



QUEEN CAMEL PARISH COUNCIL

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Minutes of Meeting of the Queen Camel Parish Council Playing Field Management Committee on Monday 9th January 2023 at the Memorial Hall, Queen Camel at 7.30pm

Present: Cllr Mike Baker (MB), Ian Conway (IC), Cllr Angus Davidson (AD), Marian Davis (MD), Sue Gettings (SG), Cllr Phil Jones (Chairman).

Public Question Time: No members of the public present.

PF10/01 Apologies for absence: Stewart Willes (SW).

PF10/02 Declarations of Interest: None Declared

PF10/03 Minutes of previous meeting to be confirmed as correct

It was **RESOLVED** to approve the minutes of the Playing Field Management Committee meeting of 3rd October 2022 as an accurate record of the meeting.

PF10/04 Correspondence not discussed in meeting: Email received from Rob Hinks that; due to personal commitments he has stood down from his place on the PFMC but wishes to remain involved as a volunteer on the field. PJ thanked Rob for his continued assistance with the Playing Field, especially with his efforts with the grant application with the National Lottery and others.

PF01/010 Chairman's Report:

A report had been circulated detailing the progress of playing field matters over the past three months along with details of completed actions and those that remain ongoing but not for discussion on this agenda.

SG sought clarification as follows:

- a) The report stated that the PC had suggested whether the chair of the PFMC could be held by a non-parish council member of the PFMC. It was asked who had raised that suggestion as it was not in the draft minutes of November's Parish Council (PC) meeting. MB stated that he had raised this query. PJ thanked SG for raising the omission from the minutes and stated he would have it added to the minutes prior to them being signed off at the next meeting.
- b) SG acknowledged that the Parish Council had redirected earmarked funds, such as the MUGA money but raised concern that the PC had made a decision for the Chair of the PFMC to transfer budgeted playing field money from one section to another and questioned whether this was allowed. PJ explained that the budget codes for the year were a little bit of guess work at the beginning of the year because it was the first year it had managed the field. He explained that a lot of money had been spent on raising the condition of the pavilion, but with the additional unexpected spend on the American Fridge Freezer the pavilion asset code became overspent and he approached the council for authority to overspend the budget. The clerk had stated that a remedy was for the motion to be passed allowing the cost categories to be moved about, so long as the overall budget did not overspend. This was agreed by the Parish Council.

- c) SG raised that the Jubilee committee had purchased a memorial bench for the playing field and felt a letter of thanks should be sent. PJ stated that this was on the agenda for discussion.
- d) A discussion was had in relation to the Chairman notifying the PFMC that a proposal is to be made at the next Parish Council meeting for a Play Area Replacement Working Group to be set up for all play area replacement matters to be dealt with and passed to the PC. It was stated that this was not recognising the efforts of the fundraising club (PAFC) who had done so much work and that the PC was trying to remove them. MB raised that the PC wanted to reduce the number of committees and that this was only introducing another committee. PJ explained that for too long, different people had different ideas over the long-term plans for the playing field and that there needs to be a clear plan for various potential options. However, this has been deferred until at least next May and the focus needs to be on the Play Area so this project can be completed. In order to ensure the PAFC has involvement in the PC's decision making, it will be invited to be represented on the working group. PJ explained, as was borne out with The National Lottery application, that due to process and protocol, the PC should have primacy of the Play Area and that the working group puts a structure in place for this to be achieved. With the PAFC being independent of the PC there is no direct link to enable them to lead on it, but PJ acknowledged its continuing support. SG suggested that the PAFC could link into the PFMC instead of the Working Group or PC and PJ explained that the PFMC does not sit regularly enough for this and that with 5 members of the PFMC having a conflict of interest (being on the fundraising club) it only leaves 3 members of the PFMC who can vote. As three is the quorum, tonight is an example how it could not work as only two non-conflicted members were present and so no decisions could be taken. PJ explained that the proposal will be put to the PC at its next meeting, the comments from this meeting will be relayed, and the PC will vote on whether it is to be implemented or not.

