

**Burton in Lonsdale Parish Council  
Recreation Field Committee Meeting  
10.00am, Thursday 4<sup>th</sup> March 2021**

**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<sup>th</sup> April 2020 to 7<sup>th</sup> May 2021.

**venue:**

<https://us02web.zoom.us/j/83266236308?pwd=TGhRelFLelVONnNCSFdOWU1YRHA5UT09>

[tiny url: <https://tinyurl.com/59ur6pyd> ]

**Present:** Councillors Mason, Tate and Thompson, Messrs M. Illsley and I. Parker (Chair)

**In attendance:** the Clerk.

**89/2020** **Apologies:** none

**90/2020** **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 declarations.

No disclosable interests were declared.

**91/2020** **Minutes and Matters Arising** of Recreation Field Committee Meeting of 28 October 2020.

The Minutes of 28 October 2020 were previously approved at the 26 November 2020 meeting.

No matters arising, as items included on this agenda.

**92/2020** **Maintenance**

a) **Facility Risk Assessments** including for COVID-19

Current risk assessments appear sufficient for current situation. Government will be changing COVID rules in near future as pandemic lockdown eases. Risk assessments can be reviewed accordingly, referencing government guidelines.

Noted: families use children's play area and appear aware of rules. Bike track used by small children, supervised by parents/grandparents. MUGA being used by individual families; no team games.

Terriers JFC (prev. Caton Terriers) indicated hoping to re-commence practices and matches after lockdown eases 29 March; they will be using the FA JFC COVID guidelines.

b) **Pavilion:**

i. **Maintenance items:**

Mike Illsley reported no urgent items outstanding.

- **Water supply:** hot water system upgrade report.

The Chair reported the upgrade not yet complete, due to COVID restrictions. Ideally work should be completed by end March to ready the pavilion for re-opening for use.

**Resolved:** Chairman to pursue matter with contractor.

- Kitchen hatch and Fire Safety risk assessment: progress report  
Fire safety report is required, as the facility is used by the public; no response from Fire Service to inspection request some months ago. The Chair noted a suitably qualified person is sufficient for the purposes of inspection. The inspection should be done annually or if there is a significant change to the facility.

**Resolved**

Clerk to make further enquiries.

Kitchen hatch: originally requested by the Bridge Club to minimise draughts/keep social room warmer. Appears to have moved from a simple heavy blind to a fire-proof roller hatch, even though only a domestic oven installed, and not requiring fire safety measures.

**Resolved**

To await fire safety inspection recommendations (if any), in light of domestic-sized cooker installed last year.

- Outside Render: condition report; recommendations  
Cllr Thompson reported the condition has not deteriorated significantly since previous report. This is relevant to a proposal that has recently been made: additional storage for Lonsdale Archers and Junior Football Club equipment, which has rather outgrown the storage space currently available.

Options considered:

- A sea container; considered inappropriate for the site, and unlikely to receive planning permission.
- An extension to the building: preliminary sketch drawing circulated by Cllr Thompson to Councillors shows extension to west end of building. The extension would ensure one area of faulty render is inside, and requiring less urgent attention. This was discussed further, part iii) below.

ii. Defibrillator Provision: Inspection report Oct 2020- Jan 202

Mike Illsley checks equipment, signs log on a weekly basis, as part of usual inspections. Expiry dates on pads is April 2022.

iii. External storage: proposals for users' equipment

Cllr. Thompson reported Terriers JFC currently storing goals in the Social Room; thus the room cannot be used. Currently not a problem, however once COVID rules allow, the room should be opened for public use. Original proposal: Terriers JFC would apply for grant to buy a container, to be stored at the Rec Field, and share with Lonsdale Archers. However, some parish councillors had reservations about the appearance; the proposal has not progressed.

Alternative being explored: an additional 'room' to hold current football equipment and larger goals (24 feet long, for older players) as well as archery items.

Two ideas: block-built extension with 'lean-to' roof on west wall or roof at same level as existing, extending over the new section. A recent discussion with a builder highlighted CDC will ask for a different roof line to demonstrate clearly the addition is an extension. A 'lean-to' roof likely to be cheaper; the structure would be length

of current external west wall, (approx. 30ft) excluding the veranda section, with a width of between a single and double garage size. Football and archery equipment could be stored against opposite sides of the 'room', and possibly leave room for a mower and line marking equipment. Access from pitch side. Exterior access all round the proposed area, for emergency vehicles. Can be recessed back from decorative corner stones.

