

## CREECH ST MICHAEL PARISH COUNCIL

**Draft Minutes** for the Meeting of Creech St Michael Parish Council  
Recreation Park Committee held at  
Creech St Michael Village Hall on **Tuesday 24<sup>th</sup> April 2023 at 7:00pm**

### Councillor & Member Attendance

Sarah Elliott – Chair	SE	Present	Cllr. Paul Tucker	PT	Present
Cllr. Ken Hunt	KH	Present	Margaret Gover	MG	Present
Cllr. Annabelle Peters	AP	Present			

**Also Present:** Two (2) members of the public (including one (1) via the Zoom stream) and Andrew Williams, Creech St Michael Parish Clerk and Responsible Financial Officer.

**Meeting started at 7:00pm**

1.0	<b>Chair's welcome</b>
	SE welcomed all Councillors, Members and members of the public to the meeting.
2.0	<b>Public Question time</b> - Questions asked by the Public and Press will be noted.
	None.
3.0	<b>To receive and agree any apologies for non attendance</b>
	None.
4.0	<b>Declarations of Interest</b>
	4.1. Declarations of Individual Members
	None.
	4.2. Dispensation Request
	None
	<b>Items for Discussion</b>
5.0	<b>Financial Position</b> - to review the Rec Park spend against 2022/23 budget.
	The Clerk and RFO set out the income and expenditure for the Recreation Park for the year and outlined that there were some significant levels of expenditure that were yet to be accounted for. The agreed budget for the year was £26,756.00 and the Clerk and RFO reported that it was projected that the spend would come in on budget, if the repairs to the play equipment were fully allocated to the Asset Sinking Fund.
6.0	<b>Rec Park management updates – to consider any matters with the usual running and operation of the Recreation Park, including but not limited to</b>
	<b>6.1. Safety &amp; security</b>
	SE reported that there continued to be some issues with young people attempting to remain in the park when the security provider was locking up and this had led to some confrontations.

	<p>PT reported on the recent damage to the fencing that had occurred to the rear of the site. This was being used as a cut-through from the wooded area to the rear of the park. The damaged fence panel and securing post had been repaired and replaced by the contractor.</p> <p>It was suggested that additional fixings might be required along with metal cable ties to improve the security of the fencing. The option of opening a side gate was considered to reduce the possibility of further damage, although access from the site was an issue as it leads on to private land and the area is uneven and difficult to navigate.</p> <p>It was proposed that an investigation in to the viability of opening the additional gate be undertaken and to consider whether a safe walkway could be provided from the gate to the pathway.</p> <p>It was proposed that additional fixings be purchased to strengthen the fence panels.</p> <p>The Clerk and RFO reported that one company had supplied a quote for CCTV coverage. A second quote was expected in the near future. The option of using dummy cameras was discussed and considered. It was proposed and agreed to defer this item to a future meeting once additional quotes had been received.</p>
	<p><b>6.2 Football pitches and MUGAs.</b></p>
	<p>See also item 12.0.</p> <p>The MUGAs are now fully operational after the completion of the minor repairs by the contractor.</p> <p>KH asked if the fees for pitch had been increased in line with inflation. SE stated that there was a ceiling on fees that can be charged when compared with other pitches.</p>
	<p><b>6.3. Play equipment.</b></p>
	<p>See also item 8.0.</p> <p>The Clerk and RFO confirmed that the repairs are still to be completed and he is seeking further updates on completion dates. SE asked if there were any completion penalties in the agreement with the contractor and the Clerk and RFO confirmed that there were not.</p> <p>SE reminded the Committee that the reduced budget for the 2023/24 year meant that any issues that were raised needed to be dealt with quickly.</p>
	<p><b>6.4. Outdoor gym.</b></p>
	<p>SE suggested that use of the outdoor gym needed to be increased, possible through use of instructors to operate classes.</p>
	<p><b>6.5. Walking track.</b></p>
	<p>SE reported that a memorial bench near the walking track had suffered damage. The Clerk and RFO reported that the Grounds and Maintenance Operative would be undertaking repairs in the next week.</p>
	<p><b>6.6. Car Park</b></p>
	<p>PT reported that he had undertaken a trial with existing materials to fill one of the dips in the car park. It was agreed that this could not be completed without the use of a mechanical digger.</p> <p>PT agreed to act as a sponsor for this project and to consider combining this with the works to be undertaken on the canal signage project.</p>

