



**BOUGHTON FEN COMMITTEE MEETING MINUTES**

**HELD: 18<sup>TH</sup> MARCH 2016 AT 7:30PM**

**VENUE: ALL SAINTS, BOUGHTON**

Present:	The Chairman	Cllr Mark Pogmore
	Members	Cllr David Cooper
		Angela Faherty
		Cllr Tom Roberts
	Parish Clerk	Carole Edwards
	Members of the public	4

**1. Apologies for absence**

Apologies were received from Cllr Ian Davis (work commitment) and Paul Smith (family commitment). The apologies were accepted.

**2. Declarations of interest**

There were no declarations of interest.

**3. Minutes of meeting of 9<sup>th</sup> October 2015**

**Proposed by the Chairman, Cllr Pogmore**

**Seconded by Cllr Roberts**

**‘That the minutes of the Boughton Fen Committee meeting held on Friday, 6<sup>th</sup> March 2015 (pages 47 to 50) be accepted as a true and accurate record with the following amendments:**

**Item 7 Budget – 2015/2016, Expenditure, Page 48 - the reference to “accounts” is incorrect and was changed to “budget”.**

**Item 14 AOB, Page 50 - The word “none” was inserted.’**


**All members in favour.**

**4. Matters arising/actions from meeting of 9<sup>th</sup> October 2015**

Item 4 Matters Arising - Annual review of Health & Safety arrangements by Cllrs Cooper and Davis – Health & Safety documents had not yet been received from contractors. They will be chased up. It was confirmed that the review and all paperwork should be in place for Boughton Parish Council’s Annual meeting in May 2016.

Item 6 Signatories – A new form has been completed. Cllr Roberts will take it to Barclays Bank.

Quotes to carry out the scrub clearance were requested from three contractors. Two quotes were received.

  
15/6/16



**Proposed by the Chairman, Cllr Pogmore**

**Seconded by Cllr Roberts**

**‘That the quote from Carl Charters to carry out scrub clearance be accepted.’**

**All in favour.**

Item 8 Natural England and NWT – A grant of £500.00 for scrub clearance has now been received from NWT.

Item 9 Village email lists – Angela Faherty and Cllr Agate will discuss this further.

Item 13 Off Fen Wayfinding – A report has been received from Cllr Agate and circulated to the Committee. It was agreed to discuss this later in the meeting under Item 10.

Item 11 Website – The Clerk will arrange for the remaining minutes to be posted on the website as soon as possible.

#### **5. Financial report**

Angela Faherty presented an overview of the accounts to date.

Angela Faherty advised that a letter had just been received from Barclays Bank regarding the savings account. She will report back at the next meeting.

The Committee agreed that surplus pages at the back of bank statements were not required and did not need to be kept/filed.

#### **6. Budget – 2015/2016**

Figures were circulated to the Committee before the meeting. There was now an update to be made and so it was agreed to circulate revised figures and to attach them to the minutes (*Appendix 2*).

#### **7. Budget 2016/2017**

Figures were circulated to the Committee before the meeting. There was now an update to be made and so it was agreed to circulate revised figures and to attach them to the minutes (*Appendix 3*).

It was noted that the revised figures need to be with Boughton Parish Council’s Responsible Finance Officer by the end of March 2016.

#### **8. Winter work and working parties**

There had been seven successful working parties of volunteers carrying out work on the Fen over the winter months. The Chairman thanked everyone involved and confirmed that there was one further working party planned for the coming weekend.

*MP* 15/6/16



There followed a discussion about managing water levels. Natural England have been surveying the Fen and monitoring water levels. There may be further surveys carried out in the near future. The Environment Agency monitor water levels in the dip wells.

#### 9. Spring/Summer work

It was agreed that cutting on the wildlife walk would be carried out this spring.

The Committee agreed that it was best to decide on summer work required on the Fen at the next Boughton Fen Committee meeting because by May it will be more apparent what needs to be done.

Cllr Cooper volunteered to look after the Meadow Rue plants.

