

LODDON & CHEDGRAVE PLAYING FIELD COMMITTEE

C/O Loddon Parish Council: The Library Annexe,
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Minutes of the Meeting of Loddon & Chedgrave Playing Field Committee held in the Hollies Rear Hall, Loddon on the 21 June 2023 at 7.00pm

Representatives Present:

Chedgrave Parish Council (CPC): Jo Sinfield (**JS**), Andy Woodman (**AW**)

Loddon Parish Council (LPC): Colin Binfield (**CB**), Jane Hale (**JH**)

Jubilee Hall Management Committee (JHMC): none.

Loddon United Football Club Adults (LUFCA): Rick Summons (**RS**)

Tennis Club (TC): Paul Solomon (**PS**)

In Attendance: Emily Curtis, Clerk (**EC**), Georgina Hirst, Responsible Finance Officer, (**GH**), Miles Wilson (**MW**), Kevin Williams (**KW**) and one member of the public.

Absent: None.

1. Election of Chairman

It was **resolved** to elect Colin Binfield (LPC) as Chairman.

2. Election of Vice Chairman

It was **resolved** to elect Jo Sinfield (CPC) as the Vice Chairman.

3. Welcome

Cllr AW welcomed everyone to the meeting and thanked the outgoing Chairman Colin Gould for his dedication to the role. The Chairman informed the Council that members of the public will be invited to contribute during the Public Forum. The Clerk confirmed that she wished to record the meeting.

4. Apologies for absence

Apologies were received and accepted from Alex Bridge as he was unwell.

5. Declarations of Interest and Requests for Dispensations

None.

6. L & C Representatives

The representatives appointed from each organisation:

Chedgrave Parish Council (CPC): Jo Sinfield (**JS**), Andy Woodman (**AW**) and substitute representative Debs Downer (**DD**)

Loddon Parish Council (LPC): Colin Binfield (**CB**), Jane Hale (**JH**) and substitute Liz Marsham (**LM**)

Jubilee Hall Management Committee (JHMC): Alex Bridge (**AB**)

Loddon United Football Club Adults (LUFCA): Rick Summons (**RS**)

Loddon United Football Club Juniors (LUFCAJ): Kevin Williams (**KW**)

Tennis Club (TC): Paul Solomon (**PS**)

7. Minutes of the meeting held on the 21 February 2023

The Minutes of the meeting held on 21 February 2023 were **approved** as a correct record.

8. Matters Arising

8.1 Green Bean Machine

The owner of the Green Bean Machine gave a brief introduction. He informed the Committee that he had been operating on both the Old Hockey Field and the L & C Playing Field for the last 18 months, serving mainly hot drinks to the people attending the football training and matches. The LUFC had given consent to the business operating as they believed it to be operating on behalf of the LUFC.

The L & C PFC have previously resolved that the business should not operate on the L & C Playing Field due to concerns regarding competition with the JubHub.

Action: Clerk to contact JubHub regarding the Green Bean Machine operating on the L & C Playing Field and add to the next agenda.

LPC resolved at their meeting on the 14 June 2023 to give the business consent to operate on the Old Hockey Field on Saturday and Sunday mornings for a one-off annual fee of £100.00.

9. Public Forum

None.

10. Reports from Representatives

The Chairman invited the representatives to give a verbal report on items not on the agenda.

10.1 JHMC

None.

10.2 LUFC Adults

RS reported that the LUFC adults have had a highly successful season, with promotion for the adults, reserves, and ladies. The five a-side tournaments have proved very successful.

10.3 LUFC Juniors

KW reported that the junior teams had also had a successful season, including mixed and female teams. The five a-side event on the 18 June 2023 had been successful with the next dates planned for the 24 and 25 June. KW mentioned that the nettles on the perimeter of the Playing Field/Old Market Green were causing issues when players were retrieving their footballs. **Action:** Parish Warden to inspect and consult with grounds maintenance contractor if necessary.

The LUFC recently supported the Coronation Celebration, and KW hoped that volunteers from the L & C PFC would return the favour and assist at the LUFC's upcoming five a-side event. CB confirmed that he was able to assist, and JH offered depending on personal arrangements.

10.4 CPC

None.

10.5 LPC

None.

