COLESHILL PARISH COUNCIL

Meeting of the Common Management sub-committee

On Tuesday 4th April 2023 in the Village Hall, Barrack Hill, Coleshill at 7.00 pm.

AGENDA

1. **Apologises for Absence**

2. **Articles of Association**

3. **Committee Members**
4. **Councillor Representative Vacancy**
5. **Matters Arising -**

DEMOCRATIC PERIOD- Parishioners` questions and comments.

6. **Volunteer work parties –** Risk Assessment
   - Recruitment
   - Record of attendees

7. **Action plan 2023 for Common & Pond**

8. **Finance -Quotes for work**
   - **Budget for 23/24**
   - **Grant applications**
   - **Reimbursement of expenditure**

9. **Plans for Public participation events inc. Wildlife Explorer Day**

10. **Next meeting date 14th November 2023 - Coleshill Village Hall**

Coleshill Common Management Committee
Articles of Association 2023

(Est' 1992)

1. Purpose

Under the jurisdiction of Coleshill Parish Council (CPC), the Coleshill Common Management Committee (CMC) shall manage Coleshill Common (including the village pond) for the protection and conservation of its flora, fauna and wildlife for the benefit and pleasure of the village and its villagers.

2. Composition

The CMC shall comprise of:

2.1 Two designated parish councillors should be agreed by the Parish Council, one of whom shall be nominated as Chair of the CMC, plus five residents of Coleshill, by invitation of the CMC Chair, one of whom will act as Secretary to the committee.

2.2 The Chair may regularly review the composition of the committee from time to time, and at least every two years, and may change the membership of the committee.

2.3 For the purposes of decision-making, four members, one of whom must be a parish councillor, shall constitute a quorum of a properly convened meeting.

3. Method

3.1 Decisions taken by the CMC shall be by consensus. Should voting be required on any issue, it shall be by show of hands, the Chair having a further casting vote.

3.2 The CMC may invite and take advice from representatives of appropriate outside organisations and from villagers or non-villagers with special knowledge or assistance to offer. If thought advisable, any such may temporarily be co-opted to the committee, though without executive or voting power.

3.3 The CMC shall prepare a Strategic Plan for Coleshill Common that shall be submitted to the Parish Council for its approval in principle. Thereafter, the plan may be updated from time to time as necessary. All changes to the plan must be approved by the CPC before being implemented.

3.4 Every November, the CMC will prepare an Activity Plan that explains the work that will be undertaken to manage Coleshill Common during the following financial year (April to March).

3.5 The CMC shall meet as circumstances demand, but not less than two times a year which should include the months of February & November. Meetings should be held in the village hall, with villagers invited to attend.

3.6 Minutes will be kept of all meetings by the CMC Secretary and circulated to the committee. Once agreed they should be sent to the Clerk of the Parish

Council within 14 days for publication. The Minutes will be presented to the Parish Council at the next full meeting for approval and signed by the CMC Chair as a true record of the meeting. The Minutes will then be filed with the Parish Council minutes as a public record.

3.7 A summary of decisions and actions taken shall be published regularly in the village newsletter by the CMC Secretary.

3.8 Minutes of meetings will be published on the village website.

4. Volunteering

4.1 The Committee should be active in encouraging villagers to take part in work parties organised by the CMC.

4.2 Volunteers should receive Health & Safety briefings at the start of each work party. A record of the names of those taking part should be sent to the clerk after each work party event.

5. Finance

5.1 The CMC are required to submit an Annual fully costed Budget to CPC which details the sums estimated to be required to deliver the proposed Activity Plan for the following financial year, no later than 1st December[1].

5.2 The CMC Budget, once approved by CPC, will be submitted to Buckinghamshire Council in December each year, by the clerk.

5.3 CMC may accept grants and donations from external organisations, provided that any conditions attached to such funds are acceptable to, and approved by, CPC in advance.

5.4 The CMC must obtain written quotes from suppliers in compliance with CPC procurement policy.

5.5 The CMC should check that all supplier invoices and receipts match the sums detailed in the approved Annual Budget before sending them to the Clerk. Invoices and receipts should be sent no later than 30 days after the date of works or purchase.

[1] Note: It is the responsibility of the Clerk of the Parish Council to submit the Approved CMC Budget to Buckinghamshire Council each year, and the budget allocated to the CMC is at their discretion.

