

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

held on **3rd June 2021 at 8pm** at Easton Village Hall, New Road, Easton on the Hill

The legislation allowing remote meetings ended on 7th May 2021, however some Covid-19 restrictions were still in place. Members of the public were invited to attend, but as the hall was restricted on numbers due to the pandemic, a capacity of 20 was to be enforced if necessary.

Present: Councillors P Bates, S Cherry, K Dow, J Hamilton
And non-Councillors; K Cox, D Davenport, L Hallam and B Connolly
Clerk: J Rice
Members of the public: One

PFC/12	TO ELECT A CHAIRMAN
	Current Chairman to take nominations for Chairman and votes to appoint. Cllr Dow took nominations for Chairman and there was only one, Cllr Dow. This was proposed and seconded and then a unanimous vote to elect Cllr Dow as Chairman.
PFC/13	APOLOGIES FOR ABSENCE
	To receive and note apologies received and if accepted by the Clerk. The Clerk accepted apologies from Cllr Woodman and J Boulton
PFC/14	DECLARATIONS OF INTEREST
	<i>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).</i> There were no declarations of interest made. The Chairman reminded members that they must update their register of interests if necessary. The Clerk said there is an update form and she will circulate this. New members must complete the whole form although new Councillors will have already done this for full council.
PFC/15	PUBLIC TIME. Arrangements will be made for the public to join the meeting – see above. A maximum of 15 minutes will be permitted for members of the public to address the meeting on any item on the agenda. If necessary, Chairman to remind the public of the Public Speaking at Council and Committee Meetings Policy. Mrs Ward asked if there was going to be any equipment for the teenagers at the playing field as there is a lot for little children already. The Chairman explained that the development is in phases and the next phase was to install a zip wire and then a MUGA and also more gym equipment, subject to funding. These are more expensive items and opportunities for more grants and funding streams is being investigated.
PFC/16	To receive and agree as correct the minutes of the meetings on 29th April 2021, previously circulated. Motion: To accept and sign the minutes (including signing minutes from 16th March 2021) and review actions. The minutes were agreed as a true record and duly signed by the Chairman. Action Clerk
PFC/17	To review the current terms of reference and members of the committee and resolve to suggest any changes to be agreed at full council. Motion: To agree suggested terms of reference and members The current terms of reference had been circulated. The Chairman stated they were quite basic and had been updated with expected, positive behaviors in terms of responses times and conduct during meetings etc. The Chairman reminded everyone that members must abide by the Parish Council's Standing Orders, Financial Regulations and Code of Conduct. There was a slight, grammatical amendment to be made to the terms of reference but all else to stay the same for now. There may be a move to revisit setting up a Playing Field Association or similar, tied in with charity status for greater funds, but an options paper and report will have to go to full council. The Clerk mentioned that a Friends of the Playing Field group might be a better option to a charity.

Signed by Chairman_____

	Councillor members of the committee are as agreed at the full council meeting, Cllr Bates, Cllr Cherry, Cllr Dow, Cllr Hamilton and Cllr Woodman and non-councillor members agreed as J Boulton, B Connolly, K Cox, D Davenport and L Hallam as the cricket club representative. Action Clerk to send B Connolly the register of interests and other forms
PFC/18	<p>To revisit members and remit of sub groups and expected behaviors and response times.</p> <p>Motion: To agree working groups and expectations</p> <p>The Chairman went through the sub groups and they were agreed in turn as;</p> <p>Project plan – D Davenport and Cllr Woodman</p> <p>Play equipment – K Cox, J Boulton, B Connolly and Cllr Woodman</p> <p>Permissions and legal – suspend until needed</p> <p>Communications and social media – D Davenport, Cllr Dow and Cllr Cherry</p> <p>There was a discussion about a facebook page for the PFIP and it was resolved to set one up. Action Comms group</p> <p>Fundraising (now separate from charity status) - Cllr Cherry, K Cox, D Davenport and Cllr Bates</p> <p>Charity status/PFA/group development – K Cox, Cllr Hamilton and Cllr Dow</p> <p>The Chairman re-iterated the behaviors as stipulated in the terms of reference, especially the response times to emails and messages and asked each group to meet and state what their role is and what they are going to do/look at. The Chairman and Clerk stated that all decisions must be made at Committee meetings but research and investigations into options/costings can be made in the groups beforehand.</p> <p>Action all</p>
PFC/19	<p>To review progress since the last meeting on Phase 1; grant payments (outstanding claim of £1682.83 now being processed), fencing/gates (including quote for left/East hand side fence, agreed at site visit 19/3/21) and any other issues to be resolved following ROSPA inspection report.</p> <p>Motion: To agree any further actions as necessary</p> <p>The Clerk confirmed the last payment up to the 39k grant has now been paid, after the completion report could be done. The progress with the play equipment installation and fencing was reviewed and members praised for their hard work and input. There are still 2 gates to be installed and this is under control. There is a quote to install an additional fence along the left-hand side and council is to be asked for the expenditure for this. Action Clerk for agenda. The post installation report has been done and the contractor returned to do the snagging. It was decided that some grass seed is needed as it is not recovering in areas. Action K Cox .</p>
PFC/20	<p>To note deferred Augean grant application revised and submitted as circulated; £21,075 requested for Woodland area, zip wire and inclusive roundabout plus 7k of play equipment and £2500 volunteer hours to be funded in-house. Decision due early August.</p> <p>Motion: To note</p> <p>The Clerk had circulated the final version of the deferred grant application to Augean and re-iterated the responsibilities of the Council to fund the 11% third party contribution and 7k of play equipment if it is approved. This was all noted.</p>
PFC/21	<p>To discuss starting Woodland area project ahead of grant application and resolve to fund if grant not forthcoming.</p> <p>Motion: To agree a plan of action.</p> <p>It was noted that a plan of action is needed ahead of any works in autumn. The Clerk will circulate the revised plan of the Woodland area, as prepared previously by D Sharpe and J Davies. The outcome of the Augean application will be awaited and more discussions had at the next meeting. Funding was discussed and it was agreed to ask the Council to ringfence any income from Macca Sports for the playing field. Action Clerk</p>
PFC/22	<p>To discuss and agree provision of more litter/dog waste bins for the area, information to be circulated, amount agreed by full council.</p> <p>Motion: To agree bins order.</p> <p>It was agreed that an initial request for one more litter bin from NNC will be made. The request will be made for it to be located near the gate entrance to the play area next to the youth shelter. K Cox offered to install it for half the cost. A request to just purchase will be made. Action Clerk</p>

