

# Minutes of Management Committee of Charney Hall & Field Trust

## Virtual Zoom meeting 14<sup>th</sup> October 2020 at 6.30 pm.

### Present

#### Trustees

Lucy Gildersleeves (Chair)	St. Peter's PCC representative
David Sibbert (Vice Chair)	History Group representative
Christine Trotman (Treasurer)	Village College representative
Annabel Brown (Secretary)	Elected Village representative
Neil Dobson	Table Tennis representative
Mary Castle	Parish Council representative
Evelyn Campbell	Parish Council representative

#### Apologies

David Jones	Elected Village representative
Philippa McRobert	Elected Village representative
Peter Busby	Woodland Project Officer
Bruce Royan	Field Safety Officer

1. Apologies for absence as above. A memo was read out from Peter Busby explaining that he would not be able to be involved with CHAFT until at least the New Year due to his convalescence. He expressed his thanks to Trustees for the progress on the Tree Project and especially to Lucy for her help and support as this is her last meeting as Chair. The committee were very pleased to hear of Peter's progress and wish him well in the next few months as he recovers.
2. Declaration of Interests – None
3. Approval of Minutes  
Minutes of the First Meeting of the Management Committee held in Virtual Zoom on 31<sup>st</sup> August 2020 were approved.
4. Matters Arising from the Minutes
  - a) Data audit – This has now been completed.
  - b) Gazebos – David Sibbert reported that one gazebo had been retained and one donated to the Abingdon Riding for the Disabled Group. The third gazebo has been kept for spare parts.
  - c) 'The Essential Trustee' Poster is printed and ready to be displayed. Action LG
  - d) The Updated Document Retention Policy was approved with thanks to Christine.
  - e) The Key Register has been updated as 3 keys have been returned and 2 issued to Neil and Annabel. All key holders have completed keyholder agreement forms which can be accessed along with the register on Google Docs.
  - f) Lucy has begun to give some consideration to the recruitment of a Fund-Raising Volunteer. Action LG
  - g) Reporting to the Parish Council- The Committee agreed to trialing sending the Draft Minutes to the Parish Council once the Chair had read them. If a complex issue arose then a separate report may be needed. Action AB

## 5. Financial Report

This had been circulated to all Trustees on 5<sup>th</sup> October.

Christine noted that the Insurance Premium had now been paid and other expenditure included the cost of the materials needed for the re-staining of the play area fencing. Very little income is being made from hiring the Hall at present.

Tuesday Pilates and Table Tennis being the only groups using the Hall at present. Neil asked whether it was the organisers or clients preferring not to use it. Christine said it was a mixture. The Monday Pilates Teacher wanted to organize a return but only one member of the group was interested and so this was not viable. The Wednesday and Thursday Pilates Tutor preferred to use Zoom. The Vale Islanders are not able to continue at present as the dancing is a contact sport and the Coffee Morning are not happy to return.

Neil noted that there are Table Tennis Clubs from the Abingdon Area who are looking for a venue and wondered if he should suggest the use of the Hall to them. This could involve between 4 and 8 players. There was some discussion about the safety versus the financial benefits. Christine explained that the fees are £10 per hour for regular use and £20 per hour for a single occasion. Village groups are charged £5 per hour. A committee member would be needed to attend the first time a new group used the Hall to ensure that the Covid19 secure protocols were properly complied with. It was agreed that any new users could be invited to apply and asked to complete a risk assessment and a judgement could be reached after receiving this.

### a) Account Signatories- to be amended as follows:

HSBC David Sibbert, Christine Trotman, Annabel Brown, Mary Castle & Philippa McRobert.

United Trust Bank David Sibbert, Christine Trotman, Annabel Brown & Mary Castle.

### b) Signing Instructions- to be any two of listed persons to sign.

## 6. Hall Update

Christine reported that the Venue check-in QR Code is in place on the external door and also on the internal door (for use in the dark evenings). Brian Trotman carried out repairs on the Front Door and painted both sets of entrance doors. However, the Facia Boards are peeling and in need of painting as this will need use of tall ladders a contractor is needed. It was agreed that this would be sensible and that 2 quotes would be necessary. Action CT

The Trustees thanked Brian for his work on the doors.

Neil reported that the Table Tennis Club had purchased some LED bulbs to improve the lighting in the main hall and these would be installed on a trial basis.

### a) It was agreed that Christine should go ahead with setting up Amazon Smile for the benefit of the Hall Funds. This would allow a donation of 0.5% of eligible purchases. Action CT

## 7. Field Update

### a) Play Bark – David Sibbert reported that new bark and membrane is needed rather than merely topping up the old bark. This would incur a cost of £1300 rather than £1000 previously quoted less the £250 CLET grant for the bark. The area has been weeded and raked over and will be safely usable until the spring. There has been a suggestion that the bark area surrounding the slide, wobbly bridge complex could be considerably reduced as it was designed for the previous larger piece of equipment. This would reduce the amount of bark needed. It would also provide an opportunity to replace the timber frame which needs maintenance. Some discussion occurred concerning how big the bark area needs to be. It was decided to ask Bruce

Royan to do some research on his in this role of Field Safety Officer. Action DS/BR