	<b>6.7. Benches, tables, bins, signage etc.</b>
	SE noted that there is a lack of picnic benches on the site. The Clerk and RFO is investigating modifications to the existing open-top bins and improving signage on other bins.  There had been a proposal to install a memorial bench onsite and PT indicated that he would speak to the PiP Group about supporting this proposal.  The Clerk and RFO confirmed that all signage needed updating.
	<b>6.8. Party in the Park events &amp; feedback.</b>
	There were two events scheduled including the After Dark event in July. SE asked that PT ensure that the PiP group were aware that they could provide updates to the Committee.
7.0	<b>Project updates</b> – to receive a report of progress on Rec Park projects agreed by the Parish Council in 2022/23.
	<b>7.1. Electrical works in the Pavilion.</b>
	The Clerk and RFO confirmed all works had been completed in November 2022.
	<b>7.2. Repair of public toilets damage.</b>
	The Clerk and RFO confirmed that the works had been completed satisfactorily.  PT suggested that there was pipework exposed and that this needed to be boxed in. The Clerk and RFO agreed that he would make this a priority for the Grounds and Maintenance Operative.
	<b>7.3. Fencing panel repairs.</b>
	All repairs to fencing panels had been completed satisfactorily.
	<b>7.4. Lock repairs (ticket office &amp; engine shed).</b>
	The Clerk and RFO confirmed that these works had been completed satisfactorily.
	<b>7.5. Caretaker storage to be installed in the ticket office.</b>
	The Clerk and RFO confirmed that the Grounds and Maintenance Operative was taking this project on for completion.
	<b>7.6. Improvements to the Pavilion main room for use by the youth club and Parish Council.</b>
	SE reminded the meeting that there was a project that had been agreed and funded by the Parish Council to undertake a refurbishment of the main Pavilion Room. The Clerk and RFO confirmed that much of the work could be completed by the Grounds and Maintenance Operative.  SE confirmed that almost all of the items in the room could be disposed of and that the lost property could be donated to an appropriate charity.
8.0	<b>Play Equipment Inspection Report</b> – to receive a report from the Play Inspection Company conducted in March 2023.
	All members that agreed that they had reviewed the report. SE asked that the CLERK and RFO confirm that once the repairs had been completed, he identified who was responsible for the inspection of the works and that all works were verified as being adequate.

	It was agreed to revisit this issue at the next committee meeting.				
	<b>Items for Decision</b>				
9.0	<b>Actions from items 7 and 8 above which require a decision from the Rec Park Committee. [M]</b>				
	<ul style="list-style-type: none"> <li>- A proposal to investigate who owns the land next to the Recreation Park.</li> <li>- A proposal to purchase and install additional fixings and/or metal zip ties to the fencing up to a cost of £400.00.</li> </ul>				
	<b>Prop: SE</b>	<b>Sec: AP</b>	<b>In Favour: 5</b>	<b>Against: 0</b>	<b>Abstain: 0</b>
	<ul style="list-style-type: none"> <li>- A proposal to undertake work to box-in pipe and electrical materials within the toilet, to be allocated to existing expenditure within the Rec Park budget.</li> </ul>				
	<b>Prop: SE</b>	<b>Sec: PT</b>	<b>In Favour: 5</b>	<b>Against: 0</b>	<b>Abstain: 0</b>
10.0	<b>Rec Park Budget Planning 2023/24</b> – to review and agree the allocation of spend against the Rec Park budget for the 2023/24 financial year. [M]				
	<p>SE confirmed that the budget for the year of £27,900.00 had been agreed and allocated by the Parish Council.</p> <p>SE asked that all members should be investigating opportunities to bring additional income streams in to the Recreation Park. These could be varied events and activities that utilise the full resources of the park.</p> <p>SE proposed that a draft schedule of fees be drawn up and proposed to the next meeting of the committee. AP agreed to draft a schedule. SE agreed to investigate opportunities for use of the outdoor gym and for projects for use of the main park space.</p> <p>It was agreed to review the option for rental of the Pavilion building once the refurbishment work had been completed.</p>				
	<b>Prop: SE</b>	<b>Sec: MG</b>	<b>In Favour: 5</b>	<b>Against: 0</b>	<b>Abstain: 0</b>
11.0	<b>Grounds and Maintenance Operative Priority Tasks</b> – to agree what priorities the new hire should focus on in the rec park. [M]				
	<p>SE confirmed that in addition to those tasks already identified by the meeting. The following tasks would be agreed.</p> <ul style="list-style-type: none"> <li>- Clearing of weeds.</li> <li>- Minor repairs to fencing.</li> <li>- Removal and replacement of signage.</li> <li>- Cataloguing all equipment and resources.</li> <li>- Completing the works to the ticket office building.</li> <li>- Undertaking some of the improvement works to the Pavilion Building room.</li> </ul>				
	<b>Prop: SE</b>	<b>Sec: PT</b>	<b>In Favour: 5</b>	<b>Against: 0</b>	<b>Abstain: 0</b>
12.0	<b>Grass Cutting Quotation</b> – to consider a quotation received from Somerset Council for the provision of grass cutting services and to make a recommendation for council to consider. [M]				
	<p>SE confirmed that to maintain expected standards, the football pitch would need to be cut and marked every two weeks. This would require 22 cuts and pitch markings. Based on the quote received from Somerset West and Taunton Council, the cost of undertaking this would be £11,299.00 per year against a budget of £5,000.00. SE outlined a number of alternative options to undertake the grass cutting and line marking.</p> <p>It was proposed that the works continued to be undertaken by Somerset Council whilst investigations in to alternatives were undertaken.</p>				

	<b>Prop: SE</b>	<b>Sec: AP</b>	<b>In Favour: 5</b>	<b>Against: 0</b>	<b>Abstain: 0</b>
13.0	<b>Correspondence</b>				
	13.1 To consider any correspondence received that Committee Members wish to raise that has already been circulated.				
	None.				
14.0	<b>New Matters to be Carried Forward</b>				
	None.				

The meeting ended at 8.39pm

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

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

Monday 5<sup>th</sup> June 2023

At 7pm in the CSM Village Hall