PF10/06 Administration Report

- a) PJ stated that there was work to be done around the pavilion and playing field in the spring and that volunteers would be sought to assist. He acknowledged the work of the grass cutters last year and it was hoped they would all assist again this year. IC offered to join the grass cutting rota which PJ stated he would coordinate. He also suggested thought needs to be given to sharing the responsibilities of pavilion, field and equipment amongst members to lessen the burden on individuals. It was also suggested that a review is required of the volunteer policy/risk assessment and for this to be progressed.
- b) A discussion was had about the organisation of a Playing Field showcase to encourage use of the field. MD volunteered to lead on this. A date is to be set and a schedule of sports and clubs to be coordinated. IC raised about the effective marketing of the event to generate good numbers.
- c) PJ discussed making a recommendation to the PC for a change to the PFMC Terms of Reference so that the Chairman is to be elected from the members of the PFMC and does not have to be a councillor. Also, that to ensure compliance with financial regulations, the delegated authority for spending the PFMC budget should be held by one of the councillors on the PFMC. It was **RESOLVED** to recommend to the Parish Council for the Terms of Reference to be amended for the Chair to be elected annually from the PFMC membership and for the bank card and designated authority to be held by a councillor member.
- d) No new actions were raised

PF10/07 Pavilion Report

- a) An update was provided on maintenance of the pavilion. The defibrillator cupboard was working once again. The intake water pipe had frozen and as a result a joint leaked. This needed to be fixed promptly due to the water to the Tennis also being turned off and has now been completed with a new stop valve also being fitted. MD coordinated this and we await the invoice.



- b) Members of the PFMC offered their services to volunteer to paint the outside of the pavilion in the spring. PJ stated that more exterior paint will need to be purchased but is monitoring process to hopefully purchase paint when prices are reduced.
- c) No new actions

PF10/08 Playing Field Report

1) **Field.** PJ expressed thanks to Brian Hewlett for cutting the hedges back around the field.

- a) A discussion was held over the installation of a Community Compost bin. SG is leading on this and explained that wood had been obtained but that help was required to build three bins to be sited in the corner of the field near to the cricket nets, but to avoid disturbing the badger set. AD volunteered to assist. The discussion continued over the need for both green and brown compost and the need to avoid attracting rats. SG stated that there would be no problem with finding individuals/groups to make use of the compost.
- b) The issue of dogs off lead and dogs mess on the field was discussed. PJ mentioned that there had been progress as one dog owner had picked up their dog's mess, but unfortunately left it by the door of the pavilion. It was suggested that there appeared to be more dog owners keeping their dogs on leads, but perhaps more signs were required. SG volunteered to contact the Dog Warden to see if there were any available SSDC signs available.
- c) PJ outlined that the Jubilee Committee had used left over funds to purchase a commemorative bench for the playing field. This has been delivered and needs to be pieced together and fixings purchased to replace the decaying bench near to The Glebe gate. PJ stated that he would ask the PC to generate a letter of thanks to the Jubilee Committee and once erected it can also be publicly acknowledged with a social media post.
- d) PJ explained that there may be available budget for this year. He suggested that if there are available funds that replacement parts could be purchased for the plastic goal and for a new goal to be purchased. He outlined that the model of goal already in the field costs in the region of £130 but that a goal that size which also has Rugby post uprights cost between £210-£270. It was acknowledged that the youth utilise the current goal and purchase of a further goal would increase their opportunity as well as be beneficial for the Playing Field showcase. Purchasing metal goals was discussed but there would not be sufficient funds available and with the lightweight goals it would allow them to be moved around the field which would protect specific areas of grass from being worn away.
It was **RESOLVED** that if there is sufficient budget at the end of the financial year one or two football/rugby posts would be purchased dependent on the funds available.

2) Play Area

The most recent SSDC Inspection Report was discussed with no significant changes to the play area noted.

3) **Equipment.** PJ updated that he had serviced the Ride on mower in the summer and the strimmer more recently. The drive belt on the ride-on had snapped and a replacement ordered that had not yet arrived due to the postal strikes.

- a) The servicing and maintenance of the significant equipment was discussed. TP is to coordinate the repair and servicing of the Tractor and authority was given to purchase a new radiator due to the issues with the current one during the summer. AD is to investigate into the sharpening of the gang mowers. IC is to liaise with the Cricket Club into the servicing of the roller.

4) New actions agreed

- SG to enquire with SSDC to obtain further 'Dogs on Lead' signs
- PJ to raise with the PC for a letter of thanks to be sent to the Jubilee Committee.



