**Bringsty Common Manorial Court**

**Minutes of the Ordinary Meeting**

**on Wednesday 11th November 2020**

**by Zoom**

**Attendees:**

Catherine Fuller (chair), Tom Fisher (vice-chair), Peter Bridge (treasurer),

Tim Phillips, Graham Chapman, Mike Davis, Kirsty Udall, Jenny Creek (clerk)

 Sally Knowles (Whitbourne Parish Council ),

Cllr. Nigel Shaw (ward councillor)

Martin Roche was absent from the meeting

1. **Apologies for absence**

Derek Brookes

1. **Minutes of the meeting of 8th September 2020**

Approved.

1. **Chair’s report - Catherine Fuller (CF)**

CF welcomed Kirsty Udall to the committee. We still have one vacancy. There was nothing to report that was not covered by the agenda, which she briefly outlined.

1. **Treasurer’s report - Peter Bridge (PB)**

There was nothing to add to the statement of accounts which was circulated prior to the meeting.

We have approximately £26,000 in the bank. As we have no current income, we need to be frugal.

1. **Official Business**
	1. **Election of Chair, Vice-Chair and Treasurer**

The following were re-elected:

Chair: Catherine Fuller

Vice Chair: Tom Fisher

Treasurer: Peter Bridge

* 1. **Co-Options**

Jenny Creek was co-opted and re-appointed as clerk

* 1. **Appointment of auditor for 2020/2021**

Mr David Hunter-Miller Bsc(Hons), PSLCC, MCIHT, Clerk to Brockhampton Group Parish Council, has agreed to continue auditing our accounts

* 1. **Auditor’s report for 2019/20**

See attached document

* 1. **Dates of meetings for 2021**

Ordinary meetings:

Wednesday 10th February 2021

Wednesday 12th May 2021

Wednesday 8th September 2021

Wednesday 10th November 2021

AGM:

Saturday 23rd October 2021

The February meeting will be on Zoom. A decision about the other meetings will be made at that meeting.

1. **Matters Arising and Actions from meeting of 8th September 2020**
2. **40 mph speed limit and enforcement**

CF attended a meeting of Brockhampton parish council, and has also sent a letter to the police and to Herefordshire Council (HC). Brockhampton support the request for a 40 mph speed limit and the need for enforcement. The police have agreed to enforce the current limit of 50 mph but not until the spring unless the situation requires it, which is acceptable. Whitbourne Parish Council (WPC) also support the enforcement but not the 40 mph limit. WPC will be asked to reconsider in light of serious accidents and risks to residents, visitors and animals.

 Action: Sally Knowles to feedback to next meeting of WPC

1. **fire risk assessment**

The letter was sent to HC requesting commission of a fire risk assessment. The council have replied that this is being considered. We have been asked if we would pay half the cost. CF has reminded them of our financial situation.

This item is ongoing.

 Action: Jenny to include this on February agenda

1. **money raising ideas**

The following ideas were put forward:

1. notices by parking areas asking for donations.

This was expanded to include flyers to be placed under windscreen wipers on cars. After discussion it was agreed that the best way to collect any donations would be electronically. Kirsty and Graham offered to look into this. Mike agreed to draft the wording of the notices. It was also suggested that flyers at the Live & Let Live could be useful

 Action: Mike to draft wording for notices Action: Kirsty and Graham to decide how to collect donations

1. sponsorship from businesses.

It was felt that larger companies should be targeted first.

 Action: Tom and Graham to identify options to take this forward.

1. HC has offered to look at disposal options of the common either freehold or leasehold to another organisation, as a possible solution to longer term funding and care of the common. It was agreed to explore concerns and benefits further, prior to wider consultation if a workable option.

 Action: Jenny to include this on February agenda

1. Funding from HC

Discussion of potential funding is ongoing with HC

1. **dog control notices**

Extra notices have been put up, specifically with regard to dog fouling. It will be monitored to see if there is any noticeable improvement.

