

# Halwill Parish Council

## AGENDA

June, 2023

To members of Halwill Parish Council You are hereby summoned to attend a **Meeting of Halwill Parish Council** which will be held on **15<sup>th</sup> June, 2023 at 7.30 p.m.** at the Parish Hall for the purpose of transacting the following business:

2023/Jun/1 Apologies: To receive apologies for absence

2023/Jun/2 Declarations of Interest

Deferment of business for Public Question Time. Time allowed at the discretion of the chairman. The public are invited to give their views and ask questions about items on this agenda. They may also raise issues for future consideration which may be made agenda items for a future meeting. Answers may be given in writing.

2023/Jun/3 Clerk's & Councillors' announcements

2023/Jun/4 To confirm Minutes for the May 2023 Annual Parish Council Meeting

2023/Jun/5 Action List / Matters Arising from the minutes including

- Memorial benches
- Community garden
- Gazebo
- Play area

2023/Jun/6 Finances

- i. Bills for payment

2023/Jun/7 To consider a request for a pizza van to use the parish car park and if so, how frequently.

2023/Jun/8 Plans to replace the temporary changing rooms.

2023/Jun/9 Grass cutting on communal areas and roadside verges.

2023/Jun/9 Rubbish! Emptying the bins on the playing field if Torridge miss them.

2023/Jun/10 Planning

Any planning applications that the Parish Council is asked to comment on after this agenda has been published will be discussed here though a formal decision cannot be made at this meeting.

2023/Jun/11 Correspondence –

2023/Jun/12 Matters to be raised for information only

2023/Jun/13 To confirm the date of the next meeting

Signed – Don Osborne

01/06/23

## HALWILL PARISH COUNCIL

Don Osborne. Clerk. PO Box 16, Beaworthy, EX21 5ZG  
halwill.parish.clerk@hotmail.com

### **MINUTES OF THE PARISH COUNCIL MEETING HELD ON June 16<sup>th</sup> 2023 At 7.30pm – In the Parish Hall**

	<p>The meeting started at 19:30</p> <p>Present: Cllrs J Wilson (Chair), R Cristofoli(RC), R Grocock(RG), R Livermore(RL) &amp; B Mason-Walshaw (B M-W), In Attendance: 1 member of the public (MoP) &amp; clerk</p>	
2023/Jun/1	<p><b>To receive apologies for absence -</b> Apologies were received from Ward Councillors P Hackett and S Gibson &amp; Councillor J Lawlor</p>	
2023/Jun/2	<p><b>Declarations of Interest -</b> None</p>	
2023/Jun/3	<p><b>Clerk's &amp; Councillors' announcements</b> The WI have asked if the broken plant holder near the shops can be removed. It is the centenary of the WI next year. The Clerk was asked to inform TDC that if they did not remove the broken planter the Parish Council will. The Clerk reported that he no longer wishes to be the person responsible for reporting the condition of the defibrillators to "the Circuit". The Chair reported that his quinquennial School report in his professional capacity has highlighted the lack of parking restrictions and speed restrictions on the road past the entrance to the school. County Councillor Morrish is aware.</p>	
2023/Jun/4	<p><b>To confirm minutes for the May 2023 Annual Parish Council Meeting.</b> The minutes were signed as a correct record by Cllr J Wilson</p>	
2023/Jun/5	<p><b>Action List / Matters arising for the Minutes</b></p> <ul style="list-style-type: none"> <li>• <b>Memorial bench</b> Carried over.</li> <li>• <b>Community Garden</b> If the owner of the land at Pine View can be established this area, or part of it, would make a suitable site.</li> <li>• <b>Gazebo</b> The clerk has asked for time to complete the works, if he is unable to make substantial progress before the next meeting a request for help on Facebook can be made.</li> </ul>	
2023/Jun/6	<ul style="list-style-type: none"> <li>• <b>Play area</b> Completed</li> </ul>	
2023/Jun/7	<p><b>Finances</b> Bills for payment The following payments were approved</p>	

