

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

held on 26th May 2022 at 7.30pm at the Priest House, West St, Easton on the Hill

Present: Councillor members P Bates, S Cherry (arrived 19.44), J Watson and S Woodman

Non-Councillor members: K Cox and D Davenport

Clerk: J Rice

Members of the public: Billy Wright (Wittering Premier Football Club) and Matt (Macca Sports)

PFMC/16	<p>TO RE-ELECT A CHAIRMAN (AND VICE CHAIRMAN IF REQUIRED) OF THE PFMC following the review of the committee, terms of reference and committee members as required at the Annual Meeting of the Parish Council on 9th May. To take nominations for Chairman and vote to elect. To take suggestions for new non-Councillor members, if no more have come forward.</p> <p>There was one nomination for Cllr Watson to remain as Chairman and this was proposed, seconded and all voted in favour. There have been no new non-Councillor members and no suggestions. It was noted that most people probably preferred a practical role when needed, rather than attending the meetings. The situation will be reviewed in due course.</p>
PFMC/17	<p>APOLOGIES FOR ABSENCE</p>
	<p>To note apologies received by the Clerk.</p> <p>There were apologies from Cllr Cherry that he would be slightly late. David Wheatley was not present. There was a discussion about the member of the committee from the Cricket Club and this will be addressed. Action Cllr Watson</p>
PFMC/18	<p>DECLARATIONS OF INTEREST</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> To note that any new non-councillor members must complete a Register of Interests form within 28 days of election, if they have not already done so.</p> <p>Mr K Cox declared a pecuniary interest in item 21.</p>
PFMC/19	<p>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.</p> <p>See items 25 and 26, brought forward by agreement.</p>
PFMC/20	<p>To receive and agree as correct the minutes of the PFIC meeting on 20th April 2022, herewith. Chairman to sign the minutes.</p> <p>The minutes were agreed as a true record and duly signed by the Chairman.</p>
PFMC/21	<p>To receive draft job description for Groundsman/Caretaker role and agree any changes and the process to recruit, herewith.</p> <p>The job description was agreed with the addition that mileage would be paid with prior agreement for some journeys over a certain mileage. It was agreed that an advert will be drawn up and a simple written form for applicants to submit all the same information. A deadline of plus 2 weeks from advertising was agreed and interviews with the Clerk and Cllr Woodman to be arranged.</p> <p>Action Clerk and Cllr Woodman</p>
PFMC/22	<p>To discuss roles and sub-groups of the committee and agree roles and responsibilities, if needed C/F from previous meeting.</p> <p>It was agreed that there should be a sub-group for fundraising and at present Cllr Cherry will advise on new ones. It was agreed that a 5-year vision should be discussed at the next meeting. It was agreed that social media and communication would continue as it is. Operational and maintenance issues are to continue with K Cox and Cllr Woodman taking the lead.</p>

Signed by Chairman _____ -

PFMC/23	<p>To note current status of Phase 2 play equipment installation and resolve any issues, including arrangements for the final claim of the grant and the removing/moving of the old equipment.</p> <p>It was confirmed that all the equipment has been installed and positively received by residents. The final grant payment and report has been submitted and payment should be made shortly. The invoice for the play equipment can now be paid. The Clerk asked if the old swings are still being removed as agreed by the Parish Council in November 2021, to be done at the time of the new install, due to the last ROSPA report that recommended decommissioning them due to their unstable structure. It had been further agreed that the arch would be moved into the new play area and the old slide removed as it does not meet the new standards and is difficult and not cost effective to move. It was confirmed that the swings had not been removed and K Cox wanted to wait until a further ROSPA report was completed. The Clerk stated that the action had been previously discussed, voted on and should be carried out as agreed. This advice was not taken, and it was agreed to leave the action until a further ROSPA report is received as it is due in June.</p>
PFMC/24	<p>To note current status of Woodland Way agreement and agree action, as circulated.</p> <p>The Clerk confirmed that the agreement had been finally received and needed signing and returning if all are happy with the terms. Cllr Woodman explained that the actions are better completed in autumn now due to nesting. It was agreed to meet on site to run through where the paths and items will be, as per the grant applied for. It was agreed that a gazebo for the classroom and seating would be better sited away from the hidden woodland area and near the play area. It was agreed to check this at an on-site meeting too. It was confirmed that the grant allows for a £1200 gazebo kit and the style will be agreed later when the grant money is received. Action All, Cllr Woodman</p>
PFMC/25	<p>To receive and note Wittering Premiair draft plan ideas and agree a way forward for this season's hire agreement, herewith.</p> <p>The sports club representatives were thanked for coming. Mr Wright acknowledged circulation of the club's 10-year plan. It was agreed that an application for funding for the club will be made to Sport England with help from Sam Cherry. It was further agreed to renew their hire agreement with the Parish Council for 10 years with a one-year break clause at the rate of £45 pm from 1/7 to 31/3 each year, subject to annual review and inflationary changes. They re-iterated the need for a power supply though, as the generator situation had not been successful and had hampered the season. A discussion on this was held later. A youth team was discussed and will be followed up and supported going forward. It was recognized that a team name change could be considered in future. Action Clerk</p>
PFMC/26	<p>To receive and note Macca Sports draft plan ideas and agree a way forward for this season's hire agreement. Summer camps booked from 11/7/22 to 2/9/22, Monday to Friday</p> <p>Macca explained their plans and expectations for the coming season. He stated their disappointment with the generator issue and lack of investment and development after paying the cricket and the parish council their hire charges for the year. He said that some terms of contract were also not met. Going forward they would want to see a longer term PFMC vision of growth and development. He explained again the system for reduced fees for village children on free school meals and how he has to be equitable across the regions and satisfy auditors. It was agreed that they have supported the Parish Council on the issue of drivers on the Drift and remain committed to do so. It was agreed their hire agreement and costs to the PC will remain the same at £50 per day for the coming season, separate arrangements with the cricket club will be made as before. Action Clerk</p>
PFMC/27	<p>To note inspections of equipment and post installation booked for June, total cost £345 and decide on option to receive a tailored checklist for weekly inspections at £30.</p> <p>This was noted and a checklist for £30 each play area to assist the new Caretaker do the checks agreed. Action Clerk</p>
PFMC/28	<p>To note maintenance/cleaning/issues at playing field and resolve purchase of new bin, bird spikes for equipment and agree a no dogs in play area policy/plan of action.</p>

