

Minutes of a Meeting of Ilketshall St Andrew and St John Land Management Company Ltd. at St John's Hall 7th January 2020 at 7 p.m.

Present: Tim Basey-Fisher (T B-F) (Chairman)
John Bedwell (JB) (Secretary)
Rod Apps (RA)
Roo Lee (RL)
Chris Roberts (CR)

1. Welcome and Apologies

1.1 The Chairman welcomed everybody. Gerald Godfrey (GG) sent his apologies.

2. Minutes of the Meeting of 14th October 2019

2.1 The minutes of the meeting of 14th October 2019 were agreed and signed by the Chairman.

3. Matter Arising not elsewhere covered in the Agenda

3.1 There were no matters arising.

4. Finance

4.1 The current financial position showed total funds of £72994. Since the last Board meeting the 2019 BPS payment of £7244 and the 2019 HLS payment of £5836 had been received. There had been outgoings of £284 for the Company's insurance and £15 for hire of the Village Hall for a Commoner's Association (CA) meeting.

4.2 Cheques were signed for:

- a) LE. & R.N. Andrews and Sons for various works (£2277)
- b) J. Bedwell for Bird Seed (£60)

4.3 A change of signatories form was signed for the second HTB bond. This bond matures on 2nd April and it was agreed that the proceeds should be re-invested.

4.4 There was discussion about the LMC investing in the stock market. It was agreed that a sum of £10,000 should be ear-marked for this purpose, the question being how and where such an investment should be made. RA agreed to investigate further and it was thought that any action taken should have the endorsement of a financial expert. Rather than keep a large sum of money in the current account, some could be switched into the Santander easy access account. **Action: RA**

5. Winter Program

5.1 Since the last meeting, the flailing and hedge cutting programme had been completed but work on the wetland area on Little Common had not been carried out because of the high water level.

5.2 Further winter work will include:

- a) clearing of fallen trees along Great Common Lane
- b) clearing overhangs at Beck's Green
- c) widening of the path by English Cottage

Action: CR

5.3 The overflow pipe at English Cottage pond had become displaced and was currently too high. T B-F will attend to it and at the same time will see Ms Zeitlin regarding the disputed ownership of the land close to the pond. In addition, the front of the pond will be flailed. **Action: T B-F**

5.4 It was agreed that a further three benches should be installed, one at Mill Common, one at the north-east side of Great Common and one at the north-west corner of Great Common. **Action: CR**

5.5 Arrangements will be made to dig a ditch alongside Mrs Hall's property to prevent access on to Blacksmith's Common by vehicles. **Action: CR**

6. LMC Governance

6.1 The Draft Management Plan (DMP) written by RA had been previously agreed. It has been circulated to the Commoner's Association for their comments, they are to meet at the end of January, and has been presented to the Parish Council. All residents will receive a flyer publicising the AGM and in the same flyer will be directed to the LMC website, hopefully available by the end of January, where they will be able to access the DMP and provide their comments.

- 6.2 It was agreed that amendments to the existing constitution will be considered at the next Board meeting in the light of the response to the request by both the CA and the Parish Council for nominees to the LMC for the next year.
- 6.3 RA had discussed the proposed website with TIAGRACE who needed decisions on a number of issues:
- a) domain name to be ilketshallcommons.co.uk
 - b) there would be no logo at present
 - c) the website will include pictures of the commons provided by **CR**
 - d) a narrative for the first page will be written by **RA**
 - e) the website will contain the names of the Board members together with a bio for each and a group photograph
 - f) there will be an LMC e-mail address which will be monitored by **RA**
 - g) there will be a privacy policy statement, **RL** will provide that of the NHS
 - h) there will be a cookies banner
 - i) there will be no contact form
 - j) the font of the website will match that of the information boards
 - k) 50% of the cost will be paid upfront

It was agreed to pay the Information Commissioners Office (ICO) a data protection fee as the website will contain names and maybe other personal information. **Action: JB**

7. Problems

- 7.1 T B-F and RA will endeavour to see Keith Palmer about the alleged encroachment at Blacksmith's Common. **Action: T B-F, RA**
- 7.2 T B-F will meet with Ms Zeitlin to discuss her claim to ownership of the area around the pond. **Action: T B-F**
- 7.3 GG will provide soil for the Blacksmith's depression. **Action: GG**

8. AGM

8.1 The AGM will be held on Monday 17th February 2020 at 7 p.m. for 7.30 p.m.

8.2 The agenda will be:

1. Welcome
2. Chairman's Report
3. Approval of the Accounts
4. Report of Works on the Commons

There will then be a raffle (CR to buy the prizes) followed by an Open Meeting to discuss the DMP. The comments by both the CA and Parishioners will be noted to enable the final version of the Management Plan to be produced.

9. Any Other Business

- 9.1 The Village Hall website contains a document giving the history of the commons plus some incorrect information about the LMC. CR will ask Phil Griffith to delete this document and replace it with a link to the new LMC website. **Action: CR**

10. Date of the Next Meeting

10.1 The date of the next Board meeting will be on 24th February 2020 at 7pm at St John's Hall

There being no other business, the Chairman closed the meeting at 22.28 hours.

J Bedwell
11th January 2020