Date	Company	Amount inc VAT	For what
15/06/23	D C Osborne	£402.00	Salary February
15/06/23	D C Osborne	£10.00	Expenses, telephone
22/05/23	Halwill Parish Hall	£176.00	Hall hire 11 months
05/05/23	Garry Letheren (GDL)	£270.00	Grass cut April
29/05/23	Garry Letheren (GDL)	£300.00	Grass cut May
19/05/23	Halwill Cl;eaning Services	£45.00	Bus shelter washdown

Current Account Total For month inc VAT: £1203.00  
Current Account Total for month ex VAT £1203.00  
VAT for month: £0  
Clerks total: £412.00

2023/Jun/8 **To consider a request for a pizza van to use the parish car park and if so, how frequently**  
It was **resolved** to allow the pizza van to use the parish car park for the sale of pizzas up to 6 times a year.

2023/Jun/9 **Plans to replace the temporary changing rooms.**  
The current changing rooms have a design life of 10 years so there are 4 years left to replace them. The current changing rooms should have a residual value. A representative from the Halwill Athletic Football Club (HAFC) presented initial design plans for new changing rooms to be built of block and clad with a product such as Cedral cladding. Grants are available from the Football Association up to £25,000 and up to 75% of the total cost of the project. The HAFC would like to purchase new grounds keeping equipment including a mini tractor and mower and a quadruplet. Money needs to be found to cover the remaining 25%. The Parish Council could underwrite the amount to allow the HAFC to apply for the grant. HAFC will produce plans and costings and arrange a site visit.

2023/Jun/10 **Grass cutting on communal areas and roadside verges.**  
The Clerk has tried to get a contractor to cut the grass at Pine View but has been unable to find anyone willing to do it. Some thought some grass should be left as it with just the perimeter cut as it is of benefit to wildlife.

Some communal areas in the parish have become overgrown and untidy, of particular concern to parishioners are the grass areas adjacent to Pine View Terrace and by the bus shelter near Stagg's Wood. A MoP has been cutting the grass at Pine View but the mower is in need of a service and the grass is now too long for a mower to cut.  
There is an existing resolution from the previous Council to fund the servicing the MoP's mower but this offer has yet to be taken up and would need reaffirming by the new council. The grass at Pine View has no discoverable owner.

	<p>It was <b>resolved</b> that the Parish Council would cut the grass at Pine View with a hired in Brush cutter as a gesture of good will. The brush cutter will be £220 to hire for a week. It is estimated that the cost of parts to service the mower will be £60 with labour unknown. It was agreed that reasonable costs of servicing the mower used by the MoP to cut the grass at Pine View will be met by the parish council.</p>	
2023/Jun/11	<p><b>Rubbish! Emptying the bins on the playing field if Torridge miss them</b>  The bins on the playing field are no longer being emptied by Torridge District Council, this may be an oversight. The Clerk was asked to contact TDC to arrange for the bins to be emptied.</p>	
2023/Jun/12	<p><b>Planning</b>  None</p>	
2023/Jun/12	<p><b>Correspondence - None</b></p> <p><b>Matters to be raised for information only - None</b>  <b>To confirm the date of the next meeting</b>  The next meeting will be on July 13<sup>th</sup> 2023 at 19:30 in the Parish Hall</p>	
Close	<p>The meeting ended at 21:00</p>	

# Temporary Changing Rooms

## 1. Introduction



By 1996 the old wooden changing rooms had reached a state of dilapidation that was posing an existential threat to the Halwill AFC. The changing rooms didn't meet the standards required by the League and the club was losing players who were put off by the poor facilities. The Football Club approached the Parish Council for help finding replacement changing rooms.

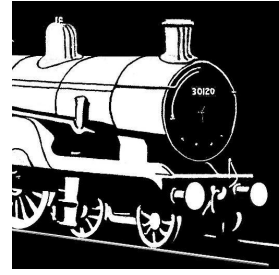
## 2. Current status

The Parish Council agreed to provide temporary changing rooms for a period of 10 years. There are less than 4 years left of that agreement. Attached are the original briefing document and the licensing agreement with the football club which should provide all the background information. The land is publicly owned and administered by the Parish Council. Selling or leasing public land is not something to be done lightly though it can be done. The current agreement is explicitly a licensing agreement and not a lease. This is the usual arrangement for clubs using council facilities. The reason football clubs do not usually have a lease with councils is that a lease establishes the club as the legal occupiers of the land which is then, in effect, lost to public use.

