

**Minutes of the Cherry Willingham Parish Council's Leisure and Amenities Committee, held remotely using Google Meet, on Monday 6 July 2020, at 7:00 pm.**

**Present: Cllr Robinson (Chairman) Cllr Brylewski (Vice-Chairman) Cllr Bates, Cllr Burge, Cllr Houghton, Cllr Leader, Cllr Trahearn, Cathy Doggett (Parish Clerk)**

1. Apologies for absence

The full committee was present and there were no apologies for absence.

2. Councillor's Declarations of Interest, Gifts and Hospitality

None

3. Minutes of the Leisure and Amenities Committee Meeting, held on 1 June 2020

The minutes of the last meeting were agreed to be a true record and would be signed at a later date.

**Proposed: Cllr Brylewski, Seconded: Cllr Burge. All in Favour.**

4. The Opening of Play Areas

- 4.1 To receive an update on the broken motorbike springer ride on Laburnum Drive and agree any actions required.

The motorbike springer needed repair or replacement. It was approx. 20 years old and had been repaired a year ago. Clips on the spring and a sleeve had previously been replaced. A maximum age sign was considered.

**ACTION: Cllrs Bates and Burge** to remove the motorbike springer and surround the remaining stub with fencing. They were also asked to report on whether, in their opinion, the motorbike could be repaired again or be replaced. **ACTION: Clerk** to get quotes for repair and or replacement of the motorbike springer ride.

**Proposed: Cllr Robinson, Seconded: Cllr Brylewski. All in Favour.**

- 4.2 To consider any other actions required in relation to re-opening the Play Equipment at both Laburnum Drive and St Paul's.

Government guidelines allowed open air playgrounds to be open from Saturday 4 July 2020 onwards. The guidelines had been circulated to councillors for their consideration. The Chairman reported that the guidelines covered matters relating to those who look after play equipment (i.e. contractors/employees/volunteers) and those who use them (i.e. the public) and that we needed to consider both aspects.

- i) Maintenance of equipment by outside companies/paid workers  
As part of a specification sent to people who are quoting for work, it would be necessary to ask how they would keep themselves, anyone they employed and the public safe from Covid-19 risks. This would put the onus on the people the Parish Council employed to do work to look after themselves and others.

**Proposed: Cllr Robinson, Seconded: Cllr Trahearn.**

*JK.*

- ii) If voluntary workers were to be involved in a project  
Volunteers should be told only to ever undertake items they are happy to do and that they have the right to say no. Personal Protective Equipment would be supplied by the Parish Council if required, but the onus should be on the volunteer to keep themselves safe.  
**Proposed: Cllr Houghton, Seconded: Cllr Trahearn, All in Favour.**

A Committee Member, who had previously carried out risk assessments for the play parks, was unhappy with continuing to carry out risk assessments and wanted a professional outside body to risk assess the play areas.

- iii) Opening to the Public

Councillors agreed that our two play parks should be reopened as soon as possible.

**Proposed: Cllr Robinson, Seconded: Cllr Leader. All in Favour.**

It was noted that our play areas were seldom used by lots of children at the same time and the possibility of lots of queues of children was considered unlikely. The exceptions to this during normal times was at the Laburnum Drive site, in the morning before school started and at the end of the lessons, from about April to September. It was agreed that this was not happening at the moment as the gate into the school grounds is locked for the time being, only limited classes are in school and school start and finish times are staggered. The Chair asked Councillors to monitor usage over the summer by making random site visits and reporting usage to the Clerk and the Chair. The situation would need to be reviewed when the Primary School returned in September.

Removing a swing seat was considered unnecessary as the swings were already about a metre apart and removing a swing might cause longer queues for one swing. The basket swing was in need of some repair but was considered fit for use at present. The play equipment had recently been painted and was considered not to contain any virus at present.

Cleaning by the Parish Council every time a child used the equipment was not practical.

Cllr Trahearn had drafted a proposed sign, which would highlight risks and advice to parents, which Cllr Robinson had modified slightly. The sign was discussed and, with one alteration, agreed upon.

**ACTION: Cllr Robinson** was to laminate 10 copies of the agreed sign and Cllr Trahearn was to deliver the temporary signs to the play areas in the morning, as temporary signage. Tie wraps were to have their ends trimmed off for the safety of children's eyes.

Quotes for more permanent A4 signs for the play area should be obtained.

**ACTION: Cllrs Brylewski, Burge and Cllr Leader:** Barriers at Laburnum Drive were to come down tomorrow, Tuesday 7 July, and

be chained to a fence before being stored at the cricket club. Signs were to be tied to fencing and equipment at both sites as appropriate.

