



GELDESTON PARISH COUNCIL
Extra Ordinary Meeting Minutes
of the Parish Council

10th February 2021, Virtual Meeting 7.30PM

Parish Councillors present: I. Ansell (chairman), J. Ashfield, J. Hayward, L Keep, and L. Rowntree.

1. Chairman's Welcome:

The Chairman welcomed everyone to the meeting, and stated that it would be more of a fact finding meeting.

- a. To receive apologies for absence. Cllr Crowfoot did not attend.
- b. To receive declarations of interest other than those registered with South Norfolk District Council – Cllr Keep is a member of the Let's Play working party.
- c. To record the number of members of the public present – 4 people.

1) To discuss the email correspondence regarding Let's Play Project

- a. Discuss the ownership of the land and the proposals from SNC. – SNC have confirmed that they will hand over the whole of the field. They are happy to write a letter of Intent. LL – letter of intent, hand over the land, agreed a process, clarified by the parish council. **Action Clerk/Cllr Ansell** to obtain the letter of intent. Check how long the lease will take.
- b. Re-iterate the definition of a Working Party, **Action Clerk/Cllr Ansell** to organise the working party terms of reference.
- c. Discuss why the working party needs a letter of intent, why is it needed, Letter of Authority, 'whoever signs the form has permission' Parish Council

contact is the Clerk. The Parish contact should be Lydia/Vanessa. Delegated Authority to pull information and the filling in of the grants. The Clerk pointed out that she will seek advice on whether this is allowed or not! **Action Clerk** to obtain resolution.

- d. Discuss the whole specification of the project, whether it would be possible to have a phased start – hedge cutting, removal of old play equipment, etc, VL looked in terms of the project from supplier. Reducing the height of the hedge and replace/remove the fencing. This would mean taking the hedging and fencing out of the Let's Play costings. The hedge has been costed as £200, the fencing at £5,500 + 10%. The existing equipment is in very poor condition and has become potentially a health and safety issue. There has already been an complaint about the ladybug.

It was agreed to have a working party to remove the dangerous play equipment and cut back the hedging whilst it is safe to do so. The replacement of the new fence would not be a good idea, as there needs to be enough space for the vehicles, when the playground is being installed.

Action Play and Leisure costed £500 for the old equipment to be removed. This needs to be factored in the new revised costing. **Action VL** to revise the costings for the project.

The tyres to be kept and turned into planters. It was agreed to sell the ladybug.

The hedges were agreed to be reduced then kept trimmed. (Prop: IA; Sec: LR) all in agreement.

RoSPA report to be included in the funding application!!

- e. Discuss the purchase of a replacement waste bin, from District Cllr Bernard. There is a general lack of waste bins in the village. **Action Clerk** to speak to Cllr Bernard for funding for two waste bins.
- f. To discuss the idea of two park projects – park safety and Let's Play – VL stated that there needs to be two projects. Park Safety and Lets Play. It was decided that we do not need two projects, just Let's Play.
- g. Discuss the need for additional information: history of the play area, date it was installed, how old is the equipment, has it not now been written off in the accounts, how long has it not been fit for purpose. **Action Cllr Ansell** to obtain information on the history of the playground. It was noted that the asset register will need to be updated. **Action Clerk** to update the asset register.
- h. To discuss the rental agreement with SNC, how many years has it been rented, what permissions there are relating to the area and what size the area, lease agreement, rent cover and its terms and conditions. - This has been previously discussed.

- i. To discuss why the project has been stalled due to the ownership of the land.
– This has been discussed and the project is now underway.
- j. Agree as to whether GPC will take on the ownership and maintenance of the park and equipment, including required inspections. The playground has always been the property of the Parish Council. Collectively the Councillors inspect the equipment on an agreed timescale. The Clerk mentioned that there is training available for this. This apparently is needed with the grant application. **Action Cllr Ansell** to provide confirmation of this. Also, to collect the information needed on maintenance and guarantee from the supplier.
- k. Maintenance for the play area is mentioned in the Budget forecast, but working party needs commitment is from GPC on maintenance in writing. As discussed above. **Action Cllr Ansell** to write an agreement regarding maintenance. Keep fundraising for sustainability. **Action Clerk** to check the third-party insurance with existing insurers.
Check mobility and disability, there needs to be access for all.
- l. Discuss the accounts, spreadsheets, and how often it is required. There needs to be a clear separation of the ring-fenced funds for Let's Play and showing this. End of year accounts, six months bank statements and two years accounts. The Clerk confirmed that the accounts are up to date and will provide the necessary, when asked.
- m. Names of all Parish Councillors and their roles. The Clerk confirmed that this is on the website, already.
- n. Any other questions regarding the working party issues. – Insurance Cover, RoSPA report.

2) Discuss any additional ideas

- a. To agree the new logo. – boosting and motivation the Let's Play logo. EG has a contact that can help with this.
- b. Discuss the idea of sponsorship of individual equipment. – Sponsorship is a good idea. Asking businesses to sponsor for pieces of equipment and maybe maintenance of that equipment too. Maybe an annual sponsorship from the businesses, which would help towards maintenance.
How to show the general public?
- c. Discuss the selling of individual items, for fundraising. – Yes, previously agreed.
- d. Receive an update on the 1 to 1 online training on funding. – LK stated that sponsorship is a good idea. They suggested Children in Need, Joseph

Rowntree website, crowdfunding, local newspapers. Thought a sensory garden was a good idea. CAN Community consultations.

- e. Discuss the idea of Crowdfunding, agree the cost of Councillor/s to attend the course. There is a virtual online course in March. It was agreed for Cllr Keep to attend this. **Action Clerk** to book Cllr Keep on the course.
- f. Discuss the ideas for fundraising. – There are lots of ideas coming in.
- g. Discuss the additional and outstanding grants. Lots of the funding streams have closed. Some are concentrating on COVID-19. As a back up plan, look at additional suppliers. Maybe start a little smaller.

The question was asked again, who would fill the grant forms in? This is waiting Delegated Authority, which as mentioned above, needs to be confirmed as being legal.

- h. To note the additional funding streams suggested from Community Action Fund. The Clerk had sourced some funding streams from CAN as being appropriate for Parish Councils. These were mentioned but shot down as not being appropriate.

A timeline needs to be discussed as this project has been going on for too long.

Maintenance
Sustainability
Accounts
Funding.

VL to start the application for the lottery funding but will need to wait for the 'delegated authority'.

3) To sum up the way forward

There appears to be lots of actions points for Cllr Ansell and the Clerk!

AOB:

Cllr Ashfield mentioned that Haddiscoe Council has recently completed a playground and that VL should speak to them.

Cllr Hayward stated that the current Let's Play project seems to be missing out on older children. Children do not want a zip wire!

Cllr Ansell, there maybe a potential for skateboard ramps, football goal posts, basketball hoop in the future. Older children area could be revisited as part of a different project.

The Clerk would like to note, that it appears that throughout this meeting, smaller funding streams were discouraged, and hopes were put on the lottery funding.

Also, would like to note that public consultations/surveys maybe too old and may

have to be re-done. We now have new councillors on the Council and would welcome their views in general. Advice will need to be sort from SCC if we think about putting concrete down, as this would be considered a permanent fixture.

Date of next parish meeting: 10th March 2021 – Virtual Meeting.

There being no further business the meeting closed.9.45pm

Signed: (Chairman)

Dated: