

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

held on Wednesday 18<sup>th</sup> October 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: 5. Cllr Ford, R Pye (WPCF), Darren and Ryan (Blackstones FC) and Kumar (Adidda Cricket Club)

Plus Jerry Rawlinson (arrived 19:52)

PFMC/55	<p><b>APOLOGIES FOR ABSENCE To note apologies received by the Clerk.</b> Apologies were received from Cllr Mountain.</p>
PFMC/56	<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> There were no declarations of interest made.</p>
PFMC/57	<p><b>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. To receive and note information from other clubs possibly wishing to hire the facilities.</b> The 2 members of Blackstones Football Club were there to register their interest in hiring the facilities for their junior teams. They are currently based in Stamford at different sites and would prefer one site for all the teams. They would need one pitch Saturday and Sunday mornings to 12 O'clock for matches and are aware of Wittering Premier playing there now but hoped it could all be accommodated. The Pavilion would not be needed, maybe just teas and coffees. They hoped to bring benefits to the community and all junior age groups to play up to under 18s. They added they are not aware of the costs expected to pay at present. Russ Pye said that they would not be keen on them playing on the same (adult) pitch as them. The cricket club member Chairman also expressed their interest in hiring 4 wickets in the summer April to September from 1.30pm and have a groundsman also and would alternate the use of the pitch where necessary to avoid a clash. They were all thanked for coming and will be contacted in due course. Russ Pye explained that planning forms were being sent for the toilet block and confirmed he was told the other containers need permission too and maybe they can be submitted together. He confirmed the bar license has been sorted. He thanked the committee for the hedge cut which is better for the balls and the showers are now working ok. He confirmed the club would support other clubs if they can. They were asked to remove the shirts from the worktop and he confirmed they would – more storage is available if needed. Jerry Rawlinson, contractor caretaker, arrived 19:52 and item 66 was moved to after the minutes item.</p>
PFMC/58	<p><b>MINUTES OF THE LAST MEETING</b> <b>To receive and agree as correct the minutes of the PFMC meeting on 7<sup>th</sup> September 2023, herewith. Chairman to sign the minutes.</b> The minutes were signed as a true record and duly signed by the Chairman.</p>
PFMC/59	<p><b>GOVERNANCE AND CODE OF CONDUCT</b> <b>a) Chairman to remind everyone of the requirement to adhere to the Parish Council code of conduct, herewith, that all members sign up to on being elected as a member of the committee. Chairman to re-iterate the seven Nolan Principles of Public Life – Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership and read one out in full at each meeting.</b> The Chairman, K Cox, said that he did not agree this agenda item was needed and asked the Clerk to explain. The Clerk explained the legal responsibilities each member has with the code of conduct and declarations of interest. She reported it was an unusual situation to have so many non-Councillors as members but that they have the same responsibilities as Councillors, as laid down in the Local Government Acts. As there are many new members, and this is a public meeting with delegated powers, it is vital to ensure it is run properly. The</p>

