

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

held on Thursday 7th September 2023 at 6.30pm at the pavilion, Ketton Drift, Easton on the Hill

Present: Councillor members Cllr P Bates, Cllr T McAllister.

Non-Councillor members: K Cox (Chairman), S French-Stanton, P Nottingham, and Mrs. J Ward

Clerk : J Rice

Members of the public: 4 (3 Juniors and 1 other)

PFMC/42	<p>APOLOGIES FOR ABSENCE To note apologies received by the Clerk. Apologies were received by the Clerk from J Hope. Also, R Pye and W Wright from the football club sent their apologies.</p>
PFMC/43	<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> There were no declarations of interest made.</p>
PFMC/44	<p>PUBLIC TIME. Arrangements are in place 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. It was agreed to move item 49 to be discussed as the first item. See below. The other member of the public was there to observe.</p>
PFMC/45	<p>MINUTES OF THE LAST MEETING To receive and agree as correct the minutes of the PFMC meeting on the 2nd of August 2023, herewith. Chairman to sign the minutes. The minutes were agreed as a true record and duly signed by the Chairman.</p>
PFMC/46	<p>DRAFT TERMS OF REFERENCE</p> <ol style="list-style-type: none"> To receive and note the revised, draft terms of reference to be agreed by the Parish Council at their next meeting, circulated. (to be amended when pavilion decisions known) The draft terms of reference were agreed. Also, it was noted that at least 2 more Councillors will be requested to join the committee. To consider setting up a user group. The Clerk explained this is in the terms of reference and would consist of members of the public who were users of the playing field to get views and opinions from, but who are not committee members. It was decided that this will be revisited in the future.
PFMC/47	<p>HANDOVER OF PAVILION AND ASSOCIATED EQUIPMENT</p> <ol style="list-style-type: none"> To receive and note an update from the pavilion working group/Clerk on the current maintenance and running of the pavilion and resolve any specific issues, ie bar licence, bin collection contract, septic tank clean etc. The update report was received and noted. Mr Cox went through the items that needed costs agreeing for work to be done asap and these were agreed as padlocks (£200), Septic Tank empty (£120), Inspection chamber lid septic tank, £100, Main Pump (£368) and shower in away team (£201) total approx £989. More quotes will be obtained where possible. A discussion took place about the garage roof that is leaking over equipment and contains asbestos. It was agreed this was also urgent and would be repaired asap at a cost of approx £2400. Action Working Group Receive and note the report on ongoing costs of running and maintenance and viability of taking it over permanently and agree the report and proposal to be put to the Parish Council. Mr Cox continued with the report and how the costs can be funded. Refurbishment costs are estimated at £7000 and it was agreed that this would be funded via a grant application from Augean or the Football Association or another grant source. It was agreed that some of the running and maintenance costs would be charged separately to a hirer of the pavilion (ie Wittering Premiair FC) and include the water and electricity usage, cleaning, internet and TV licence

