



PANGBOURNE PARISH COUNCIL

GROUNDS COMMITTEE MINUTES

At a meeting of the Grounds Committee held in Pangbourne Village Hall on Wednesday 26th February 2020 at 7.30pm.

Present: C Hartley (Chairman), G Child, P MacIver, J Higgs, S Ferguson, J Power, J Pearce, G Hurley, M Shakespeare, P Hawkins (arr 7.40pm)

R Elkin (Clerk)

Apologies: N Saunders,

No MoP were in attendance

Section 1 - Procedural

GR/134 APOLOGIES FOR ABSENCE

N Saunders was unable to attend and sent apologies which were noted by the committee

GR/135 DECLARATIONS OF INTEREST

J Higgs is a member of the Bowls Club.
J Power. C Hartley are allotment holders

GR/136 MINUTES OF THE LAST MEETING

The minutes of the last meeting held on 29th January 2020 were approved and signed by the Chairman as an accurate record with one amendment by J Power relating to the allotments.

GR/137 OUTSTANDING ACTIONS, MATTERS COMPLETED AND MATTERS ARISING ON THE MINUTES

- Clerk to progress with arrangements for Memorial Testing and speak to PCC regarding their involvement in the cemetery - Clerk has contacted and supplied information to a memorial testing company and this is ongoing **Clerk**
- PM will continue to progress the re-surfacing of the playground project- it is likely that this will be a 2-year project and for now only repairs will be undertaken **PM**
- JP no further progress has been made on sourcing land for a cemetery extension **JPearce**
- Football goals at Chiltern Walk are to be ordered. MS to write and circulate a draft letter to councillors asking residents what improvements they would like to see done with Chiltern Walk. OSW will deliver once letter agreed. **MS**
- CH will ask NJ Vincent to look at the fencing at Chiltern walk with a view to progressing repairs if the quote is lower than £500 **CH**
- CCTV - Certificate of Lawfulness may be required. CH to progress **CH**
- All other outstanding matters are agenda items

Section 2 - Decision Making

GR/138

TO DISCUSS MATTERS OUTSTANDING AT THE RECREATION GROUND WITH REGARDS TO THE FOLLOWING AND AGREE ANY ACTIONS REQUIRED TO TAKE THIS MATTER FORWARD:

The Charitable Trust:

- Further advice to be sought regarding best practice for the financial management of the Charitable Trust and its funds
- Further information to be sought regarding the relationship between the Parish Council Finances and the Charity's Finances if it is to change from zero return status
- Further information to be obtained regarding the VAT implications for the Parish Council of any changes in the way the Charity /Recreation Ground operate.
- Grants and funding streams to be clarified for Trust v Council
- The Parish Council to consider how the meetings and management of the Trust will be undertaken. Meetings will need to be separate with separate agendas and minutes to full council meetings. Schedule of meetings to be agreed.
Councillors to be made fully aware of when they are acting as Charitable Trustees and when as Parish Councillors. The two are not the same and have different obligations and possible conflict of interests.

Leases and Licences with the Sports Clubs and future relationships

- How will these be progressed and in what form /terms
- Timescales to completion
- Meeting to be arranged with the football club asap
- All required paperwork to be provided annually by the Clubs including:
 - Charity/ FA association memberships / numbers
 - Details of club structure, trustees and contacts
 - Copies of Club Insurances for property and public liability
 - Finances- Annual returns
 - Who they sublet to/gave permission to play on their pitches last year

The Management Committee

- What will the management committee look like?
- Conflict of interest between Management Committee and leaseholders to be considered
- TOR (Terms of Reference) for the management committee to be drafted
- Reporting /sign off structure to be agreed.
- How to regain control over use of the pitches, parking and Recreation Ground (schedules to be drafted)

What does the ideal structure look like?

- Benefits of charging pitch hire etc need to be fully costed versus the increased administration costs (bookings and finances), higher maintenance standards and possible Vat implications to ensure that they make sense and deliver value for residents of Pangbourne
- Discussion regarding other possible structures of management

A long discussion took place regarding the above matters and a number of actions were agreed in order to progress this complicated and difficult matter:

1. Councillors to arrange a meeting with the football club (MS PM CH) MS to arrange. **Cllrs**
2. Cllrs/Clerk to seek further advice from the council's solicitors, NALC, the Charity Commission and Audit **Cllrs/
Cllr**
3. Further information to be established on Berks and Bucks FA, LTA and National Bowls Associations **Clerk**
4. All Clubs to be asked for their Annual Documentation (PLI, Insurance, Memberships, Accounts etc) **Clerk**
5. Legal clarification to be sought with regards to certain aspects of ownership and liabilities on various buildings at the Recreation Ground **Clerk**
6. Legal transfer of ex WBC Toilet block to be progressed **Clerk**
7. Land Documentation (FR) to be progressed via council's solicitors **Clerk**
8. Water and electricity arrangements to be investigated **ALL**
9. Arrangements at other local recreation grounds to be investigated **Clerk**