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

	<p>Chairman did not think the code principles (as per the full Parish Council meetings) are necessary to be read out at the meeting and Cllr Bates agreed.</p> <p><b>b) Clerk to give details of training available on the Code of Conduct, Councillor starter training, Chairmanship. Agree any bookings.</b></p> <p>The Chairman asked if non-councillors were allowed to go on the training and the Clerk said she assumed yes and wanted to garner interest. The Chairman asked each non-councillor member and they declined to attend any of the training courses.</p> <p><b>c) To note if new PFMC Councillor member elected.</b></p> <p>Cllr Ford was welcomed but was too late to receive the papers and so can only be fully part of the next meeting.</p> <p><b>d) To note that risk assessments are required before any work is carried out by volunteers or members, as previously advised by the Clerk.</b></p> <p>K Cox asked the Clerk about the current, Council Health and Safety (H and S) policy statement and the Clerk confirmed it needed updating, as part of the other H and S risk assessments and checks etc listed previously. K Cox queried the need for the risk assessments, however, it was confirmed that to protect volunteers and satisfy insurance, risk assessments are needed for all activities with elements of risk. A more generic one is used for low risk tasks but other tasks need specific ones doing. <b>Action Cllr Ford</b> to circulate a generic template.</p> <p><b>e) To receive and note feedback from the Health and Safety and Fire Risk sub-group and Fire Officer visit and resolve plan of action and any training required.</b></p> <p>It was reported that no more work has been done by the group on the health and safety or fire risk assessments and K Cox is now away. The Clerk said she can do a current risk assessment on the building as it is, to make the hirers aware however this was declined. The Clerk pointed out that the employer and the PFMC are liable in law and negligent at the current time as there are important safety actions and checks needed from the Fire Officer visit on 6/10 and an urgent assessment on health and safety needed, for which the Clerk had secured help from a resident in the village. She advised urgent action on this and the hire agreement to ensure the Parish Council and pavilion is safe and legal. The Clerk gave the subgroup the health and safety poster that is obliged to be completed and displayed. <b>Action PN/PB/KC</b></p> <p><b>f) To receive and note feedback on PF charity status and ACRE membership option and discuss/agree.</b></p> <p>The Clerk reported that she had been contacted by ACRE with concerns about the charity status of the old Playing Field Management Committee and that requirements are not being met. They agreed in the end that the Parish Council is not required to do anything and that ACRE will follow it up.</p> <p><b>g) To note new asset list, updated for all equipment and agree insurance cover.</b></p> <p>It was agreed to insure the rest of the equipment to a total of £12500. <b>Action Clerk</b></p>
PFMC/60	<p><b>HANDOVER OF PAVILION AND ASSOCIATED EQUIPMENT</b></p> <p>1. <b>To receive and note decision by the Parish Council on the long-term ownership and management of the pavilion and agree a plan of action, including amended figures.</b></p> <p>The decision was noted. Some figures had already been adjusted and sent to Cllr Nicol. The amended figures to include extra costs of the padlocks, asbestos removal and roof repairs. The Clerk was questioned on the extra admin and associated Clerk hours included in the list. <b>Action KC</b> to amend business plan for the PC.</p> <p>2. <b>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, in particular the garage roof repairs and asbestos removal risk assessment/plan, new padlocks, ownership of building paperwork.</b></p> <p>An update was noted on various elements - the asbestos risk assessment will be amended and circulated, the official ownership of the building will be investigated, the distribution of new padlocks noted. <b>Action KC/Clerk</b></p> <p>3. <b>To receive and note an outline hire agreement for the playing field pitch and pavilion, to be discussed/amended and agreed as a proposal for the Parish Council.</b></p> <p>The example hire agreement was not requested to be circulated and a subgroup was agreed to meet to go through it. <b>Action Clerk/JW/KF/PN/KC</b></p>
PFMC/61	<p><b>FINANCES/BUDGET PROPOSAL</b></p> <p>a) <b>To receive and note finance report to date for decision making and budget setting for next year, to follow.</b></p> <p>The Clerk circulated the finance report with the most recent figures and answered the queries. <b>To discuss and agree a budget proposal for presenting to the Parish Council/Finance Committee for PFMC projects and funds for 24/25.</b></p>

