

CREECH ST MICHAEL PARISH COUNCIL

Minutes for the Extraordinary Meeting of Creech St Michael Parish Council [CSMPC] held at Creech St Michael Village Hall on **Tuesday 11th October 2022 at 7:00pm**

Councillor Attendance

Cllr. Annabelle Peters – Chair	AP	Present	Cllr. Diane Phillips	DP	Present
Cllr. Neil Davidson	ND	Present	Cllr. Kenneth Hunt	KH	Present
Cllr. David Griffin	DG	Present from 7.20pm	Cllr. Charlie Cudlip	CC	Present

Also Present: Sarah Elliott (Chair Rec Park Committee), Margaret Gover (Rec Park Committee) and Andrew Williams, CSM Parish Clerk and Responsible Financial Officer.

Meeting started at 7:02pm

1.0	Chair's welcome
	AP welcomed all Councillors and Rec Park Committee members to the meeting.
2.0	Public Question time - Questions asked by the Public and Press will be noted.
	None
3.0	To receive any apologies for absence
	Apologies were received from Cllr. Paul Tucker.
4.0	Declarations of Interests
	4.1 Declarations of Individual Members
	None.
	4.2 Dispensation Request
	None
5.0	Creech St Michael Rec Park – Maintenance and Repairs of Play Equipment [V]
	<p>Inspection Routines</p> <p>Sarah Elliott (SE) outlined the required types of inspection that should be conducted on the play equipment according to the national guidelines. The inspection reports should be retained for up to 15 years.</p> <p>The annual inspection has been conducted recently by Somerset Playing Fields Association. CC believed that the inspections had been undertaken in previous years by the same organisation.</p> <p>It was recommended by SE that visual inspections of the play equipment and surrounding areas be undertaken each day. It was agreed that a weekly check would be adequate.</p> <p>SE recommended an operational inspection be conducted between four and six times per year. The operational inspection would involve a more detailed appraisal of the play equipment and surrounding areas. It was proposed that Somerset Playing Fields Association be approached to undertake these inspections.</p>

	<p>Action: SE to contact Ruishton Parish Council and West Monkton Parish Council to understand who they use for the operational inspections. SE to also approach the contact provided by CC for costs of inspection services.</p> <p>The proposal to undertake weekly inspections of the park, including the play equipment to be reported to the Clerk and RFO and retained was approved.</p>				
	Prop: AP	Sec: CC	In Favour: 6	Against: 0	Abstain: 0
	<p>The proposal to undertake operational inspections between three and four times per year by a third-party provider and to retain the annual inspection regime was approved.</p>				
	Prop: AP	Sec: DP	In Favour: 6	Against: 0	Abstain: 0
	<p>Records of Maintenance</p> <p>SE outlined concerns about the maintenance records retained by the Parish Council. There is limited evidence of the maintenance of play equipment.</p> <p>SE proposed that target response times be introduced to ensure that repairs are responded to within an appropriate time. CC suggested that responses should be immediate.</p> <p>AP identified the need for funds to be made available for routine maintenance needs. The Clerk and RFO indicated that the process already exists and Financial Regulations can be amended to allow for a process to ensure that there are no delays in approving transactions and that all transactions are transparent and reported to council each month.</p> <p>The proposal to implement time-based response targets to maintenance issues and to source a provider of maintenance and to make use of an independent assessor to validate repairs and to implement a process of documenting all maintenance activities was approved.</p>				
	Prop: KH	Sec: AP	In Favour: 6	Against: 0	Abstain: 0
	<p>Rec Park Play Equipment</p> <p>SE reported that records from the previous clerk indicated that the spend on play equipment was £789,000.00. CC challenged this and clarified that this was the spend on all play equipment.</p> <p>It was reported that the maintenance costs since 2019 and including the current quotation was £19,775.00 and that this was less than 1% of the original costs per year.</p> <p>SE reminded the members that it was the Parish Council's legal responsibility to maintain the play equipment to the required standards.</p> <p>DG expressed concerns that the maintenance costs would accelerate over the coming years and that adequate funds should be allocated in the Parish Council's annual budget.</p> <p>KH shared his concerns over the costs proposed for the current repairs and asked if attempts had been made to obtain alternative quotes. It was confirmed by SE that alternative providers had been contacted and no responses had been received from other providers, other than Sutcliffe Play (South West) Limited.</p> <p>SE confirmed that the quote received covered all elements of moderate, high and intolerable risk. ND asked if there were likely to be additional minor repairs that would require a level of expenditure. This was confirmed by SE.</p>				

	<p>CC suggested that the Parish Council could hire the machinery required and make savings on the quotation.</p> <p>The proposal to limit the expenditure for the current maintenance needs to £14,563.32 + VAT was approved.</p> <p>Action: Clerk and RFO to approach Sutcliffe Play (South West) Limited and challenge elements of the quote to seek to achieve reductions.</p> <p>Action: Clerk and RFO to approach an alternative provider to seek a quote for the works.</p>				
	Prop: CC	Sec: AP	In Favour: 6	Against: 0	Abstain: 0
	<p>Risk Assessment and Signage</p> <p>The Clerk and RFO reported that a current risk assessment needs to be conducted by a competent person and that signage will need to be updated or replaced.</p> <p>Action: SE to contact Ruishton Parish Council and West Monkton Parish Council to understand who they use for risk assessments.</p>				
6.0	Correspondence				
	None				
7.0	New Matters to be Carried Forward				
	None.				

The meeting ended at 8.20pm

[V] = Where a resolution (vote) is expected

Andrew Williams, CSM PC, Clerk and RFO, 07866771627, Email clerk@creechstmichael.net

The next Creech St Michael (CSM) Parish Council meetings are on:

Monday 07 November 2022	at 7pm in the CSM Village Hall
Monday 05 December 2022	at 7pm in the CSM Village Hall
Monday 09 January 2023	at 7pm in the CSM Village Hall