

Minutes of the Leisure and Recreation Committee – 9th June 2008
Held at The Brockeridge Centre, Woodend Road, Frampton Cotterell

Present: Mr T Clothier (Chairman) Mrs P Bashford, Mr B Hendy, Mr D Hockey, Ms S Kitching and Mr R Underhill

Also present: Mrs V Tubey of Park Lane and Mrs Z Williams (Clerk)

Apologies: Mr D Manfield, Mrs J Rowan, Mr B Thomson and Mr P Wilson

113 Emergency Evacuation Procedure

The Chairman drew attention to the emergency evacuation procedure.

114 Declarations of Interest under the Local Government Act 1972

Cllr D Hockey declared that the participation of those Parish Councillors who are also members of South Gloucestershire District Council in both the debate and any subsequent vote on matters contained in the agenda would be on the basis that the views expressed were preliminary views taking account of the information currently available to the Parish Council. Parish Council members who are also District Councillors reserved their final views until they were in full possession of all relevant information both for and against.

Cllr Hendy declared a personal interest as an allotment tenant and a prejudicial interest in agenda item 12(b) *Bi-Annual Review of Allotment Rents*.

Cllr Hendy made the following observations:

- That his understanding of the code of conduct was a cllr appointed by the Parish Council is exempt from the rules.
- That being a tenant of an allotment owned by the Parish Council does not mean that he has a financial interest.
- That he does not have a prejudicial interest.
- That he would get this clarified when a member of the Standards Committee visits the Parish Council at a future meeting.

Cllr D Hockey asked the advice of the Clerk, who said it would be best practice to check with SGC. It was agreed to adjourn item 12(b) to the end of the meeting.

115 Beesmoor Road Play Equipment

Mrs V Tubey, having previously reported that the roundabout was broken showed the committee photographs of the problem. She asked that priority attendance was required and sought the Parish Council's urgent attention. She also reported that she had made contact with RoSPA who had given advice that nettles should be cut back at least seven metres from play equipment.

Cllr Underhill pointed out that according to the last minutes of the Beesmoor Road Playing Field Management Committee (BRPFMC) new bearings had been ordered so that the problem can be fixed.

RESOLVED to recommend:

- To contact Mr Williams (Chairman of BRPFMC) urgently and request that the roundabout be taken out of action until such time as the repairs can be made.

116 Confirmation of Minutes

Following a proposal by Cllr Mrs Bashford, seconded by Cllr D Hockey it was:

RESOLVED: That the minutes of the Leisure and Recreation Committee Meeting of 31st March 2008 be confirmed and signed.

Following a proposal by Cllr Hockey seconded by Cllr Underhill it was:

RESOLVED: That the minutes of the Leisure and Recreation Committee Meeting of 12th May 2008 be confirmed and signed.

117 Annual Review of the Committee's Terms of Reference

RESOLVED to recommend:

That the following changes be made – all changes are indicated in brackets.

- 1 (b) The Committee shall have a quorum of one third or (four) whichever is the greater.
(c) The Committee shall meet (as necessary normally within each cycle of the Parish Council).
(e) The Terms of Reference shall be reviewed (at least) annually, with amendments sent to the Parish Council for approval
- 2 ((iii) The Parish Council will appraise all allotment plots three times per year)).
- 3 (To follow through the Parish Council's five-year tree management plan.)

That the following be added at the end:

** (To invite all Sports Clubs to any meetings with the Grasscutting Contractor when drawing up a specification for works).

*** (The Park Sports Consultative Committee shall meet on four occasions per year as a sub-committee of the Leisure and Recreation Committee). (*See attached original Terms of Reference*)

118 Consideration of Delegated Responsibility to the Committee

Following a proposal by Cllr Underhill, seconded by Cllr Mrs Bashford with four votes in favour and one against it was:

RESOLVED to recommend:

- That the Leisure and Recreation committee be delegated responsibility for the expenditure of the committee's budgeted accounts.

Electricity and Gas Competitive rate check

RESOLVED to recommend:

- To check whether the Parish Council is getting a competitive rate from its Electricity and Gas suppliers and to produce the results to the next Parish Council meeting.

Various structures owned by the Parish Council

RESOLVED to recommend:

- To check with SGC what services they provide to check for asbestos.

119 Review of Expenditure Against the Budget to 31st May 2008

The committee reviewed expenditure against its budget.

