

Minutes
Burton-in-Lonsdale Parish Council
Recreation Field Committee Meeting
7.30pm Thursday 28 October 2020

Convened under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020; 7/4/20- 7/5/21

Venue:

<https://us02web.zoom.us/j/89456107399?pwd=K0wrOHAvSVlsUE9UU3ZJMUY0VDVNUT09> ; tiny url: <https://tinyurl.com/y3utzraj>

Present: Councillors Mason, Tate, Thompson and Messrs Illsley and Parker (Chair)

In attendance: the Clerk.

48/2020 **Apologies**

There were no apologies.

49/2020 **Code of Conduct and Recording of Disclosable Pecuniary Interests**

To record Councillor's Disclosable Pecuniary Interests relating to this Agenda and any changes since the previous disclosure to Craven District Council

There were no items to record.

50/2020 **Minutes and Matters Arising** of Recreation Field Committee Meeting of 25 June 2020.

The Minutes of the 25 June 2020 meetings were approved at the meeting of 23 July 2020, Minute 26/2020.

There were no matters arising which are not on the meeting's agenda.

51/2020 **Public Questions** or Statements: see below conditions

There were no public questions or statements.

52/2020 **Bookings and Facility Finance**

a) Financial report incl. bookings June – present

The Clerk circulated prior to the meeting details of receipts and payments for the Recreation Field including the Pavilion bookings. Thus far (April-October 2020), receipts have exceeded payments (excluding grass cutting & equipment maintenance) by a modest amount.

The Clerk was requested to supply details after this meeting of previous years' grass cutting costs to the Committee, to compare with the current year's costs.

b) Request by Young Farmers to use Pavilion Social Room

Burton Young Farmers have requested to use the Pavilion Social Room for meetings during the COVID pandemic.

A discussion concluded the Parish Council might be able to ensure the Pavilion Social Room is COVID-secure for a maximum of 2 or 3 people at any one time. Currently the Pavilion Social Room is not COVID-secure and therefore the Parish Council would have to tell the user to adhere to certain rules. Besides the Social Room, the toilets would be in use; the entire set-up would be required to either be empty for at least 72 hours afterward, or be deep-cleaned between uses, if bookings were more frequent.

Resolved

Reluctantly, the Parish Council doesn't consider the use of the Social Room

appropriate for Young Farmers' social meetings at the moment as the facility is not set up to support a COVID-secure environment. However, if Young Farmers wish to conduct meetings under a particular set-up, this could be discussed. Young Farmers' committee meetings rather than social events would be considered.

Resolved

Clerk to draft a response to Young Farmers' request for the Committee's consideration.

c) Caton Terriers: proposed formal agreement re bookings

Cllr Thompson has not yet had a discussion with the organiser; however, he would like to discuss the relationship between the Parish Council and Caton Terriers with the organiser.

Resolved

The Chairman (Ian Parker) and Cllr Thompson to discuss terms of use with Caton Terriers at the earliest opportunity.

Cllr Thompson also informed the meeting that the organisation is likely to change its name in the near future to (say) Lonsdale Terriers with a view to attracting a wider membership to expand the club.

53/2020 Parish Council Payments

Payment of budgeted and non-budgeted items.

The following items were presented for payment:

D/D	Octopus Energy re August energy pavilion	13.63
2466	J Hartley & Sons (grass cutting, August 2020)	550.00
2467	S. Dent (grass cutting, The Orchard Sep 2020)	76.00
2468	The Play Inspection Company Ltd (annual safety inspection)	120.00
2469	M Illsley (maintenance items re play equipment, seats)	35.85
2470	S Gregory (Oct salary, expenses)	294.95
D/D	PWLB loan repayment re street lighting	938.88
2471	Richard Simmonds (pavilion window cleaning)	17.00
2472	Fenland Leisure Products Ltd safety mats outdoor gym	177.60
2473	C Edmondson; pavilion cleaning	40.00
2474	I R Thompson (refund part of monthly ZOOM subs)	6.49
		<hr/> 2,270.40

Proposed Cllr. Mason, seconded Cllr. Tate and

Resolved

All items to be paid, except cheque 2467, pending clarification of the arrangement with Burton Pals with Trowels; the Parish Council had donated £200 toward grass cutting in 2020, on the understanding the remaining costs would be borne by Pals with Trowels. The matter will be considered at the full council meeting in November.

54/2020 Maintenance

a) Facility Risk Assessments

A discussion concluded the Parish Council should have a risk assessment regarding COVID security in place for the Recreation Field facilities.

An updated government document dated 13 October is a useful reference for the current situation.

Resolved

Ian Parker to draw up a general risk assessment, including advising adherence to current government guidelines; to be circulated to the Committee for discussion and approval. The document to be kept on file and reviewed regularly, taking into account changing government guidelines; general notices to be put at entrance to the Recreation Field.

b) Pavilion:

i. Maintenance items

Mike Illsley reported current items, incl. gents toilets lighting, up to date.

