

**STOKE GIFFORD PARISH COUNCIL**  
**MINUTES OF THE RECREATION & LEISURE**  
**COMMITTEE MEETING**

**HELD ON TUESDAY, 16<sup>TH</sup> JULY 2019 2PM AT THE  
LITTLE STOKE COMMUNITY HALL, LITTLE STOKE LANE, LITTLE STOKE, BS34 6HR**

EMERGENCY PROCEDURE

Ref: 07/19

*In the event of a fire all those present should leave the building calmly, breaking a fire alarm panel on the way, and assemble on the far side of the car park at the assembly point.*

Attendees are reminded to either switch off or make silent their mobile phones.

**PRESENT:**

Cllrs M Brown [Chair], P Reich [PR], M Lavis [ML], E Brown [EB] and S Shield [Clerk].

Ref	Description	Action
19.	<b>WELCOME AND TO RECEIVE APOLOGIES FOR ABSENCE</b> The Clerk welcomed everyone to the meeting. Apologies for absence were received from Cllrs K Cranney, J James and S Waters.	
20.	<b>TO APPOINT A CHAIR FOR THIS COMMITTEE</b> MB was unanimously appointed as Chair proposed by EB and seconded by PR.	
21.	<b>TO RECEIVE NOTIFICATION OF ANY MEMBER'S PERSONAL OR PREJUDICIAL INTEREST</b> EB declared he was a member of the SGC Planning Committee.	
22.	<b>PUBLIC SESSION [up to 5 minutes per person with a maximum 15 minutes per session] – 4 members of the public were in attendance to observe proceedings. The Committee were informed that the Friends of Forty Acres were proposing wildflower planting in a couple of the swales situated off the shared path. The ground would need to be prepared beforehand by the grounds team. It was suggested that the Chair of the Friends of Forty Acres be invited to attend future meetings of this committee or table a report for consideration. Action – Clerk</b>	<b>Clerk 19/11/19</b>
23.	<b>TO APPROVE THE MINUTES OF THE LAST MEETING DATED TUESDAY, 16<sup>TH</sup> APRIL 2019 AND TO DICUSS MATTERS ARISING</b>  <b>Accuracy</b> - The minutes of the last meeting dated Tuesday, 16 <sup>th</sup> April 2019 were approved as an accurate record proposed by MB and seconded by EB and agreed unanimously.  <b>Updates</b>  <u>Friends of Meade Park</u> – The Clerk confirmed he had written to this group requesting details of any future planned works for Meade Park.  <u>Community Infrastructure Levy (CIL) from 2018/19</u> – The Clerk advised an allocation of £68,383.96 had been confirmed by South Gloucestershire Council for use by the Parish Council in the coming financial years.	

Proludic Outdoor Fitness Equipment in Little Stoke Park – The Clerk reported that appropriate signage had been displayed on each piece of equipment regarding displaying guidelines of usage.

**24. TO RECEIVE AN UPDATE IN RELATION TO PLAY INSPECTION REPORT FROM THE HEAD GROUNDSPERSON**

The Head Groundsperson was absent from the meeting but MB stated he had discussed the Play Inspection template and report prior to the meeting. EB felt the Head Groundsperson should be in attendance to discuss the report in detail and answer specific questions relating to the parks and open spaces. MB advised he would be revisiting the Parks and Open Spaces Maintenance Schedule closely with the Clerk and Grounds Team and was happy to include any Councillors wishing to be involved in this process. The Play Inspection report was noted by the Committee.

**25. TO RECEIVE UPDATES ON THE PARKS AND OPEN SPACES ACROSS THE PARISH OF STOKE GIFFORD FROM THE HEAD GROUNDSPERSON**

The Head Groundspersons report was tabled for consideration with the key points highlighted by the Clerk. EB again stated the Head Groundsperson needed to be present at the meeting to run through the report. EB tabled a few pictures highlighting his concerns regarding the recent standard of grass cutting, hedge cutting, path edging, weeding and tree coppicing in Meade Park. It was agreed that a site visit would take place the following morning at 9am to review these concerns. MB, EB and PR confirmed their attendance along with the Clerk. The overall report was noted by the Committee. EB stated that future reports should be produced by the Head Groundsperson and suggested a pre meet on a quarterly basis to review the parks and open spaces before each committee meeting. **Action – Clerk**

Clerk  
19/11/19

**26. TO DISCUSS AND APPROVE SPORTING PITCH FEES FOR 2019/20**

The Clerk tabled current and proposed pitch fees for the forthcoming season. It was agreed that proposals would be brought to the next Full Council Meeting in September 2019 for consideration. **Action – Clerk**

Clerk  
10/09/19

**27. TO DISCUSS AND APPROVE STAFF TRAINING REQUIREMENTS FOR 2019/20**

The Clerk requested consideration for Steven Liddiatt to undertake the First Aid at Work Certificate. A request was also tabled for both Steven Liddiatt and Ashley Jones to undertake the CS30 Maintenance and Cross Cutting Chainsaw course during the current financial year. The Committee approved the recommendations for training requirements for both members of staff. The Clerk was required to find appropriate training providers to deliver this training.

**Action – Clerk**

Clerk  
19/11/19

**28. TO APPROVE ANY EXPENDITURE FOR ITEMS OF CONSIDERATION RELATING TO THIS COMMITTEE**

The Clerk tabled the following quotations for consideration by the Committee: -

Express Signage Quotation for Parks/Open Spaces/Road Signage/Hall Directional Signage/Door Names and Installation totalling £4,456.87. The Committee agreed to defer the quotation for consideration by Full Council in September 2019. **Action – Clerk**

Greenbarnes Ltd Quotation for 2 Parish Council Noticeboards (Wall Mounted £2,172.26 and Free Standing £2,625.03). The quotation was approved by the Committee subject to determination of locations within Harry Stoke and Cheswick either wall mounted or free standing. **Action – Clerk to progress when locations have been agreed**

Clerk  
10/09/19

Clerk  
10/09/19

Earth Anchors Bins and Benches Quotation – 1 New Litter Bin for Meade Park £283 and 3 New Forest Saver Benches for the Trust Ground Children’s Play Area totalling £642 plus installation. The quotation was approved by the Committee.

**Action – Clerk to progress**

**Clerk  
10/09/19**

Bamfield Tree Services Quotation - Various works to include clear up ripped Poplar Branch, recommendation to remove remaining tree, recommendation to remove large leaning Poplar next to fallen branch and fell dead tree in Forty Acres. It was agreed this work would be considered during the site meeting in the morning.

**Action – Clerk to progress following site meeting**

**Clerk  
10/09/19**

**29. ANY OTHER BUSINESS RELATING TO THIS COMMITTEE**

None.

**30. NEXT MEETING – 7pm Tuesday, 19<sup>th</sup> November 2019 at the Little Stoke Community Hall.**

Signed.....Dated.....

Cllr M Brown (Chair) On behalf of Stoke Gifford Parish Council

DRAFT