

TRULL PARISH COUNCIL

Minutes of the Playing Field Management Committee held via Zoom
on Wednesday 8th July 2020, at 7pm.

Present: Mr D Lindfield, Ms T Dean, Mrs A Hudson, Mr D Vesty , Mr A Kent, Mrs J Wooldridge, together with 3 members of the public.

In attendance: Mrs S Millard-Jones - Clerk

Prior to the commencement of the meeting, Mr D Lindfield asked members of the public which agenda items they would like to talk about. It was noted that 2 members of the public wanted to speak regarding item 11:Skateboarding. Mr D Lindfield told the members of the public that they would be given the opportunity to speak at that agenda item.

- 07/01 Apologies for Absence.**
Mrs A Clark, Mr B Pretty & Mrs A Waylett
- 07/02 Declarations of Interest**
None
- 07/03 To approve the minutes from 4th October 2019, 6th February 2020 and matters arising.**
RESOLVED: Minutes of the meetings held 4th October 2019 and 6th February 2020 that had been previously circulated be taken as read, agreed and an accurate record of what had taken place. These were agreed and signed by the Vice- Chair.
- 07/04 Matters Arising.**
- a. Petanque**
RESOLVED: This is now a matter with Trull Parish Council.
- b. Play equipment – painting of the spider**
The spider has now been painted. During the Covid-19 lockdown, it has been inappropriate to seek someone to build a roof for the spider.
RESOLVED: Mrs T Dean to look at options/metal workers that may be able to build a roof.
- c. Gift trees for the field**
The clerk responded to the offer regarding the donation from the Tibetan terriers, however there was no further response.
RESOLVED: No further action required.
Three trees have been donated and will be planted in September.
- d. Grant funding for equipment**
RESOLVED: No further action required.
- 07/05 Pavilion Bookings and Key Holders – new documents and deposit payments**
The following documents were circulated regarding hirers and deposit payments to cover the potential loss of keys and fobs;
Key Holder Agreement – One Off Hirers
Key Holder Agreement – Regular Hirers
Terms of Hire Booking Form
One Off hirers will be required to pay a £20 deposit which will be fully refundable on the return of the key and fob.
Regular Hirers will be asked to sign a form to confirm that if any keys or fobs are lost, it will need to be replaced at a cost of £10 per fob and £10 per key.
RESOLVED: To include on Key Holder Agreement – Regular Hirers - a stipulation that the key must only be used by the registered user. Mr D Vesty to update the Clerk with any changes in keyholders. The forms will be issued when replacement keys are handed over on the re-opening of the pavilion.
- 07/06 Booking Secretary for the Geoff Hewett Pavilion**
Due to the resignation of the previous Booking Secretary, a discussion took place regarding whether the role should be paid or voluntary.
RESOLVED: To advertise for the role on a 'Voluntary' basis. Mrs T Dean to place the add onto the local Facebook Page. Clerk to advertise in newsletter and Parish Council noticeboards.
- 07/07 Covid-19 Measures/ Risk Assessments for hires**
Due to the current restrictions in place and the groups that hire the pavilion, it is unlikely that measures will be required before September. It is likely that additional cleaning will be required, along with provision of hand sanitiser and a one-way system. A risk assessment will be required before any bookings take place.
RESOLVED: To discuss at the next PFMC Meeting. Potentially hold a meeting in August in preparation.

Due to the members of the public wanting to discuss agenda item 11: Skateboarding. This agenda item was moved forward.

07/11 Skateboarding

The meeting was paused for members of the public to speak.

Concerns were raised about the fact that children have recently been asked not to skateboard on the path that runs in front of the pavilion. An explanation was given on the background of the path and that according to the S106 agreement, the developers of Amingford Mead were supposed to officiate conversion of the footpath status to cycleway before the first dwelling at Amingford Mead was built. Further discussions took place on the status and measures required.

A second member of the public expressed concerns that children were now no longer allowed to skateboard within the Playing Field and on the path. He agreed that the slope in front of the pavilion was not a sensible place and should be avoided for skateboarding, but that it shouldn't be banned. Members of the public should be allowed to use skateboards sensibly.

The meeting was resumed.

Due to an incident on the footpath with a skateboarder, a sign had been placed on the footpath to prohibit skateboarding.

RESOLVED: It was agreed that a more friendly sign would be put in its place asking all users to use the path considerately. The status of the footpath would be deferred to the Parish Council.