1. **New Business**
2. **Defibrillator**

The need for a defibrillator for Bringsty was accepted. Various funding options were discussed but before any decision can be taken a suitable site has to be found. The preferred site would be Bringsty Vintage Living, and Mike offered to talk to them. Other options are the disused phone box by the forge or at the pub.

 Action: Mike to approach to BVL

1. **Brockhampton Neighbourhood Development plan**

CF has circulated the main document to all the committee. Comments need to be submitted to the Brockhampton group by 6/12/20. As well as possible sites for development it mentions the desire to maintain the rural nature of the area and the need for conservation. The plan is also in favour of traffic control measures. Cllr Shaw briefly explained the purpose of neighbourhood plans.

Cllr Shaw also mentioned that Whitbourne are in the process of amending their plan. Sally Knowles will pass on details when available.

1. **Conservation Group**

The revised draft terms of reference for the group had been circulated. There were no further comments and they were unanimously accepted as follows:

*The Conservation Group is a sub-committee of Bringsty Common Manorial Court (BCMC) with the purpose of enhancing bio-diversity and CO2 reduction on the Common in line with the wider Manorial Court’s mission statement.*

*Its steering group will consist of no more than 5 elected members from the Manorial Court. The group may engage with interested individuals and experts (as they see fit ) in order to formulate conservation plans and co-ordinate conservation work-party activities for Bringsty Common, subject to the prior approval of BCMC.*

A variety of wild flowers have been grown from seed and have been recently planted out. This is a very cost effective way of producing plants. A list of winter jobs has been made with possible dates and will be sent to the clerk for circulation. Mike Davis asked for our insurance details to ensure any work is covered. CF will forward these to him. Graham Chapman has approached Makita to donate tools. Mike hopes to grow a lot more plants for next year.

The steering group will be Tom Fisher, Mike Davis, Graham Chapman, Catherine Fuller and Jenny Creek. This will be reviewed annually. Non-members of BCMC can join a wider reference group but will not have a vote.

 Actions: CF to forward insurance details to Mike

 Mike to send winter jobs schedule to Jenny for circulation

 Jenny to circulate schedule

1. **Parish Reports**
	1. **Ward Councillor - Nigel Shaw (NS)**
* There has been a suspected outbreak of avian flu (H5N8) near Leominster. There is an exclusion zone in place. Any sick or dead birds should be reported to DEFRA (03459 335577).
* Covid-19 cases continue downwards in Herefordshire.
* Permission for the bus shelter is still awaited from DEFRA
* Gigaclear are still active and issues are being addressed.
	1. **Brockhampton (no current representative)**
	2. **Whitbourne – Sally Knowles**
* a new piece of pavement is being installed opposite the shop and the road reduced in width slightly
* The Wheatsheaf is up for sale as a pub
* The final planning application for a wedding venue at Crumplebury has been turned down. Sally thanked Cllr Shaw for his assistance with this.

CF thanked Sally for her input to the committee.

1. **AOB**
* Tim Phillips said that his neighbour in Midsummer cottage has asked for permission to move some rubble from outside his property. There were no objections so he will be informed he can go ahead provided the rubble is not dumped elsewhere on the common.
* Cllr Shaw has initiated litter picking on the common and has the relevant equipment. Contact him if anyone wishes to do some more litter clearance or to arrange an organised litter pick once Covid restrictions are eased.

There was no further business to discuss.

 David Hunter-Miller

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6th October 2020

**Independent Auditor’s Report to the members of Bringsty Common Manorial Court**

I hereby certify that I have examined the accounting records for the period 1st August 2019 to 31st July 2020 and have made enquiries as deemed appropriate.

In my opinion the systems of internal control are adequate for the purpose intended and there are no further matters to be brought to your attention.

Mr David Hunter-Miller Bsc(Hons), PSLCC, MCIHT

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