



**Kennington Parish Council
Oxfordshire**

**Notes of Playing Fields Committee meeting on
17 January 2018 at 7:30 pm in Playfield Road pavilion**

Present: Cllr. Charlett Cllr. Feather Cllr. Patterson Cllr. Robinson Cllr. Smith

In Attendance: Steve Clarkson, Geoff Hichens and Clive Woodhouse (Football Club sub-committee) and Rachel Brown (Clerk)

62.17 APOLOGIES

Cllr. Mrs Buckingham, Mr Lewington, Mr Gardiner

63.17 DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS

None

64.17 MINUTES OF THE LAST MEETING

The Committee resolved to sign minutes of the meeting on 22 November 2017 as a true record.

65.17 EXPENDITURE REPORT AND BUDGET FOR 2018-19

As of 22 November 2017 the committee had spent

£8,053.32

Expenditure since last committee meeting (excluding VAT)

Payment ref. 2017/...	Playing Fields Budget	
DD	Southern Electric Electricity for Playfield Road pavilion Electricity for Forest Side pavilion	£204.16 £145.59
DD	Southern Electric Gas for Playfield Road pavilion	£157.29
006	Calber Facilities Management Ltd Weekly cleaning of Playfield Rd pavilion	£112.08
010	Sticks & Stones Hedge at Playfield Road trimmed and cleared	£150.00
017	Maylarch Recycling Limited Exchanging wheelie bins	£72.80
022	TCL Group Supply bottom "Traverse" rope for The Links play area	£93.05
028	Calber Facilities Management Ltd Weekly cleaning of Playfield Rd pavilion	£140.10
031	Maylarch Recycling Limited Exchanging wheelie bins	£72.80

Total spend to 17 January 2018

£9,201.19

Playing Fields Committee Opening Balance	£1,862.89
Parish Grant	£11,000.00
Income to date 2017/18	£2,950.00

Giving the Playing Fields Committee £6,611.70 for the remainder of 2017/18.

At the annual finance meeting, it was agreed that the Playing Fields Committee account (4400) will be separated into individual cost centres from April 2018. The budget for 2018/19 is:

4408 – Playfield Rd boundary hedge maintenance	£170
4409 – Playfield Rd scrub clearing	£600
4410 – Forest Side rent	£3,500
4411 – Forest Side grass cutting	£1,125
4413 – Forest Side scrub clearing	£600
4415 – Forest Side BMX Dirt Track	£1,000
4420 – The Links play area grass cutting	£260
4422 – The Links play area	£2,000
4426 – Safety Inspection	£250
4429 – Pavilion project	£10,000
4432 – Pavilion Maintenance & Repairs	£3,300*
4433 – Wheelie Bins	£900*
4434 – Pavilion water supply	£200*
4435 – Pavilion gas	£700*
4436 – Pavilion electricity	£1,600*
4437 – Playfield Rd PF grass cutting	£1,300*
4438 – Pitch maintenance	<u>£3,500*</u>
Total	£31,305

*New cost centres

66.17 NEW ISSUES

- There is evidence of mice in the kitchen at Playfield Rd. Clerk has received a quote for £100 + VAT for two-three visits to deal with the problem.

67.17 It was agreed to accept this quote and to ask about the possibility of an annual contract.

ACTION FOR CLERK – Arrange for Pest Solutions to remove mice from the kitchen

- Dates for Playing Fields Committee meetings in 2018:

14 March

16 May

18 July

19 September

21 November

If additional meetings are required due to the progress of the pavilion project, this can be organised as needed.

- Sovereign Playgrounds have asked if we would like them to quote for replacing the rubber matting at The Links playground.

68.17 It was agreed that the Clerk will request a quotation and bring to the next full council meeting.

ACTION FOR CLERK – Request quotation for replacement rubber matting at The Links playground and add to the agenda for the next parish council meeting

- Fire extinguishers needed annual check - two quotes have been received.

69.17 It was agreed to accept the quote from Executive Fire Protection for £152.92 + VAT.

ACTION FOR CLERK – Arrange for fire extinguishers to be serviced

- Clerk was also informed that annual fire risk assessment is due. The Clerk will dig this out and review it – it is unlikely that anything will have changed.

ACTION FOR CLERK – Review annual fire risk assessment

- Legionella testing is due every two years, so will need to be done in April 2018.

ACTION FOR CLERK – Request quotations for Legionella testing

70.17 CONTINUING ISSUES

- The recent gas safety inspection has highlighted that the meter box needs replacing.