## 3. HAFC ideas

The Football club has the skills to design and build new changing rooms. They are proposing to build new changing rooms on the existing site though not necessarily the same dimensions. Ideally they would like to own the building themselves either freehold or long term lease. There is an argument that the land would for all practicable purposes be lost to public use so a long term lease may be appropriate. Selling the land is possible but would need legal advice. There is always an arrangement like the one with the hall that could work. The parish council is the custodian of the hall but has no financial or managerial role. It's the parish council's name on the Land Register and all legal documents relating to the hall but the parish council is not the beneficial owner. It's analogous to the registered keeper of a vehicle not necessarily being the owner.

# HALWILL PARISH COUNCIL



DATED 14<sup>th</sup> April 2016

HALWILL PARISH COUNCIL

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## BRIEFING

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Relating to the provision of  
Temporary Changing Rooms

D Osborne  
Halwill Parish Council  
PO Box 16,  
Beaworthy Post Office  
EX21 5XU

# Halwill Playing Fields:

a proposal for temporary changing rooms



**The existing changing-rooms are acknowledged to be dilapidated and in need of replacing. Members of the Parish Council are proposing to borrow money to provide temporary changing-rooms as an interim measure until new facilities are built. The temporary changing rooms would be funded in part by renting them to the Football Club. Halwill Parish Council's loan repayments will amount to £3290 per annum. HFC will pay HPC an annual rental of £2000**

## **Introduction**

There is an ongoing project to provide new all-weather sports facilities, children's play equipment and an extension to the Hall to provide changing rooms and committee rooms. This project is known as the Active Halwill project.

Following talks with Martin Rich from Devon Communities Together and various completed community projects, it has become clear that the Active Halwill project is likely to take between 5 and 10 years to complete.

It is the view of the Council that the existing changing rooms will need replacing before funding and construction of new permanent ones can be completed.

At the February Parish Council meeting, RP and MD tabled a proposal that temporary changing rooms should be provided until the new ones are completed. In the opinion of Martin Rich from Devon Communities Together, temporary changing rooms would not prejudice the larger Active Halwill project and might even help demonstrate that there is a need for new changing-rooms and that the project will be financially sustainable in the future.

The Football Club has been using the existing facilities since the 1970's. They feel that the decayed state of the existing changing rooms is proving off-putting to visiting teams and is posing a significant impediment to attracting the new players. The Football club is an important part of the social structure of the Parish and the new facilities should reinvigorate the club and the whole community.

The Council resolved that representatives of HPC should hold a meeting with representatives of HFC to discuss the proposals and report back to the full Council.



### **The current agreement**

The current arrangement between HFC and HPC is that the HFC maintains the pitch and the changing rooms at their own expense but pays no fees for the use of the facilities. Cllr Russell informed the football club that most funders will need to be convinced that any initiative they fund will be financial viable, it will be necessary to show that the facilities can generate income. For that reason the current barter arrangement between HPC and HFC will need to be examined.

### **Proposal**

The proposal put to the HFC was for a 12 foot by 40 foot changing room to replace the existing wooden structure. A brief description of the proposed building is attached. The old structure would be removed and the new one put in its place. Little ground work would be needed as the structures are self supporting. The existing water, electric and waste services would be used. There may be an issue with the lack of three phase electric supply but there are alternative methods of powering the showers albeit less efficiently.

The proposed temporary facilities will have “Home” and “Away” team areas, each with three own showers and toilets and a separate “Officials” area with its own shower and toilet. The facilities would not be to full FA standard but will be sufficient for the HFC's foreseeable needs.

## Costs

The new changing rooms would be owned by the Parish Council. Costs can be split into two categories, those associated with the initial purchase and set up of the facilities and recurring costs.

