

OLDBURY ON SEVERN PARISH COUNCIL
PLAYING FIELDS COMMITTEE

Minutes of Committee Meeting held on 8th October 2020 at 7.30pm,
The Pavilion, Westmarsh Lane, Oldbury-on-Severn
and Zoom meeting ID: 865 3775 2468

PRESENT

Committee Members: Chris Fairhead, Charlie Keedwell, Ian Knapp (Chairperson), Emma Pattullo, Mike Pheysey (Secretary), Gerald Porter, and Cllr. Keith Sullivan.

27/20 To accept Apologies for absence

Glynn Poole and Denise Young.

28/20 To Receive Declarations of Interest in Items on the Agenda

None.

29/20 Public Forum

None.

30/20 Approval of the previous minutes

The committee minutes of the 2nd July 2020 were approved by the committee and signed by the chairman. Mike Pheysey proposed, Charlie Keedwell seconded, all agreed.

31/20 Children's play area & equipment

Ian Knapp reported that the new toddler swing seats were in his possession but have not yet been fitted to the old swings as the shackles at the top of the chains are showing signs of wear and need replacing. The committee felt that the other old swings should be inspected and replacement parts ordered. Mike Pheysey and Ian Knapp agreed to meet this coming Saturday (10th) to inspect the swings. **Action: Mike Pheysey and Ian Knapp.**

Mike Pheysey read out a letter received from the Busy Bees Committee. In summary, it was a request for the removal of both sets of older swings so that they could create a garden as part of their educational delivery to the Busy Bees children. Cllr. Keith Sullivan proposed that the committee meet on site with Busy Bees and hear their proposal in detail, seconded Ian Knapp, all agreed. **Action: Mike Pheysey to arrange.**

Emma Pattullo informed the committee that she had received an invoice from RoSPA for the inspection of the children's play equipment but had not seen a copy of the report. The chairperson asked the secretary to check with Jon Stevens if he has the report as he used to receive them. **Action Mike Pheysey.**

It was noted that the metal shed that used to reside at the western end of the pavilion has been replaced by a wooden shed. Nobody on the committee knew anything about this change and it was suggested that the secretary ask Busy Bees if they know anything about it. **Action: Mike Pheysey.**

32/20 Football field

Nothing to report.

33/20 Grass cutting

Charlie Keedwell reported that the grass appears to be good order.

There was some discussion over a new 12' gate that has appeared at the end of the "green lane" that runs behind the two properties immediately to the east of the playing fields. It was agreed to have a working party on Saturday 10th at 9am to inspect the swings and this new gate. *Action: all.*

34/20 Fixed asses list

No progress

35/20 PFC risk reduction checklist

No progress

36/20 Busy Bees

Denise Young requested that the water temperature be turned down a little. *Action Ian Knapp.*

37/20 Pavilion heating

Cllr. Keith Sullivan said that he would contact the heating system installer for an annual inspection and service. *Action Cllr. Keith Sullivan.*

38/20 Budget and financial summary

Emma Pattullo said that the Covid-19 situation had not done the PFC's finances any good. The main income from Busy Bees had been significantly reduced although this is slightly offset by reduced running costs. The new swing seats and chains for the old swings were an unexpected expense. The higher than expected water bill was put down to the cricket club using a sprinkler to water a reseeded area. Cllr. Keith Sullivan suggested that the water meters be read during the working party on Saturday and the cost duly apportioned. *Action: Ian Knapp.*

39/20 Any Other Business

Cllr Keith Sullivan was concerned that the fire exit on the west side of the pavilion exited into an external covered space bounded by gates that were either padlocked or tied closed with rope. The committee agreed to investigate during the working party on Saturday.

Nobody on the committee had heard any feedback (good or bad) regarding the tennis nets left up over the summer period. After some discussion, it was decided to inspect their condition on Saturday and then make a final decision as to leaving none, one or both nets up over the winter. If at least one of the nets is taken down, the 5-a-side football goals could be brought back in from the lower field.

