

**OLD BASING & LYCHPIT PARISH COUNCIL  
MINUTES**

<b>Meeting:</b>	<b>FACILITIES MANAGEMENT COMMITTEE</b>
<b>Date:</b>	<b>30 June 2020</b>
<b>Location:</b>	Held via Zoom
<b>Time:</b>	7.30 pm
<b>Members Present:</b>	Cllrs. A Renwick, R Doust, S Brown, P Bloyce, , R Barker, K Tuck
<b>Members Absent:</b>	M Oszczyk
<b>In Attendance:</b>	Mrs S Tuck (Clerk), S Richardson (Grounds & Facilities Manager), L Orvis (Finance Officer), 2 Archery Club representatives, 1 Cricket Club representative

Item No	Item	Action
1.	<p><b>APPOINTMENT OF NEW CHAIRMAN &amp; VICE-CHAIRMAN, WELCOME TO NEW MEMBERS &amp; APOLOGIES FOR ABSENCE</b></p> <p><b>Parish Council Chairman, Cllr Renwick opened the meeting:</b></p> <p><b>1.1.</b> The resignations of the former Chairman and the Vice-Chairman were received. Cllrs Richard and Roger Doust were nominated for the position of Chairman By Cllr Renwick and Bloyce respectively with Cllr Barker receiving a majority vote. Cllr Renwick's proposal to appoint Cllr Steve Brown as Vice-Chairman received a unanimous vote. <b>Cllr Barker took the Chair.</b></p> <p><b>1.2.</b> Cllrs Kate Tuck and Richard Barker were both welcomed to the Committee.</p> <p><b>1.3.</b> Apologies for absence were received from Cllr Oszczyk.</p>	
2.	<p><b>CONFIRMATION OF MINUTES</b></p> <p>The Minutes of the last meeting held on 20 December 2019 had been circulated and were agreed as a true record of the business conducted.</p>	
3.	<p><b>DECLARATIONS OF INTEREST</b></p> <p>No declarations of interest.</p>	
4.	<p><b>PUBLIC PARTICIPATION SESSION</b></p> <p><b>The Chairman suspended standing orders and invited the club representatives to speak.</b></p> <p>The Chairman of the Archery Club raised the question of the outstanding SLA and revisions made since the meeting with the club in March. He suggested a further meeting to include a Cricket Club representative to resolve issues arising when both clubs are using the field. He also thanked the Grounds Manager for marking the lanes which he said was a considerable help. The Clerk will consider how to safely hold a face to face meeting.</p> <p>A written report from the Bowls Club Chairman had been circulated in advance of the meeting. His comments and thanks to the</p>	<p style="text-align: right;"><b>Clerk</b></p>

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	<p>Grounds staff for the high standard of work carried out on the green were <b>noted</b>.</p> <p><b>Standing orders were resumed.</b></p>	
<b>5.</b>	<p><b>CHAIRMAN'S COMMUNICATIONS</b></p> <p>No items.</p>	
<b>6.</b>	<p><b>MONTHLY MONITORING REPORT</b></p> <ul style="list-style-type: none"> <li>• Tennis Club – Agenda item.</li> <li>• S106 contributions – Current projects completed &amp; funds received.</li> <li>• Archery Club SLA &amp; Lease Review – Solicitors instructed – draft SLA with club for consideration.</li> <li>• Resurfacing works – completed. A meeting has been arranged with the contractors to address the issue of tarmac lifting on the footpath.</li> <li>• Riley Lane Car Park – landscaping. SR had site meeting with Highways Officer who advised that planning consent is necessary and suggested funding may be available for this type of project. SR will prepare a specification.</li> <li>• Repair to adult exercise equipment – done.</li> <li>• Replacement of workshop outer door to prevent problems with alarm motion sensors. Door fitted.</li> </ul>	<p style="text-align: right;"><b>Close</b></p> <p style="text-align: right;"><b>Ongoing</b></p> <p style="text-align: right;"><b>SR</b></p> <p style="text-align: right;"><b>SR</b></p> <p style="text-align: right;"><b>Close</b></p> <p style="text-align: right;"><b>Close</b></p>
<b>7.</b>	<p><b>GROUNDS &amp; FACILITIES MANAGER'S REPORT</b></p> <p>The Grounds &amp; Facilities Manager reported as follows:</p> <ul style="list-style-type: none"> <li>• There had been some Instances of fly-tipping and, since the easing of lockdown, excess rubbish in the bins and discarded around the recreation ground. Due reduce the cost of skips the Clerk had increased the wheelie bin collections to 2 per week to cope with the additional rubbish.</li> <li>• Recreation ground users are ignoring signs and holding BBQ's, riding bikes and bringing dogs on to the recreation ground. The Clerk said that she had spoken to the father of a lad about his son riding an electric bike on the recreation ground and subsequently on Oliver's Battery and the Grounds Manager said that he had also spoken to him the following day about riding on Oliver's Battery.</li> <li>• 2 instances of vandalism - the football nets stored at the rear of the office were broken and strewn across the recreation ground and the cricket nets that were closed to the public were also vandalized.</li> </ul> <p>The Chairman of the Cricket Club joined the meeting at this point and commented on the damage to the nets.</p>	
<b>8.</b>	<p><b>LYCHPIT COMMUNITY HALL</b></p> <p><b>8.1</b> The Clerk reported that guidelines have now been received regarding re-opening community centres and village halls and suggested regular hirers may be invited to return in September</p>	

