



PEASEDOWN ST JOHN PARISH COUNCIL

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Minutes of the Finance & Amenities Committee held on Tuesday 7th July 2020 at 7.00pm Held Remotely via MS Teams

Present:

Councillors: Jo Davis (Vice-Chair), Gavin Heathcote; Simon Kidd, Andrew Larcombe (Chair); Conor Ogilvie-Davidson; Claire Parfitt
Cllr. Kathy Thomas and Cllr. Jonathan Rich were also present at the meeting, in their capacity as Chair and Vice-Chair of Full Council respectively providing them with full voting rights.

In attendance:

Tanya West – Parish Clerk.

Public Session

There were three members of the public present; two of which joined the meeting part way through proceedings and so were not able to raise any comments.

F&A078 – 07/07/2020 Attendance Roll Call and Declarations of Interest

The attendance roll call was undertaken (those present are detailed above).
No further interests to those already disclosed to the Monitoring Officer were declared.

F&A079 – 07/07/2020 Apologies for Absence

With all members of the Committee present there were no apologies for absence.

7.06pm – The Clerk advised the meeting should stop as she had been informed that a member of the public was unable to gain access to the meeting.

7.10pm - It was **resolved** to adjourn the meeting, whilst any technical issues with MS Teams were investigated. During this period several councillors attempted to log into the meeting using non-councillor email addresses and successfully managed to gain access. Some councillors had also undertaken testing the previous weekend and had successfully provided access to test meetings for people not within the organisation.

7.22pm - It was **resolved** to reconvene the meeting. It was considered that public access to the meeting had been sufficiently tested; it appeared that the technical issues were with the member of the public's equipment as opposed to the Parish Council's.

7.22pm – Cllr. Claire Parfitt temporarily left the meeting.

F&A080 – 07/07/2020 Minutes & Actions

- i. The minutes of the Finance & Amenities Committee meeting held on 30th April 2020 had been circulated in advance of the meeting; it was **resolved** that they be accepted as a true and correct record of the meeting.
- ii. The Chair signed the minutes of the Finance & Amenities Committee meeting held on 30th April 2020 accordingly.

To receive update on both the Internal and External Audits for the 2019/20 financial year and to consider any recommendations/to decide on any related action items.

The Internal Audit report had not been issued until the day previous and so was not received in sufficient time for councillors to review before the meeting. It was therefore not discussed and was deferred to the next Full Council meeting.

F&A087 – 07/07/2020 Grass Cutting Contracts

Further to the issues raised at the last meeting regarding the mowing of Beacon Field, B&NES Council had confirmed they were unable to mow the field this year due to resource issues and limited finances as a consequence of Coronavirus.

Quotations from three other contractors had therefore been obtained and were reviewed at the meeting. It was **resolved** to proceed with a contract with Greensward for a fortnightly cut at a cost of £205+VAT per cut.

F&A088 – 07/07/2020 Winter Planting Scheme

Councillors noted that a quotation is in the process of being obtained from the Parish Council's usual supplier for winter bedding plants and bulbs, unfortunately it had not been possible to obtain this in time for the meeting, and the next Committee meeting would be too late for placing an order.

It was therefore **resolved** to proceed with the winter planting scheme, for the 2020/21 season, broadly based on the same scheme as the previous year, at a total cost of up to £900+VAT.

F&A089 – 07/07/2020 Risk Register

Councillors acknowledged the reports provided as pre-reading for the Finance & Amenities related risks and associated actions generated from the Parish Council's Risk Register. As these documents are substantial it was felt to be more appropriate that they are reviewed at the Advisory Panel meeting scheduled for September and to report back any recommendations to the Committee meeting in October.

F&A090 – 07/07/2020 Braysdown Allotments Advisory Panel

Although it had not been possible for them to meet, a report from the **Braysdown Allotments Advisory Panel** had been issued to councillors as pre-reading and the following points were discussed:

i. **Accessible Allotment plot.**

Cllr. Parfitt had met remotely with the Administration Officer and the Caretaker regarding the accessible allotment plots. The designs discussed at this meeting are being produced ready for consideration at the next Full Council meeting.

ii. **Update on plot inspections and those plots that cannot be worked due to plot holders' limited access under Coronavirus restrictions.**

Now that Government guidelines had changed, permitting groups of six people from different households to meet outside, it was suggested that plot inspections could resume, so long as social-distancing measures were adhered to [wearing of face masks was suggested]. It was requested that the Administration Officer, Debbie Parish, arrange an inspection to include herself, Cllr. Claire Parfitt and four members of the Allotment Holders' Committee [with Cllr. Andy Larcombe to make up numbers if four members are not available].

iii. **Keeping of chickens at the allotments.**

Cllr. Parfitt had raised a query about the keeping of chickens at the allotments; having been informed that it is the law that you can have chickens on your plot.

