

COGENHOE & WHISTON PARISH COUNCIL

Clerk: Deborah Rush
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Minutes of the meeting of Cogenhoe & Whiston Parish Council-Village Hall Committee held on **Wednesday 16th February 2022, 7.30pm at Cogenhoe & Whiston Village hall, York Avenue, Cogenhoe, NN7 1NB.**

| | |
|------|---|
| 1.22 | Open forum No members of the press or public attended the meeting |
| 2.22 | To receive and accept apologies for absence. Apologies for absence were received and accepted from Cllr Darby & Cllr Goddard Present- Present; Cllr J Bailey, JB (Chairman), Tessa Bailey, TB (Women’s Institute), Cllr Jean Grubb (JG), Paula Foster, Mud Kitchen Café (PF), Maurice Jaynoy, MJ (Cogenhoe Football Club), Elizabeth Packer, EP (Ladies fellowship), MS, James Howes, JH (Cogenhoe Pre-School), Cllr Malcolm Scott (MS) & Paul Knight, PK (Cogenhoe Cricket Club) & the Clerk. |
| 3.22 | To receive any declarations of disclosable pecuniary or non-statutory disclosable interests for items on the agenda. None |
| 4.22 | To sign the minutes of the meeting held on 15th December 2021 The minutes of the meeting held on 15 th December 2021 were signed. |
| 5.22 | Matters arising from previous minutes (for information only) Listed elsewhere |

Finances**Expenditure**

| Village Hall | 16.2.22 | | | | | | |
|--------------|-----------|--------|-------------------|-------------------|-----------|---------|-------------------------|
| Date | | Chq No | Payee | Details | Amount | VAT | Payable under power |
| 15.12.21 | 694237023 | | B Motley | refund pitch fees | £25.00 | | Localism Act 2011 ss1-8 |
| 15.12.21 | 313321009 | | cathedral leasing | hygiene services | £218.30 | £36.38 | Localism Act 2011 ss1-8 |
| 15.12.21 | 485525095 | | Signs & graphics | sign | £28.80 | £4.80 | Localism Act 2011 ss1-8 |
| 19.12.21 | 645750338 | | J Memoli | lights | £2,485.79 | £414.30 | Localism Act 2011 ss1-8 |
| 24.12.21 | | | | wages | £1,112.28 | | Localism Act 2011 ss1-8 |
| 24.12.21 | DDR | | D'Energi | electricity | £678.98 | £113.16 | Localism Act 2011 ss1-8 |
| 31.12.21 | | | Unity Trust | Bank charges | £35.60 | | Localism Act 2011 ss1-8 |
| 5.1.22 | 108628177 | | M Adams | various | £28.93 | | Localism Act 2011 ss1-8 |
| 17.1.22 | 702455991 | | G P Knight | glue / lock etc | £18.77 | | Localism Act 2011 ss1-8 |
| 11.1.22 | DDR | | Plusnet | internet/phone | £22.99 | | Localism Act 2011 ss1-8 |
| 20.1.22 | 711865763 | | M Adams | various | £9.29 | | Localism Act 2011 ss1-8 |
| 20.1.22 | 871678100 | | WNC | refuse costs | £178.75 | | Localism Act 2011 ss1-8 |
| 20.1.22 | 281776221 | | NACRE | membership | £40.00 | | Localism Act 2011 ss1-8 |
| 24.1.22 | DDR | | D'Energi | Electricity | £1,400.30 | £233.38 | Localism Act 2011 ss1-8 |
| 24.1.22 | 462726299 | | K A Clarke | refund deposit | £50.00 | | Localism Act 2011 ss1-8 |
| 28.1.22 | | | | wages | £1,112.28 | | Localism Act 2011 ss1-8 |
| 31.1.22 | | | M Barden | tree work | £190.00 | | Localism Act 2011 ss1-8 |
| 9.2.22 | DDR | | Plusnet | internet/phone | £22.99 | | Localism Act 2011 ss1-8 |
| 16.2.22 | TFR | | PC | Credit card Nov | £365.35 | £44.87 | Localism Act 2011 ss1-8 |
| 16.2.22 | TFR | | PC | Credit card Dec | £357.01 | £61.51 | Localism Act 2011 ss1-8 |

For credit card expenditure see appendix 2

The balance in the current account stands at £9,174.82 when all invoices have been paid.