The Chair proposed more detail be made available to the committee/parish council.

**Resolved**

Cllr Thompson to undertake to circulate to the committee in the first instance more detailed drawings, including indicative costs.

c) Recreation Field

i. Annual Safety Inspection 2020: all areas

Mike Illsley reported most items arising from 2020 inspection now dealt with; matting around slide area to be completed. Will inspect wooden items about Easter to see if any painting required. Otherwise in good condition.

ii. Play Area: visual inspections; maintenance update  
Mike Illsley reported area appears OK.

iii. Furniture: proposal for picnic table(s), benches  
Mike Illsley reported picnic table has been repaired in past but replacement(s) should now be considered.  
Cllr Thompson proposed consider recycled plastic wood 'effect' materials vs. wood which would save maintenance, and use recycled materials.

**Resolved**

Mike Illsley to get more details, including costs for different material types.

iv. Outdoor Gym: visual inspection report; equipment maintenance  
Mike Illsley reported inspections and maintenance up to date.

v. Field drainage: report on works to date  
Cllr Thompson reported the new drainage channel was working well, until recently. Inspection showed a sump required clearing, which was done. Inspections should be done when water seen in the overflow channel.

Mike Illsley reported the south west corner of the pitch used to be very wet and is now about 70-80% drier; perhaps some more minor work needed to get maximum effect.

The Chairman commented additional drainage also impacts on the long term future and quality of the MUGA pitch surface.

vi. Grass Cutting: 2021 charges

Clerk reported the contractor confirmed verbally the hourly rate would be £21 in 2021; however he is no longer VAT registered; this has no effect, as the Parish Council is able to re-claim VAT; it was commented that the quality of the work last year was very good.

Cllr. Thompson declared a non-pecuniary interest in the matter, stepping back from the discussion.

The Clerk explained tenders were sought previously; however formal tenders had not been sought since 2017, as the work has been very satisfactory. Cllr Thompson reminded the meeting the council is not legally required to accept the lowest priced tender.

**Resolved**

Clerk to confirm if tenders to be sought in light of the above.

To continue to use the same contractor as last year, reviewing the matter in June 2021.

- vii. Bike track: inspection & maintenance report; offer of help re maintenance/upgrade

Clerk reported resident's recent offer of help to repair/upgrade the bike track, passed to Cllr Thompson.

**Resolved**

To contact resident as and when help required.

Cllr. Mason enquired if the surface defect in one area has been rectified suggesting the volunteer be involved.

Cllr. Thompson undertook to look into the matter and do the necessary work with the help of the volunteer.

- viii. Stone wall boundary adj. to road: repairs

Cllr. Thompson does repairs as and when required; the Clerk reported a small repair is required just before the Woodland Trust section of wall.

Cllr. Thompson undertook to look at area.

- ix. Car Park: surface & edging works report; fence between play area and car park.

Cllr. Thompson reported the work to the car park entrance had been done; there has been a suggestion a concrete 'kerb' be placed between the tarmac and the gravel to prevent the tarmac edge breaking up. Before that work is considered, Cllr Thompson proposed 20 tons of gravel be purchased to repair the car park surface. Further proposal to install edging between the gravel and the grassed area next to the roadside wall, and to tidy up.

Cllr Thompson confirmed a planning permission condition for the pavilion was to retain the trees in the car park area; it was agreed the gravel must not be compacted too close to the trunks/roots.

The play area fence matter has been raised by residents with the Clerk; if a fence is installed, matting or similar to protect the grass at the point where leave car park to go around the fence might avoid area becoming trampled/muddy.

**Resolved**

Cllr Thompson and Mike Illsley to look at car park area to determine work required for edgings and for fence around play area; to report on both.

