



**Kennington Parish Council
Oxfordshire**

**Notes of the Playing Fields Committee meeting on
17 July 2024 at 7:30 pm in Playfield Road pavilion**

Present: Cllr. Buckingham Cllr. Cobb Cllr. Feather Mr Baker

In attendance: Anne Feather (Clerk)

01.24 ELECT CHAIR

Cllr. Feather was nominated by Cllr. Buckingham, seconded by Cllr. Cobb and elected unopposed.

02.24 ELECT VICE-CHAIR

Cllr. Buckingham was nominated by Cllr. Cobb, seconded by Cllr. Feather and elected unopposed.

03.24 APOLOGIES – Cllr. Brown; Cllr. Gamble; Mr Cattell; Mr Gardiner and Mr Robins

04.24 DECLARATIONS OF DISPOSABLE PECUNIARY INTERESTS – None

05.24 MINUTES OF THE LAST MEETING

The Committee resolves to sign minutes of the meeting on 17 April 2024

06.24 EXPENDITURE REPORT

Budget for Playing Fields Committee 2024-25	£37,865.00
Income to 30 June 2024	3,003.00
Expenditure to 30 June 2024	5,488.00
Total of 115,777.76 in EMR for pavilion project as of 30 June 2024	

Income received in April	£
Kennington Athletic Football Club 2024 Hire fees for playing fields and pavilions	2408.00
Kennington Athletic Football Club 2024 Summer Tournament over two weekends 6 & 7 and 13 & 14 July	280.00

Income received in May	£
Kennington Athletic Football Club 2024 Junior Presentation Day on 15 June 2024 at Forest Side pavilions and field	70.00
Kennington Strollers 2024 – summer walks in Playfield Road playing field + teas in pavilion	231.00

Income received in June	£
Bagley Wood Toad Patrol Hired Playfield Road pavilion on 28 June 2024	14.00

Direct debits paid in April, May and June	£
Castle Water (paid in March) Water for Playfield Road pavilion (February)	19.34

EDF Energy (paid in March) Playfield Road Pavilion gas supply	12.00
Southern Electric (paid in April) 15.07.2023 to 29/02/2024 (invoice IV00540168) Electricity supply for Playfield Rd pavilion (71.89) Forest Side pavilion (27.37) +VAT	105.63
Southern Electric (INV00785933 - paid in May) Electricity supply for Playfield Rd pavilion (3.21) Forest Side pavilion (29.60) + VAT	32.81
Southern Electric (IV00792047 – paid in May) Electricity supply for Playfield Rd pavilion	111.75
Castle Water (paid in May) Water for Playfield Road pavilion	19.75
EDF Energy (paid in May) Gas supply to Playfield Road pavilion	14.00
SSE (paid in June) Electricity supply for Playfield Rd pavilion (99.05), Forest Side pavilion (28.38) + VAT	133.80
EDF Energy (paid in June) Gas supply for Playfield Rd pavilion Between 14 Sept 2023 – 24 May 2024	96.48

Reference No. 2024/	Accounts paid April	£
008	Prime Compliance Services Supply and install tank jackets at Playfield Rd pavilion	186.00
009	Calber Facilities Management Ltd Covering Village Warden's weekly cleaning of Playfield Rd pavilion and emptying litter bins at both playing fields - March	857.58
016	Grundon Waste Management Ltd Wheelie bins in March- Forest Side 56.89 and Playfield Rd 57.84 +VAT	137.68
** 018	Chris Lewis Fire & Security CCTV installation at Forest Side and Playfield Road pavilions (50% needed prior to commencement of works)	2,674.80
019	Red Box Fire Control Fire Risk Assessment Audit for both pavilions	510.00