Balance in Business premium account £4000.00

It was **proposed** and **resolved** that all invoices as listed be paid.

Action Clerk

Income

| | | | | |
|----------|--|--------------------------|-------------------------|-----------|
| 6.12.21 | | Cogenhoe Pre-School | fees | £1,320.00 |
| 7.12.21 | | B S Motley | pitch fees | £25.00 |
| 10.12.21 | | D Marchant dogs | fees | £44.00 |
| 14.12.21 | | Heritage | fees | £28.00 |
| 17.12.21 | | Pre-School | fees | £800.00 |
| 20.12.21 | | Mud Kitchen | Rent & waste | £570.92 |
| 20.12.21 | | B Hilton | pitch hire | £50.00 |
| 23.12.21 | | NDTC | fees | £105.00 |
| 23.12.21 | | Barrett | fees | £33.00 |
| 29.12.21 | | Mannie King Church | fees | £150.00 |
| 31.12.21 | | W James | fees | £150.00 |
| 4.1.22 | | Mud Kitchen | extra hire | £32.00 |
| 4.1.22 | | Mud Kitchen | extra hire | £12.00 |
| 5.1.22 | | Table tennis | casual hire | £8.00 |
| 5.1.22 | | Church coffee 21/12 | fees | £10.00 |
| 5.1.22 | | Lunch 5/1 | fees | £10.00 |
| 5.1.22 | | WI December | fees | £20.00 |
| 5.1.22 | | DM Dogs Dec | fees | £33.00 |
| 5.1.22 | | M Shaw table tennis hire | fees | £12.00 |
| 6.1.22 | | F Johnson | fees | £70.00 |
| 7.1.22 | | I Adcock | fees | £50.00 |
| 10.1.22 | | R Cullingford | fees | £70.00 |
| 14.1.22 | | S A Qureshi | deposit | £50.00 |
| 14.1.22 | | Cash | balance from xmas lunch | £10.90 |
| 14.1.22 | | From PC | xmas lunch | £200.00 |
| 17.1.22 | | K Clarke | fees | £56.00 |
| 19.1.22 | | Mud Kitchen | rent & waste | £570.92 |
| 24.1.22 | | K Johnson | fees 19.2.22 | £71.50 |
| 26.1.22 | | S A Qureshi | fees | £56.00 |
| 26.1.22 | | S K Hawkins | Deposit | £50.00 |
| 26.1.22 | | T Baker | Deposit | £50.00 |
| 26.1.22 | | B Hilton | Pitch fees | £25.00 |
| 1.2.22 | | B Hilton | pitch fees | £50.00 |
| 1.2.22 | | Heritage | fees | £8.00 |
| 2.2.22 | | E packer | fees | £48.00 |
| 2.2.22 | | Cogenhoe Pre-School | fees | £1,188.00 |
| 3.2.22 | | Zozimus drama | fees | £163.75 |
| 7.2.22 | | B Hilton | pitch fees | £50.00 |
| 7.2.22 | | K Lynch | fees | £57.00 |
| 7.2.22 | | A Arvind | fees | £72.00 |
| 7.2.22 | | Northants Dog club | fees | £140.00 |
| 8.2.22 | | A Arvind | deposit (not returned) | £50.00 |
| 8.2.22 | | A Arvind | extra cleaning fee | £50.00 |
| | | | | |
| | | | | |

