



QUEEN CAMEL PARISH COUNCIL

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~~PMS~~
DRAFT Minutes of Meeting of the Queen Camel Parish Council Playing Field Management Committee on 25th April 2022 at the Memorial Hall, Queen Camel at 7.30pm

Public Question Time

No members of the public were present.

One member of the Committee wished to speak as a member of the public before the meeting. They raised a personal view on how the committee was run and then left the meeting.

Present: Cllr Mike Baker (MB), Angus Davidson (AD), Cllr Sue Gettings (SG), Cllr Phil Jones (PJ) (Chair), Stewart Willes (SW)

PF04/01 Apologies for absence

The following apologies were received: Ian Conway, Marian Davis, Cllr Kathy Grainger, Rob Hinks and Terri Plummer.

PF04/02 Declarations of Interest

None declared.

PF04/03 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.

PJ provided Clarification/update raised out of the minutes:

PF02/05- No comments received from committee members in relation to the Terms of Reference.

PF02/07- PFMC were not able to create a 'Task and Finish' Group for fund raising. Fund raising group for Play Area has been set up as a separate public entity with a reporting process to the PFMC.

PF02/08- d) Clarification on the cricket roller, it was applied for by Cricket Club but gifted to PFC by Parish Council. There was no update as to whether CB has passed the user manual to the cricket club.

Action: For PJ to chase this to be completed.

PF02/10- PC approved subscription to SPFA and a cheque has been sent to them for membership.

PF04/04 Correspondence.

Correspondence received from David Gordon, Head Teacher of Countess Gytha Primary School, enquiring as to whether assistance could be provided to grass cutting the school playing field. PJ has requested a meeting to discuss.

PF04/05 Chairperson's Report (Background Paper)

A report had been circulated. PJ outlined that irrespective of views on the management of the playing field and what has happened, as a result of the work in recent months the facility is now back in an acceptable condition, meeting his expected standards. It is now on the committee to build for the future to promote the playing field. It was emphasised that, having achieved the necessary initial actions, the detail of the discussion documents would now not need to be as detailed.

Incidents of youths on the roof of the pavilion and the gang mower being dismantled were discussed with information on measures that have been taken to minimise the risk of reoccurrence in the future.

Cllr Kathy Grainger is not standing for re-election as a Parish Councillor and therefore her role on the PFMC will cease. Members noted her effort on the pavilion and expressed a desire that she could continue to be involved in some capacity, if possible. The loss of the football club was discussed with it being noted how important an active football team was for the community, but nothing has been seen of efforts to resurrect the club. With no active club, under the Terms of Reference, CB's position on the PFMC would also have ended in May had he chosen to remain. PJ stated that, as with all PFMC members, CB had been sent clarification on his position in February and outlined potential avenues for standing on the committee in another capacity.

It was **RESOLVED** for the PFMC to have set Priorities for the coming year:

1. To support the Parish Council, as appropriate, to resolve the situation with the area of land currently owned by Somerset County Council.
2. To support the Parish Council and Fund-raising group for the replacement of the Play Area.
3. To encourage community involvement in the use and maintenance of the field and expand the scope of activities available for the community.

PF04/06 Administration Report (Discussion document)

Details of the 6 completed actions since the last meeting were detailed in the discussion document along with the current ongoing actions:

The full council is progressing 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.

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 **RESOLVED** that PJ will represent the PFMC at the Annual Village Meeting on 20/5/22 and give a presentation on the Playing Field for the community.

New Actions raised:

SW raised that the metal post preventing the tractor shed door from swinging open in the wind needed re fixing.

PF04/07 Pavilion Report (Discussion Paper)

Details of the 7 completed actions were outlined in the discussion document. Of the ongoing actions it was noted that the dripping stop valve had been fixed earlier today and the defibrillator is scheduled to be fitted 26/4/22 along with the two broken extractor fans replaced. The pavilion had been offered a few children's chairs and a cycle shelter from the old school that KG was making enquiries about. KG is also progressing a cleaning rota having circulated to all members of the committee for volunteers. SG raised the need for a hire agreement for private hire to include the pavilion being left in a clean and tidy state and this is to be included in the hire agreement that is currently being prepared.

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.

New actions raised: PJ raised that once installed the defibrillator will need to be registered with the Ambulance Service and took this action.