### Initial costs

The new changing rooms will cost £31,800 with delivery costing £1,456. VAT of £6,651.20 will mean an initial outlay of £39,907.20 but the VAT will be reclaimed.

Before the changing rooms can be used there will be connection of services costs and insurance. The existing building needs to be disposed of and the site prepared for the new building. Electric, water and sewerage will need to be disconnected for the existing building and reconnected to the new building.

Item	Cost	Payable by
Purchase price	£31,800	<u>Parish Council</u> £30,300 <u>Football Club</u> £1,500 gift
Delivery	£1,456	Parish Council
Disconnect water and electric	-	Football Club
Removal of old building	-	Football Club
Ground-works / contingency	£1,194	Parish Council
Installation of new building	£0	Parish Council
Installation of electric and water	-	Football Club
Insurance	£50	Parish Council
<b>Total Cost</b>	<b>£34,500</b>	
<b>Total initial cost to Parish Council</b>	<b>£33,000</b>	

Part of the £34,500 cost would be covered by the Parish Council obtaining a Public Works Loan Board (PWL) loan for £30,000 repayable over 10 years together with interest. Of the remainder, £3,000 would come from the Parish Council and £1,500 from a donation from the HFC. The Football Club's first payment of £1,000 for the use of the facilities will be in advance and available if needed.

### Recurring costs

The largest ongoing cost will be the loan repayments. Electric and water costs will depend on usage but at minimum there will be a service charge. A new building should require less maintenance than the existing one but an allowance should be made. There may be a small increase in the Parish Council's insurance premium and a small cost associated with administering bookings.

Item	Cost	Payable by
Annual loan repayments	£3290	Parish Council
Insurance	£50	Parish Council
Administration	£50	Parish Council
Maintenance	£150	Football Club
Services	£1000	Football Club
Total Cost	<b>£4,540</b>	
Total annual cost to Parish Council	<b>£3,390</b>	

### **Affordability**

The annual repayment is predicted to be £3,390. HFC have agreed to pay £2,000 a year for a licence affording them the benefits listed on the attached schedule – most notably, use of the changing rooms and the playing field. The remainder would come from the car park rental fees which are currently £2,500 a year. Once the new, permanent facilities are completed there is the option to sell the temporary changing facilities.

It is not envisaged that this will be before the loan has been repaid.