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| | <p>Bank reconciliation</p> <p>To approve bank reconciliation (checked by Parish Council internal control councillor) (Appendix 1) It was proposed and resolved that this be approved.</p> <p>VAT claim submitted to 31.12.21 of £1505.37 – payment awaited – NOTED</p> |
| 7.22 | <p>Update village hall re-development project - NOTED</p> <p>-RJ Installations chased re half-term completion of works</p> <p>-Current spend £29,170.21 (against budget of £30k) potholes & hinges still to pay for.</p> |
| 8.22 | <p>Play Area / playing field</p> <p>To consider better surface for path from play area to hall – £1862 (materials £1262 + labour £600). It was proposed and resolved that this be approved.</p> <p>Some discussion took place about a muddy area around the gate that also needs paving and broken parts on the downpipes. Clerk to discuss with village handyman. Action Clerk</p> <p>-To consider reversing gate – JB discussed with Sean Foster & Phillip Hollowell JB advised that he was meeting with Phillip Hollowell on the 16th December, update JB Ongoing discussion, JB to chase. Action JB</p> <p>-Play area - NOTED</p> <p>-Annual safety inspection booked for September 2021- report received, some issues over trip hazards / surfacing. Meeting held with Kompan, needs levelling & re seeding but area will need to be closed to do this (next spring).</p> <p>-Gate closure needs adjusting – Caretaker now adjusted this following instruction from Kompan.</p> <p>-New benches installed.</p> <p>-Order placed for moving basketball hoop & installing the thermoplastic track. Will need signage for cricket match days – out of use. PK reported that they already have sufficient signage for this purpose.</p> <p>-To approve community orchard as per plans shown in appendix 4. Expenditure approved by full council 7.2.22 It was proposed and resolved that this be approved subject to clarification that the PC will be responsible for all maintenance going forwards.</p> |

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|-------|---|
| | <p>-Email from resident re mud around Ironstones gate, estate contacted but say it is not their responsibility?</p> <p>It was agreed that this be reported to Street Doctor to clarify ownership. Action Clerk</p> <p>-Email from resident re gaps in fencing being blocked by parked cars so pushchairs can't get in. Temporary notices added.</p> <p>It was agreed that paving the path (as approved above) will provide another entrance into the play area so permanent signs were not needed.</p> <p>-Should we add a 'please remove your boots' sign to rear door area? It was agreed that this would be a good idea, Clerk to order. Action Clerk</p> <p>-JB - suggestion that play area be made a no-smoking area.</p> <p>As no-one thought there was a problem with smoking in the play-area it was agreed that this was not required at this time.</p> <p>Email from Entrust Compliance review for BIFFA grant 22.2.22 – NOTED</p> |
| 9.22 | <p>Hall</p> <p>-Could we take down the curtains at small window (torn)? Now removed- NOTED</p> <p>-Should we install further sanitiser points in hall? Purchased awaiting installation by caretaker - NOTED</p> <p>-New vacuum cleaner needed £169 – received - NOTED</p> <p>-Fire alarm inspection completed 1.2.22 – report awaited - NOTED</p> <p>-Electrical inspection booked for 2/1/22 – failed due to fault in lighting circuit</p> <p>'Issue with Distribution Board 5 lighting circuit. No earth readings on some light fittings. These will need to be located and corrected.'</p> <p>The Clerk reported that further investigations were being organised.</p> |
| 10.22 | <p>Hire Charges</p> <p>Hirers all advised on increased charges.</p> <p>TB - use of kitchen facilities, particularly when using the York room, and any extra cost?</p> <p>The Clerk confirmed that there was no additional cost to use the main hall kitchen for users of the York Room (assuming Mian Hall not in use).</p> |

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| 11.22 | <p>Mud Kitchen Cafe</p> <ul style="list-style-type: none"> -review meeting held re community events / operations -request for socket in cupboard for freezer. Electrician completing sometime w/c 14/2/22 <p>PF asked if the cupboard could be locked? This is not possible as other users need to use the tables from the cupboard. PF expressed concern that the freezer could be turned off if the socket feed comes from the existing lighting circuit in the York Room. Once the new socket is fitted it will come off the Main Hall so that shouldn't be a problem.</p> |
| 12.22 | <p>-Community outreach plans – update from Clerk - NOTED</p> <ul style="list-style-type: none"> -Community xmas lunch huge success -prescription collection service now operating Thursday weekly 11am-12pm & at community lunch. -Community lunch w/c 14/2 moved to Monday 14/2 as Mud Kitchen can't accommodate on 16/2. Fish & Chip lunch organised. |
| 13.22 | <p>-Cricket Club</p> <ul style="list-style-type: none"> -Update re scoring hut <p>PF advised that unfortunately this hadn't been acquired.</p> |
| 14.22 | <p>-Village Hall environmental plan / work</p> <p>It was agreed that the Clerk would ask the electricians if a thermostat could be installed to the York Room heating. Awaiting visit w/c 14/2/22</p> <p>To consider NDEA Energy Performance Certificate report at cost of £450 plus lodgement fee of £50 to inform where we could improve the hall.</p> <p>It was proposed and resolved that this be approved. Action Clerk</p> |