Reference No. 2024/	Accounts paid in May	
029	Holywell Press 4 x plan prints of proposed Pavilion at Playfield Road	48.00
031	M R H Services 1/4ly inspections of 2 x play areas	96.67
034	Calber Facilities Management Ltd Weekly cleaning of Playfield Rd pavilion + emptying litter bins at both playing fields & Village Hall bins - April	686.06
035	Fleetline Markers Ltd Pitchmarker 10ltr x 16	661.82
038	D.E. Electrical To install 2 No twin sockets at the pavilions for the CCTV	129.90

039	Grundon Waste Management Ltd Wheelie bins in April - Forest Side 87.67 and Playfield Rd 66.12 +VAT	184.54
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Reference No. 2024/	Accounts paid in June	
045	BGG Garden & Tree Care Ltd Forest Side playing field on 11 & 26 April 160.00 Playfield Rd playing field on 11 & 26 April 200.00 Links play area on 11 April 30.00 Plus VAT	468.00
046	Savills (on behalf of St John's College) Hire of Forest Side playing field 24.06.24 – 28.09.24	505.00
052	Calber Facilities Management Ltd Covering Village Warden's weekly cleaning of Playfield Rd pavilion and emptying litter bins at both playing fields - May	857.58
054	D E Electrical PAT testing for Playfield Road pavilion and full 3 hour Emergency lighting Test	134.40
057	BGG Garden & Tree Care Ltd. Forest Side playing field on 10 & 24 May 160.00 Playfield Rd playing field on 10 & 24 May 200.00 Links play area on 10 May 30.00 Plus VAT	468.00
058	Grundon Waste Management Ltd Wheelie bins in May - Forest Side 60.01 and Playfield Rd 78.30 +VAT	165.97
060	D E Electrical PAT testing for Forest Side pavilion	72.00
** 063	Chris Lewis Fire & Security – Final payment CCTV installation at Forest Side and Playfield Road pavilions	2,674.81

**** For info as CCTV installations were paid for by a Police Commissioner Grant given to the council**

07.24 SSE Invoices

Concern was raised around SSE invoices, Clerk contacted the SSE earlier in the year and told that there has been technical issues arising from the change of invoicing systems. Apparently invoices have been produced and are still being produced with incorrect details and amounts.

ACTION FOR CLERK – Contact SSE and request statement showing amount of credit owed

08.24 NEW ISSUES

- A** Bagley Wood Toad Patrol hired pavilion at Playfield Rd for event on Friday 28 June 2024.
- B** Mark Baker reported broken branches on leylandii hedge at Forest Side – Richard Upton sorted issue.
- C** Young cricket player got stuck in changing room as door handle fell off. Steve Moncur to mend.
- D** Mark Baker reported frame of front door at Playfield Rd pavilion was loose. Steve Moncur to mend.
- E** CCTV installed at both playing fields, paid for by grant received from the Police Commissioner.
Clerk met with the company that installed the units for a demo. Both units are within the electrical cupboards at both pavilions. At Playfield Rd the CCTV had been switched off. At Forest Side the mouse for the unit had been dropped and damaged. It has been suggested that as this is where the cleaning products and materials are kept together with a supply of toilet rolls, may be another storage place could be found so that the electrical cupboard does not need to be opened unless to check fuses or CCTV footage.

ACTION FOR MARK BAKER – To move cleaning materials, products and toilet paper into the Tuck Room, which is always locked.

09.24 CONTINUING ISSUES

- F** Kennington Football Club signed annual Letting Agreement, paid annual fees, Clerk just awaiting sight of current risk assessment. Clerk would request a copy of the current insurance certificate. (Last one seen ran out 30 June 2024)

ACTION FOR MARK BAKER – Forward current risk assessment and insurance certificate to Clerk

- G** Awaiting Wolvercote Cricket Club 2024's annual fees. Also would request sight of current risk assessment and insurance certificate. Clerk handed further copy of 2024-25's invoice to Club. Need to arrange a meeting with Wolvercote Cricket Club to discuss the future, including a hire fee for 2025-26.

ACTION FOR CLERK – Forward copy invoice to Wolvercote Cricket Club and request copy of current risk assessment and insurance certificate.

