Oldbury on Severn Parish Council

Minutes of an Ordinary Playing Fields Committee Meeting held on Tuesday 5th April 2022 at 7.30pm at The Pavilion, Westmarsh Lane, Oldbury on Severn, BS35 1QD and via Zoom

Present at the pavilion: Chairman Ian Knapp, Cllr Keith Sullivan, Cllr Sheila Bedford, Cllr Matthew Riddle, Gerald Porter, Charlie Keedwell, Toby Summerfield and Laura Day

Present on Zoom video link: Ameila Sorrell and Lisa Riddle

1. Accept Apologies for absence
Apologies received from Glynn Poole

Absent without apology: Mike Pheysey and Chris Fairhead

2. Receive Declarations of Interest in items on the agenda
None received

3. Approval of minutes of the previous meeting held on 18/01/2021
Proposed SRB, seconded MR; unanimously approved

4. Public Forum
No issues raised

5. Chairs Report
IK had previously given his Chairs report in the AGM; IK was thanked again for his work on the pavilion and PFC

6. To decide upon whether to support the following suggestions from the working party held 15/03/2022 regarding pavilion improvements (paper 2) including:

a) Tarmacking a path to the pavilion entrance
IK will get two more quotes; expected to be around £1360 plus VAT) for tarmacking; the preparation which will cost a few more hundred pounds additionally.
KS and IK agreed to ask Oldbury on Severn Parish Council to fund the tarmacking and associated works. SRB felt this would make the pavilion a more appealing venue to hire as well as making it disabled and buggy friendly.

Action
Add to May 2022 OPC Full Council agenda; ask OPC to fund 6a.

b) Sky lights to be covered over and insulated once the new window is installed
Agreed for PFC to pay from the reserve for one window; all agreed for window to have a white frame.

Due to health concerns AS left Zoom at 19.56

Skylights being insulated and blocked in will cost around £70 each. IK suggested also using PFC budget for this; all agreed.
KS suggested OPC pay for an additional window should PFC wish after the first has been installed

Action
Add to May 2022 OPC Full Council agenda; ask OPC to fund 6b

c) To pay for the repairs to guttering
IK reported main issue is debris filling up gutter so suggested a French drain as it is tidier and less maintenance. Jeff Tuck can do this for around £400.00. PFC committee all in favour; would like OPC to fund; if not it will come from PFC reserves

Action
Add to May 2022 OPC Full Council agenda; ask OPC to fund 6c

d) A new entrance door into the pavilion
IK suggested a new disabled friendly semi opaque entrance door; white semi glazed to match new window at a cost of around £854.00. Would bring light into the hallway. Gerald Porter asked whether it would have a bar inside to make it compliant with Fire Safety regulations; IK will contact Building Control for advice. SRB asked IK for a drawing of the door.

Action
IK to check fire safety requirements for new door/ Ask OPC to fund new door KS to produce a sketch of the new door

7. IK would like the support of the PFC in asking Oldbury on Severn Parish Council to fund the tarmacking and new disabled access (if agreed in item 6a)
Covered in discussions above

8. Children's play area and equipment update
IK to speak with MP and get an update on this

9. Football field update
SRB and MR suggested looking at improvements to the field in Autumn/ Winter. MR suggested the Kington landscaper who is working on St Arilda's to look at Lorna Day's design. CK warned all that the field gets very wet. MR said someone would likely need to be employed to cut/ manage the area so an annual cost of ongoing maintenance needs to be considered.

10. Grass cutting update
IK has being doing the grass cutting. TS repoted the Cricket Club have been looking at Voyce Pullins auctions for suitable cutters; Cricket Club are exploring options.

Action
Cricket Club to sort out grass cutting machinery and begin mowing as soon as possible

11. Cricket Club update
Covered above; nothing further to add

12. Queens Jubilee update
MR updated all on plans for the jubilee

13. Fixed assets list
VB shared fixed assets list; IK reported a new bench needs to be added in June 2022; IK and VB to liaise when this needs adding.

14. PFC risk reduction checklist; to receive report from Chris Fairhead and Mike Pheysey
LR reported they had been but no report has yet been received

15. Busy Bees update
LR said there was nothing to update

16. Update on noticeboard
IK offered to clean the noticeboard and add a latch. New lettering has been done.

17. Pavilion heating
IK gave KS paperwork on commissioning; KS will set up a service contract

Action
KS to organise a service contract

18. Financial summary
Covered in AGM earlier this evening; no further comments

19. To inform committee that the meeting dates are suggested to be the following for 2022 (all to start at 7pm at the pavilion and on Zoom)

June 21st 2022
October 18th 2022

All agreed to new dates

Action
VB to amend PFC meeting dates on Community Calendar on website and noticeboards.

20. A.O.B.
None

21. Close of meeting: 20.40