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

	<p>It was agreed to include £3150 running costs and £6163 income in the budget plus £6500 capital project costs for refurbishment. It was further agreed not to include money for the car park as it was thought that the residents should not have to pay.</p> <p>A grant application will be submitted for the refurbishment work too, deadline 15/11/23. <b>Action Clerk/PB</b></p>
<b>PFMC/62</b>	<p><b>WITTERING PREMIAIR FOOTBALL CLUB (WPFC) AND OTHER SPORTS CLUB HIRERS</b></p> <p><b>62.1 To agree new hiring arrangements, agreement and fees for pitch and pavilion hire and resolve any issues.</b> The suggested hire figures were not discussed with Wittering PFC and the subgroup will propose a hire agreement. Action as above 60.3.</p> <p><b>62.2 To receive and note update on outstanding issues such as bar licence, planning permission for toilet block, agreed alterations to building and resolve any issues.</b> It was noted that these were discussed in public time. The planning application will be pursued. <b>Action ?</b></p> <p><b>62.3 To discuss and resolve general issues on matches - parking, cleaning of pavilion, health and safety.</b> This was discussed above 59 b) and the Clerk re-iterated the need for the Parish Council to fulfil its legal responsibilities.</p>
<b>PFMC/63</b>	<p><b>DIRT TRACK PROPOSAL</b></p> <p><b>To receive and note update on the dirt track proposal if available, including insurance questions to be followed up and resolve action.</b></p> <p>K Cox reported that he spoke with the parent who had been willing to design and help build a dirt track, however he said they were disheartened by the Parish Council requirements. It was noted that this would also have required a level of ongoing maintenance and checks to be considered and factored in the overall costs.</p>
<b>PFMC/64</b>	<p><b>WOODLAND AREA</b></p> <p><b>1. To receive and note new update, from Sophie Van Den Bergh, circulated. Next meeting is on 1/11/23. To receive feedback and comments for the meeting/plans.</b></p> <p>The report from the meeting was received and noted. There were no specific comments from members to feedback to the next meeting on 1/11/23, when plans will be suggested and reported back.</p>
<b>PFMC/65</b>	<p><b>NEW BENCHES</b></p> <p><b>To agree installation arrangements/location around field.</b></p> <p>It was agreed to locate the 2 benches around the path, one near the septic tank and one near the Deeps, installed on a concrete base with the fixing kits ordered. <b>Action TM</b></p>
<b>PFMC/66</b>	<p><b>CAR PARK/MAINTENANCE – TO DISCUSS AND AGREE ACTION</b></p> <p>a) <b>To receive an update on the car park/survey</b> K Cox confirmed the survey has been done and the report is expected soon.</p> <p>b) <b>New bench sleeper top to be purchased, £49 plus quote for repairs.</b> The caretaker contractor had photos of the extent of damage and it was agreed by a majority vote that the damaged sleeper top be replaced and a maximum expenditure of £50 was agreed. K Cox to speak to Cllr Woodman re discount. <b>Action KC</b></p> <p>c) <b>Old slide needs undoing and re-painting due to severe corrosion.</b> The caretaker contractor raised the issue of the RoSPA report highlighting severe corrosion to be addressed and reported that Cllr Woodman has offered to remove the bolts and then it can hopefully be repainted properly. It was agreed that K Cox would speak to Cllr Woodman and report back. <b>Action KC</b></p> <p>d) <b>Path needs a working group to scrape back from edges.</b> The caretaker reported that this is a big job for one person and it was agreed that Peter Nottingham would look and advise on the best way. <b>Action PN</b></p> <p>e) <b>Grass cutting contract/or – feedback on cutting regime/frequency and issues tbd</b></p>

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

	<p>It was agreed that Cllr Bates would speak to Leics Gardens about coming on agreed dates to tie in with additional cuts needed for the football club. The Clerk reported she had spoken to him about the standard of cut and he stated it is due to the frequency not being enough to get the finish they want. <b>Action PB</b></p> <p>f) <b>Runway piece – not fit for purpose?</b> The caretaker and Clerk agree that this piece is still not used and has possibly never been fit for purpose, even after the chains were lengthened. Wicksteed have been contacted and agreed to look into it. <b>Action Clerk to chase.</b></p> <p>g) <b>New PF notice board is still outstanding from grant payments.</b> The Clerk mentioned again that the grant payments previously paid included an amount for 2 boards, Woodland and play areas and if not spent, should be returned. It was agreed only one is needed for the entrance to the playing field, with sponsor details, and Cllr Ford will see if the children at nursery can design something. <b>Action KF</b></p> <p>h) <b>Hedge cutting arranged.</b> It was confirmed that K Cox has arranged for this to be done as too big a job for the caretaker contractor, to remove the cuttings too.</p>
<b>PFMC/67</b>	<p><b>ORDERS FOR PAYMENT; To note/agree any (new) payments to be agreed.</b></p> <p>The payments were agreed as follows:</p> <ol style="list-style-type: none"> <li>1. £238 plus vat for padlocks</li> <li>2. £50 max for new sleeper bench top</li> <li>3. £555 plus vat for electricity testing/£120 toilet connection to be paid by WPFC.</li> <li>4. Any other costs agreed as part of above – planning permission cost, shared with WPFC.</li> </ol>
<b>PFMC/68</b>	<p><b>TO AGREE THE DATE AND TIME OF THE NEXT PFMC MEETING.</b></p> <p>The date of the next meeting was confirmed as <b>Wednesday 29<sup>th</sup> November 2023</b> at 6.30pm, unless another one sooner was felt necessary, and the Clerk will book the Village Hall. Further dates were confirmed as 10/1/24 and 6/3/24.</p>

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