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|-------|---|
| 15.22 | <p>Bookings</p> <p>6 week children's drama class from 6.1.22 + Friday 18/2/22</p> <p>3.1.22 Kinship Party – rebooked for 2023</p> <p>15.1.22 Birthday party</p> <p>22.1.22 Birthday party</p> <p>23.1.22 Birthday party</p> <p>29.1.22 Baby shower</p> <p>7.2.22 Private hire birthday & dance practice (incident occurred reported to police).</p> <p>13.2.22 Farmers market</p> <p>15,16,17 Feb Football course</p> <p>19.2.22 Birthday party</p> <p>6.1.22 Additional dog booking Dougie Marchant</p> <p>18.3.22 Vals Pals Dogs cancelled by us due to auction</p> <p>19.3.22 50/50 Auction</p> <p>20.3.22 Birthday party</p> <p>23.4.22 Cricket re-starts</p> <p>26.3.22 Charity Race Night</p> <p>24.4.22 Birthday party</p> <p>6.5.22 Request from school to use field & toilets for circus event</p> <p>27-28th August Wedding village residents *requested finish time after 10pm It was agreed that this could finish at 11pm.</p> <p>30.11.22 TR3OC</p> <p>20.11.22 Ramblers Association</p> <p>For discussion -</p> <p>Pending enquiries</p> <p>outdoor fitness class Mon, Wed 6.15pm & Sat 9.15am</p> <p>*Request to hang banner prior to launch – Agreed</p> <p>Indoor class Mon / Tues evening & 8am Saturday morning</p> <p>*Request to store 10 x rebound boards 1mx1m - it was agreed that these could be stored in one of the changing rooms.</p> <p>York Room meeting 7-10pm Friday evenings</p> <p>Northampton Model Aero Club</p> <p>*Request for storage 3ft x 2ft x 5ft – it was agreed that a cupboard could go in the rear corridor.</p> |
| 16.22 | <p>Long term development plan for the hall / playing fields</p> <p>2 companies contacted re baffle board costs, quotes awaited -NOTED</p> <p>Suggest painting end of hall as next job?</p> |

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| | <p>It was agreed that this actually needs insulating & plaster boarding, Clerk to obtain quotes.</p> <p style="text-align: right;">Action Clerk</p> |
| 17.22 | <p>Correspondence received</p> <p>Email 5.1.22 resident re vegetation around telephone wires</p> <p>JB agreed to take a look at this.</p> <p style="text-align: right;">Action JB</p> |
| 18.22 | <p>Correspondence issued</p> <p>-NACRE subscription renewed – NOTED</p> |
| 19.22 | <p>Information for the Chairman (no legal decision can be made on this information).</p> <p>PF mentioned that the WiFi isn't working overnight, it transpired that the xmas tree timer had been left in the plug.</p> <p>EP asked about separating the lights & heating controls in the York Room, the Clerk advised that this is being discussed with the electrician.</p> <p>TB was thanked for replanting the flower troughs.</p> |
| 20.22 | <p>Meeting closed & Date of next meeting</p> <p>There being no further business the meeting closed at 8.40pm</p> <p>Date of Next meeting</p> <p>Wednesday 20th April 2022</p> |

