

# BARROWBY PARISH COUNCIL

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## MINUTES OF THE BARROWBY PAVILION COMMITTEE MEETING HELD ON THURSDAY 14th JULY 2022 AT THE SPORTS PAVILION, BARROWBY

PUBLIC FORUM (6.45pm): Mr Handley and Mr Pearce joined the meeting representing the Cricket Club. There were no other members of the public present.

MEETING OPENED: 7.00pm

### 1. ELECTION OF A NEW CHAIRMAN (22/001)

- 1.1. Following the resignation of Ex-Councillor Inglis, Councillor Tim Lees was nominated by Councillor Cupit and seconded by Mr Blackwell as the new Chairman of the Pavilion Committee. Councillor Lees accepted.

### 2. ELECTION OF NEW COMMITTEE MEMBERS (22/002)

- 2.1. Two new members were elected: Mrs Tracey Hooper, representing the Pre-School was proposed by Councillor Cupit and seconded by Councillor Lees. Mr Tim Clayton, representing the Football Club, was proposed by Councillor Lees, and seconded by Mr Blackwell. The Committee approved the new members who have accepted.

### 3. WELCOME REMARKS BY THE CHAIRMAN (22/003)

- 3.1. The Chairman welcomed members to the meeting and thanked ex-Councillor Inglis for his hard work and support to the Committee over the years. Those in attendance: Councillor Lees, Councillor Cupit, Mr Blackwell, Mrs Hooper, Mr Clayton, and Assistant Clerk Mrs Dring.

### 4. APOLOGIES FOR ABSENCE & REASONS GIVEN (22/004)

- 4.1. Apologies were received and accepted for Mr Milne and Mr Hardy.

### 5. TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION IN ACCORDANCE WITH THE LOCALISM ACT 2011 (22/005)

- 5.1. None received.

### 6. APPROVAL OF MINUTES (22/006)

- 6.1. Notes of the Pavilion Committee meeting held on 4th May 2022, having been proposed by Councillor Lees and seconded by Mr Blackwell, they were agreed to be a true and accurate record, and were approved by the Committee.

### 7. CLERK'S REPORT (22/007)

- 7.1. The contents of the Clerk's Report with regards to actions from previous minutes were noted.
- 7.2. Councillor Lees received a competitive quote for the new kitchen, due to a price increase of £500 due on 1 July 2022, Councillor Lees emailed the Parish Council for approval, which was granted. The order has been submitted and will be delivered and fitted in August. The Committee formerly agreed the Purchase. There were significant changes to the original plan, including restructuring work, leading to 2 parts in the contract: to extend the original kitchen by knocking down the adjacent wall, and fitting the new units and accessories. Due to the refurbishment work, the kitchen will be out of use for most of the 6-week school holiday period, a concern was raised around the possible impact to Cricket fixtures, but as toilet facilities and water supplies are still available, disruption will be minimal. The impact of the changes were

explained to Mrs Hooper, representing the Pre-School. There were some concerns that the new door to the kitchen will be further down the corridor, impacting the children's play area in the corridor. It was agreed that final changes that have no impact to costs can be finalised before the refurbishment starts. There are no plans to remove the existing outside tap.

**Action:** Clerk to circulate the Kitchen plan to all members with the meeting minutes.

- 7.3. There will be 2 Storage Containers erected outside the Pavilion, a 40 ft. container to be used and purchased by the Football Club and a 20 ft. container used and purchased by the Parish Council. Councillor Lees circulated the location plan to members, who agreed. It was noted that the purchase of the Football storage container will be secured by a Grant. The Parish Council has a preferred supplier, and the preference would be to purchase from the same supplier, so the containers will be delivered together, with invoicing arranged separately. Mr Clarke is overseeing the Management of the Project on behalf of the Football Club and Mr Clayton will be submitting the grants on behalf of the Football Club. Concerns were raised regarding the possibility of children climbing on the containers, this will be mitigated by plans to plant hedges around it.

**Action:** Mr Clayton will speak to Mr Clarke (Football Club Secretary) to arrange a General meeting between the Football Club and the Parish Council to agree a contractor, costs, delivery dates, and groundwork required before the delivery, attendees will be Mr Clayton, Mr Clarke (Representing the Football Club), Councillor Cupit and Councillor Lees from the Parish Council.

- 7.4. Annual Maintenance requirements were discussed.

- 7.4.1. Trees and Hedges: The annual maintenance plan includes management of the perimeter hedges and tress.

**Action:** Assistant Clerk to check documents with the Parish Clerk to confirm which hedges are the Pavilion's responsibility.

**Action:** Assistant Clerk to write to residents surrounding Pavilion Low fields, asking them to maintain their hedges.

- 7.4.2. Dug outs – The Committee agreed that there were no objections to the Cricket Club painting them white. The Dugouts need general maintenance and repair. Mr Clayton agreed that the Football Club will contribute towards the cost if necessary.

