



BOX PARISH COUNCIL

THE MINUTES OF A MEETING OF THE PLAYING FIELDS & PAVILION MANAGEMENT COMMITTEE HELD ON 7th JUNE 2021

1. **Present:** Councillors: M. Tye (Chairman); H. Parker;
S. Parker; R. Smith; D. Wright
Mrs Carey (Clerk)

Mrs. J. Collier (Box Bowls Club)
2. **Apologies:** Cllr B. Walton
The apologies were accepted. In the absence of the Chairman, the Chair was taken by Cllr Tye

There was a walkround of the Committee prior to the meeting.
3. **Absent:** Nil
4. **Public Question Time:** There were two members of the public present.
5. **Election of Vice Chairman:** Cllr Tye was unanimously elected Vice Chairman
6. **Minutes:** The Minutes of the remote meeting held on 29th March 2021 were taken as read and will be signed as a true record at the first proper meeting
7. **Matters Arising:**
 - a. **Control of dogs:** As the Dog Control Orders are no longer in force it was agreed that additional signs are required. We agreed that Cllr Parker would look at new wording to include the phrase "effective control." Cllr H. Parker to write new wording, measure and count how many signs are needed. **Action: HP**
 - b. **Play Area:**
Under 7s Play area
Steps for the bank in the Under 7s: The quotation from A.J. Rich in the sum of £2965.62 had been accepted and the work will be carried out shortly.
 - c. **Adult fitness equipment:** Details of types of equipment had been circulated. To be discussed at a future meeting when the further CIL money for this had been received.
 - d. **Inspection of the football pitch:** The new FA app was now available and the Groundsman had downloaded this.
 - e. **Spraying and cutting of Recreation Ground** It was agreed to leave the spraying until the FA report on the football pitch had been received.
 - f. **Compost heap:** The composting area on the Recreation Ground had been dug out and it was agreed to look at planting a native hedge in front of this. The Council could apply to the Woodland Trust for this. Cllr Walton to speak to speak to the Groundsman. **Action: BW**
 - g. **Flower tubs in the village:** This had been completed at no cost to the Council. Thanks were given to the Gardening Club for supplying

and planting the flowers; the Groundsman for his help and also to Mr Case for moving the tubs to different location. **Remove from Minutes**

- h. **Vine Court bedding**; This had been completed. The planting of the rest of the area to be discussed at a future meeting
- i. **Playground log book of repairs**: On-going
- j. **Footpath 2**: Thanks was given to the Cotswold Wardens for completing the work to Footpath 2. 60 tons of hardcore had been put down which had been supplied by Wiltshire Council. Thanks was given to Cllrs. Parker and Walton for their site visits which were much appreciated by the Wardens.
- k. **Assessment of litter bins**: Cllr Smith to carry out an assessment to see whether any more bins are required. **Action: RS**

8. Issues relating to the Allotments

- **Metal on the bank of the allotments** – the Committee had looked at this. It was agreed that the Groundsman would cut off the sharp pieces of metal at the front and cover the whole area with top soil.
- **Gate**: The Shed are making a new gate
- **Access from private gardens to allotments**: The Committee had looked at this and it was agreed to write to the houses in Fairmead View asking them not to span the brook/stream with planks. **Action: Clerk**
- **Rubbish at bottom of Allotments**: The Committee had looked at this. The Groundsman will clear away the broken glass. The Clerk will write to the allotment holders and the houses in Fairmead View asking them not to put rubbish on the allotments. **Action: Clerk**
- **Boggy area at bottom of the gardens opposite the allotments**: It appears that there is a blocked drain which is causing the problem. Rats had also been reported. It was agreed that the Committee would see if there was any way that they could help with clearing this area. Cllr Tye agreed to pursue this. **Action: MT**

Post Minute Note: Cllr Tye has spoken to a householder who informed her that the grass will be cut.

- **Hawthorns** – It was noticed that the pollarded hawthorn trees are being to sprout
- **Strimming of paths in Allotments**: The allotment holders had been consulted and the Groundsman has a map of the paths that are to be strimmed and which are to be left.
- **Update on people on the allotment waiting list**: it was reported that there are currently sixteen people on the waiting list for an allotment.

