

Minutes of LCA Committee Meeting

DATE: Wednesday 14th April, 7.00pm

VENUE: Online via Zoom

PRESENT: Simon Brand, James Burtoft, Megan Dalton, James Freeman, Sarah Garrett, Stephanie Higgins, Rachael Hushon (Chair), Ian Lyons, Michelle Maguire

APOLOGIES: Adam Barnes

Agenda Item	Subject	Action	Who	When
1	Apologies Adam Barnes (Planning update sent to the Chair)			
2	Minutes of last Meeting (13th November 2019) The minutes were accepted as correct – proposed by James F and seconded by Ian			
3	Matters Arising from minutes (not covered by agenda items) i. Summary of committee members' roles & responsibilities for new members – agreed to provide to Sarah after AGM. Simon has already provided details of Secretary role.	Send summary of each committee role to SG	ALL	After AGM
4	Treasurer's Report I. Switching bank accounts – Decision made to remain with RBS as too complicated required to switch – including requiring details of committee members and Trustees. The NatWest branch can be used now there is no local RBS branch available. II. Accounts (to Dec 2020) to be drafted prior to AGM to send with the call out papers. These will be finalised pre the AGM and signed off by AlanCox	Replace Robin Kerr's details with Rachael's Draft Treasurer's Report	SH SH	ASAP By 20 April
5	Membership (i) Current situation – A few new people have joined recently. Steph has c. 20 people to chase for subscriptions. Rachael offered to help with the list and chasing up (ii) Welcome card – This has been designed by James B and printed. Steph holds copies. Committee members are able to obtain any required from Steph to provide directly to any new neighbours.	Go through list and chase individual subscriptions owed Obtain welcome cards from Steph as and when required	SH RH ALL	April
6	Annual Newsletter (i) Printing – James has completed the design; the newsletter is at the printers and arriving at end of this week.			

	(ii) Delivery – Rachael will email the Committee re. delivering printed copies as soon as possible after the AGM call out on 22 nd . It will go to everyone in LCA area (including Winifred’s Lane), whether or not they are members. The electronic versions of the Newsletter will be sent out after this. James B offered to deliver to LPE, James F to Lansdown Crescent, Sarah to where needed.	Email committee to ensure delivery of Newsletter to whole area.	RH	
7	Preparation for LCA AGM on 13 May i) Calling papers for the AGM will be sent out via Steph to members by Thursday 22 nd April to include: Agenda, Minutes of 2020 AGM, Chair’s Report, Treasurer’s Report, Committee member nominations These will be collated by Sarah and copied to Rachael, James F and Simon. Details of the AGM have been provided within the Newsletter rather than a separately printed invitation. ii) AGM agenda items: o Adoption of 2020 minutes o Chair’s Report (RH) o Treasurer’s Report (SH) o Field Report (MM) o Update on Events (MD) o Community projects - o Vote to adopt Treasurer’s Report o Vote on request from Winifred’s Lane resident for the Lane to be incorporated into the Association o Committee member positions to be confirmed iii) Proxy voting – this is being handled by James Freeman. Anyone wishing to provide a vote by proxy will contact James as detailed in the Newsletter section on the AGM	Chair’s Report drafted Other papers collated – including list of nominations and seconding of committee members Final papers sent out to LCA members Requests for Proxy votes to be collated	RH SG SH JF	Done 20 April 22 April
8.	Traffic i) Metal bollard to protect pavement – Rachael is waiting for the Highways Officer to get back to her ii) Footpath to Park Street – Awaiting conversation with Highways Officer to follow up previous request re. a non-slip surface. Unclear at the moment whether or not funds will need to be raised. Section 106 funds available for Somerset Place could not be allocated to the wider community. iii) Pavement adjacent to 16 LPE – James F raised the issue of contractors parking on the pavement and damaging pennant stones (and potentially vaults below) in the same way as on the Crescent. Steph offered to produce temporary laminated signs to put onto a cone on both pavements. James to photograph parking as evidence for Highway Officers re. adding a further metal bollard on LPE pavement.	Further conversation with Highways Officer to progress bollard and footpath issues Produce temporary signs Provide photograph of issue to RH	RH SH JF	Done

9.	<p>LCA Website</p> <p>i) Website maintenance – issues reported by Simon at the last meeting have been resolved and James B can now make any changes and updates. Rachael to supply a list of updates needed.</p> <p>ii) Photos and details of committee members – everyone to email James with updates / changes, including any details regarding length of time lived in LCA area to be changed to year of moving in, as suggested by Michelle, to avoid these quickly going out of date.</p> <p>iii) The Guardian obituary for Marianna Clarke to be put onto the website (Rachael to include in list)</p>	<p>Provide JB with list of required updates</p> <p>Provide / update own details and photo if used</p>	<p>RH</p> <p>ALL</p>	
10.	<p>Data Protection</p> <p>i) Use of LCA emails – Adam has managed to find a way to update these and ensure that all committee member emails are linked to an LCA email address. Rachael to liaise with Adam to ensure emails sent to members from Steph come from her LCA address.</p>	<p>Confirm that committee emails are now linked to LCA addresses and advise re. use</p>	<p>AB</p> <p>RH</p>	
11.	<p>Field and Sheep</p> <p>i) Michelle reported there are lots of new Ewes this year so it should be a bumper year for lambs which will be in the field from May. No major issues to report.</p> <p>ii) Michelle needs an additional key holder in case of any issues while away. James F volunteered to hold key and will pass on to Ian when he leaves the area. Beccy Derry-Evans and Robin Kerr also hold keys.</p> <p>iii) Michelle and Rachael have looked at all the legal documents relating to the land, and consulted a property lawyer following a request from a member re use of the field. LCA was created in a way that means Trustees are responsible for the field and named on the lease. The leasehold is held by Trustees with the very clear purpose of being for grazing only. The field cannot be used for anything else. The committee noted the privilege of having the green space to protect but this also means it cannot be used by local residents. As a result, the previously mooted idea of a Field open day has been shelved.</p>	<p>Michelle to provide James F with a Field key. James to pass on to Ian when he moves from the area</p>	<p>MM</p>	
12.	<p>Litter and community</p> <p>i) Litter rota volunteers – the Newsletter invites members other than the committee to join in the litter rota. Sarah suggested this be a stronger suggestion for a separate ‘LCA Wombles’ group to take responsibility for weekly pick ups. This will be brought up at the AGM agenda (under community project). Colin Dodson at the Council could be asked to provided equipment including bags and litter pickers.</p> <p>ii) Grit / Salt bins – Ian kindly volunteered to continue to manage this once no longer a committee member.</p>	<p>Request to Colin Dodson for litter picking equipment</p> <p>Store bins once grit & salt not needed</p>	<p>RH?</p> <p>IL?</p> <p>SH</p> <p>RH</p>	

