Oldbury on Severn Parish Council

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Minutes of the Ordinary Playing Fields Committee Meeting will be held on Tuesday 21st February 2023 at 7.30pm at The Pavilion, Westmarsh Lane, Oldbury on Severn, BS35 1QD

Present: Chairman Ian Knapp, Cllr Keith Sullivan, Cllr Sheila Bedford, Charlie Keedwell, Gerald Porter, Glynn Poole and Lisa Riddle

Clerk: Victoria Bailey

1. To accept apologies for absence
Apologies received from Cllr Matthew Riddle, Chris Fairhead and Mike Pheysey
Absent without apology: Cllr Laura Day

2. To receive declarations of interest on items in the agenda
None received

3. Approval of minutes of the previous meeting held on 13/12/2022 (paper 1)
All in favour; minutes accepted

4. Public Forum
None present

5. Chairman's Report
IK reported he has completed the window; KS thanked him on behalf of the Parish Council. IK thanked Neil and Louis for their help. IK will install the other window at the end of February.

6. To receive an update from the Chairman on the following projects:

6.1 Sky lights insulation and covering once the new window is installed (new window was agreed to be paid for by Oldbury on Severn Parish Council on 03/05/2022)
IK will do this around the same time as the new lights; his priority is the window

6.2 The new entrance door into the pavilion
VB confirmed that they are permitted to fit it as this query arose in a previous meeting; committee all in agreement that they want the door fitted. IK said the pavilion loses heat quickly through the current door. SRB asked if tarmacking could be done at the same time; IK said he will if it is possible. IK plans too order and fit the new doors within a few months.

6.3 Update on plans to improve the kitchen and toilet area
IK has re-thought his original plans. IK suggested concentrating on a disabled toilet and a stall. Concerned 4 – 5 toilets is excessive. IK asked for a working party soon to go through ideas. IK suggested widening the doors to the hallway; may need to widen the passageway too. SRB

concerned there will not be enough toilets; two ladies, two gents, one disabled toilet; debate on toilets. IK's plan allows for expansion of toilets in the future. KS stated that the pipework and drainage needs to be decided. IK wants to concentrate on getting the disabled toilet in and will have pipes in place ready for future expansion.

Action
VB to organise a date for the PFC Working Party

6.4 Timeframes of completion for the listed projects
IK stated timeframes are 'if and when.'

7. Children's play area and equipment update:

7.1 Items required for the park; verbal progress report from Cllr Laura Day and Ian Knapp
LD not present. IK will contact MP and CF for an update.

Action
IK will liaise with MP and CF and update the PFC in April

KS interjected with a question regarding the insulation of the pavilion; IK said he'd inspect the insulation as it has been in place 15 years and is 4 – 6 inches deep. KS advised that the man who put in the heating system said the current insulation was no good. SRB said it should definitely be insulated where the skylights are being filled in.

7.2 Play parks monthly safety report - December 2022
SRB would like to see monthly inspections recorded on the report. MP and CF have a template which they use; VB also has an inspection checklist written by RoSPA; Glynn offered to take the park responsibility on if no one else is able to do it.

Action
VB to send GP both safety inspection checklists. IK to liaise with MP, CF and IK to arrange who will take responsibility for monthly inspections and completing the checklist.

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8. Financial summary:

8.1. Payments List 12/10/2022 to 08/20/2023 **total: £2331.41 – all in favour.**

Oldbury on Severn **Parish Council**			
PAYMENTS LIST			
Voucher		Code	
99		PFC Maintenance & Cleaning	
132		PFC Utilities & fuel	
133		PFC Utilities & fuel	

109		PFC Maintenance & Cleaning
136		PFC Utilities & fuel
137		PFC Utilities & fuel
124		PFC Maintenance & Cleaning
138		PFC Utilities & fuel
155		PFC Utilities & fuel
158		PFC Utilities & fuel
148		PFC Maintenance & Cleaning

Action

VB to send PFC members the current standing charge and unit price of electricity from Eon

8.2 Receipts List 12/10/2022 to 08/02/2023 total of **total: £3,393.05 – all in favour**

Date	Description		Supplier	Amount

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13/10/2022	Cricket Club utility recharge		Oldbury on Severn Cricket Club	766.72
01/11/2022	Room hire		Busy Bees	333.33
17/11/2022	Cricket Club utility recharge		Oldbury on Severn Cricket Club	721.00
01/12/2022	Room Hire		Busy Bees	500.00
22/12/2022	Room Hire		Whist Drive	72.00
03/01/2023	Room Hire		Busy Bees	500.00
01/02/2023	Room Hire		Busy Bees	500.00

8.3 To agree Eon will increase the monthly electricity direct debit from £80 to £122.51 which accurately reflects the electricity usage in the pavilion from 07/04/2023 which will be ratified at Full Council

All in favour

Action
VB to add to March Full Council Agenda

9. Update on a smart metre being fitted in the pavilion
PFC decided they do not want a smart metre fitted

10. To agree the change in the terms and conditions of hire which now contains a fair usage of electricity clause as well as banning electric cars using the pavilion's electricity supply to charge (paper 4 – amendments highlighted in red) which will be ratified at Full Council
All agreed to the changes

Action
VB to add to March Full Council Agenda

11. To agree the need for a communications, advertising and promotions officer with the aim of increasing publicity and bookings of the pavilion and playing field; also to seek funding opportunities
All agreed this was a good idea; to be decided upon at the PFC AGM in April

Action
VB to add to PFC AGM in April 2023

12. Football field update
SRB reported there was no update; she has the contact details of who she needs to speak with

13. Grass cutting update
Grass cutting will resume in Spring 2023 by IK and Tim

14. Cricket Club update
VB confirmed all money invoiced for has been paid

15. Fixed assets list
VB, SRB and IK need to review the fixed asset list

Action
IK and SRB to arrange a review of the fixed asset list

16. PFC risk reduction checklist
Covered during discussion on the park

17. Busy Bees update
LR thanked IK for the window and said it had changed the feel of the pavilion for the better

18. Update on noticeboard
No update

19. Pavilion heating
IK noticed the boiler was not getting hot enough; IK would like to book an engineer to service the boiler. KS would rather VB did it.

Action
IK to book a boiler engineer who will give a safety certificate to VB

20. A.O.B.
IK asked for opinions on the posters he made for the 'Promise Auction' in April. Lots of suggestions put forward which IK will incorporate.

LD and IK need to get prices, as per the previous minutes, on replacement parts for the park.

LR reported that LD is now on the Busy Bees committee.

21. Close of meeting

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Next meeting date: Ordinary meeting and AGM: Tuesday 4th April 2023

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