5. To Review the Laburnum Drive Playing Field Regular Use Policy

As the regular users of the playing field had not able to use the playing field due to Covid-19 restrictions, they had not been charged.

**ACTION: All Committee Members:** to consider altering this document to take into account various options open to the committee, should lockdown re-occur.

**ACTION: Cllr Brylewski/Clerk:** To inform the playing field users that they are not being charged.

6. Tree Cutting

To consider three quotations for tree work on the Laburnum Drive Playing Field and the Burial Ground.

Three quotes had been obtained and it was decided to go with the cheapest quote which was the TJS quote. **Proposed: Cllr Burge, Seconded: Cllr Leader, All in Favour.**

7. Burial Ground

7.1 To consider altering the current burial ground fees (an action from the Finance and General Purposes Committee).

These fees were last increased in 2017. It was considered too delicate a time to be raising burial fees. The fees were to be reviewed again next year.

**Proposed: Cllr Trahearn, Seconded: Cllr Houghton. All in favour.**

7.2 To discuss an estimate for landscaping work to be carried out on the burial ground.

A quote from The Whole Caboodle had been obtained. Three quotes would have been better, if it had been possible to do so, as the total sums involved were over £500.

There were three specific jobs to be done:

1. The most important part of the work to be done, was to supply and apply protection on the fence before winter.
2. The second most important part of the work to be done was to cut down the hedges/tree either side of the gate and fence, before the winter.
3. To concrete a path.

£40 of materials could be purchased from Knights of Langworth

**ACTION: Cllr Trahearn** was to supply the Clerk with the name of another possible person to quote for the fence protection.

**ACTION: Clerk:** To obtain two more quotes for any part of these jobs. To ask the Whole Caboodle and other people making quotes to break down their quote into materials, parts and labour, so that a direct comparison could be made.

**ACTION: Clerk/Cllr Brylewski:** pre-approval for whichever quote is the cheaper of the two quotes, for the getting the fence protected.

JK

**Proposed: Cllr Leader, Seconded: Cllr Brylewski. All in Favour.**

8. Actions required due to Coronavirus Guidelines

To consider and agree any actions required to comply with Coronavirus Guidelines which fall within the Leisure and Amenities remit.

No other actions were required at this time.

9. New Litter Bin

To receive an update on the situation and agree any further actions required.

The base had been concreted in place. The Chairman expressed her gratitude to Cllr Leader for his work on fixing the litter bin in place.

**ACTION: Committee members** were to email the Clerk when they visit Laburnum/ St Paul's and if the litter bin was too full to email the Clerk, so that the need for more litter bin collections could be assessed.

**ACTION: Clerk** to Email Simon Smoothey regarding litter collections, when required, and copying to Cllr Robinson.

10. Maintenance Position

To receive an update on the possibility of employing a maintenance person and discuss accordingly.

The Employment Committee had previously discussed this matter. It was noted that the burial ground jobs could have been done by the maintenance person. The person should be monitored during their probationary period by a person experience in this type of work and there was a question as to who would take on this responsibility. Cllr Leader volunteered to supervise the maintenance person.

The need to impose time limits for specific jobs was discussed. It was sometimes taking three committee meetings to get a simple job done, which was taking too long.

**ACTION: Cllr Brylewski** to ring other parish councils, including Nettleham, to ask them how they monitor their maintenance employees.

**ACTION: Clerk** to circulate a maintenance schedule to committee members,

**ACTION: Committee Members:** to review the maintenance schedule and create a list of jobs which could be done by a general handy person and a list of jobs which would need to be done by specialists.

11. The Leisure and Amenities Committee Budget

11.1 To review the L & A Budget for 2020/2021

Still within budget. The Chairman thanked committee members for doing jobs, which otherwise would have involved expenditure by the parish council.

11.2 To consider any actions required for obtaining quotes for future work

**ACTION: Clerk** to obtain three quotes for play equipment surfaces

**ACTION: Clerk** to obtain three quotes for permanent fencing for enclosing the play equipment at St Paul's for the September meeting.

**ACTION: Cllr Robinson** to get some quotes for the replacement of netting behind the goal at Laburnum Drive.

12. Items for Report or Inclusion in the Next Agenda

**ACTION: Cllr Brylewski/Clerk:** to put a general statement in the next Cherry News encouraging street celebrations regarding VJ Day (15 August 2020) and also put on Facebook and the parish council website.

*JB*

**ACTION: Committee Members** to consider ideas for what to do on the proposed GO SLOW Days next year.

13. To Confirm the Date of Next Meeting

It was agreed to meet again on Monday 7 September, at 7:30 pm. This might be a face to face meeting.

Jenny A. Robinson  
Signed, Chairman of the Committee

7<sup>th</sup> September 2020  
Dated