The Chairman thanked M Illsley for the work done and continues to do, for which the Council is very grateful.

ii. Water supply: leak detection; building's system upgrade report

Leak detection

Cllr Thompson reported he had made no further progress investigating the water leak for a number of reasons, and would appreciate ideas from other Committee members. The ideas thus far:

- To try to find leak by digging/listening
- To replace the pipe, which relies on the landowner across whose land the pipe crosses
- To install a new pipe across the road outside the main entrance to the Field, using an existing supply which runs to Waterside Potteries.

Mike Illsley advised there are specialist leak detection companies, offering to make preliminary enquiries; the offer was accepted.

Resolved

Mike Illsley to investigate specialist leak detection provision and report to the Committee.

Hot water supply upgrade

Ian Parker reported all the plumbing is complete, however during the last 5 to 6 weeks, despite frequent reminders, Howsons have not yet returned to complete the work to connect the electric pump part of the upgrade. Until then the water is turned off, except when the toilet is in use for Field users. The system will not run correctly until the leak is detected and fixed.

iii. Installation proposal for kitchen hatch

In abeyance for the time being.

iv. Fire Safety: risk assessment: progress report

Email requesting fire safety inspection sent just prior to COVID restrictions; nothing has been heard since. Clerk to remind Fire Service.

v. Outside Render: condition report; recommendations

Mike Illsley advised re-assessing the render condition Spring 2021.

Resolved

To re-assess render condition Spring 2021.

vi. Defibrillator Provision: Inspection report June-October 2020

Mike Illsley reported weekly visual inspections logged in notebook kept in Pavilion kitchen. All appears in order.

- c) Recreation Field
- i. Annual Safety Inspection 2020: all areas
The annual safety inspection of all equipment was done in August; various minor items were identified and have been dealt with.
 - ii. Play Area: visual inspections; maintenance update
Minor items identified in annual inspection, apart from fixing the wooden seat, which will not be secured.
Roundabout pedal under-going repair.
 - iii. Furniture: proposal for picnic table(s), benches
Mike Illsley will circulate further information in Spring 2021 about the picnic table for perusal by the Committee. The main consideration will be future maintenance.
The bench has been repaired and re-painted.
 - iv. Outdoor Gym: visual inspection report; equipment maintenance
Items identified in annual inspection have been dealt with apart from replacement safety mats for outdoor chest press; these have been delivered and will be installed imminently.
Equipment supplier, Calloo, has agreed to look at two items of equipment (cross trainer and rower) free of charge.
 - v. Field drainage: proposed works: quote(s) received
Mike Illsley contacted a contractor who has visited the site; a quote for this work as well as that to the car park and entrance is awaited.
 - vi. Grass Cutting: work during COVID-19 pandemic period
Not discussed.
 - vii. Bike track: inspection & maintenance report
Nothing to report; Mike Illsley asked if upgrade might be considered at a future date.
 - viii. Stone wall boundary adj. to road: adj. to Woodland Trust area; adj. to Bowling Green
Cllr Thompson reported the wall is repaired as and when required.
 - ix. Car Park: surface & edging works; fence between play area and car park.
See item re field drainage above.
Fence between play area and car park: to be discussed at next meeting. Not highlighted in the annual inspection.
 - x. Proposed External Storage Unit: insurance
Insurance not discussed. Cllr Thompson reported the ground surface has been prepared; now awaiting confirmation from Craven District Council that planning permission is not required, as the structure is of a temporary nature.

55/2020 MUGA

- a) Replacement boarding: progress report
Work date to be fixed, taking into account COVID rules.
- b) Repainting Goal Posts: report; card/token operated meter: report
Tennis posts will be re-painted in the next two weeks.
Mike Illsley will continue to chase company for more information. At

present it appears the company does not manufacture a one-off card-operated meter within a water-tight secure cabinet.

Ian Parker clears the current meter's token slot of various items apart from tokens, and dries the mechanism (is in an open cabinet).

- c) Electricity meter readings for Parish Council
Cllr Thompson re-stated the proposal that Burton Community Sports tokens could be used to calculate usage and agree a rate to be charged. The electricity generated from the solar pv battery would be used first, then supplemented from mains supply. He will do some meter readings to establish level of usage and report to the Committee.
- d) Appropriate signage about the MUGA facility has been made and delivered; it will be installed shortly.

56/2020 Date, time and venue next Full Parish Council and Committee Meetings

The following meeting dates were proposed and accepted:

- a) Finance Committee: 19 November 2020
- b) Full Council: 26 November 2020; 28 January 2021
- c) Recreation Field Committee: 25 February 2021: date to be reviewed outside the meeting.

The meeting closed at 8.40pm

Signed

Dated