10.6 Tennis Club

Electrical Testing Ltd has carried out the structural testing on the floodlights, and they have been given a clean bill of health.

The membership for the tennis club currently stands at over 135 (53 juniors).

There have been some intermittent issues with the floodlights/gate system that initially were linked to the Jubilee Hall Consumer Unit tripping. CIA have attended and rectified the situation.

The Club celebrated its first Birthday with a day of coaching from two British ex-Davis cup members. They volunteered their time to give a full day of coaching with the aim of raising money for community-based coaching. The day concluded with an exhibition match. PS is intending to use the funds to offer coaching to people with Parkinson's Disease.

11. Finance Report

11.1 Financial Statement to 31 March 2023

The balance of the PFC accounts on the 31 March 2023 was £22,327.98, with £13,200.00 being earmarked reserves.

11.2 Financial Statement to 31 May 2023

The balance of the PFC accounts on the 31 May 2023 was £26,081.67 with £6,400.00 being earmarked reserves.

11.3 Financial Statement for the Tennis Club Subcommittee

The balance of the Tennis Club Subcommittee on the 31 May 2023 was £1,587.17, which includes their initial £800 annual payment from the L & C Tennis Club income and monies raised via the Coronation Celebration and 1st Birthday coaching day.

11.4 L & C PFC Accounting Statement 2022-23 for Annual Audit of the Joint Committee

Both CPC's and LPC's Internal auditor has checked the accounts and no issues have been reported.

11.5 Payments for Approval

Payments are usually approved by LPC due to the infrequent PFC meetings. The only outstanding payment for approval is to the Jubilee Hall management Committee. They have charged £100 for water used when the courts were cleaned in May 2023. The RFO has requested evidence of the water usage from the Jubilee Hall. A portable water meter will be attached to the hose in future to ensure water usage can be measured. The LUFC also use the hose in the changing rooms for watering the pitch.

11.6 Update on Grant Applications

The RFO reported that the Tennis Club has received an Active Norfolk Grant, to facilitate coaching to those affected by covid.

11.7 Update on the Transition to Online Banking

The transition to Unity Trust is in progress. Colin Gould and Margaret Wallace will remain as signatories until the new signatories are added.

11.8 Signatories

It was **resolved** to appoint Cllr Liz Marsham and Cllr Jo Sinfield as banking signatories with Unity Trust. **Action:** RFO.

11.9 Insurance

The L & C PFC contributes 10% towards LPC's insurance costs. The budget for insurance is £300.00. LPC's insurance policy is due for renewal in September 2023.

11.10 Asset Register

The RFO had compiled a list of the L & C PFC's assets for review.

KW reported that the lawn mower battery needs replacing. **Action:** Parish Warden.

12. Governance

12.1 LGA Code of Conduct

The Clerk informed the Committee that as LPC is the lead Council of the L & C PFC, the Council's policies apply to this Committee. LPC has adopted the LGA model Code of Conduct, and the document had been circulated to the representatives as it applies to their conduct when representing the L & C PFC.

12.2 Committee Policies and Clerk's Delegated Powers

The Committee's policies and the Clerk's Delegated Powers had been previously circulated to the Committee for information.

13 Loddon & Chedgrave Playing Field

13.1 Requests to hire the field

No new requests had been received; however, the Clerk reminded the Committee of the upcoming events that have been approved;

- 24/25 June - LUFC 5 a-side event
- 15 July 2023 – South Yare Wildlife Group

13.2 Ball Stop Fencing

Several quotes were received last year but had not proceeded due to their prohibitive costs. MW sent the Clerk and RFO information relating to a grant from the Football Association which could cover up to 75% of the cost. **Action:** RFO to refresh quotes and apply for the FA grant.

Clerk to check if planning permission is required for additional fencing.

14. Loddon Tennis Club Subcommittee

14.1 Tennis Club Subcommittee Meetings

The minutes of the meetings held on the 19 April 2023 and 6 June 2023 were circulated for information.

14.2 New members appointed to the Subcommittee

It was **resolved** to appoint James Preston, Rik Balfour, Jenny Pulfur, Jessie Powell, Miles Wilson, Rob Atkinson and Jamie Curtis to the Tennis Club Subcommittee. **Action:** TC Subcommittee.

