

The Minutes of Lambley Reed Pond Group – Committee Meeting held on 11th January 2023 in Lambley Village Hall at 7pm

Attendance:

Peter Muir, Ian Kassell, Sarah Rhodes, Steve Brett, Christine Bridgett, Gina Bajek and Stephen Bird

Apologies

Kim Hogden, Karen Hayter, Julie Gregory, Bonnie Bramwell and Peter Smith

1.0 Minutes of the last meeting, 2<sup>nd</sup> November 2022

The Minutes of the last meeting were agreed as a correct record, subject to clarification in relation Item 2.8, i.e., learning points from the October 2022 volunteering event. It was agreed:

- i) the event lead will ensure that an accident/incident book and a first aid kit is available before any work starts
- ii) the event lead will ensure that the 'on the day' hazard/risk section of the risk assessment is completed to reflect the full extent of the work undertaken.
- iii) in respect of the minor injury sustained by a volunteer during the October event, the relevant risk assessment and will be checked to ensure it was completed and the injury will be correctly documented

Action: Treasurer to co-ordinate (re item iii)

2.0 Matters arising from the previous minutes

2.1 With reference to future meeting minutes; a supplementary sheet would be included to provide an 'at a glance' view of the meeting actions

Action: Secretary

### 3.0 Feedback from The Chair from the last Parish Council Meeting

The Chair attended the meeting on December 19<sup>th</sup>. The feedback was that the Parish Council were supportive of the work by the Lambley Reed Pond Group (LRPG) on the Nature Reserve.

They would still like to see the life station / life buoy re-locating as soon as possible to nearer the pond.

Action: Chair and Treasurer

The Parish Councillors would like the Group to investigate more fund-raising opportunities and events in 2023. One such opportunity tabled was attendance at the Burton Joyce Community Market, the Treasurer will follow up.

Action: Treasurer

The Parish Council confirmed that 50% of the funds raised at the village show in Autumn 2022 will be made available to the Group. There is also a pledge from Councillor Boyd Elliott on behalf of Nottingham County Council. The Treasurer is in discussion with the Parish Clerk, Catriona Saxton in respect of both donations.

Action: Treasurer

### 4.0 Action Plan 2023

The LRPG Action Plan for this year will reviewed and updated at a specific meeting scheduled for 25<sup>th</sup> January 2023. The Chairman will circulate the current version of the Action Plan prior to the meeting and subsequently share the updated Plan with the Parish Council

Action: Chair

### 4.1 Review of the Meadow Sub-Group – Action Plan

Karen Hayter in her absence had provided a very detailed Action Plan including a progress Report regarding the work undertaken in Autumn 2022 and the sub-group's plans for 2023.

The Secretary distributed the report to those at the meeting.

#### 4.2 The Pond Sub-Group – The Pond Report

Sarah Rhodes advised that the report of the assessment of the Reed Pond by Einitial has been received. The report highlights area for focus to improve/enhance the pond, namely, selective thinning of trees around the pond, reed cutting/removal and de-silting of the pond.

The report author recommends that any pond related work should only commence in the Autumn of 2023.

Sarah will circulate a copy of Einitial's report to all Committee members in advance of the Reed Pond sub-group meeting scheduled for 20<sup>th</sup> January where the report will be discussed in detail.

Sarah to provide with Einitial's invoice for payment

Action: Sarah/Reed Pond subgroup members

#### 5.0 Risk Assessments

The completion of a comprehensive Risk Assessment being the top priority for any activity that takes place on the Reserve.

Building on the points minuted under Item 1.0, after further discussion concerning learning from the 'Big Rake Up' it was agreed:

- i) we will better plan for all our activities
- ii) the risk assessment for the event/activity will be dynamic in nature and will fully reflect the extent of the work and any changes e.g., complementing the use of hand tools with machinery and the subsequent changes to the hazards/risks.
- iii) a record should be kept of all people attending an event, the event lead should ensure that all who attend are suitably briefed before they start work
- iv) the event lead will arrange for the completed risk assessments to be uploaded onto the LRPG Gmail account
- v) the Treasurer will ensure that the LRPG Gmail account is uploaded with the latest revision of the risk assessment templates and any completed risk assessments

Action: Event lead/Treasurer (re v) above)

## 6.0 The Treasurers Report

The Treasurer issued an updated statement of Group funds the figure was now 2984.04p

Current expenditure was £134 for meadow seed purchased

Donations: £125 from Councillor Greensmith on behalf of Gedling Borough Council.

A £200 donation from The Woodlark PH from a charity quiz night. Elaine, the proprietor of The Woodlark has offered to host a fund-raising event for the Reed Pond. Christine very kindly offered to contact Elaine to talk about a possible fund-raising event.

Action: Christine Bridgett

The Treasurer has approached several local contractors to obtain quotations for fence repairs at the Nature Reserve. The work will include repair of the wooden gate facing Park Lane.

The Treasurer advised that he hoped to have 2/3 quotations for the work before the next scheduled meeting in late February and for the work to start as soon as possible thereafter.

From the fence survey, adjacent to the main access gate to the Reserve there is an underground electrical service cable. The Treasurer will speak to the Parish Council and National Grid to obtain a utility service map before the fence work starts.

Action: Treasurer

## 7.0 Vacancy for a new Committee Member

A vacancy has arisen for a new Committee Member and Stephen Bird was unanimously elected to the role.

## 8.0 Any Other Business

### 8.1 The Position of the Copper Beech Tree donated by relatives

The proximity of the new tree to the large Ash tree in the North side was concerning several people. However, it was agreed that it should remain there as the relatives had selected the planting position.

