

MINUTES OF THE PLAYING FIELD IMPROVEMENT COMMITTEE MEETING OF EASTON ON THE HILL PARISH COUNCIL

held on Wednesday 9th September 2020 at 7.30pm when the following listed business was transacted.
DUE TO THE CONTINUATION OF COVID-19, COUNCILS ARE PERMITTED TO MEET REMOTELY TO CONDUCT THEIR BUSINESS. THIS MEETING WAS HELD BY ZOOM AND MEMBERS OF THE PUBLIC WERE INVITED TO “ATTEND” BY USING THE DETAILS ON THE WEBSITE.

**Present: Councillors K Dow (Chairman), A Cutforth, S Woodman, D Sharpe and P Bates (arrived at 8.15pm)
And non-councillor members; J Boulton, K Cox, D Davenport and D Wheatley.**

Clerk; J Rice

Members of the public; L Hallam and C Hamilton

PFC/9	APOLOGIES FOR ABSENCE AND WELCOME
	To receive and note apologies accepted by the Clerk. The committee noted apologies (and resignation) from Sue Hunt. The chairman welcomed everyone and confirmed arrangements for the zoom meeting speaking and voting, previously circulated.
PFC/10	DECLARATIONS OF INTEREST
	To receive all declarations of interest under the Council’s Code of Conduct related to business on the agenda. (Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business). There were no declarations of interest made. All non-councillors members were encouraged to complete their register of members interests forms.
PFC/11	PUBLIC TIME. Arrangements will be made for the public to join the meeting remotely or join by telephone call if they wish using the Zoom link on the website. A maximum of 15 minutes will be permitted for members of the public to address the meeting remotely on any item on the agenda. There were no questions or comments however C Hamilton asked if she could ask questions later and it was confirmed that the chairman agreed and would invite her to comment later.
PFC/12	To receive, note and agree terms of reference for the PFIC as amended at the meeting on 19th August 2020, herewith. These were received, noted and agreed by all those present. David Wheatley explained that the cricket club would like Lucy Hallam to be the cricket club representative going forward and this was agreed by all of those present. The minutes of the last meeting were also agreed as a true record and will be signed electronically.
PFC/13	To note the law/arrangements regarding voting on spending council money – NALC legal topic note 7 states “voting rights for non-councillor members of committees... include in respect of the management of land owned or occupied by the council. The term management does not include making decisions about the total amount of money which may be spent by the council in a financial year in respect of land”. The clerk had circulated the document that explained the arrangements about voting rights for non-councillor members and it was noted. It was agreed that this relates to money over and above the grant money that this committee’s terms of reference relate to. It was to bear in mind in the future that non councillors cannot vote on any decisions relating to future annual expenditure.
PFC/14	To receive and agree list of actions/names for the Augean grant application and agreement, herewith. All present received and agreed the list of actions previously circulated.
PFC/15	To receive an update on each element and agree any actions needed;
	15.1 Proof of ownership of site; The solicitor was chased up 21/8. Reply circulated. Now being dealt with by land registry and passed to legal team. Adjacent land owner, recently contacted, has 15 days to respond as part of the process.

