

BARROWBY PARISH COUNCIL

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MINUTES OF THE BARROWBY PAVILION / BUILDING AND ASSETS (B&A) COMMITTEE MEETING HELD ON MONDAY 6TH OCTOBER AT THE READING ROOM

PUBLIC FORUM (7.15pm):

No members of the public attended the Public Forum.

MEETING OPENED: 7.20pm

1. ELECTION OF CHAIRPERSON (25/001)

Cllr Tim Lees was elected Chairperson unanimously by the committee, and accepted the position.

2. WELCOME REMARKS BY THE CHAIRMAN (25/002)

2.1. Cllr Tim Lees opened the meeting and welcomed Committee members. Those in attendance: Cllr Hugh Staunton, Cllr Michael Brown, Cllr Nigel Eaton, Cllr Paul Brown and Assistant Clerk (AC), Mrs Claire Dring.

3. APOLOGIES FOR ABSENCE & REASONS GIVEN (25/003)

3.1. Apologies were received from Cllr Anna McConnell-Good.

4. TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION IN ACCORDANCE WITH THE LOCALISM ACT 2011 (25/004)

4.1. None received.

5. APPROVAL OF PAVILION COMMITTEE MINUTES AND B&A TERMS OF REFERENCE (25/005)

5.1. Minutes of the Pavilion Committee meeting held on 6th October 2025 were agreed by those who attended, to be a true and accurate record. The B&A Terms of reference were agreed in principle.

6. BUILDING AND ASSETS MATTERS ARISING (25/006)

Maintenance matters were reviewed and discussed for all the buildings and assets in the Parish:

6.1. Pavilion:

6.1.1. The Committee discussed the benefits of hiring an additional staff member on a zero-hours contract to undertake small maintenance tasks currently outsourced.

Action: AC to make a recommendation to the Staffing Committee.

6.1.2. The CCTV system has been upgraded to allow monitoring via AC's mobile app. A quote has been requested to replace non-functional cameras.

6.1.3. A Fire Drill Plan has been completed and displayed on noticeboards. An external fire assessment has been arranged for the 29 December. **Action: AC** to coordinate testing the fire drill with user groups.

6.1.4. A new manhole cover has been ordered; installation is pending.

6.1.5. Old soap dispensers have been removed from the changing rooms.

6.1.6. The gas meter box requires a more permanent repair due to repeated damage. This is in progress.

6.1.7. A request has been received for larger bins. The existing green bins are nearing end of life.

Action: AC to discuss options with SKDC, obtain costs for new purple wheelie bins, and arrange replacement of old bins.

6.1.8. The shutters are ageing and have broken several times this year. AC has requested a quote for a phased replacement programme. Funding may be available through the FC.

Action: AC to follow up.

6.1.9. Works scheduled for 9 December include installation of signage, repair of road signs, sink tap and gutter repairs.

6.2. Low fields:

6.2.1. Volunteers have come forward to help spread gravel on the Low Road pathway.

Action: Cllr Eaton to arrange a date for completion.

6.2.2. Groundworks - The Committee reviewed a detailed report proposing improvements to the quality of certain areas of Low Fields. The programme was approved. **Action: AC** to contact the contractor to schedule the works.

6.2.3. Grass cutting – All grass cutting contracts for Low fields and the wider Parish have been agreed by the PC for the next 3 years.

6.3. Reading room:

6.3.1. Reporting on minor repairs and damages will be aligned with the Pavilion system. **Action: AC** to display a QR code linking to the same report used in Pavilion.

6.3.2.A logbook has been created for the Caretaker to record monthly inspections on the facilities and assets and report any issues to the Clerk.

6.3.3.A Fire drill plan is in progress; an external fire assessment has been arranged for the 29 December.

6.3.4.The Caretaker and Clerk carried out a detailed building inspection and identified several maintenance requirements. The Committee reviewed and prioritised these items. **Action: AC** to update the maintenance overview report with the agreed priorities and explore suitable maintenance programmes, including heritage-grant-eligible projects.

6.4. Play Parks:

6.4.1. Annual Inspection has been arranged.

6.4.2.Equipment guards have been ordered to protect assets from pigeon and other bird droppings.

6.4.3.The wooden spider play feature is showing wear and tear and requires repairing or removing. **Action: Parish Clerk** to follow up.

6.4.4.Quarterly play park Inspections: **Action: AC** to carry out inspections in December.

6.5. Village Green: nothing to report.

6.6. Car Parks:

6.6.1.The quote to re – gravel the main carpark was agreed by the Parish council, and a contractor has agreed to spread the gravel on 09.12.25. **Action: AC** to contact supplier to arrange the delivery of plantings.

6.6.2.Signage is being erected to display opening times of 9am-4pm during weekdays, it was agreed that these timings will not include weekends and holidays.

6.7. RAGS (Recreation and Green space) Report:

6.7.1.The team carried out work last weekend to remove trees and large shrubs over the pipeline.

6.7.2.Orchard at the willows - The Parish Council agreed in principle to the establishment of a community orchard at the Willows. It was confirmed that the Parish Council will accept liability for the orchard trees planted in this area, but not for the wider land. The orchard will be funded through a grant, with RAGS responsible for establishing and maintaining the trees and reporting progress to the Parish Council. All new trees will be planted on dwarf rootstock to ensure they do not reach heights that could present significant safety risks. Once the orchard is planted, the intention is to create a Community Orchard Working Group under the Parish Council. This group will oversee the long-term care of the trees, identify and report issues promptly to reduce maintenance costs through early intervention, and organise community activities such as harvesting and scrumping.

6.8. Health and safety:

6.8.1.CCTV in Pavilion updated (see 6.1.2)

6.8.2.Defibs – the PC arranged a successful and well attended adult survival course on CPR and how to use a defib. It was agreed that the Defib in the bus shelter on High Rd needs repositioning to the Colley's. **Action: AC** to ask Caretaker to contact De-fib company to arrange repositioning. **Action: AC** to ask Caretaker to check if mouthguards are in the Defib packages and if not to consider purchasing in next meeting.

6.9. Larger Improvement Projects:

SKDC is planning to provide funding to enhance sporting facilities, which may support the following larger projects:

6.9.1.Hot water system, the report received was considered a strong option, but another quote is required. **Action: Cllr Lees** to obtain an additional quote.

6.9.2.Septic Tank upgrade – a quote is pending for a smaller system, there is also potential to connect to the main sewer on Low Rd. **Action: AC** to investigate both options.

6.9.3.Solar Panels – quotes have been received, but further discussion is needed, subject to available funding.

7. FINANCES:

The budget is being managed and tracked and finances have been noted.

8. MEETINGS IN 2026: 19TH January 20th April 20th July 19th October 2026.