

HAUGHLEY PARISH COUNCIL MEETING

Minutes of the Virtual Gallowsfield Wood Committee Meeting held on

Friday 8th January 2021 via VIDEOCONFERENCING

Present (by Video):	Geoffrey Kay, Bill Green, Terry Stopher, Heidi Franklin, Denise Winder, Lyndsey Harvey, Gerald Brown (chairman) Jo Ling, David Evans
1.	To receive and consider apologies for absence: Richard Stacey and Judy Thomson.
2.	To receive Councillors' Declarations of Interest: None.
3.	To receive any written requests for dispensations: None received.
4.	To note and approve the minutes of the Meeting of 10th November 2020 (as circulated) and to agree that delegated authority be given to the Chair to sign the minutes outside of the meeting: It was agreed that the minutes could be signed.
5.	Public Forum: None.
6.	<p>To consider proposed working party due to be held Saturday 16th January</p> <p>1. To consider and if thought appropriate approve pre working party planning meeting with Gary Battell, Suffolk County Council Woodland Advisor</p> <p>This was postponed due to the Covid restrictions. It was agreed that JL would reschedule the meeting with the Tree Officer when Covid restrictions permit.</p> <p>2. To consider proposals for working party</p> <p>It was decided not to proceed with the working party due to Covid restrictions but reconsider the matter when Covid restrictions permit.</p>
7.	<p>To note completion of the shelter building. Noted. AGREED that no permanent walls would be erected but hooks to be placed for hanging tarps in bad weather</p> <p>ACTION LS, HF, DW to install hooks</p> <p>ACTION GB to thank Rachel Eburne for help in securing funds</p>

Signed Chairman:

Date:

8.	<p>To receive a report on the progress of the pond.</p> <p>TS to complete planning for a pond towards the top right hand section of the wood, near to the run off pond from A14.</p> <p>Discussion included the need for suitable fencing and the possibility of it being a boggy area rather than a pond. No conclusion was reached as to preferred options.</p> <p>ACTION GB to contact P.C. insurance company for clarification of insurance issues over installing a pond in a public area.</p>
9.	<p>To consider progress on the reinstatement of the owl box</p> <p>The committee thanked TS for mending and reinstalling owl box.</p>
10.	<p>To consider further grass cutting proposals: The Chairman reported that the Parish Council had considered the grass cutting proposal and they had asked that investigation is made into the working capital of purchasing the grass cutter and consider the cost of insurance, training, health and safety, maintenance and repair of the equipment and a further report is submitted to the council.</p> <p>It was expected that grass cutting would continue to be done by contractors during 2021</p>
11.	<p>To discuss and agree any action relating to unwanted visitors and anti-social behaviour There was nothing to report under this heading.</p>
12.	<p>To receive an update on mapping. There was nothing to report under this heading.</p>
13	<p>To discuss and agree the use of premises by commercial and community undertakers</p> <p>i. Consider request for use of GFW by Haughley Crawfords Primary School. The request was to use the wood 2 sessions per week, Monday, Tuesday or Friday.</p> <p>It was AGREED WildPlay would share the wood on Mondays and Foxglove Montessori would share the wood on Fridays after consultation with headteacher of school to agree areas of activity.</p> <p>ACTION - GB, LH, HF, DW to organise meeting with Rob Francksen, HT at Haughley Crawfords Primary School</p>

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	<p>i. Consider correspondence and request to use part of GFW for BMX</p> <p>BMX group want to use area of woodland for their bike track. There was no agreement on whether this should go ahead. Some committee members opposed the suggestion, others would like more information.</p> <p>ACTION GB to seek a written proposal from the BMX organiser.</p>
14.	<p>To receive an update on the current financial situation</p> <p>The current balance held was about £7,500</p> <p>It was AGREED to spend some money on repairing notice boards and picnic tables.</p> <p>ACTION DE to talk to Richard Coe about this.</p>
15.	<p>To discuss the proposal for a management plan and consider any action:</p> <p>a. First draft Document Management plan - no progress made on this. GB asked for all past plans to be sent to him</p> <p>ACTION GB to share plans with all committee members.</p> <p>All GFW bookings to be via the Google calendar monitored by RS</p> <p>b. Agree specific responsibilities by committee members. The following agreed to lead areas as follows:</p> <p style="padding-left: 40px;">Flora and Fauna - Jo</p> <p style="padding-left: 40px;">Wildlife - TS</p> <p style="padding-left: 40px;">Recreation - HF, DW and LH</p> <p style="padding-left: 40px;">Events bookings - RS</p> <p style="padding-left: 40px;">Toilet - GK</p> <p style="padding-left: 40px;">Website/facebook - JL</p> <p style="padding-left: 40px;">Toilet - GK</p> <p style="padding-left: 40px;">Website/facebook - JL</p> <p>c. To consider proposed additional fire pit location</p> <p>The committee AGREED a proposal from LH, HF and DW to set up an additional fire pit area in the area of the wood adjacent to the field and mound to allow the existing area to rest.</p>

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16.	To note correspondence received, other than as considered as separate agenda items. The committee noted correspondence relating to informal use of GFL. No action required.
17.	Any other business: Litter - TS raised issue of lorry drivers littering from the A14 lay-by. ACTION GB to ask PC clerk to write to SCC Fly tipping adjoining the carpark area by the main entrance discussed. Rubbish has been reported to SCC but has not been removed. ACTION GB to ask clerk if PC has had a response from SCC. JL to ask Rachel Eburne if she can assist.
18	Date of next meeting: It was agreed that meetings would be held on the first Wednesday of the month, bi-monthly starting on 3 rd March 2021
	There being no further business, the meeting was closed at 9.20pm

Signed Chairman:

Date: