

OLDBURY ON SEVERN PARISH COUNCIL

PLAYING FIELDS COMMITTEE

Minutes of Committee Meeting held on 13th July 2017 at 7.30pm in the Pavilion,
Westmarsh Lane, Oldbury-on-Severn

PRESENT

Committee Members: Ian Knapp (Chairperson), Mike Pheysey (Secretary), Cllr Matt Clothier, Chris Fairhead, Glynn Pool, Gerald Porter, Cllr Keith Sullivan, Denise Young.

37/17 To accept Apologies for absence

Jon Stephens

38/17 To Receive Declarations of Interest in Items on the Agenda

None.

39/17 Public Forum

None.

40/17 To approve the last minutes

Matters arising from the minutes of the Annual General Meeting of 4th April 2017.

- We are still short of a treasurer despite Ian Knapp approaching a number of people.
- Cllr Matt Clothier is now the Parish Council representative, replacing Cllr Dylan Griffiths.
- Charlie Keadwell is confirmed as Cricket Club representative.

Matters arising from the minutes of the General Meeting of 4th April 2017.

- None.

Both the AGM and General Meeting minutes of the 4th April 2017 were duly approved by the committee and signed by the chairman.

41/17 The Berkeley Hunt – use of the area around the pavilion

Denise Young has received a thank you card from Vicky Vatcher, Master of the Hunt. **Action: Mike Pheysey to forward a copy of the thank you card to the parish clerk.**

Action: Denise Young to email hunt's contact details to the secretary.

42/17 The New Play Area

Chris Fairhead said that he would investigate ways to retain the “grassing” of the sloped area by the side of the slide.

After some discussion, it was determined that the best way to sort out the pedestrian gate between the football field and the main pavilion tarmac area would be to dig it out in its entirety complete with concrete footings, and refit it facing the opposite way. The objective is to make the gate swing “in” towards the tarmac area rather than “out” towards the football field.

The committee is still concerned about the corrosion appearing around the welds of the new children's play equipment. **Action: Mike Pheysey to find out what response Barry Turner has received from the supplier.**

The committee are keen to review any suggestions that might have been made in the recent RoSPA inspection. **Action: Mike Pheysey to scan and distribute the RoSPA report so the committee can review it before the next meeting.**

43/17 The Football Field

Ian Knapp would like to dig a couple of test holes in the middle of the pitch to try and get the standing water to drain away.

Action: Ian Knapp to talk to Paul O'Connor of Real Thornbury, and Phil Page of the Dairy Maids' planned use of the football pitch.

44/17 Fixed Asset register

The Playing Fields Committee has not yet received a copy of the fixed asset register from the Parish Council. **Action: Cllr Keith Sullivan to investigate.**

45/17 The PFC Risk Reduction Checklist

The committee expressed concern over how best to ensure the play equipment is regularly checked. It was suggested that pairs of committee members were nominated at each meeting to carry out a check before the next meeting. **Action: Mike Pheysey to re-draft his old simplified check list for the play equipment, and together with Ian Knapp, test drive the new simplified check list before the next meeting.**

46/17 Grass Cutting Quotes

The committee decided to review the current fortnightly grass cutting at the end of the season at the next meeting.

47/17 Busy Bees

Busy Bees asked to erect a fence across the front of the old high swings with a gate. The committee, in principle, was in favour. **Action: Denise Young to supply the committee with detailed plans covering such matters as length, height, construction, Health & Safety compliance, and appearance.**

Ian Knapp distributed keys for the new lock and is keeping the original master key separate so the previous situation of copies of copies not working very well is not repeated.

The committee agreed that Busy Bees should have their annual charges altered to reflect their 38 weeks per year usage. **Action Jon Stephens.**

48/17 Financial Summary

Jon Stephens submitted the financial summary, see Appendix A.

Denise Young submitted 5 cheques for pavilion hirings.

Action: Cllr Keith Sullivan to get Emma Pattullo (the new Parish Clerk) to contact Jon Stephens about suitable on-line banking for the Playing Fields Committee.

49/17 Constitution Changes

The proposed changes to the Playing Fields Committee Constitution are shown below in bold.

