



BOUGHTON FEN COMMITTEE MEETING MINUTES

HELD: 9TH DECEMBER 2016 AT 6:30PM

VENUE: ALL SAINTS, BOUGHTON

Present:	The Chairman	Cllr Mark Pogmore
	Members	Cllr David Cooper
		Cllr Ian Davis
		Angela Faherty
		Andrew Faherty
	Parish Clerk	Carole Edwards
	Members of the public	1

1. Apologies for absence

Apologies for absence had been received from Cllr Tom Roberts (family commitment) and Mr Paul Smith (family commitment).

The apologies were accepted.

2. Declarations of interest

There were no declarations of interest.

3. Minutes of the meeting of 30th September 2016

Proposed by Cllr Davis

Seconded by Cllr Cooper

‘That the minutes of the Boughton Fen Committee meeting held on Friday, 30th September 2016 (pages 87 to 90) be accepted as a true and accurate record’

All members in favour.

4. Matters arising/actions from meeting of 30th September 2016

The action list was reviewed and updated (Appendix 1).

Action DC, MP & Ang F: Meet with the Environment Agency to discuss bank works – The Environment Agency carried out the job quickly before the meeting could be arranged.

Action MP: Ask farmer for details and price to cut back sallow and willow North of cottages in Highland Fen – This was superseded by Carl Charters offering to carry out a more thorough job at a reasonable price. (Agreed by e-mail).



Action MP: Check permissions with Forestry Commission and Natural England re. removing some trees near the seat on Highland Fen – This was done. The Forestry Commission had no concerns as they were aware that Natural England were overseeing the work of the Boughton Fen Committee generally.

Action MP: Instruct Stephen Eyles to carry out reed cutting as necessary (similar area as last year) – Stephen Eyles will carry out the work at the same price as last year.

Action MP: Otter Bridge Outfall – obtain price for weir from Thomas B Bonnett and document requirements and obtain quotes for outfall work – The price obtained from Thomas B Bonnett was £780.00 including VAT. This was cheaper than the last weir. Cllr Pogmore is waiting for a final quote and has had 2 verbal quotes of £1000.00 and £800.00 plus VAT for the installation works.

Proposed by Cllr Pogmore

Seconded by Cllr Cooper

‘As the Otter Bridge outfall needs to be in place as soon as possible and before the next Boughton Fen Committee meeting, Cllr Pogmore is authorised by members to obtain the third quote, decide who to engage and instruct them to do the work.’

All members in favour.

Action MP: Check with insurers if young people not covered by Duke of Edinburgh Award insurance can carry out work on the Fen – Cllr Pogmore spoke to Andrew Bidding of Came & Co, Boughton Parish Council’s insurers, who said that there is no lower age limit. Members were advised to ensure that sensible risk assessments are in place. Parents or guardians should be on site and nobody should work alone with a young person. Members agreed to set a rule that no children or vulnerable adults should be allowed to be involved in working parties unless accompanied by parents or guardians. It was noted that the Diocese of Ely were holding a Safeguarding event on Wednesday 14th December 2016. Mrs Faherty was attending and agreed to feed back any relevant information to the Boughton Fen Committee at the next meeting.

Action TR: Visit Barclays Bank to chase up signatories form – There had been no further progress in updating signatories on the Boughton Fen bank account and the Committee agreed to look at the possibility of switching to another bank. The reason that this had not been done to date was that Barclays do not make any charges for the bank account.

5. Financial report

Interest of £1.08 had been received.

The VAT refund of just under £500.00 had now been received.

The bank balance was approximately £7,500.00.

6. Budget – 2016/2017

Natural England funding had not yet been received, but was due in December 2016.



Once payments to contractors had been made, there would be a balance of around £3,000.00 left in the account in case it was needed as the next funding payment was not due to be made until December 2017. Members agreed that this would be prudent.

7. Website

Members agreed that the Boughton Fen website needed some work. A kind offer had been received from Sue Pogmore to revamp it. Members were asked to consider ideas and feed them back through the Chairman, Cllr Pogmore.

8. Autumn/Winter work and working parties

Working parties

Working parties would be organised and would occur on a mixture of Saturdays and Sundays and mid-week after reed cuts. Sunday, 15th January, Saturday, 11th February and Sunday, 26th February 2017 were agreed subject to weather conditions.

