**MINUTES OF THE PLAYING FIELD IMPROVEMENT COMMITTEE MEETING**

**OF EASTON ON THE HILL PARISH COUNCIL**

**held on 26th January 2021 at 7pm**

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 agenda and website.

##### **Present: Councillors K Dow (Chairman), A Cutforth and D Sharpe**

**And non-Councillor members; J Boulton, K Cox, D Davenport and C Hamilton.**

**Clerk: J Rice**

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| **PFC/77** | **APOLOGIES FOR ABSENCE** |
|  | Apologies were received by the Clerk from Cllr Bates (no Zoom facility) and Cllr Woodman (working)  L Hallam was absent. |
| **PFC/78** | **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. |
| **PFC/79** | **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. If necessary, Chair to remind the public of the Public Speaking at Council and Committee Meetings Policy.**  There were no members of the public present. |
| **PFC/80** | **To receive and agree as correct the minutes of the meetings on 9th December 2020, previously circulated.**  **Motion: To accept the minutes**  K Cox had suggested an amendment was necessary to item PFC/71 to contain items 72 and 74. The Clerk will alter and all agreed to the amended minutes. Action Clerk  The action regarding a report into charity status PFC/74 was discussed. Cllr Cutforth had provided some information on previous charity status and remaining Trustees. It was resolved that Cllr Dow and K Cox will work together on this. Action Cllr Dow/K Cox |
| **PFC/81** | **To receive and note draft working groups and agree members and remit.**  **Motion: To accept the working groups and agree to a member to be responsible for reports**  Cllr Dow had circulated suggested, updated working groups. These were agreed with the addition of Cllr Woodman to project planning. An update report will be sent to the Clerk before each meeting to go out with the agenda. Action WGs |
| **PFC/82** | **To receive and note draft changes to Committee Terms of Reference and Council/Committee Standing Orders. Resolve to adopt as they are or with agreed changes, herewith.**  **Motion: To accept suggestions highlighted in red (a separate vote for each one)**  The suggested Terms of Reference changes, to include behaviour, had been circulated with a briefing letter from Cllr Dow. All changes were discussed in turn and agreed by a majority. The Ts of R will be updated and circulated. Action Clerk  There was a further comment from D Davenport that all committee members must support a committee decision, even when it has not been a unanimous decision. Cllr Dow agreed to check where this can be added. Action Cllr Dow  It was further agreed that times of meetings will vary to suit members and could be daytime as well as evening. |
| **PFC/83** | **To receive and note decision on Augean grant 2 application, previously circulated**.  Members received and noted the decision that the application for grant 2 has been deferred to the next round in May. |
| **PFC/84** | **To receive and note feedback from Grantscape on the deferring of the application and the “scaling” changes necessary, circulated. See item 87 for decision on next steps.**  Members received and noted the feedback that the application needs to be scaled down and be focussed on one area required. It had been mentioned previously that the alternative Mick George grant scheme be looked at too and it was resolved that this would be looked at in conjunction with other grants once the next phase has been adjusted due to grant 2 deferral. Action Fundraising group |
| **PFC/85** | **To note the Parish Council 21/22 budget agreed to include the potential 5.5k third party contribution/funds.**  This was received and noted that the request made of the Parish Council to underwrite the grant 2 application third party contribution was agreed and therefore there is 5.5k in next year’s reserves budget for the PFIC to use if needed. |
| **PFC/86** | **To receive plan of action and update on implementation of phase 1 of project, including play equipment layout and timescale. To agree any changes in light of grant 2 decision.**  **Motion: Vote to approve way forward for play equipment. There will be 2 or 3 options to vote from. Vote to order the play equipment. There will be 2 options to choose from, to follow.**  Members received and noted the presentation prepared by the play equipment group. The options were discussed and it was agreed that option C is not a feasible option. The reasons for the higher cost order in option B were given as being for a bigger piece of equipment to balance up the age range provision towards older children and economies of scale for not correspondingly reducing the order to the grant amount, as in option A. It was confirmed that the funding gap of £2000 maximum will be covered by fundraising but the Clerk advised that the additional spend would have to be agreed by the full council as per the Terms of Reference.  It was resolved by a majority vote to go with option B on the proviso that the full council underwrites the additional cost and that clarification will be sought from Playdale as to how the order might be processed to mmet the project timescales required and amounts required to enable an order and installation in time. If necessary, an extraordinary meeting of the full council will be called to expedite a decision as time is tight  Action Play equipment Group |
| **PFC/87** | **To receive the overall plan and to discuss next phase of improvements and agree a plan of action.**  **Motion: To resolve a way forward as the next phase. See attached detail on application breakdown to decide how to scale it down and what to do until new application outcome.**  It was resolved that as there is plenty of time to decide on the revised application for grant 2 from Augean, any further grants will not be considered until the next phase of the overall plan has been decided and priorities discussed. Action Play equipment group/all at next meeting |
| **PFC/88** | **To receive draft fundraising letters, attached, agree content and whether to include a section on the cricket club lease consultation and agree a plan of action taking into account any cost implications.**  **Motion: To accept the fundraising letter and to order printing and delivery**  The draft version had been circulated. It was decided that the letter should be amended to say that a *consultation on the issuing of a lease* to the cricket club be included. The rest of the content was agreed by a majority to go out as it is. The costs of printing are being met by D Davenport. Action D Davenport to finalise and arrange printing and delivery/Clerk to liaise over the separate cricket club letter. |
| **PFC/89** | **To receive update on other, ongoing fundraising, including JustGiving page and village groups. K Cox.**  **Motion: Fundraising Working Group to set up an Online fundraising platform.**  K Cox agreed to look at the setting up of the Just Giving page as the details are needed for the final fundraising letter to go out. Other fundraising to follow when phase 2 is agreed by the committee. Action K Cox |
| **PFC/90** | **To note planning permission requirement for new play equipment, especially if over 3m, and resolve to submit – cost to be agreed by full council – and note detailed plan of layout still needed.**  **Motion: Permissions and Legal working group to help Clerk to complete and successfully submit the planning application for (Phase 1/2) play equipment**  The previous advice had been to submit an application for the whole project including the MUGA, zip wire etc to save on costs and time. Now that the grant 2 has been deferred and phase 2 is to be re-evaluated, it was decided that an application be assessed just for phase 1 to see if it is thought to be needed. Action Clerk/WG |
| **PFC/91** | **To receive and note details of extension to fence to be paid for by the Council. Cllr Woodman**.  Cllr Woodman was absent but reported that he is in the process of getting quotes for the extension of the new fence up to the emergency gate, as agreed by the full council. |
| **PFC/92** | **To agree the date and time of the next meeting.**  The next meeting was agreed as Monday 15th February 2021 at **3pm.** |

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