

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

held on Friday 12th May 2023 at 6pm at the Village Hall, New Rd, Easton on the Hill

Present: Councillor members Cllr J Watson (Chairman), Cllr P Bates, Cllr S Woodman. Non-Councillor members: K Cox and J Hope, plus Shane French-Stanton (Cricket Club representative) and Clerk : J Rice
Members of the public: 1 (Mr P Nottingham)

PFMC/1	APOLOGIES FOR ABSENCE	
	<p>To note apologies received by the Clerk. To note also resignation of Cllr Cherry and recruitment of new Councillor(s) to take place at the Parish Council Annual Meeting on 17th May 2023, as well as review of terms of reference and committee members.</p> <p>There were no apologies – all the members were present. (Councillor T Nicol attended the meeting however left before it got started.)</p>	
PFMC/2	DECLARATIONS OF INTEREST	
	<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></p> <p>There were no declarations of interest made.</p>	
PFMC/3	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>Mr P Nottingham asked if he was needed for grass cutting this cricket season. He also said he was willing to consider a position on the committee and will stay for this meeting until he can be co-opted via the agenda next time.</p>	
PFMC/4	MINUTES OF THE LAST MEETING	
	<p>To receive and agree as correct the minutes of the PFMC meeting on the 1st February 2023, herewith. Chairman to sign the minutes. The minutes were agreed as a true record and duly signed by the Chairman.</p>	
PFMC/5	CRICKET CLUB	
	5.1	<p>To receive and note current situation regarding the Cricket Club and hear from committee members about its future, following on from the last PFMC meeting discussions and following the AGM.</p> <p>Mr French-Stanton explained that due to a lack of people willing to be on the committee, and play social cricket, the decision was made that the cricket club will have to cease and arrangements made to wind it up. There was an idea proposed to have an artificial wicket installed at some point to save on the costs of preparing the wicket and that the kids cricket could be built upon in the future maybe.</p>
	5.2	<p>To discuss any resultant changes regarding the current management/committee, the lease and other implications of any proposed changes and to agree a new plan of action possibly involving a joint working group.</p> <p>The Clerk read out the relevant section in the lease that refers to the cessation of the lease and the club. There was a discussion about whether this applies, and it was thought that the AGM could count as the village meeting and, as there's now no club, nothing more can be done. The Clerk advised that the proper procedure should be followed and that the club still exists until it is wound up for insurance and licensing etc reasons. The Clerk agreed to send a copy of the lease to Joshua Ford as the cricket club lease Trustees need to decide on how it should be dissolved, including the monies, and their pavilion, and inform the committee and the Parish Council. The Clerk advised that there would need to be a business case prepared if the Parish Council are asked to consider taking on responsibility of the pavilion.</p> <p>Action Clerk/PFMC and Cricket Club</p> <p>The PFMC terms of reference were discussed at this point (agenda item 11 below) and it was agreed to propose to the Parish Council that the cricket club member is removed, a Wittering</p>

Signed by Chairman _____ Date _____

		Football Club voting member is included and to increase the maximum number on the committee to 14 – this will include 3 members of the Football Club to account for a different member probably attending each time. Also, that the quorate be changed to a minimum of just any 4 members (and no minimum of Councillors in attendance) but the Clerk warned against this and will check the legality. Cllr Woodman also declared that he was a member of the Wittering Premiair Football Club Management Committee. Action Clerk
	5.3	To receive and note update on the power supply project and agree any actions, including contributions to the shortfall in costs and review of risk assessment for volunteers. The invoice was paid on 27/4/23, and a date to commence work is awaited. The Clerk has enquired recently of progress on this as a site visit will be needed and the contractor advised about dates. It was agreed that the shortfall in costs (£1639.50) will be split 50/50 with the PFMC and the Cricket Club – they agreed to this at their AGM. The risk assessment will be reviewed in due course. Action Clerk
	5.4	To note cricket club contribution to the registering of the lease with the land registry. The Clerk was asked to check if the lease has actually been registered by the solicitors and, if so, the Cricket Club will need to pay the whole bill in the circumstances. It was agreed that if it had not yet been registered by the land registry then, if possible, the application would be cancelled, and the invoice amended accordingly. Action Clerk
PFMC/6	WITTERING PREMIAIR FOOTBALL CLUB PITCH HIRE	
	6.1	To review the current agreement to hire the pitches and agree any changes to terms in light of 2 pitches, 2 teams/Juniors, overlapping pitch. Hire agreement herewith. It was agreed to review the dates from and to, and also it was confirmed that any agreement for juniors to play there will be a separate agreement, and not Wittering PFC. Councillor Bates raised the issue of increased numbers of cars using the Drift and car park affecting the residents, especially if Sundays are added, and this was noted but not thought an issue due to the income generated. The pitch is still being looked at to determine if 2 pitches can be fitted in and will be confirmed. It was confirmed that the wicket would still need to be protected.
	6.2	To receive update on rabbits issue and make a plan of action. It was confirmed and noted that efforts to address this had failed and that it will have to be re-visited at another time.
	6.3	To receive request to hold a Family Day and confirm, circulated, and resolve any issues if any with bar licence etc. This was noted and agreed. It was confirmed that the bar may not be licensed and so they will have to make donations only towards alcohol. The Clerk will inform them and check on insurance at the pavilion, plus the electricity supply may not be installed in time. Action Clerk
	6.4	To note request from Billy re net to stop balls going on thornbush and agree expenditure and confirm goals for community available from 13th May. It was agreed that WFC can keep the existing net up to stop balls. The broken goal will be mended so that community goals are available when WFC take theirs away for repair.
PFMC/7	MAINTENANCE/EQUIPMENT	
	7.1	To receive and note report on the car park, herewith, and agree a plan of action. (Note grant application unsuccessful.) The report was received and noted. There was a vote taken on whether to agree to an increased amount to be paid for a Civil Engineer's report and analysis, and only 2 voted in favour and 3 against. There was a suggestion to just install road planings, but this was not supported due to it not being known if this would be successful or not and more money is wasted. The Clerk advised that there is a responsibility on members to spend public money wisely based on sound advice and knowledge from experts in a particular field. In the absence of any agreement on alternative action, it was agreed that 2 more quotes will try to be sought for expert investigations and the most cost effective one would be accepted, without further agreement being necessary, up to the maximum spend of the quote already received. The