10. Signage to be ordered for the car park, toilet block and to re-enforce bye-laws
11. CCTV to be progressed covering whole area
12. Investigate what commercial activities are permitted on the charitable portion of the land (parking, commercial exercise classes etc)
13. Investigate vat implications of possible models
14. Historic Minutes to be reviewed

Clerk
PM CH
Clerk

Clerk
Clerk

It was generally agreed that time and care should be taken to properly establish facts before any significant actions were taken and that this matter would return to the next Grounds Agenda. Any agreement on land disposal (ie, leases and licences) MUST go before full council for approval.

GR/139 TO RECEIVE AN UPDATE ON THE TREE SURVEY AND AGREE TO APPORTION ANY WORKS THAT ARE READY TO BE APPROVED IN TIME FOR THE MEETING (AND CIRCULATED IN ADVANCE)

- CH stated that the overhanging trees at the cemetery had now been trimmed. He is meeting with the bowls club next week to review the trees on the boundary line. Tree stump work is also to be considered. Chiltern Walk, the Meadows, Dolphin Centre and track will be the next areas of focus for tree works. There is also the final works to be completed at the cemetery. It is anticipated that all the above works will be completed within the 15k already approved.
- The Clerk stated that an article has been placed in the magazine in relation to the tree works to advise residents.
- JP asked whether chippings would be useful at the allotments. The Clerk suggested that they could be used to fill in the dip/ worn entrance to the meadows.
- It was also stated that the West Berks Climate Action Network and Woodland Trust could be contacted for any planting that the council wished to undertake in the autumn
- It was suggested that tree planting could take place at Chiltern Walk to mitigate the impact of the garage and also to screen the noise from football games. The Clerk will contact WBC's countryside team with regards to partnership working.

CH

SF

Clerk

GR/140 TO DISCUSS AND PLAN THE ANNUAL LITTER PICK ON SATURDAY MARCH 28TH 2020 AND AGREE ANY ACTIONS NECESSARY

- GH has ordered a gazebo
- A meeting is set for next week to agree responsibilities for councillors, volunteers and staff for running the event
- It was agreed that the scouts would be asked to run a clear up event (probably footpaths)
- PH suggested that the Coop could be asked to provide refreshments as they had been keen to help. Clerk to follow up
- It was suggested that the overhanging bushes on footpath 21 by the wharf could be addressed

GR/141 TO FORMALLY APPROVE TO PURCHASE A MOBILE PHONE FOR THE VILLAGE WARDEN AND ALSO TO AGREE AN ON DUTY SYSTEM FOR RELEASING CODES FOR THE BARRIER KEY CODE BOXES.

- It was RESOLVED to approve the purchase of a mobile phone for the OSW at an approx cost of £20pmth.
- A discussion took place regarding what emergency number would be displayed at the Recreation Ground with regards to the height barrier and gates. No agreement was reached

Section 3 - Updates from working groups, councillors and committee members

GR/142 TO RECEIVE AN UPDATE FROM COUNCILLORS ON ANY WORKING GROUPS OR OUTSTANDING ACTIONS

- SF stated that she had received 2 quotations for the waste contract and was seeking a third
- It was proposed to hold a working group meeting of councillors to look at the waste contract in detail and make a recommendation to bring back to full council
- It was suggested that the proposals could be presented at the APM in April

SF

- CH stated that he had been investigating the location of BT, gas, utilities, sewage and other pipes in the proposed area of the new CCTV and had been in contract with the relevant companies to establish exact locations before any digging takes place.
- SF said she would check the location of the gas pipeline
- CH stated that he would start work on the cemetery landscaping projects once the trees were completed. Work to install a french drain at the lower end would likely come first, followed by creating a new area for spoil and compost. New bin housings would be investigated once the waste contract was in place.
- CH to investigate PIR sensors inside the toilets to prevent the lights being on a timer
- Clerk /Asst Clerk to make contact with the primary grave diggers to establish a closer working relationship and work towards a grave diggers policy
- CH stated that on looking at the land documents relating to the recreation ground, it is apparent that there needs to be good fence along the entire borderline where the recreation ground meets Meadow Farm. This will be costed and brought back either to Grounds or full council for approval.

CH

SF

Clerk/
Asst
Clerk

CH

GR/143 **ITEMS FOR INFORMATION ONLY OR RAISED BY COUNCILLORS FOR THE AGENDA OF THE NEXT MEETING**

- PM stated that he had met briefly with the Adventure Dolphin and Fete committees

Section 4 - Closure

GR/144 **CLOSURE**

There being no further business the meeting closed at 9.pm

Next meeting to be scheduled

_____ Chairman

_____ Date