- b) Rabbit Problem has been put on hold during the tree work but it was decided a notice bringing the danger of tripping to the attention of villagers would be useful. Perhaps some other notices could now be removed to avoid overload. Action LG
- c) Re-staining of the Play Area Fencing has been completed with thanks to the 15 volunteers. Many thanks to Mark Ritchie who purchased and applied the Bright paint to complete the gates which mark the entrances/exits to the Play Area making their position clear for anxious or vulnerable children and adults.
- d) Bridle Path/Footpath Closures- these occurred several times in August and September (documented in Further Information sheet). The Parish Council has agreed to pay half of £780 cost of removing a dangerous branch on 23<sup>rd</sup> August. We may not receive a bill for the branches removed by O.C.C. who were very accommodating about the closures necessary caused by further dangerous branches in the weeks before the contractors arrived to start the fell.

#### 8. Woodland Project

- a) The Trustees agreed the following summary of recent events.
  - At the Zoom meeting on 18<sup>th</sup> September, 2020, Trustees were asked to vote by email on three options for progressing the woodland project (the three options are recorded in the note of that meeting)
  - The vote (by email) was 7 votes for Option Two (fell + stump grind + spraying) and 2 votes for Option One (fell + ecoplugs).
  - Subsequently, on the 21<sup>st</sup> September, 2020, David Roberts signed off a CHAFT statement on the Charney Field Renovation Project and a set of associated frequently asked questions (FAQ) This was a conditional requirement imposed by the Parish Council as part of their promise to part fund the project.
  - The statement was subsequently made public via the village email system and linked to the FAQ posted on the village website.
- b) Progress on the felling of the Aspens including the storage of timber, risk assessments undertaken.

EJM undertook the felling on behalf of WWM. Before the fell they identified areas of concern taking particular care of 'Community planted trees' and the minimisation of the loss of lower tree growth. They had to remove brushwood from several areas in order to use their machinery effectively. It is thought that this will regenerate in a couple of years.

Care was taken not to churn up the Bridle Path with their machinery using a route to across the field and then the grass track to the Buckland Road which has caused some deep tyre marks.

The initial chippings were removed from the site but the rest from the Aspen branches and leaves have been retained to spread on muddy areas of the Bridle Path and possibly in the tractor tracks. These are stored in large heaps which are steaming but not likely to spontaneously combust.

Jez from WWM advises that the chippings are not spread in the areas where the whips are likely to be planted or on the tractor tracks for the time being but just on the Bridleway.

The timber has been stored on land owned by Richard Cox and should be removed by mid-November. Mr. Cox has requested a donation to a family cancer charity of £100 per month for this service. Christine thinks that a Charity cannot donate to another a charity. Therefore, it may be necessary

for CHAFT to provide a cheque to Mr. Cox who could then donate it to the charity. She will research this. Action CT

There is no definite date for Stump Grinding. It is hoped it will occur within a month and definitely before Christmas. A different contractor is being employed by WWM for this purpose with appropriate machinery. It should only take one day.

Trustees wondered if any payments were expected since the fell had been completed but since we are contracted to WWM they are expected to pay their individual contractors. Payment is likely to be requested after the Stump Grinding. It was suggested that a proportion of the fee be withheld until after the spraying is completed.

- c) David Jones was pleased in the way the felling had been handled by EJM. Banksmen were actually not used fully for the whole period but it was felt that the one Banksman who was available during the latter part of the fell was able to position himself to keep a good view of the Bridle Path. A risk assessment had been carried out by Jez from WWM a week before the fell and EJM did a further one before the starting work. CHAFT trustees also flagged up items. A nest of wild bees was missed during this process being located in a trunk. Fortunately, they have been relocated onto Lucy's land where they are retreating into hibernation mode.

- d) Woodland Renovation Project- Next Steps  
David Sibbert introduced the Discussion Document which was circulated to Trustees on 8<sup>th</sup> October along with the updated Agenda. It suggests a way forward once the aspens had been felled, the stumps ground out and the woodland area mulched. It asks Trustees to give their initial consideration to the formation of a project team with draft terms of reference.

It was agreed that:

- A copy of the Discussion Document should be forwarded to the Parish Council for their consideration. Action AB
- Expressions of interest will be sought from village representatives via Charney Chatter (with paragraph 5 of the Discussion Document being used as the basis of explaining the purpose of the project team).
- Specialist advice will be sought as necessary. Our main contractor had offered free advice and contact will be made with local expert, Anna Moffatt, who has already been approached on an informal basis by Peter Busby.
- Formal approval to the formation of the project team and its terms of reference will be sought at the December meeting of the Management Committee.

9. M.O.U. Representation – It was agreed that David Sibbert, Neil and Lucy would represent CHAFT at the next meeting. Lucy would send out a Doodle Poll for November to agree a date. Action LG

10. Questions from the Public – No questions or queries from the public have been received either through the CHAFT email account or directly to individual trustees. Lucy had received no responses to 'Charney Field Woodland Renovation Project' published in Charney Chatter on 22<sup>nd</sup> September 2020.

11. The next meeting will be held on 9<sup>th</sup> December 2020 at 6.30pm.

12. A.O.B.  
None

Meeting closed at 8.20 pm

Minutes Submitted by A.J. Brown 18.10.20  
Approved by