Coleshill Common Management Committee Action Plan for 2023

		SPRING	TASKS	WORK PARTIES	
When	What	How	Whom	Cost	Completed
TUESDAY 3rd JANUARY	FINISH THE SCALLOPING	CHAINSAW, BRUSHCUTTERS, LOPPERS, HAND SAWS	CHILTERN RANGERS AND COLESHILL VOLUNTEERS 7 IN ALL	£350	FINISHED NOW
WEDNESDAY 18TH JANUARY	WHEATSHEAF PATH	USING UP THE REMAINING PATH LAYING MATERIALS. USING HAND TOOLS	THE TRUST FOR CONSERVATION VOLUNTEERS PLUS VILLAGE VOLUNTEERS.	NIL	COMPLETED TCV's INVOLVEMENT. NOTE: WE HAVE UNUSED MATERIALS
TUESDAY 7TH FEBRUARY	CLEARING THE PATH TO THE MUSHROOM TREE AND AROUND IT	MOSTLY HAND TOOLS AND MAYBE A BURHSCUTTER	COMMITTEE MEMBERS AND VILLAGE VOLUNTEERS	NIL	COMPLETED
SATURDAY 18th FEBRUARY	LANDSCAPE THE AREA AROUND THE PICNIC TABLE MAKING IT MORE USER FRIENDLY ESPECIALLY FOR CHILDREN	MOSTLY HAND TOOLS AS A MORE SOCIAL WORK PARTY EVENT	MEMBERS OF COLESHILL MANAGEMENT COMMITTEE AND VILLAGE VOLUNTEERS.	NIL	COMPLETED
TUESDAY FEBRUARY 28TH MAY NEED TO BE POSTPONED UNTIL AFTER VISIT FROM BUCKS SMALL MAMMALS GROUP HAS ASSESSED IT FOR HARVEST	CLEAR VEGETATION BEHIND THE JUBILEE BENCH TO OPEN UP THE VIEW OF THE COMMON FROM WINDMILL HILL	HAND TOOLS AND MAYBE BRUSHCUTTERS	QUITE A LARGE TASK. MEMBERS OF COLESHILL MANAGEMENT COMMITTEE AND VILLAGE VOLUNTEERS. WE MAY ASK FOR VOLUNTEERS FROM TCV'S 'GREEN GYM'. COST TO BE REQUESTED. OR. CHILTERN RANGERS AS GREEN GYM NOT ON WEDNESDAYS	?	COMPLETED

Coleshill Common Management Committee Action Plan for 2023

MOUSE SURVEY					
TUESDAY 14TH MARCH	CLEAR THE BANK ALONGSIDE BARRACKS HILL	PROBABLY HAND TOOLS	COLESHILL MANAGEMENT COMMITTEE PLUS ANY VILLAGE VOLUNTEERS	NIL	COMPLETED
END	**OF**	**SPRING**	**TASKS**		

		SUMMER	**ACTIVITIES**		
ONCE UKPN HAVE RELAYED ELECTRIC CABLE	PLAN THE LAYOUT OF THE CHALK HILL CORNER IN READINESS	THIS DEPENDS UPON THE PLAN DESIGNED	SIMILARLY RELATED		
DATE TO BE SET YET	SPRING CUT OF THE COMMON GRASSLAND AND PRISE OUT BRAMBLES	TRACTOR AND VOLUNTEERS	CHILTERN RANGERS	£567	
NO PARTICULAR DATES SET AS YET	ONGOING PATH CLEARANCES AND OTHER MAINTENANCE TASKS AS THEY ARE NOTED				
THIS COULD BE ANYTIME IN EARLY SPRING	**PLANTING SOME WILD PRUNUS TREES FOR FRUIT**				

Coleshill Common Management Committee Action Plan for 2023

	POSSIBILITIES	SUMMER TASKS	AND EVENTS	TO BE	PLANNED
	BUSHCRAFT DAY				
	PICNIC DAY				
	FAMILIES WILDLIFE EXPLORER DAY				
	HEDGEHOG SURVEY PRESTWOOD NATURAL HISTORY SOCIETY				
	BATS				
	MOTHS				
	VISIT TO APPRAISE THE COMMON FOR SMALL MAMAL SURVEY		Dr. KRISTIN THOMPSON OF THE BUCKINGHAMSHIRE MAMMAL GROUP		
	AUTUMN GRASSCUT	TRACTOR	CHILTERN RANGERS	£567	
	SUMMER VERGE-CUT		RNC	£560	
	AUTUMN VERGE-CUT		RNC	£560	
	WILLOWS WORK			£1500	
	ANNUAL TREE SURVEY				
NO DATES YET	**POND MAINTENANCE**	THIS DEPENDS UPON THE CONDITION OF THE POND IN RELATION TO THE WEATHER	DEPENDING UPON THE WORK AND THE RESPONSZE FROM VILLAGE VOLUNTEERS WE WILL BE USING HAND TOOLS TO BE SYMPATHETIC TO THE WILDLIFE IN THE POND AT THE TIME	**SEE VILLAGE POND MANAGEMENT ARTICLES OF ASSOCIATION**	

mmunity Group Task Risk Assessment

te: **OLESHILL COMMON** **cluding the VILLAGE POND**	**Task:**	**Work Party leader:**	**Date:**
te Postcode & Grid Ref:	**Nearest A&E:** **Stoke Mandeville Hospital**	**Attendees at required First Aid Level (name, level:** **Graham Thorne**	
mergency services meeting oint: **heatsheaf Path**	**Type of site access:** Pedestrian 2WD 4WD Air	**Location of strong mobile signal:**	

