

BARROWBY PARISH COUNCIL

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MINUTES OF THE BARROWBY PAVILION COMMITTEE MEETING HELD ON WEDNESDAY 31ST JANUARY 2024 AT THE SPORTS PAVILION, BARROWBY

PUBLIC FORUM (6.45pm): There were no members of the public in attendance.

MEETING OPENED: 6.45pm

1. WELCOME REMARKS BY THE CHAIRMAN (23/037)

- 1.1. The Chairman, Councillor Tim Lees welcomed members to the meeting. Those in attendance: Councillor Lees, Councillor Anna McConnell-Good, Mr Trevor Milne, Mrs Rajitha Saleem and Assistant Clerk, Mrs Dring.

2. APOLOGIES FOR ABSENCE & REASONS GIVEN (23/038)

- 2.1. Apologies were received from Councillor Rorie Beswick-Parsons, Mrs. Tracey Hooper, Mr. Dave Pearce.

3. TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION IN ACCORDANCE WITH THE LOCALISM ACT 2011 (23/039)

- 3.1. None received.

4. APPROVAL OF MINUTES (23/040)

- 4.1. Minutes of the Pavilion Committee meeting held on 15th November 2023 were agreed by the Committee to be a true and accurate record.

5. ASSISTANT CLERK'S REPORT (23/041)

- 5.1. The contents of the Assistant Clerk's Report with regards to actions from previous minutes were noted.

6. USER GROUP' REPORTS (23/042)

- 6.1. The minor works and defects spreadsheet was reviewed, records have been updated with repairs carried out since the last meeting and progress on outstanding repairs. **Action:** Assistant Clerk to contact the Clerk regarding the broken BT manhole at the entrance to the path from Low Road to Low fields. **Action:** Councillor Lees to contact District Council regarding the requirement to remove the grass mound and gravel the entrance in this area. There is possibly a new roof leak in Changing room 2 which needs checking. **Action:** Assistant Clerk to follow up with Roofer if more work is required. The heating thermostat needs checking to ensure the Pavilion heating is as efficient as possible. **Action:** Assistant clerk to contact Gas maintenance contractor for advice and ask the clerk for an update on the gas bill. **Action:** Mr Trevor Milne and Councillor Lees to look at remaining outstanding small jobs.
- 6.2. The Shutter servicing contract was discussed. Councillor Lees proposed to accept the new contract, Seconded by Councillor McConnell-Good. It was agreed that a new keypad fitted to the 2 external door shutters, would improve security and access. This will be reviewed towards the end of the financial year. **Action:** Assistant Clerk to forward shutter contract details to Committee.
- 6.3. Grass cutting contract for Low fields for 2023/2024 – The Committee agree to renew the grass maintenance quote with our current contractors, who will be managing the whole of the Parish Council as well as Low fields.
- 6.4. Repairs to waterlogged areas on Low fields and other outside areas were discussed. The Committee agreed that professional advice is needed to resolve the complex issues, which were also considered to be a wider Parish Council problem. **Action:** Assistant Clerk to collaborate with the Parish Clerk with a view to sourcing a qualified field drainage expert.
- 6.5. The cost for the work to update the speed signs on the access road, securing the guttering to the Pavilion, fixing the gas casing and securing dog signs were ratified – proposed by Councillor Lees, Seconded by Councillor McConnell-Good. The new speed signs fitted each side of the speed bump

should slow traffic down along the access road. **Action:** Assistant Clerk to ask for feedback from Pre-school regarding improvements.

- 6.6. The Committee discussed working with a Security Company to improve the management of the barrier at the entrance to Low fields. This would entail clear signage stating a call-out fee from a security company if cars become locked in the car park. **Action:** Assistant Clerk to contact Security contractors to seek advice and discuss requirements.
- 6.7. Football Club – an email update was received from the Club Secretary as there is currently no Committee representation from the Football Club. A meeting with the Football Club and Parish Council representatives will be held on 28 Feb. The Club arranged for a parabolic mirror to be installed at entrance to the main car park, improvements have also been noted regarding the management of additional waste during fixture weekends. The Secretary will make members aware of a new notice in the kitchen regarding cleaning after use and storing food in the fridge / freezer / cupboards. **Action:** Assistant Clerk to forward FC email update to the Committee. **Action:** Assistant Clerk to contact FC Secretary that the storage of football goals in the garage have been improved and are acceptable, but to ensure adequate storage space is always available to other users if required.
The lifting of the nets on Low Fields after each game is not consistent. **Action:** Assistant Clerk to contact The FC Secretary to ensure a robust process is in place and to circulate the response from RSPCA about the nets to the Committee.
Damage was caused to a shutter in the kitchen, after the PC had already paid for repairs, it was agreed that the additional cost to remove the shutter should be passed on to the FC. **Action:** Assistant Clerk to contact FC Secretary regarding passing on this cost.
- 6.8. Update from the Cricket Club – Mr Pearce emailed an update – matches will resume mid-April; pitch works are being carried out this week.
- 6.9. Update from The Pre-school – Mrs Hooper emailed an update – numbers have increased to 15, however staff increases were required, enquiries are being made about new Government funding for the new 2-year old's session.
- 6.10. Update on new Pavilion hirers – We currently have no hirers during the week, a party booking on 30 March was agreed to users know to the Pavilion. It was agreed that a non-returnable 50% deposit should be charged with every party booking. **Action:** Assistant Clerk to update the Booking Form.
- 6.11. Village Events – A stall holders review for the Christmas Market is being arranged on 6 Feb. There is a small event to be planned with the PC to recognise DD Day on 6 June. A larger village event will be planned for August 26 – 29, to include the traditional scarecrow competition and a similar event to the Coronation festivities last year. Anyone who has entertainment contacts or ideas should contact the Barrowby Events Team at barrowbyevents@gmail.com.

7. UPDATE ON CAPITAL PROJECTS (23/043)

- 7.1 Street Lighting – 2 quotes have been received and the next stages are for the Assistant Clerk to pursue a grant.
- 7.2 Car Park improvements – The hedges and trees around the car park are being cut back on 5 Feb. We are still waiting for a quote to be received for groundwork costs to extend the gravel area of the carpark, another company are reviewing the requirements and quoting on 6 Feb. An application to the Council Volunteer Scheme was approved to fix the car park potholes, the repair work will be provided free of charge, the Committee agreed to pay for the material costs. Dates to start the work have been followed up.

8. FINANCES (23/044)

- 8.1. Budget to date was noted and reports made available.
- 8.2. Business Plan –**Action:** Assistant Clerk to email the Plan to the Committee members for final approval.

9. DATE OF NEXT MEETING (23/045)

- 9.1. Next meeting date – March TBC
- 9.2. The meeting closed at 20:40