

Tittleshall Parish Council Minutes of the Meeting to discuss the Play Equipment on the Millennium Green.
held on Tuesday 10th August 2021 at 1930 at the Tittleshall Village Hall.

Councillors present: Sue Lane (Chairman), Kay Gingell (Vice Chairman), Helen Petrie, Michael Colman.

Also, present: Donna Secker (Parish Clerk), 8 members of the public (one being a trustee of the Millennium Green)

Cllr Lane opened the meeting and thanked everyone for attending.

1. Apologies for absence

Apologies have been received from Councillor Olley and this was accepted.

2. To receive declarations of interest in items on the agenda and consider any requests for dispensations-

No declarations were received.

Before the public participation item was opened, Cllr Lane updated the council and the public of the background on how the parish council became involved. This was due to chairman of the parish council at that time also being the chair of the proposed Millennium Green committee.

Please see attached report with regard to the play equipment being sectioned off. Please note that the report previously stated that the parish council bought the multiplay tower equipment but, having checked the minutes from 2016 (also attached), it has been amended to show that the trust brought all of the equipment.

It was also confirmed that the play equipment is insured under the parish council insurance policy.

The clerk had spoken to the Parish support network regarding the Millennium Green and the "Terms of Reference" contract that needed to be renewed. They advise that the trustees should gain full responsibility, this would have enabled the trustees to make quicker decisions without having to have parish council approval.

3. Public Participation

A resident asked if the trust will be able to stand alone financially. Cllr Lane replied that this would be a question that will need to be asked directly to the trust, and that, unfortunately the parish council were not able to answer. However, any decision the council make at the meeting, would be in the best interest for parishioners as well as the trustee and the parish council.

It was kindly offered by BB Garden Services to spray around the play equipment poles, rather than trim to prevent any further damage to the base of the poles. Cllr Lane thanked BB Gardens Services for this kind offer.

4. To update council on the ROSPA report

The ROSPA report was carried out on the 18th June 2021. The full report can be found on the Tittleshall website www.tittleshall.wordpress.com

5. To discuss the play equipment situated at the Millennium Green

The Clerk circulated minutes from a previous parish council meeting July 2016, where it is explained that the parish council donated the money for the play equipment and so not actually own any play equipment.

Cllr Gingell reported that it was upsetting that the play equipment area had to be cornered off during the school holidays. Cllr Gingell felt that the best outcome will be for the trustees to take full responsibility

Cllr Petrie was not aware of who the trustees were. This will now be made more public. Cllr Petrie agreed that the trustee should take full responsibility.

Cllr Colman also agreed that the best outcome would be for the trustees to take full responsibility

6. To agree the responsibility of the play equipment

The council all agreed that the full responsibility will now be passed to the trustees of the Millennium Green. However, the parish council will continue to pay for the grass cutting for this season and the last cut will approximately be October 2021. The council also agreed that they will continue to insure the equipment until the policy is due for renewal in May 2022.

7. To nominate a Councillor to complete a monthly/weekly check

It was agreed by the council that whilst the parish council are covering on their insurance, the equipment will require monthly checks. Cllr Colman agreed to carry out the monthly checks with a tick box list, so that a thorough inspection can be made. All the council agreed with this action.

Meeting closed at 8.24pm

**Millennium Green
Play Equipment Meeting**

Following the 2021 RoSPA safety inspection report

General Information

The Millennium Green Trust bought the play equipment.

The parish council pay RoSPA

The RoSPA annual inspection report stated as follows:

Adventure Trail

Overall at medium risk level, with 10 items showing as in urgent need of maintenance

Multiplay Tower

Overall at medium risk

Swing Junior
Overall at medium risk

Swing Toddler
Overall at medium risk

Litter Bins
Overall at low level risk

Seating
Overall at very low level risk

Boundary
Overall at very low level risk

Meeting Report

The parish council clerk and chair asked the trustees to consider the report in case there was a need to 'tape off' the equipment. An invitation was sent by the trust secretary to meet at 10 am on Sunday 1st August at the site. The secretary, two trustees and the council chair attended.

Following the investigation, the two trustees and the council chair understood that the equipment was considered to be in the medium risk range, which does not necessarily put children in danger. However, there were too many individual places, e.g. the slippery wood, a large splinter and a trip hazard. Given that it would have been difficult to isolate those areas from the whole, they made the decision to follow caution and to put up warning signs and 'tape off' all equipment in the short term.

They discussed speaking to local carpenters to quote on necessary repairs but decided to get in touch with the equipment manufacturers in the first place. The company who installed the multiplay tower will be attending on the 10th August to advise and/or quote.

Sue Lane
Tittleshall Parish Council Chair
4th August 2021

Amended 19/08/2021 to note that the Millennium Green Trust bought all the play equipment.

Extract from the parish council meetings July 2016:

5.5 Millennium Green

5.5.1 Sub Committee Report.

The RoSPA report had not highlighted any major problems. The loose fill under the swings will be attended to and The Millennium Green Trust will finance any further maintenance that is required. The contractor is to be requested to cut the Millennium Green the week prior to Sunflower Saturday. Moles have returned and Councillor Thompson will visit Mr Olley. The sign at the entrance has been broken and the Chairman and Councillor Thompson will investigate.

5.5.2 Additional Equipment.

Mr Tony Smith reported as follows: You will recall that since April last year the Parish Council has been considering the provision of additional, more up-to-date play equipment for the Millennium Green. Following receipt of a number of competitive quotes, the Parish Council decided in September to purchase a Mini-Hex Climber from NGF Play Ltd at Gressenhall. The Mini-Hex Climber is a roofed climbing tower with ramp, splayed cargo net, ladder, stainless steel slide and fireman's pole. Page 3 of 6 07/16 The quoted cost of this equipment is £8,262.50 plus £1,652.50 vat. And this was to be funded primarily from grant applications together with a contribution of £362.50 from the PC. However, in the course of applying for the grants it became clear that as the Millennium Green is owned by the Trustees rather than the Parish Council, The Millennium Green Trustees would have to make the grant applications. I am delighted to be able to report that Clare Le Mesurier, as Secretary to the Trustees has made fantastic progress and will shortly be in a position to place an order for the equipment. She has secured funding for all but £20 of the cost.

She has asked me to formally make the following requests of the PC:

1. Will the PC agree to increase its contribution by £20 to £382.50?
2. Will the PC agree to make a loan of £1,652.50 to the Trustees of the Millennium Green, to cover the cost of vat on the equipment until it can be re-claimed?

NB. The Trustees will be funding repairs to the existing play equipment (£1,958.58 + vat) at the same time and will not have sufficient residual funds to pay the vat on the new equipment. Clare is also querying whether or not the existing play equipment is covered by the PCs asset and public liability insurances. If it is, will the insurance company need to be notified about the new equipment once it has been installed? Councillor Thompson proposed and Councillor Colman seconded the resolution that the donation from the Parish Council be increased to £382.50. All were in favour. Councillor Hills proposed and Councillor Colman seconded the resolution that a loan be made to The Millennium Green Trust for £1652.50 until the VAT is able to be claimed. The Clerk felt that, although he is not an expert in VAT for Charities, Vat will not be able to be claimed. In this event he suggested that the donation to the Millennium Green Trust be increased by £1652.50 to £2035.00. This could be achieved by utilising funds in the Business Saver Account which has never been used since he became Clerk. Councillor Hills proposed and Councillor Colman seconded the resolution that if the VAT is not able to be claimed a donation be made to The Millennium Green Trust for £2035.00. All were in favour.