Deborah Rush

Deborah Rush
Parish Clerk 17.2.22

Appendix 1

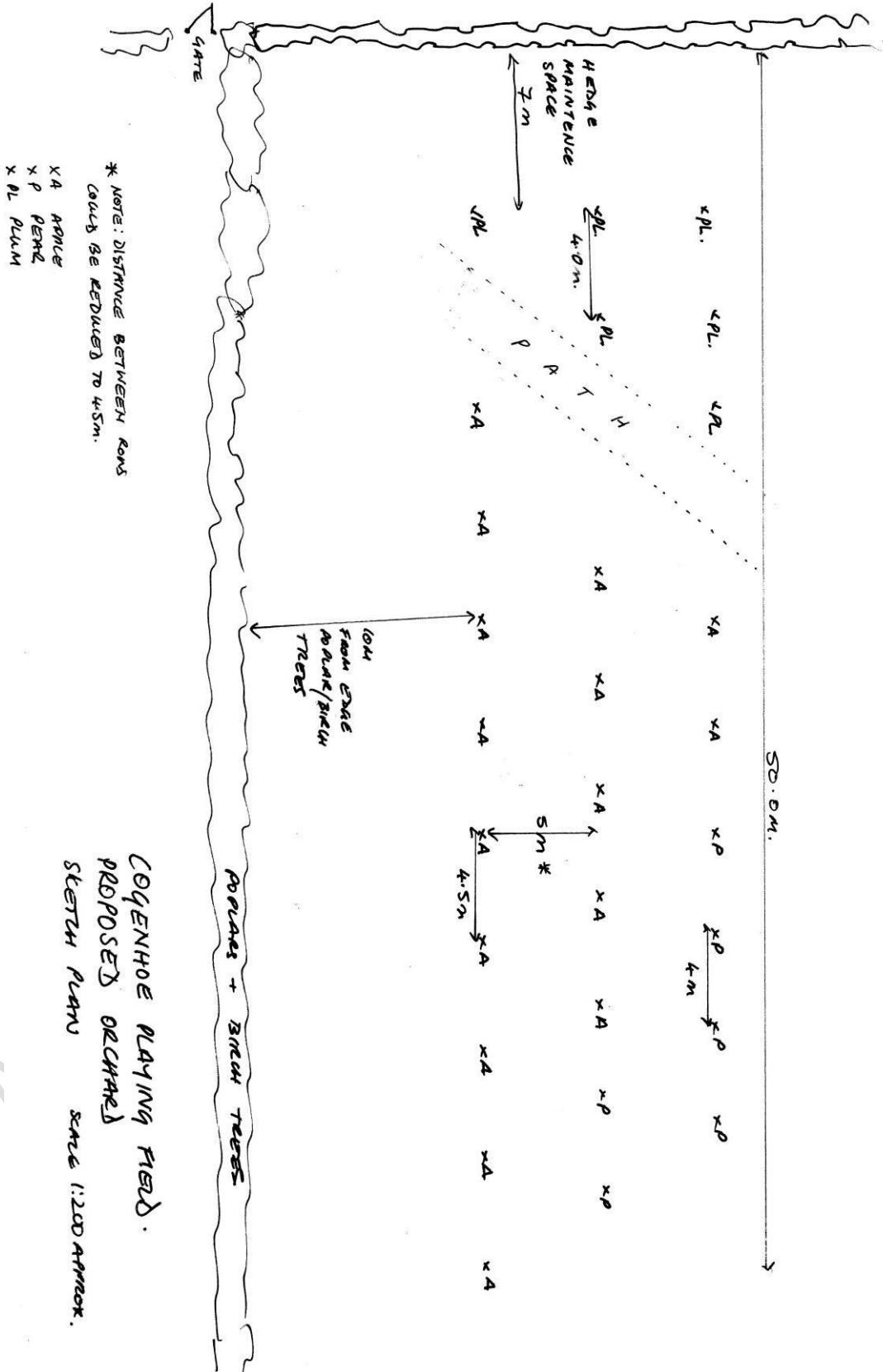
| | | | | |
|------------------------------|--------------|--------|--|-------------------|
| Cogenhoe & Whiston PC | | 9.2.22 | | |
| Bank Reconciliation | Village Hall | | | |
| Total receipts | | | | £69,941.18 |
| | | | | |
| Less | | | | |
| Total payments | | | | £105,152.82 |
| | | | | |
| Plus opening balances | | | | £48,336.46 |
| | | | | £13,124.82 |
| Bank accounts | | | | |
| Current AC | | | | £9,067.82 |
| Plus | | | | |
| Business Prem AC | | | | £4,000.00 |
| | | | | £13,067.82 |
| | | | | |
| Plus credits not yet showing | | | | £57.00 |
| | | | | |
| Less unpresented cheques | | | | |
| | | | | |
| | | | | |
| | | | | £13,124.82 |
| | | | | |