Signed by Chairman _____ Date _____

	<p>costs. The Clerk raised the issue of health and safety audit and had circulated some considerations over fire safety, water checks, lighting, fire training/testing and potential costs.</p> <p>It was agreed to propose an update report due to the timing of the Parish Council meeting and outline that the thinking that the pavilion should be self-funding and all costs covered by the hirer or a grant. The Clerk advised that the Parish Council need to consider the financial and management liability if no hirer is secured and there are future capital costs, plus if grants are unsuccessful. Action Clerk</p> <p>3. To receive and note a proposed, new hire agreement for the playing field pitch and pavilion, to be discussed/amended and agreed as a proposal for the Parish Council.</p> <p>The remainder of the running costs, estimated at £3000 pa would all be charged to the hirer, and with the pitch hire too, would need a monthly charge of £450 pm. It was agreed to check the bar licence situation and change it to the Parish Council in the future, but the Wittering Premier Football Club are sorting this for now. It was discussed that there could be savings on grass cutting of the playing field if a volunteer did it and this will be investigated. Action Clerk/P Nottingham</p>
<p>PFMC/48</p>	<p>WITTERING PREMIAIR FOOTBALL CLUB (WPFC) AND OTHER SPORTS CLUB HIRERS</p> <p>48.1 To receive any updates on the current hiring arrangements and resolve any issues, until new terms agreed and in place.</p> <p>Some issues such as the speed and volume of cars using the Drift, the amount of pitch space used up and car parking were raised and will be discussed again when the hire agreement terms and conditions and hire costs are agreed in October. Action all</p>
<p>PFMC/49</p>	<p>DIRT TRACK PROPOSAL</p> <p>To receive and note detailed dirt track proposal and resolve action/decision – note also Cllr Woodman request for 2-3 tons of stone to be used for pothole repairs .</p> <p>The juniors explained in more detail about their idea of a self- made dirt track. They want to use existing resources. They circulated a hand drawn picture of the area and design. Members discussed the materials and benefits to riders, plus the potential issues with the design in the wet. The Clerk raised concerns from an insurance point of view and providing a duty of care to users. The track was voted in favour of pursuing with a £250 max. expenditure. The boys agreed to get formal costs in writing, a more detailed design spec/drawing and the Clerk will investigate the liability issue. Action Clerk/Mr Cox to liaise</p>
<p>PFMC/50</p>	<p>WOODLAND AREA</p> <p>1. To receive and note any new updates and a proposal, following ideas from the visit from Rockingham Vision, to be agreed.</p> <p>It was decided that no plan or proposal for the area can be drawn up until after the next meeting with Rockingham Vision at the end of September. The principle of no more trees to be cut down was mooted by Mrs J Ward and Mr K Cox agreed.</p> <p>2. To note request to Parish Council for members of Trees and Greens to take the maintenance on, depending on the plan above.</p> <p>This was changed to asking Trees and Greens members to join the sub-group of the PFMC and will be positioned as such at the next PC meeting. Action Clerk</p> <p>3. To note one day course available on 3/10/23 or 18/11/23 on managing woodlands.</p> <p>There were no takers for this.</p>

PFMC/51	<p>NEW BENCHES To receive and note information on different benches for the playing field and agree style and installation/location and costs.</p> <p>The Clerk had circulated some information on benches and it was resolved to purchase 2 benches made of recycled plastic from Earth Anchors, with concrete fixing kits and a concrete base will be built, at a max agreed cost of £1k. Action Clerk</p>
PFMC/52	<p>FINANCE To note finance report and current budget situation and resolve any queries.</p> <p>The finance report was received and noted. An invoice will be raised for Wittering PFC to pay for the toilet block connection to electrics. Action Clerk</p>
PFMC/53	<p>ORDERS FOR PAYMENT; To note/agree any (new) payments to be agreed. These were authorized, as well as the amounts above.</p> <ol style="list-style-type: none"> 1. £120 to be invoiced to Wittering PFC for connection of power to toilet block. 2. £205 plus vat for fitting and supply of fused timers for thermostats on water tanks, previously agreed, from power supply project monies. 3. £120 for septic tank emptying. 4. £36.23 (tbc) payable to Cllr Woodman for gazebo roof repair, glue and gun, already purchased, rect to come. This was changed to £12.97 as per receipts. 5. £49 each for timber bench tops. These were not agreed, as not considered necessary. 6. £158.85 caretaker hours and parts, previously agreed. 7. To note refund of £1993.86 for cable size change by National Grid. 8. Any other costs agreed as part of above as needing doing before next PC meeting.
PFMC/54	<p>TO AGREE THE DATE AND TIME OF THE NEXT PFMC MEETING. Proposed Wednesday 18th October 2023 at 6.30pm in the pavilion. This date was agreed and also a new date of 6/3/24 at 6.30pm.</p>

Signed by Chairman _____ Date _____