual Parish Meeting – 12<sup>th</sup> April 2021**

As of 15th March 2021, the balances in the Parish Council bank accounts are:

Community Account:	£10,330.66
Business Money Manager Account:	£1254.12

The Community Account includes the receipt of £4104.22 from the Village Fund in January 2020.

The precept applied for 2021/2022 was £6349.00. The first of two instalments is due this month. The second instalment is due late September.

Victoria A Forbes  
Clerk and RFO to Roecliffe & Westwick Parish Council

## **Appendix 4**

### **Report of Vice Chair of Roecliffe and Westwick Parish Council for the year 2020/2021**

This last year has been traumatic for all of us in many ways, and the whole building chain from the first ideas through planning to the final construction has not escaped. From the sixteen planning matters which have passed across the Parish Council only six have involved any form of construction, five have related to tree work, and the rest were mainly technical variations linked to past applications.

Due to distancing rules, it was not possible to have physical meeting of the PC to discuss any of the planning matters, and so all details together with a precis were circulated for consideration together with the Harrogate Borough Council reference numbers, and each councillor then sent their recommendation to the Parish Clerk, who collated the responses and replied to HBC with the majority view. Fortunately, this year we have not had any potentially contentious applications where a public meeting might have been advisable. In fact, apart from a bio-gas refuelling station within the Reed Boardall factory boundary and a bungalow at Brickyard Farm, all the other planning application concerning any building work were for extensions.

There was the usual steady stream of tree surgery applications. As the village is a Conservation Area any tree work does require a formal application before the work is commenced. It is amazing how many cute little saplings bought and planted this year will turn into towering thugs in two decades.

Of the odds and ends, we have considered an application for a Discharge of Conditions at the building site at Manor Farm, a Breach of Conditions of noise and vehicle movement at Reed Boardall, a Change of Rating Class at Roecliffe Business Park, an invitation to watch the public enquiry regarding the MSA at Kirby Hill on YouTube, and the application by NYCC to place a Definitive Map Modification Order (DMMO) on the footpath from Bar Lane past the perimeter fence of Reed Boardall to emerge back onto Bar Lane from Thorne Lane. The Public Enquiry is well worth looking at, if only to see for how long a group of eminent planning lawyers can discuss soil samples and the difference between sandy loam and loamy sand. That aside, the performance of Gareth Owen of Kirby Hill RAMS was quite exceptional throughout the whole enquiry.

As I write this, if the application for the NYCC to turn the footpath into a restricted byway is passed, it would then result in the route being added to the definitive map, however there is an objection being lodged as it passes over private land.

#### **Footpaths, Public Rights of Way.**

I attended a webinar organised by the Yorkshire Local Council Association which dwelt on the legal rights on footpaths and also a well-timed explanation about DMMO's. The matter of the rights of the public on a Public Right of Way are of particular importance in our Parish where we have several, one of the most popular being the Roecliffe Ramble. A right of way is simply the right to pass and repass along that path, which is usually regarded as being 1.5 mtrs wide. There is no automatic right to stray either side or to stop/birdwatch/picnic/take photographs/swim/play ball games with a dog etc. In fact, dogs must be on a lead in a field where there are ground nesting birds or livestock or under close control within the confines of the footpath. Additionally, a farmer may shoot a dog which is attacking or chasing livestock without being liable to compensate the dog's owner. Although many of the stiles on PROW's in the Parish have an adjacent dog gate there is no legal requirement for them to be provided.

Footpaths may only be used by persons on foot with a natural accompaniment (pushchair, dog) and mobility scooter or wheelchair, dependant on terrain.

Bridleways may be used on foot, horse, or mobility scooter and by cyclists under the special provision of Section 30 of the 1968 Countryside Act, provided that they give way to walkers and horses.

Cyclists, ridden or led horses, and mechanically propelled vehicles are committing a trespass against the landowner if they use a footpath.

Talking of cyclists there was one little quirk which caused me to smile. Under the Pedal Bicycles(Safety) Regulations 2003, all bicycles have to be sold with a bell fitted. However, there is no requirement to keep the bell on the bike or to use it when out and about.

The worn stiles along the Ure bank section of the Roecliffe Ramble have now been replaced with metal self -closing gates, and the section of the Ramble through Roecliffe Common has now been tidied up with extra bark chippings on the path and replacement planks on the decking.

Finally, my thanks to all my fellow Parish Councillors and the Clerk who have helped with the planning matters and to many of the parishioners who have formed work squads to build paths and keep our village litter free.