Signed by Chairman_____

PFC/23	<p>To receive an update from the fundraising group, latest amounts summary circulated, and agree whether to submit a further Mick George application, deadline 1/9/21, a further begging letter and any other applications as per suggested list.</p> <p>Motion: To agree further actions for fundraising for phase 2.</p> <p>The fundraising group met and the Chairman has completed 5 applications, 3 of them submitted in full, asking for £500 Woodland area, £500 exercise equipment, £2000 zip wire and £80,000 MUGA. A Tesco Local Giving application has been started and needs more information to complete, sent to Clerk. A National Lottery account has been started too, to be confirmed. It was resolved to defer a further Mick George application until the result of the Augean application is known but agreed that one will be submitted. Cllr Dow said that some banks are offering donations with matched funding - no applications have been made as yet but could be considered. It was further agreed not to send a further begging letter as yet but to raise the profile of the group via social media and start to prepare another fundraising communication in September for sending out in October. It was thought that there is an option to add a donation via a text message on JustGiving. The Clerk had not seen this but will investigate.</p> <p>Action Clerk/Comms/fundraising group</p>
PFC/24	<p>To receive an update on the Family Fun Day and to note insurance risk assessment must be completed.</p> <p>Motion: To receive update and resolve any issues/action by committee/WG</p> <p>An update was received for the fun day on 4/7/21 from 11-4pm. The group is Cllr Woodman and D Davenport. There are activities from Wittering FC, Macca Sports, big games, tug of war, cricket nets, archery, pole frisbee and a BBQ. The charge of £100 for the cricket club bar was queried as it was thought this should be donated free of charge however this was not the case as other, commercial bars cost much more and has been all agreed. The Clerk re-iterated that a risk assessment must be done as it is a Council event to be covered by insurance and she will send a blank one to be completed. Action Funday group and Clerk</p>
PFC/25	<p>To receive invite to Ploughman's meet and greet Village Hall lunch on Saturday 26th June 12.30-2pm and agree numbers</p> <p>Motion: To agree reply</p> <p>The Clerk had circulated details and asked for members to confirm to her if they wished to attend. Action all</p>
PFC/26	<p>To note picnic bench vandalism and action taken/update on situation.</p> <p>Motion: To resolve further action/security investigation</p> <p>This was noted and has been reported to the police. It was confirmed that there has been more anti-social behavior at the cricket club recently and police presence has been increased as a result. Carrs Construction had promised a replacement bench and the Clerk has contacted them and will chase up. Action Clerk</p>
PFC/27	<p>To note Wittering Premier FC to provide own goals and if so resolve to move existing ones to near play area.</p> <p>Motion: To agree to ask Council about moving the goal posts.</p> <p>Moving of the goals was discussed and it was agreed to ask the council if the small one can be moved to alongside the play area and for the 2 large ones to be stored off site should Wittering FC install their own. Cllr Hamilton said that following a meeting with Wittering FC, there is now a requirement to have shower block facilities for players and the referee and a 12 month agreement in order to play league matches and attract funding. This will have to be put to full council and it was agreed to invite Russ Pye to the next meeting.</p> <p>Action Clerk</p>
PFC/28	<p>To agree the date and time of the next meeting.</p> <p>The date of the next meeting was agreed as 27th July at 7pm in the village hall.</p>

Signed by Chairman_____