

Minutes of St Dennis Playing Field Trust held online on Wednesday 28th
June 2023 at 7.30 pm

Trustees Present: Cllr Clarke, Cllr Mrs T Edmunds, Cllr Kelsey, Cllr Taylor, Cllr Harwood, Cllr Hawkins. Cllr Griffin.

In Attendance: Lynn Clarke (Parish Clerk) Tracey Hutton (senior Office Administrator).

PF 1/23 - Election of Chair.

Cllr Clarke was nominated and seconded for the position of Chair. There being no further nominations a vote was held. All present in favour.

Cllr Clarke was duly elected Chair for the Playing Field Trust.

PF 2/23 - Apologies

Cllr Burnett. Apologies approved.

PF 3/23 – Election of Vice Chair

Cllr Harwood was nominated and seconded for the position of Vice Chair. There being no further nominations a vote was held, all present in favour.

Cllr Harwood was duly elected Vice Chair of the Playing Field Trust

PF 4/23 - Declarations of Interest.

All Cllrs declared an interest in the participating and voting on matters relating to the business of the Playing Field Trust as Cllrs.

The Clerk granted a 12-month dispensation to those present. Without the dispensation the number of persons unable to participate in the transaction of business would be so great as to impede the transaction of the business and, the dispensation is in the interests of the persons living in the authority's area.

Cllr Harwood declared an interest in Item 21 as a volunteer for the Carnival Committee and was advised to leave the room for this item.

PF 5/23 - Public Participation.

No Members of the public present.

PF 6/23 – To adopt the minutes dated [22nd February 2023](#).

It was **Resolved** – To adopt the minutes. All present in favour.

PF 7/23 – Matters Arising.

None.

PF 8/23 – To retrospectively agree the purchase of anti-climb paint for the playing field.

Resolved – To purchase at a cost of £12.99. All present in favour.

PF 9/23 – discuss a request for permission to use an area of land at Penny Darn for a garden extension / Vegetable plot.

This was discussed at length. Under the terms of the agreement for the management of the land the Trustees could not authorise this use.

It was **Resolved** to refuse the request. All present in favour.

PF 10/23 – To discuss and agree actions for an area of land at Penny Darn being used as garden extension / vegetable plot.

The Clerk notified Trustee Cllrs that information had been received advising of a resident is using an area of Penny Darn as a garden extension / vegetable plot.

A letter has been sent to the resident, to date no reply has been received. The area is not currently accessible and therefore confirmation of the activity being ceased cannot be given.

It was **Resolved** to obtain quotes to have the area fenced off and to agree the quotes via email.

Cllr Griffin joined the meeting.

PF 11/23 – To discuss and agree options for enhancing the area behind the playing field fence and any associated costs.

This was discussed at length. It was **Resolved** to agree purchases of bird boxes, bug homes and bushes to enhance the recently cleared from fly tipping. Costs to be approve via email.

Quotations to be sought for the clearance of the Penny Darn area and a consultation to be launched to ascertain public views on the area being used as a secure dog exercise area.

Cllr Kelsey and the office will investigate possible grants for the project. All present in favour.

PF 12/23 – To consider the purchase of wildlife cameras for the area behind the fence.

Trustees were informed that the cost of these cameras varied dramatically from £50 to £250 each

It was **Resolved** to purchase 3 wildlife cameras due to discounts being offered for multiple purchases. The wildlife footage will be shared on the Parish Council's Social Media Platforms. SD cards and battery costs for the cameras to be approved via email. All present in favour.

PF 13/23 – To review the findings of the ROSPA report and agree any associated costs.

Cllr Clarke raised concerns that some of the items highlighted should have been reported by our maintenance staff. The Clerk informed staff only undertake a visual check of the equipment and minor items may be missed. In addition to this there are items on the report that have been undertaken that the assessor is unaware of, such as the checks on the supporting components of some equipment which was undertaken last year, but is still listed.

It was also highlighted that the report did not include the rust patches and paint condition of both teen shelter's which has been highlighted by staff. Trustees were advised that quotes were required for the repair of the metal bench and the slide. The ROSPA report was noted.

It was **Resolved** for our staff to undertake the repairs where possible and quotes to be obtained for other repairs required and to agree these via email. All present in favour.

The reports can be found here: [Outdoor Gym area](#) [Play Area](#) [Skate Park](#)

PF 14/23 - To agree the cost of a replacement metal bench for the skate park area.

It was **Resolved** to agree the cost of a replacement bench at £998.20 inclusive of fixings and VAT. All present in favour.

PF 15/23 – To agree the cost of cementing the area above the skate park.

The Clerk informed that this was becoming very uneven with large stones showing through the earth due to its high use. Unfortunately, none of the quotes had been received at the time of this meeting.

It was **Resolved** to agree the quotes via email. All present in favour.

PF 16/23 - To agree the cost of replacement basket swings.

It was **Resolved** to agree the costs of £490.00 Excluding VAT. All present in favour.

PF17/23 – To receive and update on the gym equipment.

Trustees were informed that the manufacturer has agreed to replace multiple parts of the gym equipment under warranty due to the failure of the plastic coating and the corrosion. Unfortunately, this will not include installation costs.

PF 18/23 – To consider the installation costs of the gym equipment.

Trustees were advised that the installation costs for the equipment could be up to £1725.00 + VAT. The company are quoting for a minimum of two days for the installation and if the Parish Council arrange for the removal / disposal of the existing equipment. This could be reduced. The alternative would be for our staff to install the replacement parts.

It was **Resolved** to approve the installation costs in principal but, to investigate alternative disposal costs to try and reduce the overall costs. All present in favour.

PF 19/23 – To review the electric contract for the playing field.

It was **Resolved** to enter into a 12-month contract with EDF. All present in favour.

PF 20/23 – To agree the quotes for the refurbishment of the skate park.

Trustees were advised that only two quotes have been obtained. Due to the specialised nature of the work, quotations have been difficult to obtain. The area would need to be fenced off for the duration of the work and this has not been included in either quotation.

It was **Resolved** to approve the quotation from Mavericks of £5500 + VAT for a clean and re-seal of the skate park. The office will obtain quotes for Harras fencing to close the area. Costs to be approved via email. All present in favour.

Notices to be placed on Parish Council social media platforms and posters to be placed in the Playing Field advising of the works. Cllr Clarke and Cllr Harwood will visit the area and advise those using the skate park of the intention to carry out the work.

Cllr Harwood left the meeting.

PF 21/23 – To retrospectively agree a request from the Carnival Committee to use the playing field during Carnival Week.

It was **Resolved** to approve the request. All present in favour.

Cllr Harwood was invited to re-join the meeting.

PF 22/23 - To discuss the finance of the Playing Field Trust and how this is managed.

The Clerk advised that the Playing Field Trust would be invoiced on a regular basis for costs incurred by the Parish Council for the running of the Playing Field. Any additional costs required for projects that are not covered by grants would require a formal request to the Parish Council for access to funding. The Parish Council have approved the Playing Field budget to be transferred in six monthly intervals to the Trust account to cover Parish Council invoices.

It was **Resolved** to accept the proposals as set out above. All present in favour.

PF 23/23 - To agree the end of year figures for the Playing Field Trust.

It was **Resolved** to accept the figures as presented. All present in favour.

[Bank Reconciliation](#) [Playing Field Income](#) [Playing Field Expenditure](#)

Standing order 3e

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are requested to withdraw.

There being no other business to be transacted the Chair closed the meeting at 20.15 pm.

Chairman of St Dennis Playing Field Trust

Signed.....

Dated.....