

DRAFT

MINUTES OF ANNUAL MEETING OF THE ACTON FIELD TRUST HELD AT 7 P.M. ON WEDNESDAY 28TH MAY 2025

IN THE SMALL COMMITTEE ROOM, ACTON VILLAGE HALL

Present: Chair: Christine Johnson, Treasurer: Nick Antill, Secretary: Jenny Antill, Julie Black, Barry Caradine, John Gibbens and 2 members of the public

1. **Welcome** by the Chairman
2. **The minutes** of the meeting of Acton Field Trust held on Tuesday 11th March 2025 were agreed as a true record and signed by the Chairman
3. **Appointment of officers.** The following were appointed as officers of the trust; Chairman, Christine Johnson, Treasurer, Nick Antill, Secretary, Jenny Antill
4. **Apologies for absence:** None received
5. **Declarations of interest:** None received

ADJOURNMENT for Public Forum. Issues raised included the marked increase in local wildlife, including slow worms, deer and badgers, perching poles for birds, and plans to cut sections of the field one at a time.

6. **Field Maintenance.**

- 6.(i)(a) It was agreed to carry out a picus test on the oak tree adjacent to 19 Gotsfield Close at a cost of £400. CJ to contact Suffolk Tree Services.
- 6.(i)(b) Agreed Creative Scapes be asked to carry out sapling clearance at £350.00 per day plus £50 for rubbish clearance with an estimated maximum time of no more than five days' work and a report to be made to CJ after three days. CJ to arrange. An informal site meeting will be held in September to mark the trees to be retained. A quote is to be requested for clearing brambles. CJ to request.
- 6.(i)(c) Agreed Lee Martin at LM Groundcare to be asked to supply and erect a 6"x6"x8' oak post and to install 2 benches (wood supplied by J Purser) for £318.00 JA to accept and instruct company to liaise with JB. JA to send thanks to J Purser for his supply of wood and to notify him that a contractor will be installing the benches.
6. (ii) Deferred to Item 9
6. (iii) A letter is to be written to surveyor at BTS tree cutters working on behalf of UK Power Networks to complain about accessing Acton Field Trust property without proper notification. CJ to provide contact name to JA for letter.
6. (iv) Suffolk Wildlife Trust's recommendation that rotational cutting of the field is carried out was noted. This means dividing the field into designated areas to be cut in turn. Other areas will be cut as required. JG to draw up a grid and agreed policy for the future. A plan is also needed for hedge cutting.

6.(v) JB to arrange signage for fixed point camera cradle when appropriate.

7. Administration.

7 (a) It was agreed that JA would send approved minutes to JG for inclusion on the Acton Field Trust website. An additional agenda item 'Future agenda items' is to be added to future agendas of the trust.

7. (b) **Protocol for payments for goods.** It was agreed that purchases up to £500 could be agreed between meetings if authorised by both the Chairman and Treasurer. Expenditure above £500 must be agreed at a meeting.

All requests for payment/reimbursement must be sent to the Chairman and Treasurer for approval and the Treasurer will instruct the Clerk to the Parish Council to set up payment by bank transfer.

All requests must be supported by a written estimate, invoice or receipt emailed to the Treasurer. It is the Treasurer's responsibility to satisfy any audit process after the year end. Invoices should be addressed to Acton Field Trust

8. Purchases No items had been purchased other than as previously authorised.

9. Correspondence .

Letter to landowners adjacent to the field. At the last meeting it was agreed to send a letter to adjacent landowners with regard to access etc to the field. However, this having been overtaken by subsequent events, in advance of this, at the current meeting, it was agreed to send a letter to the owner of 19 Gotsfield Close, pointing out that they or their employees have no legal right of access onto the field, and that to prevent future encroachment it is the intention of the Trust to erect a post and wire fence, properly to delineate the boundary. It will also be pointed out that part of the field has been close mown and that a bonfire has been lit there without permission.

Subsequent to this a general letter is to be written by JA on behalf of the Chairman, to all adjacent landowners (some 20 in all) requesting them not to create means of access from their own property onto the field and to use the three recognised entrances when carrying out maintenance to their own vegetation. They are also to be asked to avoid dumping garden waste onto the field, in part to avoid the introduction of non-native species.

10. Treasurer's Report

NA reported that there had been very little activity during the year to date, with total expenditure of £194.43, slightly reducing the cash balance to £4,329.62. He added that the Trust is due to be paid a quarterly dividend from Schroders at end of May to a sum that he estimates to be around £940.

11. Date of next meeting. JA to circulate dates in early August for both a field meeting (late August) and committee meeting (early September.)

The meeting closed at 8.25pm.

Jennifer Antill
Secretary.