

HAXEY PARISH COUNCIL

Westwoodside Playing Field Management Committee

Minutes of a meeting of Haxey Parish Council Westwoodside Playing Field Management Committee held on **Friday 22nd June, 2018 at 10am** in the Meeting Room of the Foreman Carter Centre, Westwoodside Playing Fields.

Present: Cllrs Cooke, Foreman & Henwood. Richard Carter in the Chair.

1. **Apologies for absence**

Apologies received from Cllrs Booth, Carlile & Knowles.

2. **To approve the minutes of the meetings held on 20th April, 2018.**

Resolved – unanimous approval of minutes.

3. **Election of a Chair**

R Carter was unanimously voted in as Chair.

4. **Election of a Vice Chair**

P Cooke was unanimously voted in as Vice Chair.

5. **Site Issues**

- **CCTV Cameras update** – the Clerk has received a further quote to upgrade all cameras at a cost of £1,480.77. The Clerk will enquire if the Safer Neighbourhood Fund is still available as she has recently purchased CCTV for another Council through the fund.
Clerk.
- **Gate lock update** – the gate can be opened with a screwdriver from the front and back and needs a back-plate fitting. Clerk to ask Cllr Booth if the locksmith can come back out with a view to making it more secure. **Clerk.**
- **Heating timer/remote access update** – access is available to the Clerk remotely now.
- **Legionella update** – the assessment has been undertaken and a report will be available in 5/6 weeks' time. Once this is received the contractor will go through with R Carter.
R Carter.
- **LED Lighting** – a quote has been received to upgrade the MUGA at a cost of £1,455. The Clerk will see if this too can form part of the grant request to Safer Neighbourhoods as part of the security. **Clerk.**

Charge increased have been implemented on the general room hire, ENA and general sports field hire. R Carter to implement the football increase and the Parish Council increase when the rent is requested in September. The charges are as follows: -

- Room hire from £10 to £10.50 per hour.
- MUGA hire from £15 to £15.50 per hour.
- Sports field hire from £16.67 to £17 per hour.
- Parish Council from £250 to £400.
- General Sport Field - £20 one off.

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- Football – Adult from £200 to £220 per session, Junior from £150 to £160 per session.
- **MUGA surface – mud** – it was thought this was a one off when the area flooded and no actions will be taken but the area will be monitored. **R Carter.**
- **Monthly work days** – pot holes have been filled and 1/2 of the rubber matting has been laid. Clerk to order some more glue. **Clerk.**
Some of the chairs have been removed and provided to Haxey Football Club. Cllr Foreman to ring an auction place with a view to him coming on site to view the remaining chairs and tables to take to auction. **T Foreman.**
Members to meet on Monday 16th July to review all issues.

6. Finance/Calendar

- **Update on Finances** – account information from 01/04 was provided. The Clerk has submitted a VAT claim form. It was agreed to put in a grant request to the Parish Council for £3,000 this year to cover all the expenditure and upgrades over the past year.
R Carter.

5. Outstanding Actions

- The Committee went on to discuss the Outstanding Open Actions – changes/updates are highlighted in Red/Bold at the end of the minutes

6. AOB

- The play area inspection has been undertaken by NLC and highlighted the following issues: -
 - Zip Wire – bump stop spring to far back needs repositioning – inspection by Committee to be undertaken and then next work day meet.
 - Skate area – wooden platform damaged with holes in the platform and top step damaged – inspection to be undertaken by the Committee and in the meantime Cllr Foreman to ask Stephen Jones to make a plate to cover up the jagged edges on the step.
- R Carter has spoken with Mr Farmer with regard to the sheep that keep coming on to the field. Work day issue to be reviewed – fencing.
- The Clerk has received a couple of calls from Mrs Kenyon with regard to weeds, sheep, noise – all issues are being addressed.

7. **Date of Next Meeting.** Friday 20th July, 2018 at 10am.

- Items for the next meeting – Parish Council Rent.

Ongoing Open Actions

- **Septic Tank** - The Contractor who emptied the septic tank last year was being contacted by the Clerk to the Parish Council to request an invoice and book a further emptying. **Cllr Knowles to chase.**
- **Safety Inspection 2017** - Cllr Foreman and Richard Carter have sourced some rubber matting and will secure on the concrete plinth under the piece of play equipment as per the latest NLC Safety Checklist. **Cllr Foreman & R Carter.**
- **Clerk** continues to sort out the requirements for opening and locking up for future events.

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- **Clerk** to enquire with the two Co-op organisations and Tesco's for funding to carry out the painting in the centre. A Tesco grant application has been submitted – awaiting outcome.
- Key required for the kitchen window. **R Carter**. The keys have been sourced.
- Playing field signage from NLC to be followed up. **Clerk**. Clerk has chased up NLC.
- Cllr Foreman to take a look at the zip wire which seems to have been stretched.
T Foreman. Work day review.