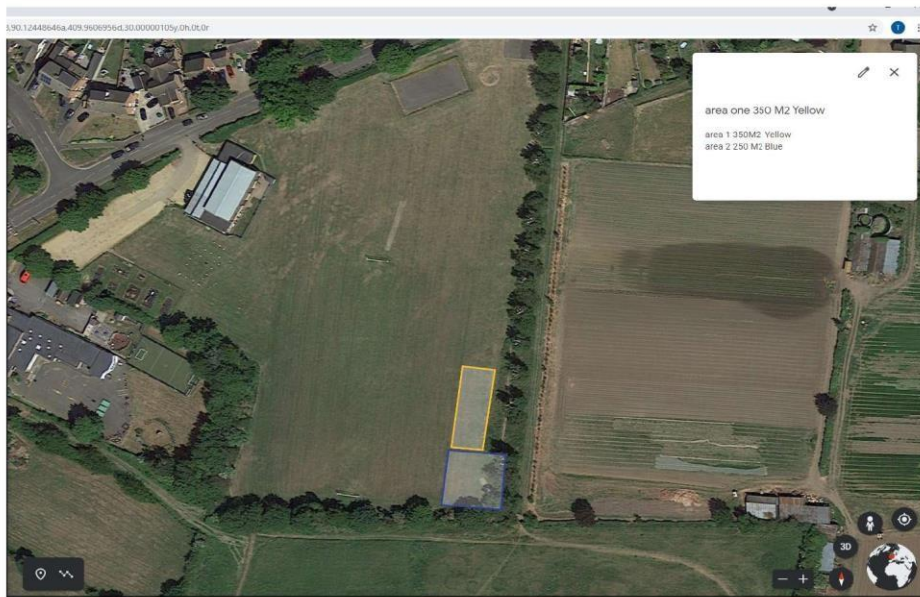
Appendix 2

| Nov-21 | | PC | VAT | Hopper | VAT | Vhall | VAT | |
|----------|---------------------------|---------------|--------------|---------------|--------------|----------------|---------------|----------------|
| 19.10.21 | Staff badges | | | | | £8.25 | £1.65 | 727896869 |
| 22.10.21 | Toilet rolls & blue rolls | | | | | £55.86 | £11.17 | 789261284 |
| 25.10.21 | Door canopy | | | | | £54.99 | | |
| 28.10.21 | Staff badges | | | | | £2.75 | £0.55 | 727896869 |
| 29.10.21 | toilet signs | | | | | £8.69 | £1.74 | 727255821 |
| 29.10.21 | Door signs | | | | | £23.84 | £4.76 | 181671987 |
| 29.10.21 | tap stickers | | | | | £6.99 | | |
| 1.11.21 | staff badges | | | | | £2.75 | £0.55 | 727896869 |
| 1.11.21 | masking tape | | | | | £3.74 | £0.75 | 727255821 |
| 2.11.21 | plastic beakers | | | | | £41.64 | £8.32 | 264987350 |
| 2.11.21 | paint brushes | | | | | £4.00 | £0.80 | 727255821 |
| 2.11.21 | Hi viz paint | | | | | £3.17 | £0.64 | 176303806 |
| 1.11.21 | Display stand | | | | | £9.57 | £1.92 | 708876591 |
| 3.11.21 | name labels stands | £22.53 | £4.51 | | | | | |
| 7.11.21 | map frame | | | | | £19.99 | £4.00 | 727255821 |
| 8.11.21 | storytime resources | | | | | £8.29 | £1.66 | 150146939 |
| 8.11.21 | storytime resources | | | | | £1.85 | £0.37 | 727255821 |
| 8.11.21 | storytime resources | | | | | £4.99 | £1.00 | LU19647148 |
| 10.11.21 | xmas tree | | | | | £103.99 | £4.99 | 650062669 |
| 11.11.21 | masks & sanitizer | | | £29.94 | £5.99 | | | 789261284 |
| 15.11.21 | Phone | £14.49 | | | | | | |
| 17.11.21 | admin fee | £3.00 | | | | | | |
| | | £40.02 | £4.51 | £29.94 | £5.99 | £365.35 | £44.87 | £490.68 |