#### 10. Stringside path and banks

Cllr Agate was unable to attend the meeting and had submitted a report detailing his thoughts opinions and suggestions regarding various items on the agenda. The report was circulated to the Committee before the meeting and was discussed.

- With regards to the quote obtained by Cllr Agate for cutting along Stringside Path, clarification is needed to understand exactly what parts of Stringside Path are included in the quote. As this is a wildlife habitat, any changes to cutting will require the permission of Natural England. It was noted that working parties have cut the path area in the past and could do so again. Health and safety is of prime concern to the Committee.

**Proposed by Cllr Roberts**

**Seconded by the Chairman, Cllr Pogmore**

**‘That the Committee ask Natural England for their approval to run an additional path, 1.2m wide, parallel to the bank top along Stringside Drain for approximately 500m south from Otter Bridge to where the path descends from the banktop’**

**All in favour.**

- It was agreed that decisions regarding the finger post at Bell Corner should be made by Boughton Parish Council and not the Boughton Fen Committee.
- Signage needs to be discussed further.
- It was confirmed that Stringside bank is designed to leak. The weir controls water levels:- water builds up in winter and this enables levels to be maintained in the summer. This plan has been approved by the Environment Agency.
- The Committee agreed to consider installing a second weir if needed. If agreed by the Committee it is hoped that permission will be given. The Lloyds Bank money may be considered for this purpose.

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15/6/16



**11. Work records**

At a meeting with Diane Monsey of Natural England, she requested drawings recording works carried out on the Fen during 2015-16 to give a picture of what had been achieved. Up until now there has been no requirement to do this, but all agreed that it would be good practice going forwards. The Chairman, Cllr Pogmore has received "blank" maps from Diane Monsey for this purpose and is going to look at work records and begin to put the information together.

**12. Committee membership**

This item was not discussed and will be added to the agenda of the next Boughton Parish Council meeting.

**Date of next meeting**

This will be set at the next Boughton Parish Council meeting.

The Chairman thanked everyone for attending and closed the meeting at 8.50pm.

*MP*  
15/6/16



**Appendix 1**

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

**ALL**

<b>Number</b>	<b>Group</b>	<b>Action</b>	<b>Date rec'd</b>	<b>Complete by</b>	<b>Status</b>
1	All	Consider and decide on Fen summer work requirements	18.03.16	Discuss at next meeting	New

**DAVID COOPER**

<b>Number</b>	<b>Group</b>	<b>Action</b>	<b>Date rec'd</b>	<b>Complete by</b>	<b>Status</b>
1	DC & ID	Health and Safety documents review – chase contractors for their documents		30.04.16	Ongoing

**IAN DAVIS**

<b>Number</b>	<b>Group</b>	<b>Action</b>	<b>Date rec'd</b>	<b>Complete by</b>	<b>Status</b>
1	DC & ID	Health and Safety documents review – chase contractors for their documents		30.04.16	Ongoing

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### ANGELA FAHERTY

Number	Group	Action	Date rec'd	Complete by	Status
1		Discuss village email list with Cllr Agate	18.03.16	Next meeting	New
2		Report on letter from Barclays Bank regarding the savings account	18.03.16	Next meeting	New

### MARK POGMORE

Number	Group	Action	Date rec'd	Complete by	Status
1		Ask Natural England for their approval to run an additional path, 1.2m wide, parallel to the bank top along Stringside Drain for approximately 500m south from Otter Bridge to where the path descends from the banktop	18.03.16	Next meeting	New
2		Work records – Check work records to enable the recording of work carried out on the Fen over 2015-16 (use maps)	18.03.16	Next meeting	New
3		Update and circulate revised Budget 2015/2016 figures	18.03.16	ASAP	New
4		Update and circulate revised Budget 2016/2017 figures	18.03.16	ASAP	New

### TOM ROBERTS

Number	Group	Action	Date rec'd	Complete by	Status
1		Deliver signatories form to Barclays Bank	18.03.16	ASAP	New
2		Add Boughton Fen Committee Membership to the next Boughton Parish Council meeting agenda	18.03.16	15.04.16	New

### PAUL SMITH

No current actions.

*mp*  
15/6/16