	<p>It was confirmed that the Land Registry is now dealing with this after the case was expedited due to the grant application depending on the information. It is hoped a decision will be forthcoming soon. If necessary, the grant advisers will need to be contacted to extend the deadline for provision of the necessary information. Action clerk to update when possible</p>
	<p>15.2 Any consents or permissions that are needed; Application to determine if prior approval is required for demolition was completed and sent off by clerk on 27/8. Takes 28 days – to around 25/9/2020. If planning application needed, it will be a further 8 weeks. In this case, will need to alert Grantscape/funders.</p> <p>The clerk confirmed the application was sent off and it is hoped that a full planning application will not be needed. If necessary, the grant advisers will need to be contacted to extend the deadline for provision of the necessary information. Action clerk to update when possible</p>
	<p>15.3 Confirmation the match funding is in place. N/A - email to be sent to Grantscape</p> <p>The clerk had clarified with Grantscape that as the full amount of grant had not been offered by Augean they were suggesting it could be match funded by the Parish Council. This related to 10k for outdoor gym equipment. The clerk had explained that the PC does not currently have these funds and an explanation will need to be sent to this effect stating that the project will still benefit residents and that it does not detract from the overall objectives.</p>
	<p>15.4 Comparable quotes x 3 for demolition, car park and fencing tenders/quotes/contractors selected; process started. Update from S Woodman</p> <p>S Woodman explained that he was getting separate quotes for demolition, car parking and fencing. He had originally approached 3 companies with 2 returned and now has approached 2 more and is awaiting their quotes. The quotes are all expected to be under 25k so no tender process is necessary. K Cox queried the size of the car park and it was confirmed that the grid system is 22x25 square meters with grass around and then a fence for pedestrians etc. K Cox expressed his objection to the size of the car park agreed. Action S Woodman and D Sharpe to continue with a view to be in a position to decide contractor asap</p>
	<p>15.5 Copy of the project plans/designs/specification. Update from D Davenport</p> <p>D Davenport explained that this will be done when the other pieces of information are in place. Action D Davenport</p>
	<p>15.6 Planned draw-down schedule of payments – to be discussed.</p> <p>It was agreed that this is linked to the project plan and D Davenport agreed to do this. Action D Davenport</p>
	<p>15.7 Third party contribution donation form; process started. Update from K Cox</p> <p>K Cox explained that he has 2 companies who have said they will donate possibly £500 each and he is awaiting the donation. He has spoken to 2 more and is awaiting a response. He thought the bigger companies would be better left until later on for larger amounts needed. It was agreed that crowdfunding is something to do later also as the CTP of £4445 needs to be administered by a separate form that confirms the donor is willing to pay the landfill operator. The clerk said that if the PC is to fund 3k of this then it needs to be agreed at a full council meeting. It was suggested that a letter drop to all residents might be a good idea to raise money as the village hall recently had offers of money to help “save it”. It was agreed by all present to send a letter to all residents asking for donations to the Playing Field Improvement Project. Action KC to draft letter</p>
PFC/16	<p>To consider play equipment ideas as part of project plan – to be discussed. Resolve to arrange supplier visit and a working party -see item 20.</p> <p>It was agreed that J Boulton, K Cox and C Hamilton would form a group to look at ideas and get feedback from parents. Also visit other sites to see examples. The clerk stated there should be around 6k to spend on the first piece of equipment from the Augean grant if preparation groundwork quotes are reasonable. The deadline for a further Augean grant if agreed is 4/11/2020 and so the overall plan needs to be looked at before the immediate plan for one piece is decided in a tight timescale before mid October. Action JB, CH and KC to co-ordinate and present options to decide on play equipment by the next meeting.</p>

PFC/17	<p>To receive an update on the Envirogrant application submitted for the playing fields woodland project. The clerk confirmed that this application, previously agreed and checked by A Cutforth and J Davies, has been submitted (deadline was 31/8/2020) and that feedback is expected mid-October.</p>
PFC/18	<p>To receive update on the purchase of 2 pieces of gym equipment in progress. As agreed, the double use air skier and cross trainer have been ordered and an installation date is expected early October. Action clerk to co-ordinate min. 2 people to be there on delivery day.</p>
PFC/19	<p>To receive ideas re a playing field logo and agree to have or not and a suitable design. All present agreed it was a good idea and that when a letter is sent out, there could be a competition or request for suggestions of a new name and/or logo. Action KD for inclusion in the letter/KC for logo ideas.</p>
PFC/20	<p>To consider a further Augean application to “complete project”, deadline 4/11/2020 and resolve to apply or not. Resolve next steps if applying. This was discussed and all present agreed to apply for a further grant for play equipment. The clerk said that she had spoken to them and that it was worth submitting to explain the rest of the project to complete. It was agreed to look at the Mick George fund too. Action clerk to start application linking in with play equipment options/plans.</p>
	<p>Vacancy for committee member. There was an unforeseen early vacancy as S Hunt has had to resign and so C Hamilton was proposed, seconded and voted in unanimously as a non-councillor member, after a discussion about the process of appointment had taken place.</p>
PFC/21	<p>To agree date of the next meeting. This was agreed as Tuesday 6/10/2020 at 7pm via Zoom.</p>

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