| Dec-21 | | PC | VAT | Hopper | VAT | Vhall | VAT | |
|----------|------------------------|----------------|---------------|--------------|--------------|----------------|---------------|----------------|
| 23.11.21 | xmas lights | | | | | £34.99 | | 923365036 |
| 23.11.21 | Pens | | | | | £2.92 | £0.58 | 727255821 |
| 23.11.21 | Batteries | | | | | £13.15 | £2.63 | 727255821 |
| 23.11.21 | coffee flasks | | | | | £37.54 | £7.52 | LU19647148 |
| 23.11.21 | shovel for grit bin | | | | | £5.82 | £1.16 | 727255821 |
| 23.11.21 | Baking trays | | | | | £8.32 | £1.66 | 727255821 |
| 24.11.21 | Kitchen knives | | | | | £9.99 | | |
| 24.11.21 | Kitchen utensils | | | | | £16.66 | £3.33 | 270755591 |
| 29.11.21 | xmas party | | | | | £6.61 | £1.33 | 948093196 |
| 30.11.21 | storage box | | | | | £11.66 | £2.33 | 233378017 |
| 30.11.21 | xmas party | | | | | £3.54 | £0.71 | 260057138 |
| 30.11.21 | sugar dispensers | | | | | £14.97 | £3.00 | 362367294 |
| 30.11.21 | xmas party | | | | | £8.29 | £1.66 | 365263685 |
| 30.11.21 | tea-towels | | | | | £8.32 | £1.67 | 348842956 |
| 30.11.21 | Jugs | | | | | £15.39 | £3.09 | 278968912 |
| 2.12.21 | Masks | | | | | £19.11 | £3.84 | 288439939 |
| 2.12.21 | rubber mat – bins | | | | | £49.84 | £9.96 | 975319486 |
| 1.12.21 | A Board | | | | | £37.29 | £7.46 | 286704473 |
| 3.12.21 | air freshner | | | £9.48 | £1.89 | | | 286393950 |
| 4.12.21 | Bulbs pocket park | £54.50 | | | | | | |
| 10.12.21 | Toilet cleaner | | | | | £20.00 | £4.00 | 727255821 |
| 14.12.21 | Paper | £31.82 | £6.36 | | | | | 727255821 |
| 14.12.21 | commemorative supplies | £9.16 | £1.83 | | | | | 351350921 |
| 15.12.21 | xmas party | | | | | £14.96 | £2.99 | 843016160 |
| 15.12.21 | xmas party | | | | | £4.75 | | 727255821 |
| 15.12.21 | commemorative supplies | £6.66 | £1.33 | | | | | LU19647148 |
| 15.12.21 | commemorative supplies | £6.66 | £1.33 | | | | | 370763193 |
| 15.12.21 | commemorative supplies | £3.16 | £0.63 | | | | | 256046900 |
| 15.12.21 | commemorative supplies | £10.60 | £2.13 | | | | | LU19647148 |
| 15.12.21 | commemorative supplies | £11.66 | £2.33 | | | | | LU19647148 |
| 15.12.21 | xmas party | | | | | £12.89 | £2.59 | LU19647148 |
| 15.12.21 | mobile phone | £14.74 | | | | | | |
| 15.12.21 | admin fee | £3.00 | | | | | | |
| | | £151.96 | £15.94 | £9.48 | £1.89 | £357.01 | £61.51 | £597.79 |