71.17 It was resolved that, as it is not hazardous, it can be left for now until the future of the pavilion is more certain.

- Beauchamp & Butler have visited the pavilion to investigate the problem with the boiler, but the report and quotation has not yet been received. They advised that the tanks in the loft are not lagged, and some of the insulation may be blocking the pipes. The valve on the boiler may also be a problem, but this would be hundreds of pounds to replace.

ACTION FOR CLERK – Continue to chase up quotation from Beauchamp & Butler

- The VOWH grant application was successful, and the feasibility study is underway. There will be a meeting with SWA Architects on 19th February and preliminary ideas will be circulated beforehand.

ACTION FOR CLERK – Add Geoff Hichens and Rob Andrews to the distribution list

- The leak at Forest Side is most likely due to three tiles which have been smashed.

ACTION FOR CLERK – Arrange for Adrian Chandler to investigate the problem

- Signs are now up at Playfield Road and Forest Side, including the Children at Play signs.
- Key holder details and fixture lists have now been received.

ACTION FOR CLERK – Issue new key receipts and post list of fixtures on noticeboards, highlighting that the dates are provisional and subject to change

- The fridge-freezers are still at Forest Side pavilion. Clive Woodhouse advised that they will be taken away soon.
- Mole infestations at Playfield Road and Forest Side – quote is £150 + VAT for each site.

72.17 It was resolved that this quotation will be accepted.

ACTION FOR CLERK – Arrange for Pest Solutions to remove moles from the playing fields

- Clerk has asked for the 2018 pavilion hire rates to be added to the website, but it doesn't seem to have happened yet. Clerk is waiting for instructions to update the website.

ACTION FOR CLERK – Ensure pavilion hire rates are on the parish council website.

- Clerk wrote to Chairman of Football Club to inform him that storage of additional equipment inside the pavilion needs the agreement of the Playing fields committee. Clive Woodhouse advised that the line marker was getting damaged every time it was lifted into the storage area, so was being kept inside. Mr Woodhouse proposed that they will clear Forest Side pavilion out and put a sheet or tarpaulin down in one of the rooms in order to store the link marker.

ACTION FOR FOOTBALL CLUB – Arrange for Forest Side pavilion to be cleared out, and for a floor covering to be placed underneath the line marker, to prevent paint spilling onto the floor.

- The football club are planning to replace the old tin shed with a new storage container. This may require planning permission, but may be permitted development as it will be replacing an existing structure.

ACTION FOR CLLR. FEATHER – Ask VOWH whether this would be permitted development

- Smaller dog poo bags are not available to fit in the dispenser, and only one dispenser is available. The boxes seem to last about a month, so more will be needed soon.

ACTION FOR CLERK – Order more dog gloves

- The nettles encroaching onto the playing fields will be cut back over the winter – Clerk has sent a reminder to the contractors.
- Ben from BGG has recommended someone who could do the over seeding at both playing fields. Clerk is waiting for his number.

73.17 ANNUAL HIRE RATES FOR 2018

74.17 It was agreed that the annual rates for the football club would increase in 2018/19, in order to address the disparity in the fees. The annual rates in 2018/19 will be:

£1800 for Football Club (9% increase)

£1200 for Cricket Club (no increase)

The football club will take this back to their committee.

75.17 FOOTBALL CLUB ANNIVERSARY EVENT

The details have largely remained the same, although it has been agreed that the music will finish by 11pm and the event will end at 11.30pm. Once the number of attendees is known, it will be decided whether additional toilet facilities are required. The parish council will need to see risk assessments etc. in advance of the event. The football club secretary will send a copy of the committee meeting minutes to the Clerk.

ACTION FOR CLERK – Send a copy of the hire agreement to Clive Woodhouse

76.17 ISSUES RAISED BY MEMBERS

77.17 Cllr. Charlett – There have been complaints from mothers regarding the line marker being cleaned outside the entrance to the playground. This seems to act as a magnet to the children, and they end up getting covered in paint. Clive Woodhouse advised that there should be very little mess from the line marker, provided it is used properly; however there was an accidental spillage recently. The football club will take this back to their next committee meeting.

78.17 ANY MATTERS FOR FUTURE DISCUSSION

None

79.17 Next planned meeting 14 March 2018 at 7:30pm at the Pavilion

Meeting closed at 8:30 pm

Signed Dated