

## Burton Plantation Management Committee meeting minutes

Minutes of a meeting of the Plantation Management Committee held at the Pavilion, Towles Fields, Burton on the Wolds on Tuesday 11<sup>th</sup> June 2019 at 10.30 a.m.

**Present:** Cllr W Best, Mr P Birkinshaw, Cllr L Cooper, Mrs E Dunn, Mrs C Thomson (Heritage Warden), Mr A Wilson, Mrs J Wilson, Mrs S Massey – Parish Clerk

**Apologies:** Cllr A Carr,

01/19 **To elect a Chairman.**

**Resolved:** To elect Cllr Best as Chairman of the Plantation Management Committee for 2019-2020.

02/19 **To elect a Vice-Chairman**

**Resolved:** To elect Cllr Cooper as Vice Chairman of the Plantation Management Committee for 2019-2020.

03/19 **To receive apologies for absence.**

**Resolved:** To accept the apologies of Cllr Carr.

04/19 **Disclosures of interests; disclosable pecuniary interests, personal interests or personal interests that may lead to bias, to items on the agenda.**

None.

05/19 **To co-opt committee members from the public (three to five).**

**Resolved:** To co-opt Peter Birkenshaw, Liz Dunn, Anthony Wilson and Janet Wilson.

06/19 **To update non-councillor register of member's interests' forms.**

**Resolved:** The Clerk distributed non-councillor forms for completion and return to Charnwood Borough Council within 24 days.

07/19 **To approve the minutes of the previous meeting held on 26<sup>th</sup> February 2019.**

**Resolved:** To approve and sign the above minutes.

08/19 **To receive the status report and update on outstanding issues.**

**Resolved:** The status report was received and an update given.

09/19 **To receive the completed Plantation safety review checklists and agree any action required.**

The safety review has flagged the need for an inspection of the three bridges with a view to replacement.

**Resolved:** That the Clerk will obtain quotes as required and report to the next meeting. The replacements bridges must allow for both water flow under and wildlife movement.

10/19 **To agree who will complete the safety reports over the summer.**

**Resolved:** That the safety reports will be completed as follows: Liz Dunn – July, Cath Thomson - August, Anthony & Janet Wilson - September.

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- 11/19 **To receive an update on the Long Term Plan (deferred Jan 2019) and 50 Year Plan.**  
**Resolved:** That an informal meeting will take place after the annual site visit to discuss this item and a proposal will be taken to the next meeting.
- 12/19 **To discuss the storage of data and documents related to the Plantation.**  
Cllr Cooper and the Clerk are undertaking a review of all documentation held with a view to publishing relevant information on the website.  
**Resolved:** Defer this item to the next meeting.
- 13/19 **To review the asset register.**  
**Resolved:** That the asset register will be reviewed in March 2020 in line with the Parish Council insurance review.
- 14/19 **To review the risk assessment.**  
**Resolved:** The risk assessment was reviewed and re-approved.
- 15/19 **To agree the volunteer dates for the 2019-2020 season.**  
**Resolved:** That the volunteer dates for the 2019-2020 season will be 1<sup>st</sup> September, 6<sup>th</sup> October, 17<sup>th</sup> October, 3<sup>rd</sup> November, 14<sup>th</sup> November, 1<sup>st</sup> December, 5<sup>th</sup> January, 2<sup>nd</sup> February, 13<sup>th</sup> February, 1<sup>st</sup> March, 12<sup>th</sup> March, 5<sup>th</sup> April, 7<sup>th</sup> June.  
**Resolved:** That the date of the annual site visit will be on Thursday 4<sup>th</sup> July 2019 at 10.00 a.m.
- 16/19 **To agree meeting dates for the following season.**  
**Resolved:** That the Plantation Management Committee meeting dates for the following season will be 17<sup>th</sup> September, 19<sup>th</sup> November, 21<sup>st</sup> January, 10<sup>th</sup> March, 19<sup>th</sup> May. All meetings will take place at the Pavilion and start at 10.30 a.m.
- 17/19 **To receive the Great Crested Newt survey report.**  
Martin Woolley confirmed that 'the test has 'confirmed' the presence of great crested newts in the pond at Burton Plantation. The results show a very good indication with 12/12 Positive Replicates confirmed. This means we can confidently say a population is present within the pond and they have used the pond for breeding in this season'. It was confirmed that the newt survey took place in the long pond.
- 18/19 **To agree the guidelines for outside organisations working in the Plantation.**  
**Resolved:** The guidelines distributed prior to the meeting were approved.
- 19/19 **To discuss specific volunteer roles and advertising as required e.g. fundraising and events.**  
**Resolved:** That the Clerk will advertise for specific roles on website and noticeboards.  
**Resolved:** That a list of various roles will be collated and emailed to the committee.
- 20/19 **To discuss and agree delivery date for fencing currently stored.**  
**Resolved:** That the Clerk will contact Mussons and ask for delivery on either Monday 17<sup>th</sup> or 24<sup>th</sup> June 2019 from 9.30 a.m. onwards.

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21/19 To agree the tasks and roles for the next volunteer day.

**Resolved:** That Cllr Cooper will update by email.

22/19 Financial update.

The Clerk reported that Plantation funds with the deduction of all approved spending totals £2,631.92.

**Resolved:** That 2018-2019 approved spending will be reviewed at the next meeting.

23/19 To agree the date of the next meeting of the Plantation Management Committee.

The date of the next meeting as agreed under minute reference 16/19 is 17<sup>th</sup> September 2019.

The meeting closed at 12.15 p.m.

These minutes are a true and accurate record:

\_\_\_\_\_  
Plantation Committee Chairman

\_\_\_\_\_  
Date