Appendix 3





| Cogenhoe Playing Field: Proposed Orchard | | | |
|--|--------------------------|--------------|---------------|
| Tree List | | | |
| Number | Variety | Type | Season |
| <u>Apples</u> | | | |
| All grafted onto M106 Rootstock: all half standard or bush trees | | | |
| 2 | Falstaff or Red Falstaff | eater | late |
| 3 | Fiesta (Red Pippin) | eater | late |
| 2 | Golden Delicious | dual purpose | mid/late |
| 2 | Greensleeves | eater | mid |
| 1 | Herefordshire Russet | eater | late |
| 3 | Katy | eater | early |
| 2 | Lord Derby | cooker | mid |
| 2 | Newton Wonder | dual purpose | late |
| <u>Pears</u> | | | |
| Grafted onto Quince A: half standard or bush trees | | | |
| 3 | Beth | dual purpose | early |
| 3 | Concorde | dual purpose | late |
| <u>Plums</u> | | | |
| All grafted onto St. Julian A rootstock: all half standard or nush trees | | | |
| 1 | Herman | dual purpose | July |
| 2 | Opal | dual purpose | August |
| 3 | Victoria | dual purpose | August |

Cogenhoe Playing Field Orchard: Planting Proposals

Introduction.

These notes should be read alongside the tree list and plan.

1.0 Trees: choice of varieties and type.

The trees have been selected to provide fruit ripening over a period of time and, in the case of the apples and pears at least one variety of each type can be stored for winter use if required.

The rootstocks have been chosen to provide trees of reasonable size and good vigour.

Apples: M106 – semi-vigorous ie trees of about 4m spread and height with robust growth.

Pears: Quince A – semi-vigorous with robust growth

Plums: St. Julien A – semi-dwarfing to give strong trees.

Varieties have been chosen in respect to their pollination groups or compatibility so that there is more than one in any pollination group and the plums are compatible and/or self-fertile.

Bare-root trees are cheaper and often establish better than container grown but, most years, are only available from November to March.

2.0. Planting.

2.1. Spacing.

Trees should be spaced according to ultimate height and spread: apples at 4.5m centres, pears closer as they are more compact at 3.5-4.0m centres and plums at 4.0m centres. This spacing allows the trees to develop fully with space between for pruning and harvesting.

2.2 Planting.

Turf should be cleared from each planting station removing a section 50x50cms.

A hole about 50cms deep should be dug and the soil placed to one side, mix a handful of blood, fish and bone fertiliser with the soil. The bottom of the hole needs to be broken up using a fork and then lightly consolidated. The tree roots should be tried for size and the hole enlarged if necessary.

A tree stake should be knocked into the bottom of the hole to minimum 30cm. The tree should be planted with the trunk about 20mm from the stake and at the same depth as in the nursery (look at the stem to see previous soil level). Hold the tree upright and backfill the hole, gently firming the soil at interval but do not stamp hard on the roots. Shake the tree gently during the first backfill of soil to get soil between the roots.

Cut the stake, if necessary, to slightly below the lowest branch of the tree and secure to the tree, towards the top of the stake, using a tree tie. Place tree guard (60cm high) if needed.

Water the tree generously. If the ground is very dry when planting also water the bottom of the planting hole prior to placing the tree.

Mulch with pulverised bark or other organic matter, approximately 50mm deep keeping it away from the trunk.

2.3. Sundries for planting.

Tree stake 50-70mm diameter, peeled, pointed and machined about 1.65m long from

http://www.linnellbros.co.uk/products_products/fencing/machine-rounded-cundy-stakes.html

Ties: Rainbow buckle tree tie (45cms long with spacer block) or tie with biodegradable tree tie fabric:

<https://www.green-tech.co.uk/tree-planting-products/tree-ties-and-support/holdfast-natural-tree-tie>

<https://www.amazon.co.uk/Rainbow-45cm-Soft-Buckle-Tree/dp/B07CTJ1M6V>

Tree guards 60cms high protect against rabbits either use plastic spirals, which will need to be removed in time, or biodegradable:

<https://www.green-tech.co.uk/tree-planting-products/treebio-biodegradable-tree-planting-products/treebio-biodegradable-spiral-guard>

3.0 Maintenance.

3.1. General.

The trees must be watered thoroughly and regularly during the growing season for the first three years. A circle (or square) of clear ground should be maintained around each tree during this time; this reduces competition for water and nutrients.

The tree ties must be checked annually and adjusted if becoming tight. After about 3-4 years they can be removed if the trees appear stable.

General fertiliser should be applied to the bare ground each spring and gently worked into the soil followed by application of mulch.

3.2. Pruning.

Please refer to the RHS website for advice on this.