

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

held on 20<sup>th</sup> APRIL 2022 at 7pm at the Village Hall, New Road, Easton on the Hill

**Present: Councillors P Bates, J Watson and S Woodman**

**Non-Councillors: K Cox and D Davenport**

**Clerk: J Rice**

PFMC/1	<p><b>TO ELECT A CHAIRMAN (AND VICE CHAIRMAN IF REQUIRED) OF THE PFMC</b>  <b>To take nominations for Chairman and vote to elect.</b>          Nominations were invited and only Cllr Watson was nominated. It was proposed and seconded and voted unanimously to elect Cllr Watson as Chairman. It was then decided to defer a decision to elect a Vice Chairman until later on.</p>
PFMC/2	<p><b>APOLOGIES FOR ABSENCE</b></p>
	<p>To receive and note apologies received by the Clerk.          There were apologies from David Wheatley (Cricket Club CC) and no other CC representative attended.  <i>Action Cllr Watson</i> to speak with the CC re future representation.</p>
PFMC/3	<p><b>DECLARATIONS OF INTEREST</b></p>
	<p><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>  <b>To note that all members need to complete a Register of Interests form within 28 days of election, if they have not already done so.</b>          K Cox declared a personal interest in item 8.</p>
PFMC/4	<p><b>PUBLIC TIME. Arrangements will be made for the public to join the meeting. A maximum of 15 minutes will be permitted for members of the public to address the meeting on any item on the agenda.</b>          There were no members of the public present – see item 5</p>
PFMC/5	<p><b>To elect Non-Councillor members to the committee, as per the Terms of Reference, herewith.</b>          K Cox and D Davenport were nominated and elected unanimously to be members of the committee.          It was noted that there are 5 members elected now (Cllr Holwell would prefer to be a Friend/helper) and with the cricket club representative place, that is 6 and in line with the terms of reference minimum number.          It was further noted that more members would be beneficial and all members to approach potential members. <i>Action all</i></p>
PFMC/6	<p><b>To receive and agree as correct the minutes of the PFIC meeting on 3<sup>rd</sup> February 2022, herewith. Chairman to sign the minutes.</b>          The minutes were agreed as a true record by those who attended and duly signed by the Chairman.</p>
PFMC/7	<p><b>To receive and note current finance/budget situation for the PFMC and resolve any queries, herewith.</b>          The budget situation had been circulated and was received and noted. It was noted that the income did not include the Woodland grant as yet as the agreement is not yet received. It was further noted that although the balance C/F is £27737, there is phase 2/play equipment still to be paid for. It was agreed that at budget setting time, the PFMC will request an itemised budget for the following year.</p>
PFMC/8	<p><b>To discuss roles and sub-groups on the committee and agree roles and responsibilities, including the possibility of a groundsperson/caretaker and process to hire.</b>          It was agreed to defer this item until more/members of the PFMC post the May meeting are known.</p>

Signed by Chairman \_\_\_\_\_ Date \_\_\_\_\_

	<p>It was then agreed by those voting to recruit to a paid self-employed role of Caretaker of the Playing Field/The Close and a job description is to be drafted with the jobs that need doing. Hours will then be determined and an hourly pay rate and maximum hours agreed around 10 hours pm.</p> <p>Action Clerk/Cllr Woodman and K Cox</p>
PFMC/9	<p><b>To note report needed for the Annual Parish Meeting on 27<sup>th</sup> April and agree who will do it.</b></p> <p>This was noted and D Davenport agreed to write the report. Action D Davenport</p>
PFMC/10	<p><b>To note current status of Phase 2 play equipment and resolve any issues/assign roles, including request for matting job at The Close.</b></p> <p>It was noted that there is an operational meeting at the PF on Friday to discuss installing the phase 2 equipment of 5 pieces. Cllr Woodman will ask about them doing matting in the Close too and get a quote. The ROSPA post installation inspection will be combined with the annual inspection again hopefully.</p> <p>Action Cllr Watson, Cllr Woodman, K Cox</p>
PFMC/11	<p><b>To note current status of Woodland Way agreement and grant and plan and resolve any issues/assign roles. (Note café are making bird and bat boxes)</b></p> <p>The Clerk advised that she chased up the agreement for the Woodland grant on 13/4/22. It was agreed that until a definite agreement and the money is paid, any further action will be deferred.</p>
PFMC/12	<p><b>To receive and note current Wittering Premair agreement and fees and decide next payment and next hire agreement.</b></p> <p>The current agreement charges run until 30/5/22 however it was agreed to cancel the charge for May due to their co-operation. Concerns were raised that too much emphasis was being placed on the hire agreements however it was noted that a youth football team and new members from the village are encouraged to join the club and that hire income goes towards improvements to the area for all residents. It was agreed that Cllr Woodman will be the link/liaison Councillor to deal with the sports clubs and report back. It was decided that a proposal from Wittering and Macca is needed by mid- May for a discussion at the next meeting and agreement by end June. They will be encouraged to attend the next meeting.</p> <p>Action Clerk, Cllr Woodman</p>
PFMC/13	<p><b>To note dates of NNC virtual funding fair 7-9<sup>th</sup> June, 10-4 1 hour slots.</b></p> <p>The dates were noted.</p>
PFMC/14	<p><b>To discuss a proposal for the Parish Council signs for along the Drift, informing of priority to pedestrians, go slow etc and decide format and content.</b></p> <p>It was agreed that a proposal should come from an independent member of the Parish Council. Cllr Woodman said he will look and get a proposal for the next full PC meeting. Action Cllr Woodman</p>
PFMC/15	<p><b>To agree the date and time of the next PFMC meeting.</b></p> <p>It was agreed the next meeting will be Thursday 26/5/22 at 7.30pm in the Priest House. Items to include hire agreement, job description and grant update.</p>

Signed by Chairman \_\_\_\_\_ Date \_\_\_\_\_