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	<p>but it is unlikely that large gatherings will resume before the New Year. The Covid-19 Committee will review and agree the measures to be implemented to enable a re-opening. Clerk to arrange a Zoom meeting.</p> <p><b>8.2</b> The Clerk reported that, as a result of applying for a Covid-19 relief grant for which £2,500.00 was received, the Borough Council realised that business rates should have been applied to Lychpit Hall and will now apply these from July at a cost of £1796.40 per annum.</p>	<p><b>Covid-19 Group Clerk</b></p>
<b>9.</b>	<b>ALLOTMENTS</b>	
	<p><b>9.1</b> The inspection carried out earlier today resulted in 6 improvement letters being sent. There are currently 3 vacant plots and 15 people on the waiting list.</p>	
<b>10.</b>	<b>CEMETERY</b>	
	<p><b>10.1</b> The Grounds Manager reported that he had carried out Topple Testing on headstones previously staked and said that there were approximately 20 that needed re-staking or should be laid flat. Cllr Renwick's proposal to lay the headstones flat <b>was agreed unanimously.</b></p>	
<b>11.</b>	<b>CLUBS &amp; ORGANISATIONS</b>	
	<p><b>11.1</b> The second instalment of Club Charges is due on 1 July. Members agreed it was too soon to assess the impact of Covid-19 and payment should be postponed pending a review in September/October when the full impact will be clearer. The Clerk will advise the clubs.</p> <p>Cllr Renwick suggested the Beddington Centre should be chased for its outstanding instalment.</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>
	<p><b>11.2</b> The Chairman's 3-part proposal regarding the Tennis Club was agreed as follows:</p> <ul style="list-style-type: none"> <li>a) The Lease on the clubhouse only should be completed with each party paying its own legal costs.</li> <li>b) Courts 2,3,4 should be resurfaced in September 2020 at an approximate cost of £29,580 (to be confirmed by the consultants).</li> <li>c) The cost of annual power washing should be paid by the club subject to a 40% subsidy.</li> </ul> <p>The Grounds Manager explained the work required. The Clerk said that proposal (b) was subject to the Club giving due consideration to taking over the courts by the 2021 playing season. Cllrs Bloyce and Tuck expressed some reservations due to the lack of commitment from the club but all three proposals were agreed unanimously and will now go to full Parish Council for ratification.</p>	<p><b>Clerk</b></p>
	<p><b>11.3A</b> A proposal regarding football for the coming season had been circulated in advance and the Grounds Manager explained the current situation. Cllr Bloyce was unhappy with offering</p>	

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	“exclusive use” to any club and made the point that football pitches were hired out on an annual basis and that there was no “resident” football club. It was agreed that priority should be given to local teams but that other teams should not be turned away if a pitch was available. It was also agreed that a requirement for any team should be to provide proof of relevant FA membership and qualifications including DBS checks, risk assessments and insurance. It was agreed the Clerk and Grounds Manager should manage bookings to make best use of space and taking into consideration wear and tear on the pitch.	
<b>12.</b>	<b>MISCELLANEOUS MATTERS</b>	
	No items.	
	<b>Meeting closed at 9.10 pm.</b>	

SIGNED:.....

DATED:.....