



BOX PARISH COUNCIL

MINUTES OF AN MEETING OF THE PLAYING FIELDS & PAVILION MANAGEMENT COMMITTEE HELD ON 3RD APRIL 2023

1. **Present:** Councillors: B. Walton (Chairman); R. Bean; I. Johnston
H. Parker; S. Parker; M. Tye; D. Wright
Mrs Carey (Clerk)

Box Bowls Club: Mrs. T. Meek; Mrs. J. Wright
2. **Apologies:** Councillors; N. Ingledew
Ms. G. Potts – Box Allotment Group
3. **Absent:** Cllr J. Clifford
4. **Public Question Time:** There were no members of the public present
5. **To consider any items raised by the Allotment Group or User Groups:**
Discussed later in the meeting
6. **Minutes:** The Minutes of the meetings held on 6th February 2023 were taken as read and were signed as a true record with minor amendments
7. **Matters Arising:**
 - a. **Play Area:**
Discuss formation and promotion of community playground group to develop the play area: Cllr Tye reported that posters had been put up and circulated. Two people had come forward. It was agreed to approach the school to establish if a representative from the Council could attend the Parents Evening **Action: MT**
Spring for motorcycle: Quotation for the parts to mend the motorcycle received in the sum of £322.25 + VAT. It was agreed to order these. **Action: MC**
Spring Closer for gate: It was reported that both closures are working well.
Play Hut Roof: The Councillors had looked at this on the walkround. The Groundsman is researching the materials needed to repair this. He had suggested that if the eaves were smaller, it would make the roof stronger. This could possibly be outsourced. Cllr Tye to look at obtaining quotes to bring back to the next meeting.
Action: MT
 - Train: The Councillors had looked at this on the walkround. It was agreed to build up money in the budget for replacement. The Community Pay Back Team could be asked to look at the painting of this and the Brunel Shed might be able to make a replacement
- b. **Allotments:**
All the allotment rent had been paid.

Allotment 4b - Letter received from the allotment holder asking for help with watering whilst she is away in the summer. The request had been passed on to the other allotment holders.

Allotment waiting list: This is now down to 16

c. **Update on Lovar Garden:**

Bog Garden

It was agreed that a donation of £100 be made to The Brunel Shed for the bird and bat boxes.

A further working group will be held on 14th May at 10.30 am. Cllr Walton will look at getting plug plants and donations of other plants for this

Replacement of small bridge: Repairs had been carried out. Plans for a replacement bridge will be drawn up. **Action: DW**

Accessible paths/Community Fund update: It was reported that the work will be carried out when the ground dries out to let an 8 tonne lorry across. It was agreed to look at planting around the path when the work had been completed

Discuss coppicing/dead hedge plans: The Cotwold Wardens will put the posts in on 5th April

d. **Trees and Hedges:**

Golden Wedding trees: Three trees had been plants and there is one silver birch to still put in. The donation for the trees had been received.

Veteran tree: working party to be held on 15th April. Cllr H. Parker will help Cllr B. Walton with the information boards. **Action: HW/BW**

Mill Lane hedge:

The work has been postponed until the Autumn

New Gate: Quotation for the materials and fittings received in the sum of £547.10 + vat. It is **recommended** that this is accepted.

2023/24 tree work programme: Discuss this further at the next meeting

e. **Bowling Green**

Notes from the meeting held with representatives of the Bowls Club, Parish Council and Avon Sportsground Maintenance Co held on 2nd March were circulated. It had been agreed that the contractors would email Janice Wright prior to the use of materials. It had been agreed that the costs of materials should be kept to £2000 as set in the budget. Anything over this would be paid for by the Bowls Club. If the costs are below £2000 the amount would be carried over to offset next year's budget

Irrigation System: One quotation received which was higher than budgeted for. It was agreed to get a further quotation and discuss this at the Finance & Governance meeting on 17th April.

Reclaiming of VAT: The Clerk had submitted a claim for a refund from HMRC

Paving Slabs: Matt Hatherall had agreed to quote for this work. It was reported that there had been no accidents and the risk had been assessed as low.

Cllr Johnston stated that as owner of the Bowling Green the risk for this is with the Parish Council. To be discussed further at the next meeting.

Clarification on insurance for Bowls Club equipment in lower room and use of Pavilion: A letter had been received from Mr Bean querying who would be liable for any damaged caused to equipment left in the Pavilion. It was stated that the furniture had been purchased by the Bowls Club and donated to the Parish Council. The Clerk confirmed that the contents for both the lower room and the top room, which also contains equipment used by hirers, is covered by the Parish Council's insurance.

It was confirmed that the Bowls Club hire the Pavilion for the season ie from 11th April – 24th September.

It was confirmed that the Parish Council had had no objections to the Bowls Club putting up advertising boards on the green side of the lower level of the pavilion wall. These will be taken down when the green is not in use.

8. Pavilion:

Pavilion development/heat pump: It was agreed that more information is needed

Update on faulty battery for solar panels: A replacement battery has now been fitted and was working

Progress on walkway lighting: Some additional lights will need to be put in at the bottom of the steps; by the corner of the tennis court and by the car park. Cllrs Johnston and Bean will meet with the Groundsman to discuss where these should be put.

Action: IJ/RB

Public toilet vandalism: It was reported that the Community Resolution had been completed with the repainting of the toilets.