- 07/08 Bins in the Playing Field**
A discussion took place regarding the playing field requirement for bins.
RESOLVED: It was agreed that bins should be re-instated in the field once a contract has been established with SW&T. It was also agreed to spend up to £250 on an additional bin to cover the bin itself and fixings. To be added to the next Parish Council meeting.
Further discussions took place about the frequency needed for emptying of the bins.
RESOLVED: Clerk to set up a contract with SW&T to empty the bins twice a week during the summer months April – September and once a week for the remainder of the year.
- 07/09 Conduct in the King George V Playing Field**
There has been an increase in PCSO presence although many residents are concerned by excess teenagers and the use of bad language visiting the field. However, there has been no reported damaged to any equipment.
RESOLVED: To encourage members of the public to report any inappropriate activity that makes members of the public feel intimidated.
- 07/10 Noticeboard in Amingford Mead Development**
A suggestion had been put forward to purchase a noticeboard to place near the front of the Amingford Mead development.
RESOLVED: To defer this to the Parish Council Meeting.
- 07/12 Alarm Siren**
A suggestion was put forward in order to improve the volume of the siren.
RESOLVED: The clerk to attend the pavilion and assess the external volume.
- 07/13 Working party for the pavilion**
The chair is hoping for several individuals to help clear out and tidy the pavilion.
RESOLVED: As the chair was too unwell to attend, it was agreed that the clerk would liaise with her around a potential date.
- 07/14 Confirm proposed 2020 PFMC meeting dates**
Due to extra measures required for opening the pavilion to the public, it was suggested to schedule an August date in case it was required for opening safely in September.
RESOLVED: Thursday August 20th (if required). Thursday 10th September and Thursday 3rd December.
- 07/15 Signing of the King George Playing Field Constitution**
RESOLVED: Postpone to the next meeting when Chair is present.
- 07/16 Signing of the Playing Field Management Committee Constitution**
RESOLVED: Postpone to the next meeting when Chair is present.
- 07/17 To approve the bank reconciliation, dated 30.06.20**
The clerk presented a summary of accounts until 30.06.20
RESOLVED: Unanimous support to approve.

Mr D. Vesty left the meeting.

- 07/18 Payments to approve.**
a) **Accounts for Payment** The following were approved for payment;

To whom	Description	Total	
B Pretty	Pavilion Cleaning	£52.99	March
Coomber Security Systems	12 month maintenance charge	£144.49	March
Abacus Construction	Resurfacing – deposit	£855.60	March
EDF	Dec - March	£580.06	March
Mountstephens	After water leak	£96.00	April
L Poole	Electrician	£95.00	April
Parsons	Grass cutting	£509.04	May
ARC Plumbing	Call out	£56.11	May
B Pretty	Fuel & gloves	£10.68	May
B King	Plastering	£235.40	May
Came & Company	Insurance Re-imburement	-£1216.17	May
Coombers	Invoice paid twice in Jan	£-39.96	May

To whom	Description	Total	
B Pretty	Duct tape	£1.99	June
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Coombers	Fire panel service	£66.90	June
Coombers	Key cylinder and 25 keys	£403.75	June
Parsons	3 visits – Playing Field	£570.40	June
Foxwell Window Cleaning	Window cleaning 12 th February	£50.00	June
DC Home & Garden	Main hall decoration	£450.00	June
DC Home & Garden	Changing rooms and Lobby decoration	£600.00	June
TPC Account	Re-surfacing deposit reimbursement	-£855.60	June
		TOTAL	£2668.67

Receipts Received

Rents	£1543.50	March
Rents	£873.00	April
Rents	£177.00	May
Rents	£54.00	June
	TOTAL	£2647.50

- 07/19 Adding a signatory onto the account**
Following on from audit training the clerk advised the PFMC that it would be sensible to add an additional signatory onto the account and to remove the clerk as a signatory for financial safety.
RESOLVED: To add either A.Clark and or D. Lindfield.
- 07/20 Changing the bank account in order to facilitate online payments**
The current account held by the PFMC does not facilitate two step authentication for online payments.
RESOLVED: The clerk to consider other bank accounts for the PFMC, in order to facilitate two step authentication for online payments.
- 07/21 Any Other Business**
A complaint had been received about the grass looking dead along the footpath. It looks as though weed killer has been used too liberally.
RESOLVED: Clerk to contact landscaper and discuss.
- 06/21 Date of next meeting;**
The next meeting will be held on Thursday 10th September at 7pm.
- There being no further business, the meeting was closed at 20.47.

Chair Signature..... Date.....