



EYNSHAM PARISH COUNCIL

Fishponds Committee meeting
in the Bartholomew Room at 6.30pm
on Tuesday 30 January 2018

MINUTES

Present: Cllr Sue Osborne (Committee Chairman), Cllr Richard Andrews, Cllr Gordon Beach, Cllr Andrew Bickley, Cllr Sue Brown and Cllr Peter Emery.

In attendance: Katherine Doughty, Clerk to the Council and two members of public.

18/F1 Apologies for absence – None.

18/F2 Not present – Cllr Jane Baldwin.

18/F3 Declarations of Interest – None.

18/F4 To review the minutes of the last meeting of the 17 October 2017 – It was noted that the minutes were approved at the Full Council meeting in October. The minutes were reviewed.

18/F5 Public Participation – Residents of a property that adjoins the northern boundary of the Fishponds advised that a digger will be on site creating a pond (in the event that concern is raised by members of the public).

18/F6 To review income, expenditure against budget – Financial information was reviewed.

18/F7 To review RoSPA's Water Risk Assessment and prioritise actions as necessary –

RoSPA Recommendation	Committee Notes
1. The maintenance plan should include for safe working practices on steep side slopes by water. Also, include for regular checking of the drainpipes.	Information is to be added to the schedule for volunteer work and a health & safety risk assessment for the Fishponds is to be drafted by Cllr Andrews.
2. Communicate with staff and visitors on the use and function of the water bodies and that they will have more water in at peak times, and that they are not play features. This can be included on an information board at the site entrances.	Water warning notices are already present. Clerk is to investigate additional 'deep water and steep banks' signs for display at the site entrances.
3. If life buoys are to be provided they should be checked regularly. Ensure they have instructions for use, emergency contact details (including address and postcode) and floating ropes to enable retrieval.	Refer to next agenda item.
4. Maintain long dense grass on the pond banking and encourage additional marginal planting at the south edge of the pond to deter access to the water's edge	Iris was considered for planting around the pond edge. Committee is to consider alternative options.
5. Clear out drain, where culverted under footpath to east of site.	Task was completed by volunteers.
6. Undertake repairs to the two boardwalks to prevent injuries.	Boardwalk repairs have been completed.
7. Plant up exposed edges of the brook, especially at top of steep drops into the brook and where the edge is within 1m of the bank.	To be assessed and considered.

8. Ensure annual monitoring and evaluation of the risk assessment and controls. Particularly consider the use of the pond during out of school times and after heavy rain events.	See item 1.
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18/F8 To discuss the need/replacements for the flotation devices and agree actions – To be reviewed following completion of pond and channel clearance work.

18/F9 To review James Gillies Review & Recommendation Report and recommend actions to Full Council – Following a review of the area, it was recommended that (1) the inlet channel is restored by removing silt and vegetation to allow water to flow in to the pond. (2) The outflow channel is restored as far as the bridge by removing silt and vegetation to allow water to exit the pond and (3) Duckweed is removed from pond. As Spring is only a few weeks away and damage to nature/wildlife should be minimised as far as possible, it was **RESOLVED** that James Gillies' quote for the above work and a further quote is obtained and considered at the February Full Council meeting.

18/F10 To consider ad hoc work which may need doing on site including siting of a compost heap – It was noted that tree trimming work has been undertaken. It was agreed that a compost heap will be created behind the wildflower meadow which will be used for arisings cut from the wildflower meadow. Clerk is to pursue the repair of the fencing in the car park.

18/F11 To discuss the work schedule for 2017/2018 – The work schedule was reviewed and minor amendments made.

18/F12 To receive an update on the replacement of the picnic bench on Harvey's House Mound – The Clerk reported that the picnic bench was due to be received by 2 February and Ubico will install it shortly thereafter.

18/F13 To discuss the Risk Assessment rota and agree actions – Cllr Osborne will receive completed Risk Assessments in future and forward to the Clerk for filing.

18/F14 To discuss General Data Protection Act requirements and agree actions – Clerk is to seek volunteer's consent to hold and forward personal data to the Council's insurers.

18/F15 Date of next meeting – 19 June 2018 at 7.30pm.

The meeting closed at 7.30pm