

**Minutes of Stoke Holy Cross Playing Field Committee Meeting held on  
5<sup>th</sup> December 2019 at the Pavilion at 7.30 pm**

Present: Cllr. S Hull (Chair), G Jinkerson, C Cann, G Baker, B Taylor.  
A Rose ~ Parish Clerk

**1. Apologies for absence were received and accepted from S Collins and M Davies**

**2. Minutes of the Meeting held on 10<sup>th</sup> October 2019:** these had previously been circulated and were unanimously approved as a true record of the meeting.

**3. Matters Arising**

- The clerk was pleased to report that the Parish Council had agreed to budget for a professional tree risk assessment survey to be carried out bi-annually to all trees owned by the Parish Council at Long Lane playing area, Carol Close playing area and the five trees on the verge outside the Primary School. A contractor has not yet been appointed; a decision will take place when all three quotations have been reviewed by the council for a collective decision to be made. The clerk was asked if the tree's outside the hairdresser's on Long Lane were included in the risk assessment. The clerk was not aware they were owned by the Parish Council but will ask the Parish Councillors and if they are will add them to the list to be checked by the assessor.
- The clerk reported that a site visit had been booked next week with EA Engineering to discuss the repairs for the embankment slide and to provide a quotation.

**4. Report from the Junior Football Club.**

A report was read out by G Baker, the following points were raised;

- Following concerns raised by the Parish Council reference children climbing onto the football club container the club was asked to provide three quotations for an aluminium "Danger Do Not Climb" (Words to the effect but not confirmed) sign to be placed onto the container. The Football club would like to ask if the Parish Council would consider paying for this. Following from this discussion the following points were raised for further clarification:
  - 1) Who would be responsible for any accident or injury (Parish Council or Football Club)?
  - 2) Consideration for wording displayed on the sign.
  - 3) Who is responsible for the sign (Football Club or Parish Council)?
  - 4) To check the position of Insurance cover (Parish Council and Football club).
- The football club have asked the FA for funding towards a Defibrillator; if granted they would like to ask if the Parish Council would agree for it to be installed at the Pavilion.
- Safety concerns were raised regarding mole holes on the main playing field, the corner of Pettingales. The football club would like to ask if the group could raise these concerns at the next Parish Council meeting.
- The football club reported that the current state of the playing field is not good. Someone from the National FA had offered to visit the playing field and carry out a survey to provide an assessment to better its condition. G Baker informed the group of a funding scheme in place over a 6-year period to help achieve this; the first two years are fully funded; the following two years are funded by two thirds and the last two years a third funded. The football club would like to ask the Parish Council if they would consider sharing these costs in years 3,4,5 & 6. G Baker will find out the costings following the survey visit and report back to the Clerk.

Signed \_\_\_\_\_

Date \_\_\_\_\_

- G Baker suggested that the Verti Drain would help the playing field immensely this time of the year. The clerk informed the group that the Verti Drain is due to be carried out very shortly. The clerk was tasked with contacting CGM and reporting back as to when the said works is due to be carried out. The clerk also informed the group following the recent Parish Council meeting that the current grass contractors we currently use (CGM) contract comes to an end at the end of this year. The Garden Guardian are the newly appointed grass contractors for 2020.

**5. Report on the Playing Field and maintenance work required:** Nothing to report.

**6. To discuss allocation of Handy Man's hours:** After an in-depth discussion it was agreed by all to compile a list detailing all works to be carried out starting from April 2020. The clerk was tasked with prioritising the works required following from the Annual play safety inspection report received back in September 2019.  
Below were some suggestions to add to this list;  
Carol Close – Flat bed Swing requires rubbing down and re-painting.  
Playing Field – To rub down goal post and re-paint.

**7. To review process of Accident Book:** After an in-depth discussion G Jinkerson offered to keep the accident book at her home address for quick access. All accidents will be reported as soon as possible to the Clerk and all Councillors and entered into the accident book. The report will be forwarded to the Clerk where it will be stored in a file under GDPR for safe keeping. This process was unanimously agreed by all.

**8. To review New Play Equipment at Long Lane:** The following points and actions were raised;

- G Jinkerson had kindly offered to arrange a date to mark out the measurements of the new pavilion so all members could visually see the plans of the new Pavilion and how this will impact the playing areas.
- G Jinkerson had also kindly contacted three local companies to come out to review the play equipment and for them to provide an overall plan on how children play. Things to consider were vehicular access to the allotments and concerns regarding the slope for the potentially new sited location for the under 12's play area.
- G Jinkerson will contact CAN regarding funding opportunities for the over 12's play area.

**9. Date of the next Meeting:** 16<sup>th</sup> March 2020

There being no other business the Chairman closed the meeting at 20:49pm and thanked everyone for attending.

Signed \_\_\_\_\_

Date \_\_\_\_\_

| <b>ACTIONS</b>  | <b>Assigned to</b>       |
|---|--------------------------|
| Are the trees outside the hairdresser's on Long Lane owned by the Parish Council?   | Parish Council           |
| Do not climb on the container sign; will the Parish pay for this sign? Who will be responsible? If an accident occurs who does it get reported to? Will this have an impact on our insurance? | Parish Council and Clerk |
| Agreement to have a defibrillator installed at the Pavilion if the football club are granted funding.   | Parish Council           |
| Football club to arrange a visit from the FA to assess the playing field provide a survey and costings for the 6-year scheme.   | Football Club            |
| Contact CGM to inform the group when CGM will be carrying out the verti drain.  | Clerk                    |
| Compile a list of works for Danny Morley to commence from April 2020 onwards.   | Clerk                    |
| Set a date to mark out the New Pavilion measurements  | GJ                       |
| To provide an overall plan of the playing area  | GJ                       |
| To contact CAN regarding funding opportunities  | GJ                       |

Signed \_\_\_\_\_

Date\_\_\_\_\_