

## **OLDBURY ON SEVERN PLAYING FIELDS COMMITTEE**

Minutes of Committee Meeting held on 24<sup>th</sup> April 2014 at 7.30pm in the Pavilion,  
Westmarsh Lane, Oldbury-on-Severn

### **PRESENT**

**Committee Members:** Chris Fairhead (Chairman), Rachael Burgess (Secretary), Jon Stephens (Treasurer), Ian Knapp, Andy Macdonald, Derek Garrett, Dylan Griffiths, Andy Rice and Jon Miller (from REAL Thornbury Football Club)

**253/14 Apologies for Absence** – Cllr Alan Knapp, Cllr Barry Turner, Peter Everton and Gerald Porter and Cllr Marie Baker.

**254/14 Declarations of Interest in Items on the Agenda** – none

**255/14 Public Forum** – none

**256/14 Approval of Minutes** - There were no matters arising from the minutes of the meeting dated the 6<sup>th</sup> July, 2014.

### **257/14 Football Pitch**

Jon Miller and Andy Rice visited from REAL football club stating that they were interested in playing on a new pitch at Oldbury Playing Fields.

They have instructed Rob Donnelly from the ‘Institute of groundsmanship’ to look into the condition of the ground on the suggested pitch area. He will carry out a feasibility study on the pitch in order to report on its suitability and condition for a new pitch. Jon Miller stated that REAL Thornbury Football Club will fund this study, including an underground scan and taking of soil samples from deep below the surface. The PFC gave permission for bore holes to be made in the ground in order to take these samples. It was noted that once the report is completed a special PFC meeting will need to be organized to discuss the results. If the ground proves to be too bumpy or undulates too much an artificial 3D pitch was suggested to resolve this problem.

Jon Miller has also contacted Oldbury Football Club based in Patchway who are also interested in using the pitch. Jon stated that there was a lot of demand in the area for a new pitch. The REAL Thornbury Football Club are hoping to begin playing at the season September 2015 for adults and junior teams.

### **258/14 Maintenance Review**

-**The Boiler** was switched on before the meeting but did not appear to start up. The filer has been cleaned out. Is there a problem with the burner? It has not been serviced for a while but the safety analysis was recently carried out. Ian suggested that we need a specialist boiler engineer for this type of warehouse boiler. **Action: Ian to find and contact a suitable company that could carry out a service on the boiler. Action: Chris to look and see what is draining out of the boiler and take off pipe to see the condition of the boiler.**

-**Heating oil** has just been delivered (Jon).

-**PATT testing** – The PFC would like ‘Jim Hoyle’ to carry out PATT Testing for ‘Busy Bees’ and ‘Oldbury Decker’s electrical equipment including the bouncy castle pump, radio, puc table, heater and kettle.

**Action:** *Chris will contact Denise and Andrew about this.*

-**Dislodged Ceiling panels** – **Action:** *Chris will contact Andrew about repairing these. Andy Macdonald is willing to help Andrew fix them.*

-**Mice** – **Action:** *Andy Macdonald will bring down traps to the pavilion and set up on high level storage area.*

- **Water running down back wall** is believed to be condensation and will be monitored.

### **259/14 Play Area Maintenance ( See ROSPA Review)**

New mats have been placed under the spinner, rocker and fire fighter’s pole. The skate ramp flats are a success. Thankyou Ian and Alan.

### **230/14 Grass Cutting**

‘Complete weed control’ has quoted around £67 to carry out cutting tasks on itinery. The invoice will be headed to Oldbury-on-Severn Parish Council to be able to claim back VAT.

**Action:** *Ian to ask Complete weed Control to go ahead with cutting schedule.*

### **231/14 Busy Bees**

It was noted that mowing the Busy Bees front garden was not on the ‘Complete Weed Control’ itinery and so Busy Bees will need to be responsible for mowing this area. Grass cuttings will need to be left on the ground or raked into the bushes. **Action:** *Rachael to contact Denise about this.*

### **232/14 Japanese Knot Weed Destruction**

This has also not been quoted for from ‘Complete Weed Control’ as it appears to have died back.

### **233/14 Finance (See financial report summary)**

Accounts have been vetted by Dawn Bramley (the Parish Clerk) and will go to the Parish Council Meeting next Wed. All accounts seem to be satisfactory according to Dawn. ‘Playsafety’ have been instructed to check play equipment in the Summer. £1000 will be transferred into the Building Society from the PFC Current Account ready for payment of the new play equipment.

### **234/14 Correspondence**

- Barry Turner reports that the Third Party Contribution towards the new play equipment has been made to Biffa and he is awaiting confirmation that all systems are go for the Playing Equipment Project. He will be contracting the Biffa administrator on the 29<sup>th</sup> April. The statutory returns to ENTRUST have been dealt with so everything is legally ok.

### **235/14 Minor Matters or Items for the Next Agenda**

- **The Asset Inspection and Risk Assessment documents** have been passed on to Cllr Barry Turner to aid the Entrust application.
- The need for a **football changing room** maybe an issue for the future. **Action: Derek to discuss this with the cricket club to see if they are willing to consider use of the pavilion for this purpose.**
- **The Oldbury Fun Run** is on the 22<sup>nd</sup> June. A Car park is required – PFC members will be needed to help with the car parking on this day.
- **Oldbury School Fair** – Oldbury School have requested to hire some chairs and tables for the fair. **Action: Rachael to contact Friends of School to ask about this and pass on booking info to Alan Knapp.**

*This concluded the business of the meeting.*

*The next committee meeting will be scheduled for Thursday July 10th at 7.30pm*

Signed by Chairman:

Date:

**Oldbury on Severn Playing Fields Committee  
Summary of Accounts for OPFC April Meetings  
Meetings date 24/04/14 - Accounts as of 24/04/14**

**Financial Summary**

Current Account      £4213.97  
Deposit Account      £32.04

**Payments – Current Account**

Ford Fuel Oil (C216)  
Bristol Fire (C217)  
ENTRUST (C218)  
Safety Testing – Oil supply & gas boiler inspection (C219)  
Grass cutting transfer (C220)  
I Knapp – work as instructed at playing field (C221)

**Cash**

None – held

**Outstanding**

Cricket Club water & electric charges

**Receipts**

None

**Building Society Statement**

Balance @ 24/04/14 - £12065.03

**Authorisations**

Playsafety check – play equipment survey  
Complete Weed Control Grass Cutting instruction for season

**Signatures for cheques**

No payments advised as outstanding

**AOB**

National Power - Electricity DD increased to £105.00 / month  
Wessex Water - DD - £48.00 / month

Cricket Club – Electricity & water require assessment of usage & issue request for payment. Review previous reading & discuss with Derek G – information provided.

Proposed 2014/15 operating budget presented to Parish Council – any feedback

Boiler condition – Replacement

Accounts presented top Parish Council for reconciliation into Parish accounts / VAT reclaim

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