

# MINSTER PARISH COUNCIL

## Minutes of the Meeting of the Operations Committee

held on Wednesday 17<sup>th</sup> December 2025 at 10.30am

At the John Spanton Sports Pavilion

Present; Cllrs. Quittenden, Fordyce, Crow-Brown, Jones.

Also present; Kyla Lamb (Clerk), Clare Wilsdon (Assistant Clerk).

### 290. APOLOGIES

Cllr Bates and Smith.

### 291. MINUTES

**RESOLVED: that the minutes of the meeting held on 17<sup>th</sup> September 2025 be approved and signed.**

### 292. MEMBERS INTERESTS

No declarations of interest were made.

### 293. CAR PARKS AND TOILETS

The Clerk reported that the new WRAS internal meter has been replaced. The reading will be compared to the external meter and reviewed and a query raised with our supplier if the readings continue to differ.

The power for the new CCTV cameras has been installed at the lamp post, with cameras being installed on 22 January 2026, clear CCTV signage will be in place to deter anti-social behaviour.

Cllr Quittenden reported that the gutters at the toilets required cleaning. The clerk will arrange this with the staff.

### 294. CEMETERY & CHAPEL

The Clerk reported that a cordless sander and oil has been purchased for refinishing the woodwork at the chapel and this will be carried out when the weather allows.

The T2 assessment for the cemetery extension is moving forward. We are required to provide details of average burials and interments.

The native hedging plants are all now planted around the new extension area. Cllr Jones trees have also been collected and planted.

### 295. ALL WEATHER PITCH REPLACEMENT MAT & LED FLOODLIGHT UPGRADE

The Clerk reported that Surfacing Standards Ltd are preparing the tender documents for the replacement mat requesting, two options; with or without a shock pad.

It was **AGREED** to arrange a meeting with the Executive headteacher of Minster School with the Clerk, Chairman and Operations Committee Chairman in the new year to discuss a formal written agreement for the use of the 3G pitch, to reflect their increased usage and funding expectations as they are moving towards academy status. These discussions will include the signing of the lease for the land formerly used as a tennis court.

### 296. PAVILION

The Clerk reported that the new shutters have been installed and the gutters have all been repaired.

**Meeting closed at 10.50am**

**Chairman**

**Date**

**DRAFT**