**Action:** Assistant Clerk to contact Mr Milne to scope the requirements for the repairs, including a more robust roof.

**Action:** Assistant Clerk to source a contractor to do the work and ensure associated costs are aligned to the Business plan.

- 7.4.3. Fencing – the Brown picket fence is owned by the Pavilion, it needs the rotten posts replaced, painted white, and a removable section installed. The blue fence is owned by the Pre-School, who will pay for the fence to be raised by 1 ft.

**Action:** Councillor Lees to meet Louise from the Pre-School to review the requirements with her.

**Action:** Assistant Clerk to contact a supplier / Fencer and arrange a consultation with Mr Pearce to ensure the fencing requirements are clear before obtaining a quote.

- 7.4.4. Rubber road Chippings - need replacing on the access road on Low fields, there are some chippings in storage.

**Action:** Councillor Lees to check the number of chippings available and inform the Assistant Clerk if additional supplies need ordering.

**Action:** Assistant Clerk to confirm Mr John Wise's offer to assist with the task to top up the road with chippings with Councillor Lees.

- 7.4.5. Carpark surface repairs – The Committee discussed options for widening the carpark by pushing the verges back and investigate options for marking parking places on the gravel surface. There is Pavilion budget to re-gravel the parking areas, but further improvements need to be approved.

**Action:** Mr Clayton will make enquiries with the Football Club to improve the car park and investigate any available funding.

- 7.4.6. Replacement of hip tiles and roof Repairs – Requirements need confirming.

**Action:** Mr. Blackwell and Councillor Lees to inspect the roof to determine requirements.

- 7.4.7. Decoration - The Assistant clerk has spoken to a Contractor who will inspect the Pavilion and provide recommendations once the kitchen has been completed.

## 8. USER GROUP' REPORTS (22/008)

- 8.1. The minor works and defects spreadsheet has been handed over to the Assistant Clerk. Minor works reported were blocked toilets, replacement lights and damaged signage. **Action:** Assistant clerk to confirm with Mr John wise his offer to help with the minor works for the Pavilion.
- 8.2. Update from the Football Club: The season returns on 20th August with a total of 287 members, including a new Girls Football team. The Club is growing well and have a Community Development Plan.  
**Action:** Mr Clayton to ask Mr Clarke to send the Development plan to Assistant Clerk.
- 8.3. Update from the Cricket Club: The Club is growing well with 30 members, there is an aspiration for fund raising to expand the Club further and improve the grounds, with grants being investigated by the Club.
- 8.3.1. Scoreboard repairs were discussed, and further improvements have been identified.  
**Action:** Mr Pearce will identify requirements with contractor and provide a quote to the Assistant Clerk.
- 8.3.2. Cricket balls are being lost in Undergrowth on the perimeters.  
**Action:** Assistant Clerk to get a quote to trim back the undergrowth around the hedges on the North and West side of the cricket ground, strimming back the area of undergrowth 1.5m from the existing edge of maintained grass.
- 8.3.3. The sign at the access to the Pavilion Low fields needs to include acknowledgement of the Cricket Club.  
**Action:** Mr. Handley to provide the Assistant Clerk with the wording, and new signage will be reviewed.
- 8.4. Hiring the Pavilion – consideration was given to provide the use of the facilities more widely. There was a consensus to investigate the feasibility, including nominated persons to be accountable during hiring periods.  
**Action:** Assistant Clerk to discuss with Parish Clerk, and place on Agenda for the next meeting
- 8.5. Mowers – it was confirmed by Councillor Lees that maintenance of the mowers is the owner's responsibility.
- 8.6. Community Fund Grant Application – Additional funding may be available to cover the kitchen.  
**Action:** Assistant Clerk to discuss with the Parish Clerk.
- 8.7. Members agreed that additional cleaning of the changing rooms during the football season will be required periodically.  
**Action:** Assistant Clerk to confirm with Parish Clerk if an adjustment is needed to the existing cleaning contract.
- 8.8. It was discussed that Pavilion facilities could be used for some village events.  
**Action:** Assistant Clerk to add to the agenda in the next meeting for further discussion.
- 8.9. The List of key holders needs updating with the individual's names who have been provided Pavilion and barrier keys.  
**Action:** Assistant Clerk will obtain a list of key holders from Football, Cricket, and Pre-School representatives.
- 8.10. The environmental health Department from SKDC will need to be engaged with regarding the new kitchen facilities.  
**Action:** The Assistant Clerk will contact them explaining the plan for the new kitchen facilities and invite them to visit the Pavilion once kitchen refurbishments are completed.
- 8.11. There are improvements to be considered to the carpark.  
**Action:** Assistant Clerk to add to next meeting agenda for discussion.

## 9. FINANCES (22/009)

- 9.1. **Action:** Assistant Clerk to attach update of allocated budget to date to the meeting minutes.

## 10. DATE OF NEXT MEETING (22/010)

- 10.1. Thursday 22 September 2022 18.45. The meeting closed at 21.30