**93/2020 MUGA**

- a) Lease of land from Parish Council due to expire June 2021: discussion  
The Chairman, as a Burton Community Sports Association representative, has requested two options be considered:
- i) renew the lease with the Parish Council, allowing BCSA to continue running the MUGA independently of the Parish Council
  - ii) allow the lease to expire, which hands responsibility of running the MUGA to the Parish Council

**Background:**

The BCSA charity was established about 1996. Now proving very difficult to appoint trustees or find volunteers to do work. The BCSA charity and management committee was formed to look after the running and maintenance of the pitch, financed by charging fees. The biggest issue re fees is making the MUGA as accessible as possible whilst covering running costs. It has been free to use for children under 16 since the start. Charging /collecting hire fees is difficult; the facility is left unlocked, as it is in a remote location and is not controllable in the same way that a similar facility would be in an urban environment. Over the years enough money has accrued to completely replace the boards (not yet completed) and one deep clean and refurbishment of the playing surface about 10 years ago and some fencing work. The design life of the surface, including the sub-surface (a porous tarmac) is 10 – 15 years; it is now 23 years old. To retain the MUGA as a going concern will require expenditure. There is approximately £6,000 held by the trustees. A lot of work by volunteers would make the MUGA self sustainable, however it is maintaining volunteers' input which is proving difficult.

**Points raised by other committee members:**

- There are a number of regular users; is it not possible to appoint trustees from this group?
- It is good that different organisations start operating in the village as it involves more people. However organisations should not be started or do projects that assume the Parish Council will take up the reins when help is difficult to come by.
- If the MUGA continues to be run by a charity it is more likely to get funding than the Parish Council.
- How will bookings management and collecting payments for hire, along with maintenance costs be managed?
- Currently, maintenance responsibilities rest with BCSA: the deteriorating playing surface will require extensive maintenance work in the near future.
- If the Council assumes financial responsibility for the MUGA, it needs to have full information regarding the cost of upgrading the MUGA, along with insurance matters. Will require someone to oversee these matters, if Council takes this option.
- A planning application for 12 new houses on the former primary school site has just been submitted; it is almost certain to be approved as the land was allocated for that purpose in the most recent Local Development Plan. One condition is that the developer will be required to pay a significant amount of money for the

provision of sports facilities (Section 106) to the planning authority (CDC). The Parish Council is being invited to make proposals for how the money should be used by CDC. A December 2018 report stated soccer facilities in Craven as a whole should be handled in a certain way, with Burton in Lonsdale being specifically named as an area where the MUGA should be enhanced. This makes it more likely to get money to improve the MUGA. The Parish Council would have to submit a number of proposals which might include MUGA improvements as well the storage extension to the pavilion, field drainage, etc., as a part of improvements to the Recreation Field.

The Chairman emphasised the MUGA play surface condition is becoming a matter of urgency to resolve, along with drainage. It now requires a lot more money than the Charity has to be spent on it, so that people can use what is considered to be a good facility (albeit requiring attention). Another matter is that of how to get people to pay for using the facility. About six years ago, the lighting token cost was increased to £5/token cover lost revenue from membership fees. Average winter evening might be £20 income to cover cost of lighting and pitch use. Occasionally a team might play and pay, however regular income is now difficult to achieve.

Cllr Thompson expressed his view the Parish Council should take responsibility for the MUGA; BCSA was set up by people whose family situations have since changed and no more volunteers have stepped forward. The MUGA should be looked after: it is a valuable village amenity. If individuals not coming forward, then the village, as a whole, should pay for the facility to be maintained. The Parish Council has previously demonstrated its ability to seek project funding and complete projects and can do so again. Cllr Thompson indicated he is willing and able to act as Treasurer and Trustee to BCSA. To a degree there may be an overlap between the Burton Regeneration Group and BCSA charities; matters could be simplified by the combination of the two groups' activities.

The Chairman, Ian Parker, further explained:

1. He joined the Recreation Field Committee to consolidate resources and ideas to minimise duplication of effort by the three organisations (Parish Council, BRG and BCSA) whilst benefitting the whole village.
2. Volunteers are happy to work on one-off projects, but unlikely to commit to longer term work.
3. He wishes to see the MUGA continue for the benefit of the village, which will require more money than BCSA has.

Cllr. Thompson highlighted an overlap re insurance costs: currently BCSA pays c £400 - £500 p.a. for public liability insurance. If the Parish Council assumed responsibility for the MUGA, its own public liability insurance would include that for the MUGA with no additional costs (currently).