ACTION FOR CLERK – Contact Wolvercote Cricket Club to arrange a meeting to discuss the future including next year's fees.

- H** Clerk has been given a price from Steve Moncur to reinforce the kitchen ceiling; front door frame and damage / new handle for the changing room, all at Playfield Road pavilion. Awaiting it in writing with breakdown of each job.
- I** Fire Risk Assessments Reports received, working through the necessary actions, such as carrying out the annual 3hr check on the emergency lighting at both pavilions, (new emergency light was needed for Forest Side). Moved fire extinguishers at Playfield Road pavilion and preparing to check fire equipment, including emergency lighting, every month.
- J** Kennington Strollers are walking the field at Playfield Road again this year with Mr Michael Read taking over from Rosemary Aldgate. (Agreement signed and all paid up)
- K** Forest Side playing field lease has been renewed. Leased now until 25 March 2043.
- L** Forest Side play area has been closed due to an unfavourable report from RoSPA. The council's working party is looking into replacing the equipment and fencing at Forest Side. Modest repairs are being carried out to The Links play area but it's a long term project to begin to increase the standard of the equipment and area.
- M** Kennington Football Club signed hire agreements for both tournament weekend and a Presentation Day, with all invoices settled. Mark reported that excepting the terrible weather on the first weekend, the tournaments went off really well. Clerk reported Forest Side resident not happy as children were coming into their garden through the hedge, with one child climbing up onto the resident's garden shed. A request has been made that safety fencing be put up along the length of the beech hedge behind the properties at Forest Side, to prevent this happening next year.

ACTION FOR MARK BAKER – Report back to the Football Club, adding erecting safety fencing along the hedge, as part of the preparation for next year's events.

- N** Clerk purchased line marker paint for the Football pitches.
- O** Clerk handed two additional sets of Playfield Road keys and one set of Forest Side access keys for additional managers to Mark Baker. Receipt signed by Mark, who will forward signed receipt from new managers once keys have been issued.

10.24 UPDATE ON PAVILION PROJECT

Architect is finalising drawings in readiness for the planning process. It has been suggested that the council organise a Public Consultation, which hopefully will have been carried out before the October's committee meeting. Cllr Feather would ask the members of the Football Club to participate favourably, Clerk will inform Mark when Public Consultation goes live. It is hoped to

have an open day at Playfield Road pavilion for plans to be looked and as well as the existing building. The Village Hall will also be a venue for showing the proposed pavilion plans.

ACTION FOR CLERK & CLLR. FEATHER – Arrange a Public Consultation

There are issues regarding VAT for the new building, Kingston Bagpuize employed a VAT expert to help them. The solution seemed to be to hand over the running of the building to the main hirers, i.e. the Football and Cricket Clubs, with the council being responsible for the structural aspects of the new pavilion. Cllr. Feather will investigate.

ACTION FOR CLLR. FEATHER – Investigate the issue of VAT for the new build.

There is a new Planning Checklist that the architect is working through, requesting additional calculations and surveys from the last time the project went through planning.

11.24 ISSUES RAISED BY MEMBERS

12.24 Mark Baker – There would seem to be a leak in the back corner of the Home changing room as there is a puddle of water there at present.

ACTION FOR CLLR. FEATHER – To investigate this leak

The football club are still keen on acquiring new storage containers for both playing fields as they need decent outside storage.

13.24 Cllr. Feather – reported that the council was in need of dry storage space and enquired what each room within Forest Side pavilion was used for: one room was for storage; one has table and chairs in it with the third room being used as the Tuck room, with two fridges and a freezer in there. This room is always locked.

14.24 Cllr. Buckingham – Suggested that the Play Area Working Group ask St John's College for funding for Forest Side play area.

15.24 ANY MATTERS FOR FUTURE DISCUSSION

Proposed Pavilion update

Wolvercote Cricket Club Hire Charges

Next planned meeting: 16 October 2024

Meeting closed at 8:16 pm

Signed.....Dated.....