



**QUEEN CAMEL PARISH COUNCIL**

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**~~DRAFT~~ Minutes of Meeting of the Queen Camel Parish Council Playing Field Management Committee on Monday 11<sup>th</sup> July 2022 at the Memorial Hall, Queen Camel at 7.30pm**

**Present:** Cllr Mike Baker (MB), Ian Conway (IC), Cllr Angus Davidson (AD), Marian Davis (MD), Cllr Sue Gettings (SG), Rob Hinks (RH), Cllr Phil Jones (PJ) (Chair), Terri Plummer (TP)

**Public Question Time**

No members of the public were present.

**PF07/01 Apologies for absence**

The following apologies were received: Stewart Willes (SW)

**PF07/02 Declarations of Interest**

None declared.

**PF07/03 Minutes of previous meeting to be confirmed as correct**

**It was RESOLVED to approve the minutes of the Playing Field Management Committee meeting of 3/3/22 as an accurate record of the meeting.**

**PF07/04 Correspondence. None to report**

**PF07/05 Chairperson's Report (Background Paper)**

A report had been circulated detailing progress of Playing field matters over the past three months with matters being discussed elsewhere in the meeting.

PJ clarified that the Somerset Playing Field Association Play Area Inspection report had recently been received and circulated on 8/7/22.

PJ outlined how previous PFC minutes appeared to highlight issues which did not seem to then be followed through.

**ACTION raised: For PJ to review past 4 years PFC minutes to establish any issues that may still require resolution (A128).**

PJ wished to further express his thanks to Andrew Hoddinott and Kathy Grainger for their ongoing support to the field, equipment and the pavilion.

AD expressed that he felt that Kathy Grainger will be missed on the committee and asked for consideration for her to become a member again. PJ discussed how Kathy is seeking clarity on how the PFMC see her role. **PJ to discuss further with her to provide clarity (A129).**

**ACTION raised: PJ to discuss if she is interested and also raise with the Parish Council whether they feel it appropriate to advertise for additional members with recent vacancies on the committee (A130).**

**PF07/06 Administration Report (Discussion document)**

Details of the 9 completed actions since the last meeting were detailed in the discussion document.

PJ explained the circumstances of the request received to start-up Queen Camel Football Club for the coming season. This was not progressed as their application to join the Yeovil and District League was put on hold so the request for the field was withdrawn. Within days a further request was received from Quentin Bale to use the facility on behalf of Bullets FC from Yeovil. This has been progressed with initial fees of £35 per match. It was agreed that as a temporary team, not representing the village, Bullet's FC would be invited to PFMC meetings but would not, at this time, be added to the committee membership.

**ACTION raised: Hire Agreement for Bullets FC to be drafted for comment by PFMC members and then sent to Bullets FC when agreed (part of Action 122)**

It was asked what pitch would be used and was explained that due to the overhang of the tree nearest the Equipment Shed, the North pitch was not available as it overhangs the corner of the pitch too excessively, and although this would have been the preferred pitch to be used the Southern pitch is the only viable option.

**ACTION raised: to have a review conducted as to pollarding of the trees either side of the pavilion, to establish if the Football pitches can be used, and establish if either have a TPO in force. (A131).**

Other ongoing actions included for the Playing field assets will be reviewed once the Equipment Shed had been sorted/tidied.

The full council continues to progress enquiries with Somerset County Council with regards to the ownership of the SCC land, payment for continued maintenance and clarification of the insurance cover of the land and passed to Cllr Baker who is tasked with completing a review of ALL Parish Council assets.

An agreement of use for the playing field by the Cricket Club had been circulated and SW stated that after a couple of amendments the Cricket Club were happy with the terms of the agreement. This had been sent as part of discussion papers prior to the meeting and will be raised with the Parish Council for their information. It was agreed to put a process in place to review Playing field Hire charges each October with a view to implementation on 1<sup>st</sup> January or the next year. Decisions on fees will then be forwarded to the full council for ratification. **Action 132 raised.**

A discussion was held as to the field booking procedure. PJ explained the online booking process and sought agreement that whoever manages the bookings has delegated authority to make decisions on the hire. It was agreed that PJ would discuss the best way forward as to the management of booking enquiries with the Clerk. **(Action 125)**

PJ raised that it was necessary to have contingencies for the siting of the new Play Area once funding is secured. It was agreed for PJ to circulate a discussion document to PFMC members and Councillors for discussion and decisions by Full Council in readiness for installation. **(A133 raised).**

**PF07/07 Pavilion Report (Discussion Paper)**

Details of the 9 completed actions were outlined in the discussion document. The situation with the keys was reiterated.

Outstanding redecoration tasks were discussed along with identified maintenance tasks around the field.

It was agreed that a Maintenance Schedule will be completed to amalgamate and detail work that is required. This will be added to as further things are identified (**Action 134**). This schedule to include identified work at the pavilion, Play Area, field and equipment.

The offer of 5 children's chairs and a cycle shelter from the Old School was discussed and it was decided that they were not of benefit to the field (**Action 95**).

It has been identified that with football taking place this year, there may be an issue with storage of Cricket Club equipment. It was stated that the PC are looking at the potential of a secure community storage facility in the near future that may assist. IC tasked to have the Cricket Club review (**Action 119**)

A discussion took place on the storage of community assets, e.g. BBQ. This is going to be reviewed once the equipment shed has been tidied and sorted.

#### **PF07/08 Playing Field Report: (Discussion Paper)**

##### **a) Playing field**

7 playing field actions have been completed and recorded within the discussion document.

