OLDBURY ON SEVERN PARISH COUNCIL
PLAYING FIELDS COMMITTEE

Minutes of Committee Meeting held on 11th July 2019 at 7.30pm,
The Pavilion, Westmarsh Lane, Oldbury-on-Severn

PRESENT

Committee Members: Mike Pheysey (Secretary), Jon Stephens (Treasurer), Cllr Keith Sullivan, Denise Young.

38/19 To accept Apologies for absence

None.

39/19 To Receive Declarations of Interest in Items on the Agenda

None.

40/19 Public Forum

None.

41/19 Approval of the previous minutes

The AGM minutes of the 4th April 2019 were approved by the committee and signed by the chairman. Cllr Keith Sullivan proposed, Jon Stephen seconded, all agreed.

The committee minutes of the 4th April 2019 were approved by the committee and signed by the chairman. Jon Stephen proposed, Cllr Keith Sullivan seconded, all agreed.

42/19 Children's play area & equipment

The swing parts will be ordered soon. ***Action carried forward: Mike Pheysey***

The picnic bench within the play area has a broken leg, Ian Knapp volunteered to repair it. ***Action carried forward, Ian Knapp.***

A copy of the RoSPA report has been received and given to the secretary to be kept with the minutes. This report needs to be review and any finding reported back to the committee at the next meeting. ***Action Chris Fairhead and Mike Pheysey***

Post meeting note; a summary of the report is included in Appendix A.

43/19 Football Field

Nothing to report.

44/19 Grass Cutting

There was some dissatisfaction expressed as to the effectiveness of the grass cutting. Apparently there was at least one occasion where Ian Knapp had to do it again.

45/19 Fixed asset list

Nothing to report.

46/19 PFC risk reduction checklist

The secretary volunteered to go through the fixed asset list and submit report to committee before the next meeting as to the condition of the playing field items. Chris Fairhead volunteered to help. ***Action carried forward Chris Fairhead and Mike Pheysey***

47/19 Busy Bees

Denise Young reported that she has re-seeded the area around the old swings. She also reported that Busy Bees are getting the area beside the Pavilion re-turfed.

48/19 Pavilion heating

The pavilion heating sub-committee couldn't agree on the type of heating system for the Pavilion so the decision was passed up to the parish council which was meeting shortly afterwards. On Tuesday 2nd July the Parish Council voted 4:1 for an LPG fired wet heating system in preference over an oil fired wet system.

PFC members Ian Knapp, Cllr Keith Sullivan, Mike Pheysey and Denise Young met with the heating contractor to discuss installation details such as positions of radiators and pipe runs.

Cllr Keith Sullivan said that he needed a quote for insulating the walls on which the radiators are to be fitted as this needed to be done before the heating system is installed. ***Action Ian Knapp.***

Cllr Keith Sullivan has received a quote for £6,800 to insulate the roof. The committee decided not to pursue this as it would take ~20 years to get a return on a projected saving of 50% on heating running costs which was felt to be unrealistically optimistic.

49/19 Financial summary

Jon Stephens submitted a financial report, see Appendix B for a copy. The current account balance stood at £18,114.72 on 2nd July 2019.

Denise Young reported that she had received £86.00 for Pavilion bookings.

07.05.19	Liz Nichols	Cheque No. 000104	£24.00
04.06.19	Liz Nichols	Cheque No. 000107	£24.00
14.06.19	Mrs. Conibere	Cheque No. 001359	£20.00
03.07.19	Liz Nichols	Cheque No. 000109	£18.00
			£86.00

Jon Stevens stepped down from the committee.

50/19 A.O.B.

Denise Young stated that she had had a phone call from Bristol Fire saying that they wished to carry out an inspection of the fire extinguishers at 10.30am 26th July 2019.

The tap in the outside toilet still appears not to work. ***Action Ian Knapp.***

Deckers' Air Hockey table has been left in the store room. Ian Knapp said he would have a word with Andrew Gazard about its removal. ***Action carried forward: Ian Knapp.***

51/19 Close of meeting

The secretary confirmed that the next meeting will be at 7:30pm on Thursday 3rd October 2019. The Chairperson closed the meeting at 9.01pm.

Signed by Chairperson: _____

Appendix A – Summary of RoSPA Safety Inspection Report – 10 June 2019

Item	Innate/Actual risk level	Remedial tasks (with current risk level)
Fencing	3 / 5	Some wooden fencing needs repair – low risk.
Gates – Pedestrian	4 / 5	Entrapment risk on sides of gate, ensure at least 12mm spacing on all sides – low risk.
Litter bin	3 / 3	No remedial tasks
Bench	3 / 4	Leg broken, needs repair – low risk.
Signage – Info	2 / 7	Not all the minimum information is provided in an easily conspicuous form – low risk.
Multiplay	8 / 8	Some plastic nut cover caps were missing – low risk.
Carousel – Pole	4 / 4	No remedial tasks
Swing – Mixed	6 / 8	The supporting components should be dismantled and inspected according to the manufacturer's instructions – medium risk.
Rocker- Seesaw	4 / 4	No remedial tasks
Rocker – Seat	4 / 4	No remedial tasks
Carousel – Flush	4 / 4	Shrinkage / separation of the surface may give a trip hazard – very low risk.
Rocker – Bike	4 / 4	Handlebar nut cover caps missing – very low risk. One of the foot pegs is bent – very low risk. Spring has corrosion – very low risk.
Carousel – Red	4 / 4	Loose in ground – very low risk. Doesn't rotate – very low risk
Slide	5 / 6	Item and surface not compliant with EN 1176-1:2017 and EN 1176-3:2017 Some fixtures loose or missing – very low risk. Item has corrosion – low risk. Risk of head entrapment – low risk Protruding bolt threads – low risk
Skate – Half pipe	**13 / 13**	Item and surface not compliant with EN 14974:2019 Ground erosion is present – low risk. Guard rail is bent – very low risk. Concrete sections are misaligned – medium risk. Barriers should be 1200mm high – low risk. No signage to EN14974 – medium risk.
Goal posts	8 / 8	Westmarsh Lane end posts has corrosion – low risk. Cricket club end posts – has corrosion – medium risk.
MUGA	8 / 8	Locked so was not inspected.

Risk scores	1-7	Low risk, considered to be tolerable where this is the innate risk of the item.
	8-12	Medium risk, some control measures may be identified to reduce the risks to low, tolerable levels.
	13-	**High risk, urgent action is considered to be necessary to reduce the risks to tolerable level.**

Appendix B – Treasurer's Report – July 2019

Oldbury on Severn Playing Fields Committee
Summary of Accounts for OPFC July Meeting
Meeting date 04/07/19 - Accounts as of 02/07/19

Financial Summary
Current Account £18114.72
Deposit Account £32.72

Payments – Current Account
Elite Hygiene services – June payment outstanding
Boiler Service paid
ROSPA Playsafety – play equipment safety check
Complete Weed Control

Cash
£190.00 Hall hire - awaiting bank deposit

Outstanding
Elite Hygiene Services
Complete Wed Control - grass cutting 2 weekly cut frequency

Receipts
None

Building Society Statement
Balance @ 02/07/19 - £10265.64

Transactions
None

Authorisations
Oil, grass cutting & cleaning as required

Signatures for cheques
As per above as required.

AOB

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

Reminder we are still looking for a treasurer for the playing fields.