JN 28/03/2021

## **Appendix 5**

### **Roecliffe CE Primary School Parish Assembly Annual Report 2020-21**

In September 2020, all the children at Roecliffe CE Primary School returned to start a new academic year after a long period of Covid-related closure which had lasted throughout the spring and summer terms. Staff, pupils and parents were delighted that the school year could start with some normality.

In the autumn and spring terms, the children have been taught in 'bubbles' at school with small numbers of children being taught remotely for short periods of time as they self-isolate at home. This will continue in the summer term. In the most recent school closure, January - March, the majority of the children have been taught remotely at home with some children accessing educational provision in school. All children returned to school on 8th March.

The school has worked hard to rigorously evaluate and further develop its remote learning provision between the two lockdowns. During both school closures the remote provision has been accessed by pupils through Google Classroom. Pupils have received a mixture of live sessions and digital/practical work through Google Classroom and their normal classroom learning has been mirrored as much as possible through digital means for their use at home. One of the outcomes of a recent parental survey demonstrated that 93% of the parents surveyed felt that the school's remote provision was effective in continuing their child's education during school closure.

The school has continued to evaluate its provision and drive forward improvements during the turbulence of the past year. The staff have been working hard to implement new initiatives and resources which will develop our curriculum offer. We are delighted that the school was awarded the Healthy Schools Award (Bronze) in the autumn term. Rev Karen Gardiner has continued to work with the school to provide weekly Collective Worship sessions through live streaming and self-recorded Youtube clips. Rev Karen has also continued to support the school to develop its effectiveness as a Church School.

We look forward to the point in the near future when, once again, the children may collectively enjoy enrichment activities such as swimming, team sports, outdoor learning and the arts during the school day or in an extra-curricular capacity. As we move along the 'roadmap' we also look forward to welcoming the parents on to the school site to enjoy events with their children.

During the past year, the school has remained resolute in striving for excellence and our school values of 'Faith, Courage and Love' have served us well in challenging times.

Mrs Lesley Briggs (Head Teacher)

## Appendix 6

### MEETING OF THE ANNUAL ASSEMBLY OF ROECLIFFE AND WESTWICK PARISH COUNCIL APRIL 12, 2021` CHURCH OF ST.MARY, ROECLIFFE – REPORT FOR 2020

#### **CHAIRMAN'S REPORT – Church of St. Mary, Roecliffe.**

The highlight of the year has definitely been our vicar and family, who had only been with us a few months before the pandemic struck. How she and her family have risen to the challenge! Forming the St. Raphael Group for all those church goers she has kept us so well informed during the year as to what is going on . She has used the UPCC Meetings to set the strategy for our churches and the Church Wardens too have put their hearts and minds into looking after our congregations. As for services the vicar and family have had zoom , or U-Tube services every Sunday, Compline services and meetings during the week. Little did she know when she moved here how much technology she would have to take on board in order to put such services together. Not only that but she has involved everyone in those services with bags of goodies to be used during the services. Our churches can't thank her, and her family enough for all the work and effort the family have put in, and we are all so lucky to have Karen in our midst. Throughout her openness, kindness and warmth has impressed all and has been a joy to behold. She, and her family seem so happy here that we hope she will be with us for a long time.

A very difficult year for everyone with the Pandemic closing churches for much of the year, especially ours which is so small and does not lend itself to social distancing.

Recently, I have read that the CCT which owns the fabric of St. Mary's has been awarded £1.3 billion pound as part of the Government's Culture Recovery Fund. They have also received money from the Heritage Stimulus Fund. We have tried to do our bit to help by paying money equivalent to half our congregation collections for 2019 when we could have services in church. Obviously the CCT donation box in church has not benefitted by the church being closed most of the year, and when we did open the church at weekends last summer it was as if the public were scared to enter because of the confined space.

Congregations have had the opportunity to attend services in St. James' and St. Andrews when we were allowed into churches, for services. But our church has only been open for funerals, and we have had two of those during the past 12 months. That was until last Sunday, Easter Day, when we had a service with a limited number of people, 25, so that we could have social distancing. Wilf Gowing took our service and gave an uplifting sermon. It was lovely to see the church decorated with flowers again. At the end of the service we sang the final hymn outside in beautiful sunshine.

We have in fact had two outdoor services on the village green, one during the summer and one at Harvest Festival. Luckily the weather was dry for both of them and around 50 people attended each service. They did give a small choir the chance to sing a few hymns, as we were out of doors..