- PJ to monitor available funds and if sufficient to purchase one or two portable plastic rugby/football posts prior to end of financial year.
- AD to investigate sharpening of gang mower
- TP to coordinate service/repair to the tractor
- IC to enquire with Cricket Club over servicing of the wicket roller.

PF10/09 Club Reports

Cricket Club: SW sent an email update. Fixtures are being formulated for the club's Saturday and Sunday adult teams and the under 10s and 2x U12 teams. The first Saturday home fixture is currently 13/5/23 so the Football Club will be informed the pitch is not available for them that day. CC asked to update early on any Saturday friendlies before that date. It was asked that weedkilling takes place prior to the season which hopefully will happen but will be weather dependent. It was raised about upgrading the cricket nets. It was asked for the CC to research this but stressed that this was one of the reasons why a Playing Field Development Committee is required so that potential works do not conflict.

Tennis Club: Tennis membership is low and there is limited take up on youth coaching. It is felt that this may be as a result of the cost-of-living crisis, but no real conclusions can be drawn until the Spring.

Football: PJ stated that football was ongoing but that there needs to be serious consideration as to whether the facilities should be offered to non-village-based clubs. The cost of line marking and electricity for the showers mean that there is very little income benefit and PJ will not be available to mark the lines next season. Raising the costs for pitch hire and asking the club to mark the pitch was raised. PJ felt that there may be security risk to allow unknown persons to have ready access to the equipment shed.

PF10/10 The events for the next 6 months was discussed with maintenance tasks and weedkilling the two main tasks DISCUSS Scheduled events for next 6 months

PF10/11 Outstanding maintenance work discussed. All matters in hand.

PF01/12 Finance Report

- a) It was **RESOLVED** to recommend to the Parish Council that the £6880 Asset money transferred from the PFC to be specifically assigned within the Reserves for replacement of maintenance equipment and/or long-term recreational facilities.

b) Expenditure since the last meeting was noted:

| | | | |
|------------|-------------------------|--|---------|
| 05/10/2022 | Bowcom | Line Marking | £124.56 |
| 16/10/2022 | Hazlegrove Services | Fuel | £17.02 |
| 24/10/2022 | Play Area Funds | Pavilion Equipment | £120.00 |
| 25/10/2022 | Garden Machinery Direct | Purchase tools and equipment. Leaf blower | £309.99 |
| 29/10/2022 | Hunt | Machinery Service/repairs | £9.17 |
| 31/10/2022 | EDF | Pavilion Electricity | £24.35 |
| 18/11/2023 | Screwfix | Line Marking | £17.97 |
| 29/11/2022 | EDF | Pavilion Electricity | £48.75 |
| 05/12/2022 | Bowman | Line marking | £217.39 |
| 17/12/2022 | ASDA | Sundries | £10.00 |

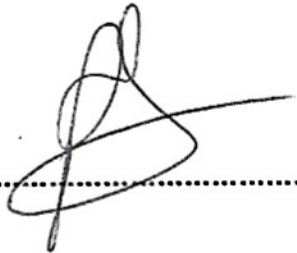
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| 29/12/2022 | EDF | Pavilion Electricity | £26.76 |
| 29/12/2022 | Screwfix | Maintenance- Pavilion | £9.40 |
| 30/12/2022 | Lawnmowerparts | Machinery service/repairs | £29.04 |
| 30/12/2022 | Hazlegrove | Fuel | £8.65 |
| 8/1/23 | Screwfix | Padlock | £24.17 |

SG raised that a lot was being spent on line marking. PJ pointed out what he had said re Football (above) and that the paint had been purchased in bulk and should last to the end of the season and the costs also included the purchase of 2 spare rubber hoses.

- c) PJ outlined potential/anticipated spend until the end of the financial year:
- a. Repair/service of tractor
 - b. Plumber bill for leak and tap replacement
 - c. SSDC Play Area Inspection
 - d. Exterior wall paint
 - e. Fuel
 - f. Fixtures for Jubilee bench
 - g. Door signs
 - h. Purchase of new portable goal/s (Rugby/football)

Date of next meeting: Scheduled for 3/4/23 to be held at the pavilion.

Minute taker: Phil Jones

Signed  (Chairperson)

Date 3/4/23