An update was given that all signs are now in place around the playing field and the review of the environment of the field has identified that low branches around the field need to be removed, benches need to be reviewed for consideration for repair/replacement and the perimeter hedges are in need of trimming. **ACTION raised: to approach Dan Hewlett/Brian Hewlett to ask if they would be able to trim the perimeter hedges when they are doing their hedgerows this year (Action 135)**

PJ raised an **ACTION for the Football equipment to be checked and any issues remedied (Paint goal posts, check nets, flags and pegs (Action 136). and to Identify persons who are willing to assist marking the football pitch for this coming season (Action 137).**

An issue was raised from the stall holders of the recent Vintage and Craft fair of the difficult terrain of Green Lane (Action120). This is not an issue for PFMC but it was agreed that PJ would include it in his next update to the Parish Council.

SG, as PC Environmental lead, is looking at the potential to progress a community compost site at the playing field to assist with dealing with grass cuttings from the field (**Action 104**).

##### **b) Play area**

The situation with the see-saw was discussed. It has been removed due to a broken handle and the continual problem of excessive lateral movement. It was suggested that to resolve the lateral movement a new pivot bar would need to be fabricated. It was noted that the play area is lacking in equipment.

It was agreed to explore options of a piece of temporary replacement equipment pending the new play area (**Action 138- SG**).

RH later pointed out that in feedback to grant applications it was suggested that there is a limited fundraising plan and to spend money on an item instead of showing money has been raised may prove detrimental to future application.

Both SSDC and SPFA Inspection reports had been received and circulated. The Play Tower roof and the side gate had the issues addressed. RH stated that there is significant decay in the surrounding fence that will need to be investigated (to be included in the Play Area RMP). All other issues that can be addressed are to be added to the maintenance schedule as at 07/07 above.



**c) Equipment**

A declutter of the Equipment Shed has started but is to be completed.

The Tractor has had a few issues with a new alternator being fitted and a water leak. A discussion document had been circulated about potential options for a replacement. TP has identified someone who is willing to examine the tractor to identify how 'terminal' the issues are or whether the tractor's life can be extended to save any need for a spend at the moment. **ACTION: PJ to liaise with TP to arrange inspection (update on Action 102).** It was agreed to HOLD (Action 126) any further work around replacing the tractor until the result of this ACTION is known.

**PF04/09 Marketing report (Discussion paper)**

It was updated that the QPCPC website has a page for the Playing Field that has been developed by Elaine Owen (Parish Council Clerk) and has been circulated. It has a Booking system attached and is due to go live on 18/7/22. It was noted that forthcoming events on the field should be included and also clarified that booking of the Playing Field would also include the pavilion. PJ would liaise with Elaine as part of A20 to include this.

**PF04/10 Play area funding raising**

**Play area fundraising group (independent village group)**

SG updated the PFMC that The Village Fayre is set for August Bank Holiday (29th) and the field has been booked. Volunteers are sought with a meeting to be held on 25/7/22. The funds held by the group were reported and the PFMC was updated that a grant application has been submitted with an update due in 12 weeks. The group was successful in receiving £300 from ASDAs local fundraising initiative, (cheque payable to parish council) but unfortunately was not progressed to their Regional Project Funding

**PF04/11 Club Reports**

Cricket (IC)

Youth training has been successful with significant numbers attending in all age groups. The U10's are in the hunt to secure the first QCCC youth side to win their league. The U12s have built on last year's success. There are three teams, including an all-girls team entered in the end of season festival at the County Ground, Taunton.

The Sunday Senior side are chasing honours and hit a record 344 for 4 against Broadwindsor and utilise the progress of a number of previous QCCC youth players. The Sunday team has met all fixtures, with other teams struggling and is currently sat mid table.

There has been positive comment from visiting teams as to the condition of the field.

Tennis (MD) explained that club numbers were down a little, however there has been a recent up-turn following a Wimbledon families supported event. The previously postponed Great British Tennis weekend is now scheduled for the second weekend in September and local support would be appreciated.

MD did suggest that it could be worth setting up an event to showcase local sports on the field to perhaps generate interest and to include cricket, Football, Tennis and Bowls along with other interested groups. **ACTION 139** raised to keep this idea in view.

**PF04/12 Finance Report (Discussion papers)**

Playing field spending was circulated, along with Scribe prepared reports, with details of some spending that has yet to go through the accounts. Things are well within budget at this time with no specific anticipated funding anticipated other than general maintenance (fuel/white line paint/amenities)



Asset money. The £6680 passed from the old PFC to the QCPC for the benefit of the playing field. PJ had circulated a short list of potential items that could be considered for improvement to the field. PJ will circulate the list once again and ask for any other items to be added and then circulate again so items can be prioritised and discussed at the next meeting (**Action 140**)

**Date of next meetings: Confirmed after meeting as Monday 3<sup>rd</sup> October 2022.**

**Meeting closed 21.40**

Minutes taken by: Phil Jones

Signed .....  ..... (Chairperson)

Date ..... 3/10/22 .....

Six month schedule for Playing Field Management

Day	Date	Item
12	Jul-22	Play area Inspection/Electricity reading and defibrillator test
12	Aug-22	Play area Inspection/Electricity reading and defibrillator test
	Aug-22	Review of ToR, RA's and Policies
12	Sep-22	Play area Inspection/Electricity reading and defibrillator test
	Sep-22	Review condition of pavilion and field
12	Oct-22	Play area Inspection/Electricity reading and defibrillator test
12	Nov-22	Play area Inspection/Electricity reading and defibrillator test
12	Nov-22	Play area Inspection/Electricity reading and defibrillator test
	Nov-22	Equipment put to bed for Winter