Financially the church is in good shape. Our various Funds have held up well in 2020 considering the pandemic Luckily, one event was held early in the year, a curry night organised by Stephen Jarvis and some other members of the committee. It brought in £608. The Racket Club has done remarkably well and we have sold 142 numbers to rank with the best ever. Thank you to everyone who supports it. We also had a good gift aid rebate which has helped us finish the year with a surplus of £818 over 2019.

The Parish Link is now a professional church Parish Magazine and since the price increase to £10 for the year has attracted more advertisements and, since the publishing costs are way down since the days when we printed it ourselves with a printer which was expensive to lease, we make enough money now to support UPCC expenses.

I would like to thank those who serve on the Roecliffe Church Council, in particular Lisa Daniell who is our Secretary and John Mitchell our Treasurer. Stephen Jarvis and myself remain as Church Wardens, and John Mitchell and David Bellwood make up our representation at UPCC Meetings. We have had no Committee meetings this year since there has been little for us to discuss with no events, and the St Raphael newsletter from the vicar keeping us all up to date with service information etc.

Jim Bolland: Chairman, Roecliffe P.C.C.

## **Appendix 7**

### **Roecliffe WI**

#### **Annual Report to Parish Assembly April 2021**

This last year has been rather strange, to say the least, but Roecliffe WI has survived intact and I hope stronger than ever.

The year began with the 2020 Annual Dinner, just one week before the lockdown began. That was the last time that we met normally, and how we have missed the contact! Since then we have kept in touch as best we can, with a monthly newsletter and our Facebook group, and regular on-line contact with our area and national Federations. Our members have shared 'snippets' to keep us amused and involved, such as limericks, poems, photos and stories. In common with other WIs and similar organisations, our members made little hearts for the NHS to give to bereaved families who could not be with their loved ones. We have also contributed throughout the year to the Ripon Food Bank run by the Salvation Army.

The annual events which we normally attend and enjoy were all cancelled, the Great Yorkshire Show, the Annual AGM, the Spring and Autumn Councils, as were most of our scheduled monthly meetings.

But it wasn't entirely 'Doom and Gloom'. We managed to have a small social get-together on the green in August and three of our scheduled meetings took place by Zoom. Many of the courses run by our area Federation have also moved to Zoom, and have provided entertainment and company for many. The 2021 Annual Dinner of course didn't happen 'in person' but we did manage a Zoom social evening with cocktails and a quiz- most enjoyable.

Looking forward, it won't be long before we can resume normal service, maybe with a different venue but still providing friendship, support and entertainment to the ladies of Roecliffe as we always have done.

## Appendix 8

### 2 Rocliffe and Westwick Neighbourhood Watch

- Report to the Rocliffe Parish Council Assembly Meeting April 12, 2021

Because of the Pandemic there have been no Safer Neighbourhood Group Meetings since February 2020, and these I circulated at the last Parish Assembly meeting.

Living in the countryside we must be extra vigilant and keep all tools, garden implements etc locked away. During the past 12 months there have been cases of diesel and lime being stolen from a building site.

Thanks to the Farmers awareness app we were alerted to the fact that a white van was passing through villages in our area looking for pets that they could steal and sell on for handsome rewards. Luckily the police were also aware of this van and it was stopped and searched in a local village. So do keep your pets safe and don't let them wander afield.

We must also be careful with unsolicited phone calls since there are so many scams doing the rounds, whether it be internet connection that are going to be discontinued in 24 hrs, or Amazon Prime are about to take money from your account. All are intended to gain personal data from each one of us. For me, Microsoft has been a common scam asking me to update my Microsoft system, and on a couple of occasions I have spoken with Adam at the Boroughbridge Computer Centre to check with him. He has told me that if one holds the cursor over the person who sent the email that gives the clue, as to whether it is genuine. If it is an individual then it is a scam. He tells me that if it comes from [info@microsoft](mailto:info@microsoft), then that is genuine.

Neighbourhood Watch works by us all protecting our own, and keeping a vigilant eye on other's property. If problems call the 101 police number or 999 for urgent police matters.

Jim Bolland 2021

#### Rocliffe Park Neighbourhood Watch

It has been a quiet crime free year on the park, the only incident to report on near the park was a break in on the Manor farm building site a couple of months ago as it was close to the Park it has made the residents more vigilant making sure all sheds etc are locked up. Also any relevant neighbourhood watch messages are passed on to everyone on the park via e-mail  
This concludes the report.

S Varley