

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 17th September 2019 at 10.30 a.m.

Present: Cllr W Best, Cllr A Carr, 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: None.

24/19 To receive apologies for absence.

Resolved: None.

25/19 Disclosures of interests; disclosable pecuniary interests, personal interests or personal interests that may lead to bias, to items on the agenda.

None.

26/19 To approve the minutes of the previous meeting held on 11th June 2019.

Resolved: To approve and sign the above minutes.

27/19 To receive the status report and update on outstanding issues.

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

28/19 To receive the completed Plantation safety review checklists and agree any action required.

Plantation safety review checklists were received for June, July, August and September 2019.

Resolved: No additional actions not already included on this agenda were required.

29/19 To review the Plantation site visit, review progress for the previous year and agree the annual plan for 2019-2020.

The committee thanked Cllr Cooper for her work on this document.

Resolved: To approve the Annual Plan for 2019-2020.

30/19 To review the tools and equipment and consider replacements/additional tools required.

The following items were identified: border forks x4, saw x2, aluminium shovels x2.

Resolved: That the tools identified are added to the approved expenditure in minute reference 33/19.

31/19 To agree the guidelines for outside organisations working in the Plantation. Deferred from June 2019.

Resolved: The guidelines distributed prior to the meeting were approved with the addition of (a) a requirement for a risk assessment for the tasks that are being undertaken and (b) that the designated committee member formally write and thank the organisation and action publicity required.

The Clerk will update and distribute the guidelines.

BURTON ON THE WOLDS, COTES AND PRESTWOLD PARISH COUNCIL

32/19 To approve expenditure of £20 for the purchase of spray paint for tree marking.

Resolved: To approve this expenditure.

33/19 To approve expenditure on the maintenance of the Plantation including chipper hire, tools and refreshments for the volunteer days.

Resolved: To approve expenditure for tools detailed in minute reference 30/19 up to £300.

Resolved: To approve expenditure for soil testing of up to £50.

Resolved: To approve expenditure for autumn planting of up to £200.

Resolved: To approve expenditure for chipper hire and refreshments for volunteer days of up to £200.

34/19 To discuss and, if appropriate, approve a risk assessment specifically for volunteer groups.

Resolved: That the Plantation, as a sub-committee of the Parish Council is covered by the Health and Safety policy of the Parish Council.

Cllr Carr left the meeting at 11.29 a.m.

35/19 To agree the tasks and roles for volunteers days before the next meeting

Resolved: That Cllr Cooper will update and distribute by email.

36/19 To discuss the felling programme for Winter 2019-2020, agree priorities, timing and funding.

Resolved: That Cllr Cooper will liaise with contractors to obtain quotations, splitting into categories as agreed.

37/19 To discuss the systematic photographing of the Plantation.

Resolved: That Cllr Cooper will identify specific areas of interest and add to the safety review for January, April, July and October.

38/19 To discuss site visits by outside organisations including agreeing the dates for visits by Scouts and Eaton volunteers and proposed tasks for them and for other organisations.

The scouts are attending for a short session on 23rd September and will make habitat piles around the pond area. CT has also organised a bat walk for the scouts.

Eaton have requested the 14th November 2019, it was agreed that if the volunteers are suitable, the fencing will be installed. If not, snowberry and lamia will be removed.

The meeting moved into confidential session in accordance with the Public Bodies (Admission to meetings) Act 1960 in view of the nature of the business to be transacted for the following item:

39/19 To discuss quotations for the three plantation bridges.

Resolved: That the quotation for recycled creosoted railway sleepers was accepted and that expenditure of up to £650 was approved in principle. Expenditure over £499.99 must be approved by the Parish Council. The Clerk will include this item on the November Parish Council agenda and if approval is given, will contact Springfield Property Services and arrange a date for completion.

BURTON ON THE WOLDS, COTES AND PRESTWOLD PARISH COUNCIL

The meeting moved to open session.

40/19 **Financial update.**

The Clerk reported that Plantation funds with the deduction of all approved spending totals £2,709.92.

41/19 **To review 2018-2019 approved spending**

The Clerk circulated 2018-2019 approved spending list.

Resolved: That the following items of approved expenditure are removed; Thinning of trees, £499.99, Hedgerow plants £150.00, Chipper hire/tools/refreshments £500.00, Hedgerow plants £300.00.

42/19 **To confirm the date of the next meeting of the Plantation Management Committee.**

The date of the next meeting is 19th November 2019.

The meeting closed at 12.40 p.m.

These minutes are a true and accurate record:

Plantation Committee Chairman

Date