Oldbury on Severn
Parish Council

Clerk/RFO: Mrs Victoria Bailey
88 Badger Road
Thornbury
South Gloucestershire
BS35 1AD
Tel. 07922807405
oldburyonsevernpc@gmail.com
www.oldburyonsevern.uk

Minutes of the Meeting of the Playing Fields Committee held on Tuesday 18th January 2022 at 7.00pm at The Pavilion, Westmarsh Lane, Oldbury on Severn, BS35 1QD and accessed via Zoom

Present at the Pavilion: Chair Ian Knapp, Cllr Sheila Bedford, Cllr Matthew Riddle, Chris Fairhead, Gerald Porter, Charlie Keedwell, Lisa Riddle, Mike Pheysey, Penny Porter, Amelia Sorrell.

Present on Zoom: Glynn Poole and Toby Summerfield

1. To accept apologies for absence
Apologies received from Cllr Keith Sullivan

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

3. Approval of minutes of the previous meeting held on 18/11/2021
All in favour

4. Public Forum
Penny Porter reported that she and others who use the building were not informed when dog training ceased at the pavilion and would like to have been notified.

5. Chairs Report
IK thanked all the volunteers who helped at the recent working party and IK was in turn thanked by the committee.

6. Pavilion improvements including:
a) Approval of PFC for a new window to be installed
b) Sky lights
c) Repair to guttering
d) Fence to hedge road side of pavilion

SRB began by reading her proposal for improvements to the pavilion and presented Lorna Page's artistic impression of how the playing field could be improved. IK asked if the committee agreed with SRB's proposals; CF stated it captured the essence of what they

hoped to achieve and would like to see it actioned. IK asked the PFC if they would like SRB's proposal to put it forward; proposed CF; seconded SRB.

a) Approval of PFC for a new window to be installed
New window; SRB explained the survey needed to be looked at in detail before deciding on whether to install a new window. SRB suggested inviting Parish Councillors to decide on how to move this forward.
Debate on this; MR reported that some Councillors wanted to discuss the future of the pavilion as they are asking questions about the long term viability. MR suggested organising a meeting of all Parish Councillors to inspect the building, with reference to the items in the survey, before the Full Council meeting on 1st March 2022. MR added that the Pavilion is very different from the Memorial Hall and the aim is not to have two the same; IK said there is room for two community buildings in the Parish and referenced the importance of Busy Bees.

Action
Oldbury on Severn Parish Council Councillors to meet to inspect the Pavilion prior to the next Full Council meeting

b) Sky lights
IK hopes to re-pane the glass in the skylights

c) Repair to guttering
IK is planning to repair the guttering

d) Fence to hedge road side of pavilion
A fence between the road and Pavilion to be installed to enclose play area by IK.

SRB asked IK to recirculate an email with the breakdown of every cost in.

Action
IK to circulate email containing all the above costings

7. Children's play area and equipment update
No update

8. Football field update
No update

9. Grass cutting update

No update

10. Cricket Club update
Toby Summerfield informed the PFC that the Cricket Club will take ownership of grass cutting on the Football field and at the Cricket Club are purchasing suitable equipment. IK thank TS.

11. Queens Jubilee update
MR listed a variety of activities planned including:

- Kings and Queens Jubilee trail through the Parish
- Card competition (Busy Bee's and school)
- Plans to give every child in the Parish a Jubilee coin (estimated to be 70-80 children)
- Flower Festival
- Live streaming of the lighting of the beacon
- Big Jubilee Lunch at the playing fields to include a vintage car show, dog show, tractors, brick making demonstration, BBQ, bouncy castle, fancy dress, face painting, skittles, a bar, band, possibly a Busy Bee's demonstration, possibly afternoon tea in the cricket club, a competition to make a pudding 'fit for a Queen.'

PFC discussed donating a commemorative picnic bench to the playing fields and a short service to dedicate it for the Jubilee.

The Sailing Club may hire chairs from the PFC; IK to liaise with the Sailing Club.

IK reported a tree would be planted this Friday at the playing fields in dedication to the Queen's Jubilee.

12. Fixed assets list (paper 3)
VB had printed copies for discussion; PFC advised of changes needed to be made.

Action
VB to update Fixed Assets list

13. PFC risk reduction checklist; to receive report from Chris Fairhead and Mike Pheysey
This was not done; MP and CF to decide upon a date and carry this out.

Action
CF and MP to have this complete for the next PFC meeting on 5th April 2022

14. Busy Bees update
Lisa Riddle reported all was going well at Busy Bee's.

15. Busy Bees rental agreement
Approved by PFC

16. Update on noticeboard
No update; IK suggested a poster advising of the Queen's Jubilee celebrations; it was agreed this was a good idea. VB will laminate anything needed if sent to her.

17. Pavilion heating
No update

18. Financial summary:

Payments made between 28/10/21 and 12/01/2022:

Description	Date	Cost
Water supply	01/11/2021	£79.50
Bristol Fire safety check	02/11/2021	£227.34
Southwest House Surveys Pavilion Survey	02/11/2021	£600.00
N-Power	07/11/2021	£38.00
Elite Cleaning Services	11/11/2021	£227.46
Water supply	01/12/2021	£79.50
Elite Cleaning Services	06/12/2021	£239.40
N-Power	07/12/2021	£38.00
		Total: 1529.20

Financial summary of payments received and approved by PFC

Receipts from between 28/10/2021 and 12/01/2021:

Description	Date	Cost
Hire (£40 dog training)	28/10/21	£40.00
Busy Bees Rent	01/11/2021	£283.33
Busy Bees Rent	01/12/2021	£283.33
		Total: £606.66

Financial summary of receipts received and approved by PFC

19. PFC Budget 2022 – 2023
PFC all in favour of 2022- 2023 budget.

IK has sent VB a copy of the water metre readings; VB thanked him for this. CF offered to help VB work out what the Cricket Club charge ought to be for water and electricity which VB appreciated. MP suggested getting a water metre installed.

Action
VB and CF to meet to go through Cricket Club service charges

IK reported that Oldbury on Severn Parish Council will subsidise PFC by £3,000 per year. Proposed IK; seconded CF.

20. To inform that OPC have agreed for the Pavilion to register a postal address;
a) To agree all post sent to Busy Bee's will be addressed 'Care of the Pavilion' as decided at OPC Full Council 04/01/2021
b) To change all correspondence on the Charity Commission website to 'Care of Pavilion' as voted on 04/01/2021 at the Full Council meeting.

IK informed all of these requirements; LR will action.

21. A.O.B.

SRB suggested VB as Clerk to the Council has a set of keys for the Pavilion in case of an emergency; this was agreed by the committee.

Action
VB to have keys to pavilion

Gerald Porter voiced concern over encouraging visitors by developing the playing fields; IK explained it would benefit the village.

IK felt part of SRB's proposal for the playing fields ought to include disabled access to the pavilion and a ramp to the front door.

IK would like a committee member of PFC to be designated to promoting the use of the sports area. There were no volunteers; possibly add to April's agaenda.

IK would like to agree a colour scheme for the pavilion; not decided in this meeting.

VB passed on Cllr Keith Sullivan's concern regarding sanitary disposal at the pavilion; LR reported nappies are collected by SGC and all other rubbish she personally disposes off. SRB said she will meet with KS tomorrow to discuss the cleaning of the pavilion; IK assured PFC that LR would have suitable training.

Action
SRB to discuss the requirements involved in the cleaning of pavilion with KS

22. Close of meeting 8.40PM

Time and date of next meeting: 7.00pm Tuesday 5th April 2022 at the pavilion and via Zoom (details will be published in agenda)