14.3 Update on Clubhouse, new surface and hitting wall

PS updated the Committee on the recent improvements that have been completed on the courts.

14.4 Five-year fixed wiring test on the Tennis Court floodlights

The JHMC received their five yearly fixed wiring test in November 2022. Some necessary repairs were identified for the floodlights, however it is hoped that these will be addressed when the replacement LED floodlights are installed. The courts gates and floodlights stopped working recently due to the JH consumer unit tripping. **Action:** JS and JH will investigate when the JH will be undertaking the report's recommendations.

14.5 Floodlights

The quote that was accepted at the February 2023 L & C PFC meeting was not proceedable. The original quotes were reconsidered by the L & C PFC and it was **resolved** to appoint Boggis Electrical to replace the LED floodlights at a cost of £8,729.00. **Action:** RFO to accept quote and apply for the LTA's 50% interest free loan.

14.6 Leaf blower

The TC Subcommittee wish to purchase a leaf blower to ensure the new surface is kept clean. Three quotes were considered, and it was **resolved** to purchase the swift 3 in 1 Cordless Leaf Blower, Vacuum and Mulcher (with 2 batteries and charger) at a cost of £215.99. **Action:** Clerk.

14.7 Access to the CCTV System and an additional CCTV camera

The TC Subcommittee has requested that an additional CCTV camera is placed on a floodlight column to cover the clubhouse and the courts. A discussion was had regarding the security of the clubhouse and the Committee agreed that the TC Subcommittee would decide on whether it was appropriate to grant members access to the clubhouse. **Action:** Clerk to add to TC Subcommittee agenda.

It was **resolved** to install an additional Colorvu camera on the existing CCTV system at a cost of £496.00 including installation. **Action:** RFO to accept quote. TC Subcommittee to organise installation of the CCTV.

It was **resolved** to give the Tennis Club access to the existing CCTV system. **Action:** Clerk to organise CCTV agreement and access to CCTV.

15. LUFC

15.1 2022-23 Financial Accounts

The LUFC's AGMs will be held in July 2023 and the L & C PFC will be invited to attend.

15.2 Pitch Hire Agreements

A meeting was held on the 28 March 2023 between the LUFC and the L & C PFC. The draft pitch agreement was discussed, and an annual pitch hire amount of £800 for the L & C Playing Field of £800 split equally between LUFC Adults and LUFC Juniors was proposed. The LUFC had circulated some proposed amendments to the pitch hire agreement, which the Clerk had added as tracked changes for review. It was **resolved** to accept these amendments and proceed with the pitch hire agreements. **Action:** RS and KW to attend the LPC office to sign the agreements. RFO to prepare the invoices for the LUFC Adults and LUFC Juniors; £400 per annum per football club.

15.3 Storage Container

The L & C PFC had requested in June 2022 that the LUFC container on the Playing Field was repaired or removed due to its poor condition. RS and KW confirmed that a replacement container will be purchased and installed in the next few months.

15.4 Defibrillator

The LUFC confirmed that they are the custodian of the defibrillator housed on the Jubilee Hall wall and that the pads were replaced last week. The LUFC confirmed that they were happy to share their inspection/maintenance schedule with the L & C PFC. **Action.** LUFC.

16. Jubilee Hall Management Committee

16.1 Storage Container

Repairs to the container have not yet been completed and AB had emailed to say that the repairs would be carried out as soon as he was able. **Action:** JHMC.

17. **Correspondence**

All correspondence had been circulated prior to the meeting.

The L & C PFC had received an apology from someone who damaged the tennis court fencing and a windbreak on the 10 June 2023 at 1.30am. The individual has taken responsibility for the damage and offered to rectify it therefore removing the necessity to report the incident to the Police. It was **resolved** to request that the individual reimburses the cost of the damaged windbreak and advise that we are seeking quotes to repair the damaged netting. **Action:** Clerk to reply.

16. **Items for future agenda**

- Annual cut of the conifers and work to Horse Chestnut tree that is overhanging on the George Lane side of the tennis courts
- Ball stop fencing

17. **2023 Meeting Dates**

- 26 September 2023 (2024-25 Budget)

The next meeting date is the 26 September 2023, 7.00pm in the Hollies Rear Hall

Meeting closed at 20.51.