§1.2 For internal ~~normal~~ use this may be shortened to "Playing Fields Committee" or "PFC".

§2.1 The Playing Fields Committee shall be a **Standing** Committee of Oldbury on Severn Parish Council, and, as such, shall be subject to the same local government regulations. It will comply with

the Standing Orders of the Parish Council where appropriate. In the case of any conflict between this Constitution and the prevailing regulations, the latter take precedence.

§6.11 Monies raised by the '100 Club Lottery' and other fund-raising activities organised by the Playing Fields Committee will be kept separate from the operating account. Such monies may be used for ~~any~~ purpose decided by the Playing Fields Committee and approved by the Parish Council, except that structural alterations are not permitted without prior approval of the Parish Council.

~~**Additional accounts may be opened to hold funds generated for specific purposes.**~~

§7.4 The ~~Parish Council~~ Playing Fields Committee will be mindful that it cannot take part in illegal activities, nor can it condone them in others. It also has a duty to be mindful of the interests of all parishioners.

Proposed by Cllr Keith Sullivan, seconded Chris Fairhead, agreed by all.

50/17 A.O.B.

Notice boards – The new notice board is now up in place. It now needs contact details, In Case of Emergency (ICE) and hiring etc.

Pavilion heating – Gerald Porter has another quote which is for £10,566 inc. VAT.

Ian Knapp was keen to impress the importance of running costs when choosing the final quote.

Gerald Porter read through the requirements with which the committee was in agreement.

Action: Ian Knapp to email round the final quotes so the committee can chose and approve a quote with a view to get the work done during the October half-term break.

Ian Knapp has a preliminary quote for just over £10,000 which includes “child-friendly” low-temperature radiators. Two further quotes are needed before proceeding. Gerald Porter, Chris Fairhead and Ian Knapp, offered to produce a specification against all three suppliers can quote which would include DIY cost reductions. The committee concluded that the main drivers for this work are; reduce noise, improve temperature stability, deal with current obsolescence and improve “letability”

Pavilion lighting – done!

Fun Run – Chris Fairhead thanked everyone who helped, £220 was collected for car parking.

Tree scratching pavilion roof – Some of the lower tree branches overhanging the pavilion need cutting back. ***Action: Mike Pheysey to ask his son if he’s willing to oblige as long as it doesn’t expose him or the pavilion to any unnecessary risk.***

Abandoned cars? - There appears to be a couple of non-road worthy cars being stored in the pavilion car park. ***Action: Cllr Keith Sullivan to write to the owners.***

36/17 Close of meeting

The secretary confirmed that the next meeting will be at 7:30pm on Thursday 5th October 2017. The Chairperson closed the meeting at 9:14pm.

Signed by Chairperson: _____

Appendix A – Financial Statement – 6th July 2017

Oldbury on Severn Playing Fields Committee Summary of Accounts for OPFC July Meeting Meetings date 06/07/17 - Accounts as of 06/07/17

Financial Summary

Current Account £11551.41
Deposit Account £32.38

Payments – Current Account

Elite Hygiene services (Porta loo)
Ford Fuel oils

Cash

Fun Run Car Parking - £200 (B/Sc)

Outstanding

Elite loo cleaning Mar £182.40
Complete Weed Control £85.80 x 9th cut

Receipts

Hall hire – None to date.

Building Society Statement

Balance @ 06/07/17 - £9498.32

Transactions

Revised cleaning cost contribution arrangements email forwarded to BB's – DD to be amended, then balance of payment from commencement will be invoiced for payment.(66.67/month - £399.97 outstanding)

Electricity & water readings (Cricket Club £491.11, paid with thanks)

Youth club contribution (£6 x 40 weeks =£240 up to 31/03/17) – letter to AWG

Authorisations

Oil, grass & cleaning as required

Signatures for cheques

As per above as required.

AOB

PlaySafety – inspection completed June 17 (this is on auto inspect register each year unless cancelled).

Fire extinguishers – inspected by Bristol Fire completed 30/05/17

Boiler safety checks (Safety Testing) completed 25/05/17

Note if anyone is instruction or receiving a bill on behalf of the PFC can they please advise the issuer to address it to Oldbury Parish Council