**Bringsty Common Manorial Court**

**Minutes of the Ordinary Meeting**

**on Wednesday 15th September 2022**

**by Zoom**

**Attendees:**

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

Jenny Creek (clerk), Niall Waller, Kirsty Udall

 Sally Knowles (Whitbourne Parish Council)

Cllr. Nigel Shaw (ward councillor)

Paul Lack (Whitbourne resident)

1. **Apologies for absence**

Tim Phillips

1. **Minutes of the meeting of 11th May 2022**

Approved.

1. **Questions and comments from the public**

None

1. **Chair’s report - Catherine Fuller**

The Chair had nothing to report additional to agenda items.

1. **Treasurer’s report - Peter Bridge**

There has been no expenditure apart from one small bill from the Chair for the cost of Zoom meetings.

The money from Hereford council is now in the account.

It has been suggested that we should change our bank from Lloyds to Unity Trust bank which specialises in accounts from small organisations. The Chair suggested that Peter should circulate details of this bank to the committee for perusal.

**ACTION**: Circulate details of Unity Trust bank to the committee **Peter**

1. **Matters Arising and Actions from meeting of 11th May 2022**
	1. **Electronic accounting progress report**

There has been difficulty in setting this up which is currently ongoing. Niall volunteered to help Peter to resolve the problems. It is important that we have good access to the accounts as we will be required to present details of expenditure to Hereford council.

* 1. **Draft welcome pack**

Paul Lack has been involved with producing a draft welcome pack for Whitbourne. This is attractive to BCMC because a good proportion of the common is in Whitbourne parish and much of the content would be relevant. It could be augmented to make it relevant to the common, for instance the inclusion of the byelaws and the rules for residents regarding the need for permission, or not, to do work around properties. Niall suggested that the welcome pack should be digitally available. Whitbourne are intending to set up a website where it will be included. It is intended that it will also be available in printed form for delivery in person to new residents.

The meeting agreed that Nigel Shaw should work together with Paul Lack towards providing a welcome pack which includes both Whitbourne and Bringsty common.

**ACTION**: work on welcome pack with Whitbourne **Nigel**

* 1. **Website**
1. History of the common

We have received a script from Angus Winchester from the University of Lancaster who has written a book on the history of commons.

1. Generic email addresses

After discussion it was agreed that generic email addresses would be set up for Chair, vice-Chair, Treasurer and Clerk. These would be published in the Commoner as well as on the website.

**ACTION:** Set up the generic addresses **Niall**

The Chair thanked Niall for all his work on the website. There have been several positive comments about it.

* 1. **Woodland Management Plan progress**

There has been no progress with the RPA. Despite having a definitive acceptance from them dated 7/12/21, they are now insisting on further information. Helen Beale (Hereford District Council) has now become involved but the agency will only deal with Tom Fisher as the designated contact. The amount of money concerned is not great so it may not be worth pursuing, but then there would be no work done on the woodland. We are still awaiting a reply from RPA.

The Chair thanked Tom for all the work he has done on this so far.

**ACTION**: Include on the agenda for the next meeting. **Jenny/Tom**

* 1. **Plant a tree for the Jubilee plaque**

The committee unanimously agreed to the placement of a plaque. Cathy will talk to Tim Phillips to get this organised.

**ACTION:** Contact Tim **Catherine/Tim**

1. **Platinum Jubilee celebrations review**

Catherine reviewed the various activities that took place and thanked everyone who was involved. The event was a great success and we were able to make a donation of £828 to humanitarian aid for Ukrainian refugees. Our grateful thanks go to Whitbourne and Brockhampton parish councils who supported the event with donations and help, and also to local businesses who donated prizes for the raffle.

Catherine also suggested that we do a ‘lessons learnt’ report for use at any future events.

**ACTION**: get comments from everyone for inclusion in the report **Catherine**

1. **New Business**
	1. **AGM planning**
2. Speaker

Nigel has arranged for David Swallow, who is a specialist in dealing with wildfires, to give a talk at the AGM. It will be necessary to change the date set for the AGM as he is unavailable on 22nd October. *Subsequent to the meeting it was agreed that the AGM would be on Thursday 24th November 2022. This will be at 7.30 p.m. in Whitbourne village hall. The following ordinary meeting will be on Tuesday 29th November by Zoom*.