Investigations identified that the landlord can refuse permission, therefore, as the Parish Council does not own the allotment site the landlord would need to be consulted before changing the allotment rules. When the matter was previously discussed by the allotments committee; it was felt it would be too difficult for those keeping the chickens to protect them from foxes, because the allotment site is quite remote and a fair distance from where people live.

The Administration Officer was asked to contact the landlord of the allotment site to establish whether it was possible for allotment holders to keep chickens on the site. This would be reported back to a future meeting.

iv. **Proposed changes to the allotment rules regarding bonfires.**

Various complaints had been received regarding bonfires at Braysdown Allotments which had reported that items such as bags of garden waste, "green" garden waste and plastic were being burnt. These fires have caused a lot of unpleasant smoke and are a potential health hazard for other plot-holders, who may wish to work their plots at the same time. A change to the rules was suggested to avoid nuisance to other plot-holders. This was discussed and queries were raised as to how it would be monitored and enforced.

It was proposed, and seconded, that bonfires are banned at the allotment site. A recorded vote was taken as follows:

Councillor	For	Against	Abstain
Jo Davis		✓	
Gavin Heathcote	✓		
Simon Kidd	✓		
Andrew Larcombe		✓	
Conor Ogilvie-Davidson	✓		
Claire Parfitt		✓	
Jonathan Rich		✓	
Kathy Thomas	✓		

As the vote was split, the Chair made the casting vote to remain with the status quo. The proposal was not carried.

It was subsequently proposed, and seconded, that there is a change to the allotment rules on bonfires for a trial period as follows:

Bonfires are allowed between 1st October and 31st March on your allotment, but with this right comes the responsibility to be considerate.

Please show consideration to other plot holders and those in neighbouring houses and gardens, by following these simple guidelines:

- Bonfires must be tended at all times and extinguished immediately if a complaint is received, so keep a bucket of soil handy.
- Bonfires must be extinguished, if not burnt out, by dusk.
- You must not burn plastic or synthetic material at the site.
- Avoid lighting a bonfire on a sunny weekend or evening.
- Only burn thoroughly dried materials, as this speeds the burn and reduces smoke production.
- Light bonfires only when the wind is light so that smoke will disperse upwards, quickly.
- Keep the fire small, adding material often rather than all at once – using an incinerator is ideal.
- Only burn for a short period of time.
- Consider shredding and composting as an alternative.
- Please be aware that hedgehogs (endangered) and other creatures may be nesting in your pile. Ideally it should be moved before burning.

The penalty for not adhering to the rules could be: A warning letter following a complaint, followed by a final warning, followed by loss of the plot.

A recorded vote was taken as follows:

Councillor	For	Against	Abstain
Jo Davis	✓		
Gavin Heathcote		✓	
Simon Kidd	✓		
Andrew Larcombe	✓		
Conor Ogilvie-Davidson			✓
Claire Parfitt	✓		
Jonathan Rich	✓		
Kathy Thomas		✓	

The proposal was carried. The allotment plot holders to be notified of this change to the rules.

v. **To consider having a skip at the allotments for general plot tidy-up.**

Councillors considered arranging a skip for an allotment clean-up. This has been done in previous years so that plot-holders can remove accumulated rubbish from the site. It was also hoped that this would help to reduce the problems with bonfires on the site. It was reported that the local tip was due to be reopened later that week which should help to ease the problems. Comments were raised that this matter should not have come to Committee for consideration but should have been dealt with under delegated operational expenditure.

It was proposed, and seconded, that on this occasion the Parish Council would not pay for a skip to be placed on the allotments for plot holders to dispose of their general waste. A vote was taken which was split, so the Chair made the casting vote and the motion was not carried.

F&A091 – 07/07/2020 Football Club Liaison Advisory Panel

Although it had not been possible for them to meet, a report from the **Football Club Liaison Advisory Panel** had been issued to councillors as pre-reading and the following points were discussed:

i. **inspections of the changing rooms and improvements to facilities;**

- a. The annual service of the water heaters has been undertaken.
- b. The consumer unit has been replaced in accordance with recommendations on the fixed wiring report.
- c. The floor and walls of the changing rooms have been painted.
- d. The external walls of the changing rooms have been painted.
- e. The spectator stand has been part painted with further painting required along with the dugouts – these works will be completed prior to the new season.
- f. The wooden pitch posts have been part treated – these works will be completed prior to the new season.

ii. **end of season pitch improvement works;**

- a. These were completed by Greensward on 23rd April 2020.
- b. The goal posts have also been removed for the summer period.
- c. The pitch continues to be mown on a regular basis.
- d. The goal posts will be returned, and the pitch will need to have its initial mark-up by Greensward once the season commences ready for the friendlies (date to be confirmed).