The Clerk had been in correspondence with the Insurance Company and had explained the situation. Three quotations had been received but one had only quoted for taking down the ceiling. The company was not prepared to quote for the reinstatement until the damage had been exposed. The two quotations received in the sum of £2550 + vat and £3350 + vat had been submitted to the Insurance Company. It had been explained that the higher quote allows for a provision to dry out the battens once the ceiling had been removed and a contingency in case any of the battens and timbers needed replacing.

In addition to the cost of the repairs the Parish Council had also submitted a claim for the electricity used by installing the dehumidifiers over the Christmas period in the sum of £697. A claim under the Business Interruption clause of the insurance policy had been submitted in the sum of £62.50

No decision had yet been made by the Insurance Company. The parents of the youngsters involved had paid the £250 insurance excess

The Clerk provided a breakdown of expenditure associated with the vandalism to the toilets which was not covered by the insurance. The details of these are as follows:

Installation of hand dryers (to replace the paper towels which were used to block the toilets)	278.00
Installation of CCTV camera as a deterrent	272.00
Fitting stainless steel toilet roll holder (more secure)	72.88

Fitting of automatic tap (water cannot be left running)
Estimate for the work **392.50**

Paint, rollers, cleaning materials etc for the Community Resolution
work **123.85**
Total: **£1139.23**

The Clerk will forward these figures to the parents as they had offered to contribute towards these additional costs

Cleaning Contract update: A deep clean had been carried out at a cost of £90. The position for a new Council Cleaner had been advertised.

Pavilion booking software: It was reported that there should be no issue with putting a plug in on the website for this. Defer to the next meeting **Action: NI**

Discussion on development of Pavilion, Charity Trustee status:
An enquiry form had been submitted to the Charity Commissioners re the use of the Pavilion

Painting of cills and toilet door: Waiting for receipt of quotation

9. Other items for discussion:

Tennis Courts: A Working Party had met and notes from the meeting had been circulated. It was agreed to look at funding streams and options.

Cllr Wright stated that the Parish Council was not a business but should invest in its asset.

Forward Plan/Risk Assessment: Copies had been circulated and were agreed. It was agreed to add the Bowling Green to the Risk Assessment. **Action BW**

Maintenance by Cricket Club: The Clerk had written to the Cricket Club regarding a risk assessment for the materials they used. As there had been no reply Cllr Bean agreed to chase this. **Action: RB**

Local Market/Eco fair in Pavilion: This will be transferred to the new Pavilion and Buildings Management Committee

Repairs to the Selwyn Hall Wall: transfer to Finance & Governance. Quotes to be obtained for the repair

Damaged car in car park: This had been removed.

Signs for the Recreation Ground: Two new signs had been purchased to go up by the pond. Cllr Parker to look at all the other signs to see which need replacing. **Action: HP**

Items raised on the Walkround

- i. Repainting of cills and toilet door: Quotations to be obtained
- ii. Metal Gate at Car Park: Cllr Clifford will remove this
- iii. Car Park – marking out of bays and disabled bays: Transfer to Highways

10. Climate Strategy Action Plan – Impact on Playing Fields and Pavilion actions:

It was agreed to check that there is sufficient reference in the Forward Plan

Recycling: Revised quotation received from Hills Waste. It was agreed to switch to one mixed recyclables. The cost for the fortnightly collection is as follows:

1100L Dry non hazardous	£440.18
240L Mixed glass	197.60
660L Mixed recyclables	<u>187.20</u>
Total	£824.98

This is a reduction on the previous annual total of £1103.64

If it is found that the bins need to be emptied more frequently it could change to a weekly collection

There was a discussion on the purchase of recycling bins for the Recreation Ground. There is £1000 allocated in the budget for this. The costs will be brought to Full Council for approval. It was proposed that two bins are purchased if they are within budget. **Action: HP**

There would have to be a discussion on how the waste is sorted.

Solar Panels and batteries for the Tractor Shed: It was stated that there is a need to change the energy supplier to Octopus Energy in order to charge the batteries using a low night time tariff. The Clerk will check if there are the length of the existing contract and if there are any penalty clauses.

Post Minute note: The current contract finishes on 31st July 2023.

As the costs for installing solar panels is increasing all the time it was agreed that the best option would be to install a 5KWh battery system including Hybrid inverter followed by a second phase to complete the PV installation when funding becomes available. Cllr Wright will obtain quotations for this **Action: DW**

11. Correspondence:

- a. **Wessex Water**: Letter received from a Parishioner asking why the overflow was being sited under the Recreation Ground rather than in one of the nearby fields and asking if the Parish would receive compensation for the disruption during construction. Wessex Water had replied that they want to limit disruption as much as possible and the ground investigation surveys will help with this. They are aware of the significant amenity value the area has and do not want to jeopardise that. They confirmed that they have a robust standard process and team that deal with the issue of any compensation.

A copy of the reply from Wessex Water had been sent to the parishioner

12. Items of report:

- a. **Green Room Youth Club**: It was reported that a tap had been left running in the ground floor after use. The Clerk has written to the Youth Club and asked them to confirm when they would be using the lower room. It was also suggested that the taps could possibly be changed.
- b. **Path round Recreation Ground**: It was reported that the path is water logged. The Committee will look at getting more chippings to put down.
- c. A complaint had been received about the amount of dog mess on the Recreation Ground behind the school.

13. Date of next meeting: tba

Meeting closed at 9. 00 pm

Chairman

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