Sue, Mike and Ian Knapp would like to donate to the playing fields some kind of memorial to their late father, Alan, who contributed so much to the playing fields over many decades. The committee were unanimously in favour and the final decision and location choice was to be left to Saturday's working party.

Ian Knapp thanked Emma Pattullo for acting as the committee's treasurer and wished her well now that she was stepping down as clerk to the parish council.

40/20 Close of meeting

The secretary confirmed that the next meeting will be at 7:30pm on Thursday 7th January 2021. The Chairperson closed the meeting at 8.42pm.

Signed by Chairperson: _____

Appendix A - Financial report to PFC meeting of 8th October

1. Budget report for the year to date

Code	Item	Receipts		Payments		Variance
		Budget	Actual	Budget	Actual	
21	Income from hire	£ 4,150.00	£ 1,416.65	£ -	£ -	-£ 2,733.35
22	PFC Utilities & fuel	£ 200.00	£ 253.73	£ 2,618.00	£ 391.84	£ 2,279.89
23	PFC Maintenance & Cleaning	£ -	£ -	£ 4,630.00	£1,211.96	£ 3,418.04
24	Safety Checks	£ -	£ -	£ 691.00	£ 186.00	£ 505.00
25	Asset purchase PFC	£ -	£ -	£ -	£ 314.65	-£ 314.65
28	PFC special reserve	£ -	£ -	£ -	£ -	£ -
	<i>Totals</i>	<i>£ 1,670.38</i>	<i>£ 7,939.00</i>	<i>£ 2,104.45</i>	<i>£3,154.93</i>	

The main deviations from budget as loss of income due to the Pavilion being closed over lockdown, and lower spend on utilities and fuel for the same reason.

The direct debit payment to Water2Business will increase significantly from the coming month, from £11 to £41 per month. This is due to a large bill (>£400) received for the summer period, when I understand that the cricket club were using sprinklers to water new grass. The committee may wish to negotiate with the cricket club to determine if there should be any change in the usual 1/3 recharge agreement for utility costs to cover part of this charge.

The only significant spend outside budget was for the two new swing seats @ £314.65.

2. Reserves balance

The playing fields special reserve currently holds £10,278. There has been no spend from this reserve in the current year.

Appendix B – Post meeting note covering the working party on Saturday 10th 2020

Summary of actions for and decisions by the working party

- Seats and chains of the old swings. All eight top shackles from the four old swings and both pairs of chains for the larger of the old swings need replacing. **Action Mike Pheysey.**
- Disappearance of the metal shed. There is no sign of the metal shed and in its place is a new wooden shed. If it is the Busy Bees then they'll either need 3rd party insurance or donate it to the playing fields so it can be put on the parish asset register and covered by the parish insurance. **Action Mike Pheysey to discuss with Busy Bees.**
- Gates surrounding the pavilion's covered external area. It was proposed that the chairperson and secretary meet with Busy Bees to discuss the pavilion's fire exit and their proposal for replacing the old swings with a garden. **Action Mike Pheysey to arrange.**
- New gate on the lower field. It seems to have been erected as part of South Gloucestershire Council's drainage improvement works. By using a gate, the deepened rhyne that lies beyond the gate did not need to be fenced. It is a 12' gate so will not prevent the committee from maintaining the "green lane" beyond.
- Read the water meters. The main playing fields meter reading was 3632.574m³ and the cricket club's meter read 0153.4m³.
- Tennis nets and 5-a-side goals. It was agreed to take down the better condition tennis net, leaving the other on in place for the winter. The 5-a-side football goals were moved into the MUGA.
- Location for the Alan Knapp memorial. As the playing fields already has a number of benches and only one picnic table (which coincidentally was being used by a young family during the working party), the committee agreed that the Alan Knapp memorial should be a picnic bench placed in the open area immediately to the east of the new children's play equipment, overlooking the MUGA which Alan helped to create.