The quotation for the 2020/21 season pitch works was reviewed and it was **resolved** to proceed with the quotation from Greensward to include verti-draining during October/November 2020 and the usual end of season works in May 2021 for a total cost of £2,950.00+VAT.

It was noted that any additional pitch works required during the season could be actioned on an ad-hoc basis, depending on the weather and state of the pitch, as, individually, they are within the Clerk's sign-off limits.

iii. **update on keys and locks and donations from the football clubs for the 2019/20 season;**

The following football teams have confirmed they will be returning for the new season:

- Peasedown Miners
- Peasedown Albion Men's A Team
- Peasedown Albion U16's

Radstock Albion have confirmed they are not returning.

Bath United had advised they would like to return, but did not think they could afford to pay the full fees upfront so asked if they could pay half.

It was agreed to give Bath United the opportunity to return, if they pay half of the annual donation in advance, and are willing to use the facilities in accordance with the User Agreement.

iv. **user agreement for the 2020/21 season;**

The User Agreement had been updated to encompass the points raised at the Trustee Meeting on 30th June 2020.

It was acknowledged that the Football Association had not yet confirmed when the grassroots football season will commence, consequently, it was agreed that the Council would aim for all User Agreements to be signed by 31st August 2020, with the date subject to confirmation on the start of the season.

Two new teams have expressed an interest in playing on the Recreation Ground. It was requested they be contacted to advise that the current 'sitting' teams are considering whether they wish to return. Should a vacancy arise as a result of this process, they would need to confirm that they would be happy to abide by the User Agreement and to advise how many players from Peasedown St John they have.

Further to discussions at the Trustee meeting on 30th June 2020. A revised User Agreement had been drafted incorporating the changes discussed. However, it was suggested that an additional change is made regarding the cutting of keys. It was resolved to include the additional wording under item 4b: *Clubs must not obtain their own copies of keys; if additional copies are required, they should contact the Parish Council and an extra set will be arranged for which you will need to cover the cost.* The User Agreements to be updated and prepared reading for issuing and signing for the new season.

v. **To consider response to reports submitted for the Trustee meeting from Coal Industry Social Welfare Organisation (CISWO) and Somerset District Miners Welfare Trust (SDMWT).**

The reports provided for the Trustee meeting on 30th June 2020 were circulated as pre-reading and were reviewed and discussed at the meeting. It was agreed to send a letter to CISWO in response to their report, providing further information about what the Parish Council does in relation to the Recreation Ground and the costs involved, along with details on the new football User Agreements. A brief letter should also be sent to SDMWT acknowledging their report.

It was **resolved** that a Football Club Liaison Advisory Panel meeting is arranged to be held on Tuesday 28th July 2020 at 7.30 – 9.00pm, subject to the moving of the Burial Committee Advisory Panel meeting. In preparation for this meeting, Cllrs. Larcombe and Ogilvie-Davidson to discuss and prepare a draft letter to CISWO.

F&A092 – 07/07/2020 Beacon Hall Bookings

The pre-reading report was reviewed; it provided feedback from some of the regular hirers, about their plans for returning to the hall later in the year, when restrictions permit.

It was acknowledged that the reopening of Beacon Hall is likely to be quite a labour-intensive activity and should not be treated as 'business as usual'. It was suggested that an Advisory Panel is established to work with the Administration Officer to prepare for the re-opening of the hall. It was agreed that this should be put as an agenda item at the next Full Council meeting.

It was resolved to permit a request from Southside to host a Summer Holiday Family Food Hub on Mondays during the school holidays. Southside are already using the hall on Fridays for their foodbank service, this booking will be along similar lines and is all in line with Coronavirus regulations with necessary precautions undertaken.

F&A093 – 07/07/2020 Review of New Actions

It was noted that new actions generated from the meeting would be captured, by the Clerk, on the Actions Register the following day.

F&A094 – 07/07/2020 Date and Time of Next Meeting & Future Agenda Items

The date of the next Finance & Amenities Committee meeting is scheduled to be held on Tuesday 13th October 2020 at 7pm.

The date of the next Finance & Amenities Advisory Panel meeting is scheduled to be held on Tuesday 29th September 2020.

The meeting closed at 9.41pm

Signed..... Date.....