

OLDBURY ON SEVERN PLAYING FIELDS COMMITTEE

Minutes of Committee Meeting held on 8th October 2015 at 7.30pm in the Pavilion,
Westmarsh Lane, Oldbury-on-Severn

PRESENT

Committee Members: Chris Fairhead (Chairman), Mike Pheysey (Secretary), Jon Stephens (Treasurer), Rachael Burgess, Peter Everton, Derek Garrett, Dylan Griffiths, Alan Knapp, Ian Knapp, Andy McDonald, Cllr Glynn Poole, Gerald Porter, Cllr Keith Sullivan and Barry Turner.

320/15 To accept Apologies for absence

None.

321/15 To Receive Declarations of Interest in Items on the Agenda

None.

322/15 Public Forum

None.

323/15 To approve the last minutes

There were no matters arising from the minutes of the meeting dated the 9th July, 2015 which was duly approved and signed by the chairman.

324/15 The Hunt – use of the area around the pavilion

We still require, from the hunt, the name of a nominated individual who will be responsible for the risk assessment and any safety related issues. The forthcoming changes to the car park should be communicated to the hunt for their information. *Action: Chris Fairhead to follow these up.*

325/15 The New Play Area

The working party has carried out the preparation works for the “Tump”. Thanks to Ian Knapp for providing the additional top soil. Another working party has been arranged for Saturday 31st October, 9.30am, to level the soil, incorporate the matrix, and sow with grass seed. *Action: Chris Fairhead to provide a box of grass seed.*

The recovery of the VAT for the purchase of the play equipment has been completed. See Appendix A, Financial Statement, for further details.

It was necessary for the Playing Fields to become a member of Entrust when applying for financial assistance for the play equipment. Membership conditions have now changed so that we would no longer be able to apply for further financial support, so Barry Turner proposed that the PFC revoke its membership. Seconded Chris Fairhead, all agreed.

326/15 The football field

Peter Everton, speaking for the sub-committee, explained that Malcolm Lynden did not wish to support the use of one of his fields, adjacent to the Playing Fields, to be used as a new football pitch if it was to be used by a non-parish team. Committee members expressed concerns brought to them by people living in and around Westmarsh Lane of the negative impact caused by both the home and visiting teams not being based in the parish.

327/15 The fixed assets list

No progress, action carried forward. *Action: Cllr Keith Sullivan, on behalf of the parish council, to review the asset register with respect to the playing fields, particularly regarding the oil tank and its contents*

Action: Secretary to carry this item over to the next agenda.

328/15 The PFC Risk Reduction Checklist

Rachel Burgess, with Barry Turner, has carried the first monthly inspection. She volunteered to carry out the October inspection as well.

Jon Stephens said that there was nothing of concern in the RoSPA report of their inspection prior to the July meeting.

Barry turner described the proposed arrangements for the gates, fencing, car park resurfacing and the new entrance for the cricket club. He circulated quotations from various contractors, see Appendix B. Keith Sullivan proposed that the committee accept Barry Turner's recommendations for the contractor selection for parts 1 to 5, seconded by Chris Fairhead. After considerable discussion a vote was taken; 9 for, 2 against, 3 abstained. Motion carried.

329/15 Grass Cutting Quotes

The committee felt that Complete Weed Control has carried out the grass cutting satisfactorily and felt no need to change the arrangement. **Action: Ian Knapp to confirm prices for next season.**

Cllr Keith Sullivan reported that a home owner adjacent to the area between the junior football field and Malcolm Lynden's gate has lodged a complaint. Weeds are reported to be spreading into his garden. It was agreed the committee would ask Complete Week Control to spray the area concerned. Ian Knapp volunteered to cut the area concerned the next time he cuts the football field. **Action: Ian Knapp.**

330/15 Busy Bees

The committee would like to thank Ian Knapp for repairing the lavatory and fitting spring return taps.

331/15 Financial Summary

Jon Stephens gave a financial summary, see Appendix A. The committee agreed that the Decker's Youth Club pay £6 per week for 40 week/year over the period owing. **Action: Jon Stephen to issue an invoice to the youth club.**

The committee was reminded that a payment was required for the rental of tables and chairs for the church fete. **Action: Jon Stephens.**

The budget for 2015/16 was discussed. **Action: Jon Stephens to submit a budget to parish clerk.**

Derek Garrett noticed that the committee is being charged a relatively high unit rate for electricity and perhaps it was time to seek an alternative supplier. **Action: Jon Stephens to investigate.**

332/15 A.O.B. and Close of the Committee Meeting

Ian Knapp asked if it was acceptable for a private event to hire the facilities, including the football pitch on which to camp for one night. The committee agreed that as long as all the rules were obeyed, especially regarding noise late in the evening. A charge of £100 for this event was agreed.

The secretary confirmed that the next meeting will be at 7:30pm on Thursday 14th January 2016. The Chairman closed the meeting at 9:05pm.

Signed by Chairman: _____

Appendix A – Financial Statement – 8th October 2015

Oldbury on Severn Playing Fields Committee Summary of Accounts for OPFC October Meeting Meetings date 08/10/15 - Accounts as of 07/10/15

Financial Summary

Current Account £7800.60
Deposit Account £32.19

Payments – Current Account

Rachael waste bin further payment made to cover VAT £19.00)
Complete Weed Control – 5 payments made
Playsafety - ROSPA playing field assessment.
Hall hire cash paid in.

Cash

Received at meeting £152.00 Hall hire.

Outstanding

Complete Weed Control - contract for season agreed

Receipts

Cricket Club electricity & water – paid - many thanks

Building Society Statement

Balance @ 07/10/15 - £14191.60

Transactions

Authorisations

Oil as required
Complete Weed Control
DH Electrical – PAT testing.

Signatures for cheques

As per above as required.

AOB

Youth club - Paid up to date (May 13)

Proposed 2016/17 operating budget to be submitted to PC in November 2015.

Accounts presented to Parish Council for audit / reconciliation into Parish accounts / VAT reclaim – some able to claim total of refund not yet identified.

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

Appendix B – Quotations obtained for the proposed changes to the car park area

Playing Fields Risk Reduction and Security Improvements

Work Package	Description	Quotes	Contractor	Recommendation
W-P 1	New Fencing across front of Car Park including Gate	£900	A	
		£1000	B	
		£820	C	Appoint
W-P 2 A	Level Surface to Car Parking Area (including Materials)	£1200	D	Appoint
		£1500	E	
W-P 2 B	Tarmac Splay from Road to Gate (entrance to car park)	£2000	D	
		£1700	F	Appoint
W-P 3	Create new track to join existing track to CC Pavilion including materials	£1750	D	
		£1750	E	Appoint
W-P 4 A	Supply of new metal fencing as per existing playground	£1600	Steelway	
W-P 4 B	Erect fencing	£1328	Steelway	
W-P 4 B+	Erect fencing re-site entrance gate and other works	£1500	B	Appoint
W-P 5	Create boundary fence from Play area to Car Park and Stock Fencing	£1000	?	TBA

Decision required as to splay to new track - do we tarmac ?