### **Resilience**

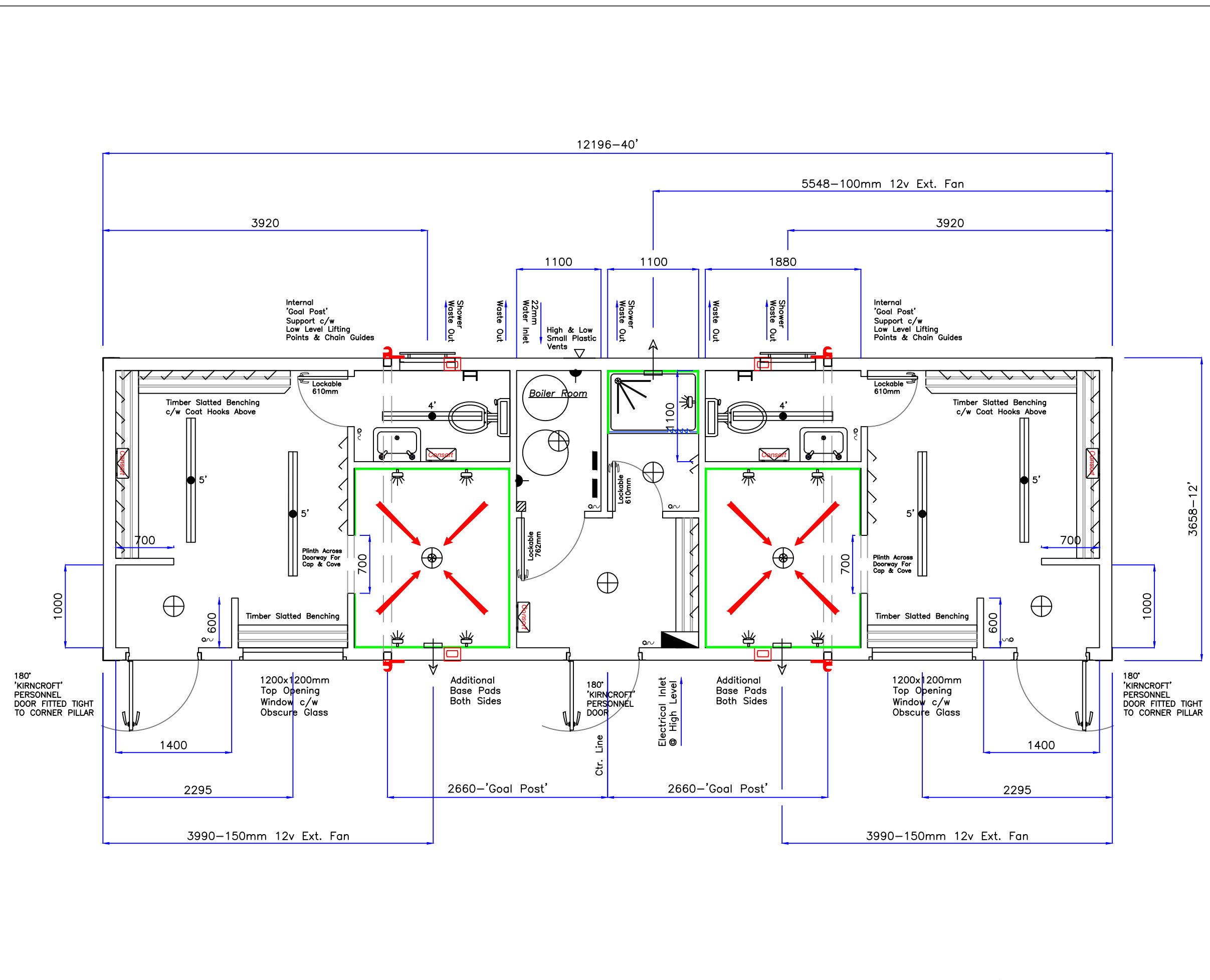
It is possible to imagine a scenario where there would be a total, uninsured loss of the changing rooms. In those circumstances we would still need to fund the loan repayments for the term of the loan. This would leave us with a shortfall of £790 a year on the loan repayments. This will have a small impact on the Parish Council's projects but will be affordable without impacting the precept as we currently have a discretionary reserve of £4,500 a year in the budget.

### **Additional Matters**

The Football Club is in need of a new mower and would like to improve the drainage of the pitch. The Hall Committee are known to be holding £4,600 on behalf of the Football club. It will need to be investigated whether this money is earmarked for new changing facilities. If the money cannot be used for a new mower and drainage the Parish Council could fund these and the £4,600 used to increase HFC's donation to the changing rooms to £6100. The Parish Council would be willing to buy the materials for the improved drainage if the football club provided the labour.

### **Conclusion**

There is clear good will between the Football Club and the Parish Council. Ward Councillor Z. Gregorek and County Councillor B. Parsons are both enthusiastic supporters of the project. It is hoped that new temporary changing facilities can be in place for the beginning of the new season in September.



Legend	
	Single Phase Consumer Unit
	Light Pull Switch
	4' & 5' Vapour Proof Light
	Bulkhead Light
	2kW, 'Consort' Downflow Heater c/w Adjustable Thermostat Model No: BHM2T051
	Shower c/w Shower Head, Riser & Push Valve Operation
	Shower Curtain
	Sgl. Fused Spur 300mm F.F.F.L.
	12v, 150mm & 100mm Extraction Fans As Shown
	2' Tube Heater & Guard
	Room Thermostat

**\*\*PLEASE NOTE\*\***

160x80mm R.H.S BOTTOM RAILS  
 76x38mm R.S.C TOP RAILS  
 76x38mm R.S.C FLOOR BEARERS.