9. Lovar Garden:

- **Benches**: The three benches have been ordered and will be delivered shortly. Cllrs Tye and Walton will meet with the Groundsman to agree the siting of these.

Action: MT

10. Risk Assessments; to be reviewed annually

11. Items for discussion:

- **Replacement water tank**: The quotation from Waterscape Solutions Ltd in the sum of £2800 + VAT had been accepted. The work will commence when they have an engineer available.
- **Definitive decision on height of Mill Lane hedge**: A definitive decision on the height of the hedge was made last March by the Playing Field committee but this was not communicated. The decision needs to be actioned by staff and any public confrontations should be

directed to the PF Committee councillors as they made the decision.
[i.e. the buck stops with the PF committee not with staff}

- This was discussed and as it is a privacy issue it was agreed that Cllr Tye would talk to the residents.
- **Discussion on Playing Fields accounts – clarification of councillor access:** " The Clerk clarified that the reporting requirements of a Parish Council of our size differ from those of Company Accounts. It is not a requirement to issue a statement of Profit and Loss. Box PC issues a summary income and expenditure account and a statement of balances annually. Going forward, now that we are able to meet in person, the clerk will resume the issue of quarterly cost centre reports to the Committee Chairmen at the Policy & Finance meetings. The Chairmen can take these back to their committees for consideration.
- **Bowling Green Contract:** The contract will be up for renewal again in October. The Clerk will get comparable figures for discussion at the next meeting.
- **Bowling Green ditches:** it was asked if a ramp could be put in to ditches to allow hedgehogs etc to be able to climb out. It was also asked if the flag pole could be painted
Cllr Wright to speak to the Bowls Club
Post Minute Note: Confirmation from the Bowls Club that there is a ramp already in place. The work for the repainting of the flag pole was outlined in the Green Keepers Manual
- **Suggestion of a hedge to screen the compost area:** It was agreed that a hedge could be planted to screen the composting area. Cllr Walton to speak to the Groundsman. Cllr Wright stated that he would be able to obtain the hedging plants from the Caring for the Cotswold organisation.

Action: BW/DW

12. Pavilion

- **Public toilets:** These will be monitored regularly when they are all reopened
- **Solar Panels and Air Pump:** It was agreed that an Air Pump would not work. Further quotations to be sought for Solar panels. Cllr Wright agreed to pursue this with Zero Chippenham.

Action: DW

13. Correspondence

- **Greenkeepers Manual:** A copy of the Greenkeepers Manual had been received from the Bowls Club. To be discussed at the next meeting.
- **Bridge over the stream:** Letter received regarding the condition of the small bridge over the stream and an incident that had occurred with a small child slipping into the stream. The Groundsman has power washed the bridge to remove any mud. The Committee had looked at this and it was felt that chicken wire on the bridge was not an acceptable option. The onus is on adults to ensure that children are under control when crossing this bridge.
- **Request for a tree in memory of Roy Hodges:** Request received from the Box NATS to plant a tree in memory of its founder Roy Hodges. It was agreed that a tree could be planted and a suitable location will be agreed. It was agreed to supply a list of suitable native species from which the memorial tree could be chosen. Discuss further at the next meeting

14 . Items of report and future Agenda items:

- a. it was noticed that the large Lime tree on the top of the bank is dying. There appears to be a split in the trunk. Clerk to contact the tree surgeon for his advice.
- b. Leavers party – Permission was requested to hold the School Leavers Party on the Recreation Ground. Date to be confirmed
- c. Clerk to speak to the Groundsman re a replacement drill
- d. Dog waste bin by Queens Head – Groundsman to be asked to turn this round
- e. Bridge in Lovar Garden – this is in Year 2 of the Lovar Management Plan
- f. Charging units – information had been sent to Wiltshire Council
- g. Street weeds at Rudloe to be removed – Clerk to add this to the Parish Steward's list.

Meeting closed at 8.55 pm

Chairman

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