

**MINUTES OF THE MEETING OF GREAT SOMERFORD FREE GARDEN TRUSTEES HELD ON  
ZOOM ON MONDAY 25<sup>th</sup> JANUARY 2021 AT 19.30 HRS.**

**PRESENT:** Trustees S. Mansfield-Chairman, H. Cole, S. Binstead, M. Griffiths, A. Gravell, C. Blount, F. Hyde, M. Hourigan.

**IN ATTENDANCE:** T. Chapman

**MINUTES**

1	<b>Apologies for Absence.</b>  None – all present
2	<b>Minutes</b>  It was proposed by Dave Butcher and seconded by Chris Blount that the Minutes of the previous Trustees meeting held on 11 <sup>th</sup> January 2021 be adopted as a true record. This was approved unanimously; the minutes were then signed by the chairman as a true record.
3	<b>Draft CIO</b>  It was proposed by Chris Blount and seconded by Alicky Gravell that the five individuals recommended by the Parish Council ( <i>viz</i> Steve Mansfield, Dave Butcher, Sarah Binstead, Fuchsia Hyde and Merial Griffiths) form the first five trustees on the new CIO. This was approved unanimously.  It was proposed by Sarah Binstead and seconded by Mel Hourigan that those five names be added to the Draft CIO Constitution and it should then be forwarded to the Charity Commission to start the process of incorporation. This was approved unanimously.
4	<b>Land Transfer</b>  Awaiting feedback from Forresters and Awdry Bailey & Douglas
5	<b>Boundary between Free Gardens and Backhouse Development at Broadfield Farm</b>  The arboriculturists report received from Backhouse looked rather ‘preliminary’ and made no mention of Ash Die-Back. The Chair had contacted Backhouse to ask for more information and was informed that they would be sending their application to the Council soon and offered to copy the Chair with the same information. They also said they intend to start tree works on 8 <sup>th</sup> February. It was commented that this timescale was rather optimistic – Hector Cole offered to contact the relevant department in Wiltshire council to find out if they have received any communication from Backhouse and to find out what, if any, permission they need to fell as it is suspected the land on which the house are being built is not in the conservation area.  Backhouse have said they will erect a post-and-rail fence along the border between the Free Gardens and the development site (in the position where our marker posts are situated. Concern was expressed about how ditch maintenance would be carried out as there is no room for machinery to access the ditch from the Broadfield Farm side. One member stated that any such fence should be on the Broadfield Farm side of the ditch as is common practice. Chair to liaise further with Backhouse
6	<b>Business Continuity</b>  Concern had been expressed at the previous Free Gardens meeting that if, for any reason, (e.g. following PC elections) a trustee with particular skills and knowledge could no longer be a trustee, how would we proceed. The chair explained that the trustees of the CIO can appoint volunteers to take on specific roles for the CIO and attend and report at their meetings – this would, of course, enable the Trust to continue to enjoy the expertise of individuals in such circumstances.

7	<p><b>Tenancy Renewals</b></p> <p>Mel Hourigan has updated the tenancy forms such that they can be authorised by any Trustee and has included a new Privacy Notice. As Mel will not be a trustee of the CIO, a new tenant administrator will be required – Fuchsia Hyde offered to take over at least part of this role. Also, as the new CIO is unlikely to be incorporated before the current leases need to be renewed it was suggested that the existing tenants be informed that, because of the difficult conditions imposed by COVID, the existing agreements be extended to the Summer when new leases will be granted – the finish date of which shall be as though they were granted at the usual time to maintain the traditional leasing periods</p> <p>It was agreed that the new CIO will need to have a policy regarding tenancies for non-residents of Great Somerford instead of the laissez-fair (and unconstitutional) situation which exists at the present.</p>
8	<p><b>Maintenance</b></p> <p>Normally the hedgerow bordering the Dauntsey road would have been cut by now. If it is to be done it must be before the end of February. Cllr Sturgis has done this in the past – Dave Butcher offered to contact him about it – however, we may have to find an alternative as Cllr Sturgis cannot continue to do this for ever.</p>
9	<p><b>Items for the next agenda.</b></p> <p>It was agreed that the Trustees should make a report at the next Annual Parish Meeting – this would also form the basis of information to be made public about the new CIO; however, it is likely that, if it goes ahead at all, the APM would be ‘virtual’. To be discussed at next meeting</p> <p>The next meeting may be at 7.30pm on Monday 8<sup>th</sup> February – this is not definite but depends on what progress has been made with the CIO</p>
10	<p><b>Letter from Parishioner</b></p> <p>The Chair offered to reply to a second letter from a concerned parishioner.</p>

S.T. Mansfield 22/2/21