'GOAL POST' INTERNAL UNIT SUPPORTS FITTED AS SHOWN.

LOW LEVEL LIFTING POINTS c/w CHAIN GUIDES DIRECTLY ABOVE, FITTED IN LINE WITH 'GOAL POST' SUPPORTS.

4 OFF ADDITIONAL BASE PADS REQUIRED.

INTERNAL CEILING HEIGHT: 2150mm

2 OFF DIRECT, TELFORD TEMPEST, 300 LTR. UNVENTED STAINLESS STEEL HOT WATER CYLINDERS TO SUPPLY HOT WATER TO SHOWERS ONLY.

SHOWER WET ROOM FLOORS TO SLOPE TO A CENTRAL DRAIN PLUG, ALL WALLS WITHIN SHOWER AREA LINED IN WHITE 'AMARI' PLASTIC. CHROME PLATED SHOWER HEADS, RISERS, PUSH VALVES & PIPE WORK.

Lining Details	
WALLS	'AMARI' WHITE PLASTIC FITTED TO SHOWER AREAS, REMAINDER OF UNIT TO BE FITTED WITH EGB2006 & 50mm INSULATION
CEILING	MONO WHITE & 50mm INSULATION
TRIMS	WHITE PLASTIC
FLOOR	SLIP RESISTANT VINYL THROUGHOUT, OVER 15mm PLYWOOD

PROFILED		<input checked="" type="checkbox"/>	
A		Details	
Rev.			
Drn.	JT	Date	28/04/16

Approved By:

Name:

Signature:

Date:

Title.  
 Portable Offices  
 40'x12'x8'H, Changing/Toilet/Shower Unit Sketch



Dwg. No.  
 PRT\_4012CHN01A  
 Tab 1 - Plan  
 Do Not Scale



# Portable Offices

## Portable Offices (Hire) Limited

Chittening Industrial Estate

Worthy Road  
Bristol

BS11 0YB

Quotation Number: B029039 Rev: 04

**Address:**

Halwill Parish Council  
EX20

**Deliver To:**

Halwill Parish Council  
OKEHAMPTON

Phone: 0117 923 5453 - Fax: 01244 520347

[kate.kirk@portableoffices.co.uk](mailto:kate.kirk@portableoffices.co.uk)

[www.portableoffices.co.uk](http://www.portableoffices.co.uk)

Date: 27/04/2016  
Valid for: 30 Days

Item Ref	Item Size (feet)	Description	Qty	Total Sale Price	Min No. of Weeks	Total hire items per week
40ft New PO		40ft New Portable Office <i>Provide for hire or new sale a 40ft x 12ft sports changing room</i>	1	31,800.00	1	258.00
Delivery		(Subject to site survey) <i>Budget cost for delivery to Okehampton inclusive of wide load escort. Delivery is by articulated vehicle by HIAB. It has been assumed there is sufficient space for manoeuvre and offload is available at site</i>	1	1,456.00		TBC
Site works		Site works <i>Please note quote does not include site works such as foundations and connections to incoming or outgoing services etc. Should you wish these elements to be included this can be quoted subject to site visit.</i>	1	TBC		TBC
Collection		Collection <i>Collection charges TBC at termination of hire Collection charges apply to hire only</i>	1	TBC		TBC

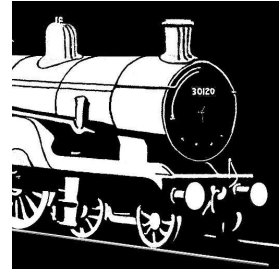
This is a quotation on the goods named; all prices are exclusive of VAT, chargeable at rate ruling at time of dispatch, subject to payment terms as attached and satisfactory credit check, exclusions apply. Hire rates quoted are based on the minimum weeks continuous hire as shown. To accept this quotation and confirm you have read and accept our terms and conditions please sign here and return:

Authorised Signatory: \_\_\_\_\_ Position in Company: \_\_\_\_\_ Signature: \_\_\_\_\_