PF04/08 Playing Field Report: (Discussion Paper)

a) Playing field

11 actions completed since the last meeting were detailed with a number of the ongoing actions to be completed in the next few weeks. It was noted that the grass cutting rotas for the main field was now in place. There had been a delay in processing this resulting in the grass not being cut for a few weeks. PJ ask SW to pass the PFMC gratitude to Andrew Hoddinott for taking action to remedy the situation. AD did discuss a how Rob Hinks had been unable to locate two stroke oil for the strimmer. He volunteered to make sure there was enough fuel and oil for the strimmers. He was thanked for accepting the offer. The state of clutter of the Equipment Shed was discussed.

The field is yet to have weed killer applied. PJ explained that he has made enquiries and an assessment is being made as to the target weeds for the field. Weed killing application will need to be planned so as to minimise the impact on the cricket club and comply with legislation and guidance when applied.

It was **RESOLVED** for PJ to continue with arranging for weedkiller to be applied to the field.

The scope for a community compost was discussed, mainly around grass cuttings from the field. This needs to be researched but is not an urgent item for the meeting at this time.

Actions raised:

A planned sort out of the equipment shed to be arranged over the coming months and an effective organisation and declutter to take place.

b) Play area

RH and AD continue the upkeep and grass cutting of the play area. The ongoing Risk Management was discussed along with the most recent safety inspection from SSDC. It was noted that the adult swing chains had now been replace but that since the inspection one of the handles on the see-saw had snapped. RH and AD had investigated this along with the significant lateral movement of the see-saw. It is currently dismantled and unavailable until the lateral movement issue can be sorted. The sprung balance boards were discussed with it to be investigated to replace one of the circular plates that is showing signs of rotting.

c) Equipment

The ongoing maintenance and servicing of the equipment was discussed with a view to having a contingency when there are issues.

Actions raised:

PJ to progress enquires as to possible options for competent and qualified to be identified for maintenance and servicing of equipment.

As part of the 'sort out' of the Equipment Shed, to complete an inventory of equipment and consumables.

PF04/09 Marketing report (Discussion paper)

The ongoing actions were part of the discussion papers. There had been brief communication between those members identified to progress but no firm developments. SG stated that perhaps a meeting is required to give some direction to exploring revenue streams for the playing field.

PF04/10 Play area funding group

SG gave an update on the group. A £120 donation had been received from Bumps, Tots and Toddlers and grant application are ongoing. Significant progress is on-going for the Vintage and Craft Fair on 1/5/22 and a request for more volunteers to assist. A final preparation meeting is to be held 27/4/22.

It was **RESOLVED** that the Pavilion and Playing Field can be used for the Vintage and Craft Fair, without charge, as the ultimate beneficiary will be the playing field play area

PF04/11 Club Reports

Cricket (SW)- Youth training and Senior net sessions had started. There are three youth 'teams', Under 8s (training), Under 10's and Under 12's. They are proving very successful with both the younger age groups now full to capacity. Due to the growing number, an additional key was requested for use by team coaches.

The Community Benefit Fund application was reported as being successful. The Cricket Club were looking at sourcing a tripod ladder which they would be looking to store in the Equipment Shed and would be available for the PFMC.

Football- It appears that no team will be active and so will be removed from the agenda with places on the PFMC being retained should there be plans to resurrect.

Tennis- Tennis sub-committee are continuing to look into 2 new courts and also exploring a possible alternative for one indoor court.

PF04/12 Finance Report (Discussion papers) To NOTE details of budget and expenditure for PFMC

Income: A cheque has been received for £6952.09 from the closure of the PFC of which £70.62 is for the play area appeal. Thus, including the previously received £2200, the amount transferred to the Parish Council is £9081.47 for playing field matters. Consideration will need to be required by the PFMC as to how this money can be utilised for recommendations to be made to the Parish Council.

Spending: The allocated budget (£1200) for refurbishment is currently below estimate. Three costs pending are for the fixing of the water tap, installation of the defibrillator and purchase of 3 signs. Once paid further costs will come under the annual budget for 2022/23.

Expenditure (not related to the refurbishment):

| Date | Payee | Details | Amount (£) |
|------------|-------|------------|------------|
| 14/04/2022 | B+Q | Padlocks | 26.52 |
| 14/04/2022 | SPFA | Membership | 15.00 |

To RESOLVE any identified spending anticipated during this reporting period

Spending anticipated for operational commodities (fuel), defibrillator installation and weedkiller spraying of the field.

Date of next meetings: Next meeting dates to be confirmed as it is anticipated that these will take place a week prior to full council meetings to ensure information is current.

Minutes taken by: Phil Jones

Signed  (Chairperson)

Date 11/4/22