### 8.2 Flailing of overhanging vegetation on our boundary with Park Lane

Sarah Rhodes noted that Andy Musson had volunteered to do this work.

Sarah will check with Andy to see this will be done and to remind Andy to invoice the Treasurer for his time and costs.

Action: Sarah Rhodes

### 8.3 Bench positioning on the southern side of the Reserve near the pond.

The ideal location for this bench would be a few metres away from the pond fencing with an open aspect of it. The second bench would be located on the SW side near the footpath. The Chairman will confirm with the Parish Council re installation of the benches

Action: Chair

### 8.4 Light Pruning of Bramble tendrils near the pond.

It was decided that a few members of the group would complete this pruning as there was insufficient work to involve volunteers.

Action: Chair

### 8.5 Requirement for new hedging

There was no requirement this year for any new hedging to be purchased for the Reserve.

### 8.6 Protection of the newly sown meadow areas

The Group did not see any problems with people crossing the sown areas as the bamboo canes and string give sufficient indication. For the fence repairs, the Treasurer will be at the Reserve prior to work starting to advise where the contractor can/cannot go.

Action: Treasurer

#### 8.7 Rotovating Meadows – Invoicing by Andy Musson

The Treasurer had not received an invoice from Andy Musson for the work he and Bob Rennie did on the meadows last Autumn.

Action: Sarah Rhodes to contact Andy Musson

#### 8.8 The Pond Outflow Drainage Ditch

The work to clear the outflow ditch that runs parallel to our boundary and Reed Pond House had been cleared by Mark Shaw and Bonnie Bramwell as their garden was flooding.

This is the Group's responsibility in the Deeds and should be added to the Yearly Action Plan for a Working Party in November.

Action: Chair

#### 8.9 Removal of Treeline Branches near the perimeter of our property and Reed Pond House Garden.

Action: The Treasurer to contact Bonnie Bramwell

#### 8.10 The Minutes: Procedural changes

To enable a more streamlined procedure, the draft meeting minutes will be forwarded by the Secretary to the Chair for review. If the Chair is not available, the minutes will go to the Vice Chair if not the Treasurer. After the minutes have been reviewed, corrected, if necessary, the Secretary will arrange for the minutes to be placed (as previously agreed) on the Lambley Parish Council website. Once they have been posted, the Secretary will e-mail the LRPG to advise that the minutes are available. The e mail will include a 'link' to the website.

Action: Secretary/Chair/Vice Chair/Treasurer

#### 8.11 Reply from STWA to our Freedom of Information Request in October 2022

The Secretary had received a letter today stating that STWA would answer our concerns relating to the catchment flow of the pond in 2022 within 20 days.

9.0 Dates of future Meetings

9.1 Reed Pond Sub-Committee to meet on Friday 20<sup>th</sup> January at 7pm.

9.2 Committee members to review/update the Action Plan 2023 on Wednesday 25<sup>th</sup> January at The Village Hall, Lambley at 7pm

9.3 The next General Meeting open to all our members will be on Wednesday 22<sup>nd</sup> February at The Village Hall, Lambley at 7pm

9.4 A General Meeting will be held on Wednesday 29<sup>th</sup> March at 7pm in The Village Hall, Lambley

## Summary of Actions

<b>Date</b>	<b>Item Number</b>	<b>Action</b>	<b>Action owner</b>	<b>Target date</b>	<b>Status/comments</b>
11/01/2023	1.0	Coordinate re the RA/accident book entry from Oct volunteering event	Treasurer	Next mtg	Open
11/01/2023	2.1	Meeting minutes to include a summary of actions	Secretary	Next mtg	Open
11/01/2023	3.0	Reposition RP life buoy station	Chair and Treasurer	Next mtg	Open
11/01/2023	3.0	BJCM – fund raising opportunity	Treasurer	Next mtg	Open
11/01/2023	3.0	LRPG donations	Treasurer	Next mtg	Open
11/01/2023	4.0	Circulate current version of the LRPG action plan	Chair	20 <sup>th</sup> January	Open
11/01/2023	4.0	Update the Parish Council with the revised LRPG Action Plan	Chair	Next Parish Council mtg	Open
11/01/2023	4.2	Issue Einitial's report	Sarah	18 <sup>th</sup> January	Open
11/01/2023	4.2	Submit Einitial's invoice for payment	Sarah	18 <sup>th</sup> January	Open
11/01/2023	4.2	Review Einitial's report and develop outline plan	RP subgroup	Next mtg	Open
11/01/2023	5.0	Gmail account to host Risk Assessments	Treasurer	Next mtg	Open
11/01/2023	6.0	Possible fund-raising event at The Woodlark	Christine	Next mtg	Open
11/01/2023	6.0	Contact Parish Council re map of the utility services at the Nature Reserve	Treasurer	20 <sup>th</sup> January	Open



11/01/2023	8.2	Discuss with Andy M. re overhanging vegetation	Sarah	Next mtg	Open
11/01/2023	8.3	Installation of benches	Chair	Next mtg	Open
11/01/2023	8.4	Pruning of brambles	Chair	Next mtg	Open
11/01/2023	8.6	Fencing contractors – RP access	Treasurer	31 <sup>st</sup> March	Open
11/01/2023	8.7	Andy M. invoicing	Sarah	20 <sup>th</sup> January	Open
11/01/2023	8.8	RP outflow ditch – include in the Action Plan	Chair	25 <sup>th</sup> January	Open
11/01/2023	8.9	Removal of fallen branches	Treasurer	20 <sup>th</sup> January	Open
11/01/2023	8.10	Meeting minutes – procedural changes	LRPG Officers	Next mtg	Open