easonably foreseeable azards with potential for arm. dd specific details	**Who's at risk**	**Precautions** to reduce risk level	**Risk level** (see above) after precautions have been taken – adjust as necessary	**Applies to this work party** (tick)	**Group told** (tick)
ips trips or falls resulting **injury**	Work party participants	Sturdy footwear must be worn and care taken on slippery and uneven ground. Pond banks may be slippery especially after rain. Access to the water to be limited to within 'wellie' depth. At least two adult workers to be present.	Unlikely x Harmful **Slight**		
xhaustion due to olonged activity.	Work Party participants	Enforce regular breaks and advise participants to moderate their activities, and caution against over exertion.	Unlikely x Slight Harm **Minor**		
uts, abrasions, uncture wounds, nettle ings	Work Party participants	Make participants aware of hazards and provision of First Aid equipment and trained individuals.	Likely x Slight Harm **Minor**		
tes or stings	Work Party participants	Make participants aware of hazards and provision of First Aid equipment and trained	Likely x Slight Harm **Minor**		

		individuals. Anyone having an allergy to bites or stings must inform the organiser			
xtreme weather creating g. **heat exhaustion or ypothermia**	Work Party participants	Caution all participants against over exertion. Wear protective clothing. Provide drinking water and hot drinks. Take regular breaks.	Unlikely x Harmful **Slight**		
yme disease from ticks rried by stock or wild imals	Work party participants	Ensure all participants are aware of risks from ticks, know how to self- examine and find & remove ticks (twist with tweezers, ensuring all bits of the animal are gone). If a ring shaped rash appears around the bite site within 4 weeks, go to GP and say "a tick bit me".	Unlikely x Harmful **Slight**		
eil's disease contracted om infected water	Work Party participants	Make participants aware of the risk. Cover any open wounds and avoid contact with potentially contaminated areas. Workers are advised to wash hands after pond work because of the possibility of Weil's Disease.	Unlikely x Harmful **Slight**		
tomach upset from acteria in dog faeces	Work Party participants	Wear gloves if likely to come in contact with faeces. Wash hands before eating.	Unlikely x Harmful **Slight**		
jury from use of hand ols (specify which):	Work Party participants Members of the public	Provide a talk on correct use and provide protective equipment/clothing as appropriate. Check all tools for damage. Maintain safe working distances. Safety signs warning of work	Likely x Harmful **Moderate**		

jury –strains & pinched kin from manual handling heavy items	Work Party participants	Avoid carrying loads with extended arms/reach especially when lifting heavy items in/out of trailers -get close to object. Move small amounts at a time and seek help if necessary. Heavy objects (e.g. larger logs) should be lifted by two people.	Unlikely x harmful = **Slight**		
dverse reaction to ommon irritant and oisonous plants such as: arrot family (stem hairs), acken, hemlock, berries, ngi, spurges/euphorbia nd other latex producing ants	Work Party participants	Do not work in bracken dominated areas in July/August/September unless wearing protective clothing and a mask. Do not eat fungi, berries or other plant material. Wash hands after handling such material.	Likely x slight harm = **Slight**		
jury from cut material	Work Party participants	Workers should keep well away from a strimmer in use as debris may be thrown some distance. The operator must wear ear and eye protection and is responsible for the safety of nearby workers.	Unlikely x harmful = **Slight**		
jury from tree-felling & orking on trees near ower lines	Work party participants	Cease work in high winds. During felling spectators must keep away by twice the height of the tree. Trees containing deadwood in the canopy are a hazard, especially if a nearby tree is being felled Great care must be taken when cutting trees near overhead lines. Where contact of the line from a tree is possible, the work must be abandoned.	Unlikely x Slight Harm **Minor**		
jury from smoke halation	Work party participants	Bonfires should be kept to a minimum for health and environmental reasons. This may mean alternative disposal of cuttings where	Likely x slight harm = **Slight**		

		possible. Volunteers should work upwind of the smoke.			
ury whilst work being dertaken	Members of the public	Consideration be given to members of the public with a warning sign at either end of the work area Hazard tape to be used to segregate where dangerous tools (strimmer, hand saws) are being used.	Unlikely x harmful = **Slight**		

PE required –
rst Aid Kit; Appropriate signage

Risk Level	Slight harm	harmful	very harmful
Unlikely	Minor	Slight	Moderate
Likely	Slight	Moderate	Substantial
Very likely	Moderate	Substantial	Intolerable

her information
sure that Emergency Contact Details are carried in the field and are accessible in case of need.
Work Party members should be asked to provide information about Medical Conditions that may make them higher risk.
s form must be discussed on the day and participants must sign it to confirm their awareness of risks and their presence on the day.
neral good hygiene practice must be encouraged.
at to do in the case of a serious accident or incident (e.g. RIDDOR reportable)

mediate action:
1. Assess the situation – ensure you are safe.
2. Deal with safety of others and any casualty.
3. Contact emergency services (999 or 111).

Immediate aftermath:
1. Write notes on what has happened and take photos if possible
2. Complete accident form.
3. Ensure next of kin contacted as appropriate
4. Complete incident / near miss form