Nigel will check with the speaker as to whether he will need any equipment for his talk

**ACTION**: change the booking of the village hall to the new date **Jenny**

**ACTION:** check with speaker about equipment requirements **Nigel**

1. Refreshments

It was agreed that we should provide refreshments, as in the past. A resolution was passed that the expenditure for this should not exceed £150 including wine. Catherine volunteered to take charge of providing the refreshment. Jenny offered to help with preparation. This was accepted. Kirsty and Nigel offered to be in charge of setting out the refreshments.

It was agreed that would ask for donations to defray the costs.

**ACTIONS**: Preparations for AGM **Catherine/Jenny/Kirsty**

* 1. **Hereford council funding**

The funding has been received. This is for bracken control over a minimum period of 3 years. There are certain conditions attached to this funding, the details of which have already been circulated. It is stipulated that it is to enable wild flower recovery with cutting taking place twice a year. We are required to provide Hereford council with detailed accounts of our actions.

The use of the bracken bruiser was discussed. It was agreed that we would trial it on a specific area following Environment Agency guidelines and keep a photographic record of the results each year. A plan will be drawn up detailing everything to be done. Catherine and Jenny will work on this. This will determine whether there will be sufficient funds to carry on beyond 3 years.

**ACTION**: create a plan for the work **Catherine/Jenny**

* 1. **Biodiversity management/planting**

A proposal has been made for planting trees on the Linley Green side of the common. Local residents have been notified. All comments so far received have been positive. Notifications will also be put on the notice boards and on Facebook. Catherine asked Niall to mention it on the website.

**ACTION:** Put up notices on notice boards and Facebook,

 contact nearby residents **Catherine**

**ACTION:** include on website **Niall**

Provided there are no objections after these actions, Mike Davis will be informed to proceed.

**ACTION:** Notify conservation group **Catherine**

Some trees and shrubs have been cut down outside the permitted area of 10 metres around a property without notifying the Manorial Court. The committee was asked for their reaction. After discussion it was agreed that permission should be sought for any work outside the designated area. Residents need to be made aware of this so it will be added to the Guidelines for Residents.

**ACTION:** Update the Guidelines **Nigel**

* 1. **BCMC posts for next year**

Catherine reminded the committee that she will be stepping down from the Chair at the AGM. Jenny has also signalled her intention to resign as Clerk. The committee was asked if anyone was interested in the positions.

**ACTION:** Contact Chair if interested **All**

* 1. **Dog mess on Jubilee**

A resident has complained about the amount of dog mess on the Jubilee and suggested we put up large notices by the car parking area. This was discussed together with the issue of dog control and it was agreed that notices should be put up. Commercially created notices are available so a resolution was passed that we will spend a maximum of £50 to purchase these. Nigel offered to do this and put them up. It was noted that the most effective control is to challenge people.

**ACTION:** Purchase and install notices **Nigel**

* 1. **Permission for planting tree/ashes**

A request was received by Helen Beale, and forwarded to us, for permission to plant an oak tree in an area which is grassland. We have concerns about the details of this request and feel we would need to discuss them in person with the requestor. Will we inform Helen Beale of our reservations.

**ACTION:** write to Helen Beale **Nigel**

1. **Parish Reports**
	1. **Ward Councillor - Nigel Shaw (NS)**

Nothing to report

* 1. **Brockhampton (no current representative)**
	2. **Whitbourne – Sally Knowles**

Toby Stevenson, the new PCSO based at Bromyard, attended the recent parish meeting. He outlined a scheme for a community speed watch and he would be pleased to talk to BCMC about this. He also mentioned the smart water scheme. There will be a talk about this soon. We will be informed of the date and time when known.

There have been a couple of break-ins in the Badley Wood area.

There is an issue with planning permission for three properties on the Linley Green road. This is likely to be ongoing for some time.

There is strong feeling in the village about the dilapidated state of the Wheatsheaf. Hereford council are fully aware of the issues. They have been in contact with the owner.

There was no further business so the meeting was closed.

**The Bringsty Common Manorial Court AGM** will be on Thursday 24th November 2022 at 7.30 p.m. in Whitbourne village hall.

 Speaker- National lead on advice on wild fires to the Fire Brigade.

The next ordinary meeting will be on Tuesday 29th November 2022 at 7.30 p.m. by Zoom