Signed by Chairman _____ -

	<p>It was agreed that a new bin can be purchased to replace the damaged one and another one was agreed to be installed close to the Woodland area entrance – rubbish to be transferred to the play area one for emptying. Cllr Woodman stated he could get 2 for £70 fitted and this was agreed. Cllr Woodman also agreed to purchase bird spikes and a notice re CCTV to deter vandalism.</p> <p>Action Cllr Woodman. The issue of dogs occasionally in the play area was discussed and it was agreed more information on the legal situation or otherwise is needed. There is a sign saying no dogs are permitted and a message will be put on social media and the website when the position is known. Action Clerk</p>		
PFMC/29	<p>To note request for children’s party to use the field and response for future requests.</p> <p>This was discussed and agreed that it had been resolved soon after the request, as it was a one-off use of the goals that are open to anyone for their use anyway.</p>		
PFMC/30	<p>To receive a proposal for power at the playing field and agree a plan of action.</p> <p>A verbal proposal was outlined by Cllr Woodman following a meeting between the interested parties. It was accepted that if no permanent power supply was installed, the hirers of the field would not continue this season. It was also accepted that the Parish Council are therefore best placed to apply for a grant for the electricity supply to ensure it is done and as they own the land it may be easier. Cllr Woodman stated quotes had been received of 11-12k that will have increased to around 14k now. It was agreed an application to Mick George by 31/8/22 (and then Augean by mid-September if unsuccessful) for a grant of 10k will be submitted and the remainder will hopefully be made up by the users of the playing field – the cricket club, the football club and multi sports club. The Clerk was concerned about the application being from the Parish Council without assurance of the provision of the difference in costs and any ongoing liability. She stated the terms of reference of the PFMC will need to be checked to see if the item needs to go to full council first. An application will be made once that and more detail is known. Action Clerk and Cllr Woodman</p>		
PFMC/31	<p>To discuss phase 3 of play equipment and agree a plan for fundraising including a possible national lottery community funding application and a way forward.</p> <p>It was agreed that phase 3 of a MUGA and pump track is the next big project for the PFMC. It was agreed that The National Lottery Community Grants will be checked again.</p> <p>Action K Cox/Cllr Cherry/Clerk</p>		
PFMC/32	<p>ORDERS FOR PAYMENT The following payments were agreed to be made as follows;</p>		
	32.1	Wicksteed for play equipment. From grant received and balance of income C/F	£30,063.59 + VAT
	32.2	ROSPA for Playground post installation inspection and The Close play area inspection	£310 plus vat
	32.3	Leics Gardens for grass cutting 4 th and 25 th April as per contract, PF and the Close	£350
	32.4	Maintenance items as agreed, bins, spikes, sign, checklists	£150 approx.
	32.5	Insurance for play equipment – the quote received by the Clerk included 35k of play equipment cover and it was felt this was enough for any one claim.	Tba by full council
PFMC/33	<p>To agree the date and time of the next PFMC meeting.</p> <p>The next meeting was agreed as Tuesday 2/8/22 at 8pm in the village hall, unless there was need for another one sooner. Details will be on the website and notice board.</p>		