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		Clerk will chase the contact she had approached but not heard back from after the initial correspondence. Action K Cox/Clerk
	7.2	To receive an update on new goals via a grant from the Football Foundation. It was further agreed that the grant of 61% towards junior goals may not suit the needs of the community in terms of size, suppliers and cost, however options will be investigated up to a total payment of £500, split 39/61%. Action Cllr Watson/Mr S Cherry
	7.3	To note issue with “Runway” and no response from Wicksteed to rectify and agree a plan of action. (RoSPA inspection due in June, can accompany for a cost.) This was noted and agreed to just continue chasing. Action Clerk
	7.4	To note outstanding maintenance jobs including new gate post, matting shrinkage, slide paint and removal of swings frame, possibly before inspection. These were received and noted and jobs in hand/completed recently noted also.
	7.5	To discuss any other maintenance issues including fixings for gazebo support legs and agree action/expenditure including ongoing vandalism and to consider CCTV, free trial. The incident regarding injury of a toddler from the gazebo area was discussed and action taken straight after to rectify any possible safety issue noted. The RoSPA inspection next month will report on any issues. It was agreed to accept the offer of a free trial of CCTV. Action Clerk It was further agreed that the grass cutting by P Nottingham should continue as before and the CC mower situation will be looked into. Action Clerk
PFMC/8	PLAYING FIELD NEXT STEPS	
	8.1	To receive and note amended letter and survey, as follow up to 22/3/23 meeting, on websites and to be delivered end May, herewith. The revised letter was noted. It was further noted that hard copies will be delivered at the end of May and online versions are on the websites and QR codes will be put up at the playing field and shop. It was later noted that if a loan application was agreed, September would be too late for the next meeting and a loan being processed for next year’s precept. This will be looked at at a later date when the results of the survey are known, at the end of June. Action K Cox and Clerk
	8.2	To note return method of survey and online/QR version to advertise and any other points of note. See above and also that a stall will be at the village gala to ask people for their views. K Cox agreed to man a PFMC stall but not be part of the Parish Council’s.
PFMC/9	WOODLAND AREA PROJECT To receive and note update on remainder of work here. To note notice board to be done and volunteers to work on this to be decided. Church volunteer to liaise with. The Woodland Area bench is installed now, and bulbs are to be planted in the autumn. The Clerk reminded the committee that the noticeboard for this area had been decided against, but the playing field entrance board for sponsors and other information has been agreed and needs doing with grant monies remaining. It was agreed to revisit this. There was a request to ask the Trees and Greens group to look at the Woodland Area to tidy it up due to overgrown and remaining fire hazard foliage. Action Clerk/PC meeting	
PFMC/10	FINANCE To note finance report and current budget situation and resolve any queries, herewith. It was confirmed that the playing field budget has £5500 project money for this year, less any expenditure on power supply, goals and car park/engineer’s report, and £3250 carried forward from last year.	
PFMC/11	TO REVIEW TERMS OF REFERENCE AND MEMBERS OF PFMC AHEAD OF PC ANNUAL MEETING AND AGREE ANY PROPOSED CHANGES (Herewith) This was discussed at item 5.2 above and will be proposed.	
PFMC/12	ORDERS FOR PAYMENT; To note/agree payments to be agreed; The following payments and receipts were noted:	
	12.1	Caretaker invoice due end of April £60
	12.2	RoSPA inspection charges
	12.3	Structural Engineer fees if agreed above.
	12.4	New part if not covered for Cross Trainer.

Signed by Chairman _____ Date _____

	12.5	Junior goals contribution tbc
PFMC/13	Receipts	To note donation of £222 received from the Post Office collection box. WitteringPFC hire income paid April. £180. 2 weeks left to pay mid-May. Grant income from Football Foundation if accepted.
PFMC/14	To agree the date and time of the next PFMC meeting. This was agreed as Monday 4 th September at 6pm, village hall if available.	

Signed by Chairman _____ Date _____