This was noted.

120 Confirmation of the Committee's Committed Expenditure for 2008/09

RESOLVED to recommend:

- To compile a list with all up-to-date committed expenditure.
- To ensure this is checked by the Vice Chairman of the committee.

121 Park Sports Consultative Committee Meeting Report of 5th June 2008 and the future cycle of meetings.

Min 46(a) Changing Room Door

RESOLVED to recommend:

- That the Cricket Club performs the repairs.

Min 47 (c) Emergency Exit Door in the changing rooms

RESOLVED to recommend:

- To send an e-mail to all clubs that use the changing area not to open the emergency exit door. This door should be kept shut at all times.

Min 48 Frampton Cotterell Rangers Football Club

RESOLVED to recommend:

- To place a stern message in the next newsletter stating that Sports are played

on the fields at The Park and of the potential dangers of dog fouling and harm it can cause to children.

- To request the grasscutting takes place closer to the wall on Court Road as the football pitch in the far corner is being missed.

122 Report of the Meeting on 14th May 2008 with Mr Steve Drew (SGC)

- SGC offered a three-year contract to increase by 4.5% annually.
- That during the winter months SGC would provide a half/full day's work that could be dedicated to trimming hedges etc.
- That the contract could include this year's work or start from the next financial year.

Following a proposal by Cllr Underhill, seconded by Cllr Mrs Bashford it was:

RESOLVED to recommend:

- That the Parish Council enters into a three –year contract with SGC for its grasscutting.

123 Mill Lane Allotments Report

a Allotment Appraisal notes of 27th May 2008

It was agreed to place into next year's budget an amount to facilitate the upkeep of the hedge planted to the bottom left side of the Centenary field adjacent to the allotment wall.

It was reported that Plot 19 appeared to have a ditch surrounding the plot.

To include the following items for the meeting with the Allotment Holders Association (AHA) on 1st July 2008.

RESOLVED to recommend:

- Plot 19 and the ditch surrounding the plot.
- To ascertain which organisation is responsible for Health and Safety.
- When this is clear to ensure it is clearly written in their rules.
- To ensure that all rules reflect the Accounting and Auditing arrangements, Data protection, purchasing of equipment used at the allotment gardens, toilet facilities at the allotments.
- To make clear within the appropriate rules the necessity of the wearing of safety equipment when operating equipment at the allotments.

It was reported that whilst Cambridge Skip Hire was collecting the skip on Friday 6th June 2008, the lorry knocked down part of the wall from which the gate hangs.

RESOLVED to recommend:

- To contact the Chairman of the AHA as he was meeting and greeting the company for his account of what exactly happened.
- To write to Cambridge Skip Hire pointing out the damage caused and requesting a solution to gain repairs.

b Consideration of quotations to repair the collapsed boundary wall adjacent to The Globe Public House.

RESOLVED to recommend:

- To request from each company that has quoted for the repair work two references from their last jobs.
- To chase the third quotation.
 - Councillors to visit each referenced site before instructing a contractor for the job.
 - If the references are acceptable to proceed with contractor number one.
 - When the contractor is taken on to request a quotation for repairing the damaged wall to the entrance of the allotments.

ACTION ALL COUNCILLORS ON THE L AND R COMMITTEE

c *Min 102(c) Additional Land Acquisition for Allotments*

It was reported that the Clerk is currently in the process of facilitating a meeting between the Parish Council and SGC and checking the legality of providing extra land for allotments.

RESOLVED to recommend:

- The Clerk write to the legal department to obtain clarification of the position.
- When the information is received that a sub-committee consisting of Cllrs Clothier, Mrs Bashford, D Hockey and Ms Kitching consider it.

ACTION – CLLRS CLOTHIER, MRS BASHFORD, HOCKEY AND MS KITCHING

124 Centenary Field Report

a *Consideration of quotations for a new litterbin to be sited at the entrance to the field*

RESOLVED to recommend:

- To accept the quotation from Wybone for a Barnsley Litter Bin at a cost of £205 + £14.81 + delivery and VAT along with its fitting at a cost of approximately £60.

b *Consideration as to the start of Year Two of the Management of the Trees*

It was reported that confirmation had been sought from Mr Wright who had written the plan that these works should commence around November time.