Cllr Mason queried if notice was given of BCSA winding down, and requesting volunteers to step forward, if that would solve the problem. She proposed and it was

**Resolved**

A notice be placed in the *Burtonian* advising BCSA is seeking additional volunteers and await a response.

The Chairman and Cllr Thompson to discuss the matter outside the meeting.

Ian Parker thanked Cllr. Thompson for his offer re Treasurer role.

Mike Illsley stated his support re doing whatever is required re the MUGA maintenance.

The Chairman left the meeting at this point in the meeting. It was

**Resolved**

Cllr Thompson chair the remainder of the meeting.

- b) Replacement boarding: progress report: not yet complete.
- c) Repainting Goal Posts: report; card/token operated meter: report: none.
- d) Play surface: maintenance work, including drainage  
Mike Illsley reported recent heavy rains have highlighted that mud/silt trapped under the Astroturf are being brought to the surface by rain run-off, making the MUGA unusable at best, and possibly unsafe, due to slipperiness caused by mud. Brushing away surface debris solves the problem until the next rainfall, when the mud comes back up through the Astroturf.  
The Chair thought the issue is more to do with mud being washed from the Field, as the MUGA is at the lowest point on the Field.  
Proposed: to inspect area during next heavy rainfall
- e) Electricity meter readings for Parish Council  
The Chairman stated that if the Parish Council assumes responsibility for the MUGA, electricity meter readings will no longer be required.

Clerk brought to the meeting's attention that, should B4RN be taken to the Recreation Field, it may be possible to install meters through which lighting can be paid for via smart phone/internet which would assist payment collection.

The Chairman suggested this could be included in the proposals to be sent to Craven District Council.

**94/2020 Bookings and Facility Finance**

- a) Financial report incl. bookings October to present  
There has been minimal income since October, due to lockdown. This should improve if lockdown is eased at end March.
- b) COVID grants received April 2020-Feb 2021  
The Clerk reported COVID grants total just over £20,000 since April 2020, as the Chairman had ensured applications were made in a timely fashion.
- c) Terriers JFC: proposed formal agreement re bookings  
This has not progressed, due to lockdown preventing Terriers JFC using the pitch; Terriers plan to re-start matches the first weekend of April,

pending government advice. This leaves about 2-3 weeks to make a proposal to Terriers. Cllr Thompson to progress.

Mike Illsley is planning the annual cricket match for last weekend in July; it is essential the preparations are not hampered by the footballers using the pitch during July, as the surface preparations will be underway. The cricket 'square' will be cordoned off; junior football matches could take place either side of the 'square', and no play at all the weekend of the match itself. Clerk to let Terriers JFC know of arrangements. If Terriers have enough notice, they should be able to re-arrange matches in good time.

**95/2020 Parish Council Payments**

Payment of budgeted and non-budgeted items.

The below list of payments was circulated to all councillors for information prior to this meeting:

Business Stream: pavilion water charges, Nov-	
2502 Feb	33.19
2503 Richard Simmonds: pavilion window cleaning	17.00
2504 S Gregory: Feb salary, expenses	209.99
D/D Octopus Energy re Feb energy, pavilion	87.65

**Resolved**

The above payments are approved; the cheques to be signed outside the meeting.

The Clerk noted there will be a payment due re pavilion cleaning, explaining the pavilion is visited/cleaned once a week, as per insurance requirements re closed buildings.

**96/2020 Date, time and venue next Full Parish Council and Committee Meetings**

- a) Full Council meeting: Thursday 25<sup>th</sup> March 2021 via ZOOM
- b) Annual Parish Meeting: Thursday 22<sup>nd</sup> April 2021 via ZOOM
- c) Finance Committee: Thursday 13<sup>th</sup> May 2021
- d) Annual Parish Council & Full Council meeting: Thursday 27<sup>th</sup> May 2021

It was noted that meetings after 6<sup>th</sup> May will not be held by ZOOM, as COVID legislation expires midnight 6<sup>th</sup> May 2021. This is subject to government advice at the time.

**Resolved**

The above dates are noted, subject to government guidelines.

A preference was made in favour of evening meetings due to personal commitments.

The meeting closed at 11.25am.

**Signed** .....

**Dated** .....