**Thank you for your enquiry**

Purchase Order: \_\_\_\_\_

# HALWILL PARISH COUNCIL



## HALWILL PARISH COUNCIL

DATED 14<sup>th</sup> April 2016

HALWILL PARISH COUNCIL

-and-

HALWILL FOOTBALL CLUB

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## AGREEMENT

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relating to the use of Halwill  
Playing Fields & the provision of  
Temporary Changing Rooms

D Osborne  
Halwill Parish Council  
PO Box 16,  
Beaworthy Post Office  
EX21 5XU

## **Introduction**

There is a need to replace the old changing rooms in Halwill Parish Hall car park and clarify the rights and responsibilities of the Parish Council and the Football Club relating to the use of the existing grass football pitch and the new changing rooms. It is intended that changing rooms which will replace the existing structure will be removed when an extension to the Hall is built with changing rooms. The Parish Council will endeavour to make the temporary changing rooms available to the Football Club for a minimum of 10 years. In the event that the changing rooms damaged beyond uneconomic repair the Parish Council will not be liable to replace them.

## **General**

1. This document does not constitute a lease.
2. Individual members of Halwill Football Club (HFC) cannot be held personally liable for any loss, costs or expenses arising from a breach of the terms of this agreement, including but not limited to non-payment.
3. Halwill Football Club can terminate this agreement by giving notice in writing of not less than three months. In the event that HFC terminate the agreement after a licence payment has been made no money will be refunded.
4. Halwill Parish Council (HPC) reserve the right to terminate this agreement by giving written notice in writing of not less than three months. HPC will not terminate the agreement during the course of the Football season unless HFC are in breach of its conditions.

## **Regarding the temporary changing rooms**

1. Parish Council will provide new temporary changing facilities (changing rooms)
2. The Parish Council will own and insure the changing rooms
3. The Football Club will pay the Parish Council, £2,000 per annum payable in advance in two equal instalments for a licence to use of the changing rooms and the existing grass pitch. The first payment will be made in the first week in September and the second the first week of March.
4. HFC will remove the old building and cover the cost of disposal.
5. As the new building is narrower than the existing building there will be an unmetalled strip of ground between the existing car park surface and the new changing rooms. The Parish Council will arrange for this to be filled.
6. HFC will oversee the instalment of the new changing rooms including levelling and the connection of services. The Parish Council will approve the position of the changing rooms.
7. HFC is responsible for the cost of services including connection and service charge.
  - a. Electric
  - b. Water
  - c. Cleaning
  - d. Consumables such as toilet paper
8. HFC will have preferential use of the changing rooms
9. If HFC are not using changing rooms the Parish Council may hire them out to third parties.

10. If the changing rooms are used by third parties HFC can make a charge to the Parish Council for the services listed in para 7 to cover costs.
11. HFC are responsible for interior maintenance, HFC are responsible for exterior maintenance. Reasonable allowance will be made for wear and tear.

## **Regarding the football pitch**

1. HFC will have preferential use of the football pitch
2. If a third party wants to use the football pitch they must consult with HFC beforehand
3. HFC are responsible for the goals, line markings and pitch maintenance
4. The advertising hoardings will be insured by the Parish Council
5. HFC are entitled to all income from the advertising hoardings
6. HFC will maintain the advertising hoardings in a safe and tidy condition
7. HFC will remove the advertising hoardings if no longer needed
8. The Parish Council will provide materials to improve drainage
9. HFC will provide a mower
10. HFC will maintain the mower
11. The Parish Council will insure the mower
12. The Parish Council will provide storage for the mower
13. If the pitch is used by a third party (eg Gala Day, Car Boot Sale, School) HFC will be responsible for the booking and HFC will be responsible for ensuring the pitch is left in good condition.

The parties have signed this Licence the 14<sup>th</sup> April 2016.

Agreed by resolution at the Parish Council Meeting of 14<sup>th</sup> April 2016 and

Signed for and on behalf of Halwill Parish Council  
D C Osborne  
J Russell

Signed by  
On behalf of Halwill Football Club.  
A Jago  
G Moores