Quotations are awaited and it was:

RESOLVED to recommend:

- That this is placed on the agenda following receipt of the quotations.

c *Request for the installation of a Memorial Bench*

A request from a parishioner had been received asking the Parish Council to install a bench on behalf of the parishioner in memory of her late husband.

RESOLVED to recommend:

- That the Parish Council provides the installation of the bench once purchased by the parishioner
- To check the price of the bench on behalf of the parishioner.
- To check the price is acceptable to the parishioner.

d *PC Min 279 Consideration of the Provision of permanent B-B-Q Structures*

The insurance advice was reported to the meeting as follows:

- That the Parish Council's policy would only cover the structure and injury caused by the structure itself.
- That if someone was burnt this would be down to his or her own negligence.
- That the Parish Council must provide signs to this effect and photograph them.
- If the bbq was hot when left by the user and another person unknowingly was burnt, the Parish Council would be liable.
- The structures must be added to the weekly checks conducted by the Caretaker/Groundsman but not to the annual check by an outside body.

RESOLVED to recommend:

- To consider budgeting for this in October.
- Cllr Hendy to check other places where these are used and investigate how successful they are and what the best type of bbq is.

ACTION-CLLR HENDY

125 The Park Report

a *The Scrubland*

RESOLVED to recommend:

- To consider budgeting for this in October.

Cllr Hendy left the meeting

- b Consideration of quotations to works to the Poplar Trees overhanging the Car Park*
One quotation had been received.

RESOLVED to recommend:

- To write to the occupier letting them know that the Parish Council must perform these works to the trees and would rather dispose of the cuttings instead of throwing them back into the resident's garden as bound by law to do.
- Cllr Clothier agreed to meet with the resident to ensure delivery of the letter in order that a full discussion and understanding is met before starting the work.

ACTION-CLLR CLOTHIER

- c Consideration of the Annual Play Equipment Check by RoSPA*

RESOLVED to recommend:

- That the Handyman provides a quotation for all the works requested in the report.
- To add this to the Parish Council's agenda for consideration once received.
- To ask the contractor that is chosen to re-surface the extension to the car park to re-surface the basketball court.

- d Servicing of the Electric Heaters in the Upper Floor of the Pavilion*

This will take place in the school summer holidays when the Scout Group doesn't meet.

This was noted.

126 Beesmoor Road Report

- a Consideration of the Weeds growing along the edge of the playing fields adjacent to Woodend Road*

RESOLVED to recommend:

- To investigate the possibility of "Organic Blooms" based at the Frome Valley Shop using this site for training purposes to help tidy up this area.
- If this proves impossible then to ask the Village Action Group if they would be interested in planting this area.

- b Frampton Cotterell Playing Fields Committee Minutes of 20th May 2008*

These were noted.

127 Ridings Road Report

It was reported that all was well

128 Bi-Annual Review of Allotment Rents

RESOLVED to recommend:

- To raise the rent of a whole plot to £22 per annum.
- To raise the rent of a half plot to £11 per annum.
- To add this to meeting with the AHA on 1st July 2008 for discussion.
- To place this on the Parish Council's agenda on 28th July 2008.

129 Correspondence

- a* An appreciative letter had been received from Mrs Keel thanking the Parish Council for installing the bench in memory of her late husband.

RESOLVED to recommend:

- To write to Mrs Keel thanking her for her letter.

- b Hedges and Grass at the Park*

A letter of complaint had been received from a parishioner stating that in the seven years of his residence the hedge and grass along the edge of the new field adjacent with Rylestone Close and Prospect Close has never been managed. He stated that the hedge and grass has become unmanageable and requested the Parish Council put into action a maintenance plan of this area.

RESOLVED to recommend:

- That when the Parish Council enters into a three-year contract with SGC a request is made for these areas to be maintained.
- To write back to the parishioner informing him of this.

c Scout Group Room Security

A request had been made to the Scout Group to be more vigilant when leaving the building due to lights being left on, windows left open and the room left unlocked.

A reply was received from the Scout Group which appeared to fail to see the importance of making checks before leaving the room.

RESOLVED to recommend:

- To write thanking the Scout Group for its comments but to re-iterate the importance of making security check when leaving the building.
- To place a poster throughout the Pavilion to include a security checklist required of the Scout Group and any other users of the building required by the Parish Council.

130 Date of Next Meeting

MONDAY 21ST JULY 2008 AT 7.30 PM AT THE BROCKERIDGE CENTRE