The Clerk had recently been on a council staff visit to RAF Marham. The Community Liaison Officer from Balfour Beatty (RAF Marham's main contractors for the current upgrade work taking place) had offered to provide staff volunteers to assist with local community projects until 2018. Members asked the Clerk to contact Balfour Beatty and find out if they would like to get involved in helping on the Fen.

The Downham Market Scouts were interested in helping and would be contacted and Paul Smith would be organising a visit from a group of cubs. Members noted that any photos taken of the young people should be taken by Scout and Cub leaders only.

Correspondence

A letter had been received by the Chairman, Cllr Pogmore from a parishioner who was unhappy about management of and work carried out on the Fen. Members agreed a response explaining that all work was carried out in line with the Boughton Fen Management Plan agreed with the Environment Agency and Natural England.

Internal Drainage Board works

The Internal Drainage Board, through the Environment Agency, had recently carried out work on the river without giving notice to the Boughton Fen Committee. There had been problems on the day and one of the workers had fallen into the river. The Environment Agency and Natural England had been made aware of this. There were also concerns about the work that had been done. Members agreed to go and view the area and advise Natural England if there were issues.

Date of next meeting

Next meeting date is:

17th March 2017

The Chairman thanked everyone for attending and closed the meeting at 8.00pm.



Appendix 1

ACTION LIST STATUS BY BOUGHTON FEN COMMITTEE MEMBER (EXCLUDING PAST COMPLETED ITEMS)

ALL

No current actions.

DAVID COOPER (DC)

Number	Group	Action	Date rec'd	Complete by	Status
1	DC & ID	Health and Safety documents review – This was close to being completed.		Next meeting 17.03.17	Ongoing
2	DC, MP & Ang F	Meet with the Environment Agency to discuss bank works	30.09.16	Next meeting 09.12.16	Complete
3		Accompany parishioner when carrying out work to open access to Highland Fen	30.09.16	Next meeting 09.12.16	Complete

IAN DAVIS (ID)

Number	Group	Action	Date rec'd	Complete by	Status
1		Advise the committee regarding the health of the old trees on the Fen.	15.06.16	Winter, Spring & Summer	Ongoing
2		Build 2 platforms by the weir	15.06.16	February 2017	Ongoing

ANDREW FAHERTY (And F)

No current actions.

ANGELA FAHERTY (Ang F)

Number	Group	Action	Date rec'd	Complete by	Status
1	DC, MP & Ang F	Meet with the Environment Agency to discuss bank works	30.09.16	Next meeting 09.12.16	Complete



MARK POGMORE (MP)

Number	Group	Action	Date rec'd	Complete by	Status
1		Draw up a programme for Working Parties	15.06.16	Next meeting 17.03.2017	Ongoing
2		Ask farmer for details and price to cut back sallow and willow North of cottages in Highland Fen	30.09.16	Next meeting 09.12.16	Complete
3		Check permissions with Forestry Commission and Natural England re. removing some trees near the seat on Highland Fen	30.09.16	Next meeting 09.12.16	Complete
4		Instruct Stephen Eyles to carry out reed cutting as necessary (similar area as last year)	30.09.16	Next meeting 09.12.16	Complete
5		Obtain copy of the Environment Agency's proposal to Natural England regarding bank works	30.09.16	Next meeting 09.12.16	Complete
6	DC, MP & Ang F	Meet with the Environment Agency to discuss bank works	30.09.16	Next meeting 09.12.16	Complete
7		Otter Bridge outfall – obtain price for weir from Thomas B Bonnett and document requirements and obtain quotes for outfall work	30.09.16	Next meeting 09.12.16	Complete
8		Check with insurers if young people not covered by Duke of Edinburgh Award insurance can carry out limited work on the Fen	30.09.16	Next meeting 09.12.16	Complete

TOM ROBERTS (TR)

Number	Group	Action	Date rec'd	Complete by	Status
1		Send letter to Barclays Bank Mandate Team to confirm signature has changed over time	30.09.16	Next meeting 09.12.16	Ongoing
2		Check VAT refund due from BPC has been paid to Boughton Fen	30.09.16		Complete



PAUL SMITH (PS)

Number	Group	Action	Date rec'd	Complete by	Status
1		Organise a working party for work colleagues to take place at the end of October 2016	30.09.16	Next meeting 09.12.16	Complete

DRAFT