



Pinchbeck Parish Council

Open Spaces & Assets Committee

**Minutes of meeting held 19:00hrs, Monday, 09 June 2025, at
The Hub, 48 Knight Street, Pinchbeck, PE11 3RU.**

Present: Cllr Andrew Chamberlain, Cllr Geoff Garner, Cllr Peter Ruysen, Cllr Ann Savage, Cllr Phil Tweddell, Cllr Oliver Wood, Mr Robert Smith (Clerk), Nicola Jowett (Administration Assistant).

Absent: Cllr James Avery, Cllr Terry Moore.

Action points to be undertaken by the Clerk, unless otherwise stated.

25.25. It was **resolved** to elect Cllr Savage as Chairperson for the meeting.

25.26. Apologies for absence were received from Cllr Avery and Cllr Moore.

25.27. There were no declarations of disclosable interest nor requests for dispensation.

25.28. It was **resolved** to approve the minutes of the meeting held 17 February 2025.

25.29. 2025 commemorative events.

01. VJ Day 80th Anniversary, Friday, 15 August 2025.

- The Church Hall had been booked for the event.
- The same schedule as the VE Day celebrations would be adopted: service at the memorial, lighting of the beacon and refreshments at the Church Hall.
- The PA system was to be checked beforehand due to previous sound issues at the VE day event.

02. Remembrance Parade, Sunday 09 November 2025.

- Cllr Moore and the Clerk had met with Crusader Traffic Ltd, appointed to organise traffic management.
- Road closure signage owned by the Parish Council would be reviewed after the event.
- Cllr Smith would check with the Village Hall regarding planned activities for the occasion.

03. Construction Progress at Blue Gowt Cemetery.

- The bollards would be completed this week.
- Tarmacking was scheduled for Tuesday 17th June.
- White lining of the car park would follow the week after. The Clerk would check that parking spaces were of a reasonable width.
- The bench for the field had been dispatched and the concrete base had been laid. It was to be fitted on Saturday 14th June (delivery dependant).

25.30. Park equipment repairs.

01. Repairs to the XS Spinner at Rotten Row had been authorised and should be completed within 8 weeks.

02. The gate at Glebe field had been repaired.

03. The annual play equipment inspection had been arranged with ROSPA for late August/September @ £80.00 per play area (up to 5 items), with an additional £4 per item thereafter. An alternative quote of £342.00 was rejected.

04. The gate at Rotten Row had kindly been painted by Mr Cliff Scott. An email of thanks had been sent on behalf of the Parish Council.

05. A list of issues from fortnightly inspection reports had been sent to Online

Playgrounds (OLP) for a repair quote. These included:

- Basket swings at Rotten Row & Leaveslake required replacement supports due to fraying ropes exposing metal strands. A quote for chain replacements had been requested.
- Signage at Rotten Row needed review; many signs had been destroyed by vandalism. The attachment method (self-adhesive tape) was ineffective and would be reconsidered.
- Two loose screws on the Fort at Rotten Row had been identified. Although not appearing integral, OLP would assess them as they are concealed and cannot be tightened by the outside operative.
- A quote for wet pour resurfacing at Glebe Field was received @ £6,708.10 (excl. VAT). Two additional quotes would be obtained.

25.31. It was **resolved** to recommend the committee's terms of reference to Full Council with the following amendment.

- Item 5.1. to read "Dates for meetings shall be set by the Parish Council at the Annual Meeting of the Parish Council, or as required. Additional, extraordinary meetings of the Committee may be arranged by the Committee's Chairperson as considered necessary."
- Item 5.2. to read "The Chairperson of the Committee shall be elected by the Parish Council at its Annual Meeting, or at another meeting as deemed necessary by the Council."
- Item 6.1 to read "These Terms of reference shall be reviewed at least annually by the Committee and may be amended with the approval of the Parish Council, as necessary, to ensure their continued effectiveness and relevance."

25.32. Future agenda items.

01. St Mary's Churchyard tree works - a quote was being sought for canopy lifting and safety works.
02. A response and draft letter were awaited from solicitors regarding proposed annual charges for the use of the Glebe Field.

25.33. It was **resolved** that future Committee meetings should start at 19:00hrs and to propose the following dates for approval by the Parish Council.

- Monday, 07 July 2025
- Monday, 15 September 2025
- Monday, 08 December 2025
- Monday, 09 March 2026

25.34. It was **resolved** to move into closed session on the grounds of confidentiality in accordance with the Public Bodies (Admission to Meetings) Act 1960 s.1(2).

25.35. It was **resolved** that a working party comprising Cllr Savage, Cllr Ruysen, and the clerk would arrange a site meeting with Breaker Surfacing Ltd to discuss their quote and requirements for resurfacing the Glebe Field driveway.

25.36. Work schedules relating to litter picking and bin emptying was to be passed to the Personnel Committee.

25.37. It was agreed that no alteration was required to the Parish Council's bin at Leaveslake Drove play area. Cllr Chamberlain would continue to monitor and empty it regularly.

25.38. The bus shelter on Mountbatten Way had been cleaned. A review of the remaining shelters was to be undertaken, and a cleaning/inspection timetable drawn up.

The Chairperson closed the meeting at 20:09 hrs.