

BARROWBY PARISH COUNCIL

Mrs C Dring: Tel: 07734 967281 Email: assistantclerk@barrowbyparishcouncil.gov.uk

MINUTES OF THE BARROWBY BUILDING AND ASSETS (B&A) COMMITTEE MEETING HELD ON MONDAY 19TH JANUARY AT THE READING ROOM

PUBLIC FORUM (7.30pm): No members of the public attended the Public Forum.

MEETING OPENED: 7.30pm

1. WELCOME REMARKS BY THE CHAIRMAN (25/009)

1.1. Cllr Tim Lees opened the meeting and welcomed Committee members. Those in attendance: Cllr Hugh Staunton, Cllr Michael Brown, Cllr Paul Brown, Mr. Dave Parker and Assistant Clerk (**AC**), Mrs Claire Dring.

2. APOLOGIES FOR ABSENCE & REASONS GIVEN (25/010)

2.1. Apologies were received from Cllr Anna McConnell-Good and Cllr Nigel Eaton.

3. TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION IN ACCORDANCE WITH THE LOCALISM ACT 2011 (25/011)

3.1. None received.

4. APPROVAL OF MINUTES (25/012)

4.1. Minutes of the Committee meeting held on 24th November 2025 were agreed by those who attended, to be a true and accurate record.

5. ASSISTANT CLERKS REPORT (25/013)

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

6. REPORTS FROM SUB COMMITTEES (25/014)

6.1. Mr Parker presented a report from the RAGS group:

- The Terms of Reference for the Group has been confirmed.
- Uptake of nest boxes is slow but should pick up hopefully in the Spring, some need to be lowered.
- Burial Ground – Weeding and hawthorn cutting completed, a future project is to repair fencing and continue to manage the hedging.
- The Orchard initiative at the willows green space – funding has been made available for trees which are currently being sourced.
- Street trees – A donation from Barrowby open doors was gratefully received, which will help towards purchasing 10 trees. **Action:** AC to ask Parish Clerk to pay for delivery costs. Planting is planned in the Spring under supervision from SKDC personnel.
- Low Fields – Small tree whips have been acquired from Woodland Trust, adding to the existing planting from last year. The committee agreed to transport the tree guard, no longer required, near the main football pitch to the village Green.
- Eco-Fare – Great Big Green Week is planned again this year on 6th June. **Action:** AC to speak to Barrowby Events about helping to coordinate the event.
- Pancake hill steps – the steps at the entrance to pancake hill are broken and hazardous, a work request was submitted to LCC, and it is in hand. **Action:** AC to support work request by submitting photos taken last year.

6.2. Flower Group report – it has been decided that some of the brick and concrete beds, including the one on Rectory Lane, will be replaced by wooden sleepers as a more environmentally friendly option.

Action: Mr Parker to ask RAGS group if they want to work together on some mutually beneficial projects.

7. BUILDING AND ASSETS MATTERS ARISING (25/015)

7.1. Pavilion:

7.1.1. Hot water system upgrade – a more efficient, cost-effective hot water system is required. 2 quotes and solutions have been received and reviewed. **Action:** AC to ask Football Club (FC) how frequently maximum shower usage is expected and how many showers are required to be operational at the same time. This project needs progressing at pace and will be referred to PC for approval once we have decided the appropriate and most cost-effective solution.

- 7.1.2.CCTV – The Committee approved the purchase of additional CCTV cameras and replace broken ones. Cllr Lees proposed, Cllr Brown seconded. A quote has been requested and is pending.
- 7.1.3.Shutters – Several shutters have needed repair recently; the front door shutter is being fixed this week. A survey has been requested to provide options for keeping the shutters cost effective, and in good working order.
- 7.1.4.Cleaning – The committee agreed to approve the hiring of an Assistant caretaker to do the cleaning and provide support to the Caretaker. Proposed by Cllr Lees, Seconded by Cllr Brown. **Action:** AC to contact current cleaners to end their contract.

7.2. Low fields:

- 7.2.1. Gravel - Replenishing gravel along footpath has been completed, with thanks to the FC for their help. **Action:** Cllr Lees to arrange purchase of another batch of gravel to complete a small area and replenish as required.
- 7.2.2.Septic tank – The manhole cover has been replaced. A formal enquiry to Anglican water is required to investigate connecting the Pavilion sewerage with the main village network. **Action:** AC to contact Anglican water with initial enquiries.
- 7.2.3.The plan to improve groundworks and poor-quality areas on Low field is in progress with the Contractor.
- 7.2.4.Bins – Larger bins are required on Low fields. **Action:** AC to scope requirement, and costs, including replacing some dog bins. AC to enquire if funding is available from FC.

7.3. Reading Room:

- 7.3.1.A maintenance plan has been created to identify areas of the Reading Room which need updating, primarily - toilets, hallway flooring, kitchen fire door and decoration. **Action:** AC to progress a scope of work to specify requirements, source contractors, obtain quotes and prepare documentation to apply for a heritage grant.
- 7.3.2.Bench - It was agreed to approve removal of the bench in front of the Reading Room with a memorial bench for the late landlord of the Swan. **Action:** AC to contact Parish Clerk to arrange work to remove bench and secure in a new location on the village green.

7.4. Play Parks.

- 7.4.1.Removal of spider in main play park – it was agreed to remove this broken play facility, and source a suitable replacement in the future.

7.5. Village Green:

- 7.5.1.Tree survey – A tree survey was carried out, no immediate actions are required, but some recommendations will be reviewed. **Action:** Mr Parker to review the document fully, summarising the recommendations.

7.6. Car Parks:

- 7.6.1. Currently waiting for Plannings to replenish carpark and fill in potholes. **Action:** AC to follow up.

7.7. British Legion site:

- 7.7.1.There is a plan to remove the contents of the coach house, this is in hand with Barrowby News and Parish Council.

7.8. Old Butchers shop: A purchase has been accepted and no longer of interest to the PC - remove from Agenda.

7.9. Pavilion hiring:

- 7.9.1. An enquiry was received to hire the Pavilion for a party next month, this has been agreed in principle, once some checks have been completed. **Action:** AC to contact hirer to ensure we can accommodate the request with minimal risk. **Action:** AC to create a robust hiring process to be agreed in the next meeting.

7.10. Prioritisation of larger improvement projects and section 106 open spaces grant.

- 7.10.1. Discussions are ongoing around applying for funding for another community building, Improvements to Pavilion were also discussed. **Action:** AC to source legal deeds and other documents which detail any restrictions the Pavilion has on further developments.
- 7.10.2. **Green spaces – Action:** AC to ask Parish Clerk to engage with Taylor Wimpey about greens space provision and how it will be managed.

8. FINANCES: (25/017)

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

9. MEETINGS IN 2026: (25/018) March 16th, 2026.