

BURES SPORTSGROUND COMMITTEE

Minutes Sportsground Committee Meeting

Thursday 9th November 2023 in the Garrard Room, Bures Community Centre

Present: Cllrs Jackson (Chair), Mrs G Turner (Clerk), Cllr Welch, Cllr Shackell, Cllr Norton, Cllr Fairbairn, Cllr Keeble-Fox, Chris Crace (Bures Cricket Club)

1.11.23 Apologies for absence – Apologies were accepted by the meeting. Phillip Gough (Bures Tennis Club) - Holiday, Charles Revell (Bures Football Club) – No longer representing the Football Club. No Cllr Taylor – No reason given.

New representation is required from the Bures Football Club with the departure of Charles Revell, possibly a parent with an interest. Cllr Fairbairn suggested Adam Kendall. The Clerk will speak to him.

2.11.23 Register of Interests and Dispensation Requests ^[L]_[SEP] ‘Pecuniary’ and ‘Non-pecuniary’ interests and Dispensation requests - None

3.11.23 Public Forum No items raised.

4.11.23 Minutes ^[L]_[SEP] Minutes of the meeting of 14th September 2023 confirmed and signed as a correct record.

5.11.23 Anti-social Behaviour

a. Security: Frontline Protect and CCTV: It had been suggested at the September meeting that, due to the CCTV and Clock being damaged the previous weekend, Frontline be engaged for the following weekend if they were able to be flexible and reduce the minimum bookable time, reducing costs. Rather than paying another £200 the Chair, together with Cllr Keeble-Fox and Cllr Aries, Bures St Mary Chair, undertook the task.

b. Incidents: There were some young people around on 15th September but no real problems.

6.11.23 Car park and Recycling area fence project

a. Rotten posts – Recycling area: A quote had been received from Nigel Norton to replace 2 x 8’ x 4’ x 4’ timber posts around the recycling area @ £280.00. No other quotes were received despite requests. It was agreed that Nigel Norton’s quote be accepted and that this could come out of repairs.

b. Car park – Painted lines: Kevin Baxter quoted £200 for this which was accepted. The work was started on 25th October but the weather has prevented completion as yet.

Danny Griffiths has been asked to quote for three different types of fencing. Despite Armco being ugly until the hedge has grown this might be the best solution. The price for oak post and white scaffold poles has also requested and for a similar fence to that currently in place. As requested at a previous meeting, Cllr Norton had asked Mark Norton to quote for a raised bed along the front of the car park. There are also two quotes for the raised beds made out of sleepers, entrance to entrance – 2 sleepers high (400mm) approx. £7,500, 3 sleepers high (600mm) approx. £8,900. All the above will provide comparisons to make an informed decision.

7.11.23 Football Club Matters: Following the last meeting, Warren was emailed regarding the litter pick but did not respond. New representation on the committee is required.

8.11.23 Cricket Club Matters

a. CCTV - Turning on: Chris Crace confirmed this was not turned on during the recent incidents. It is not operational at the moment, having been knocked down/vandalised. Cllr Norton is to see if it still works and if it does, it was agreed it would go up again and be turned on in the Spring.

9.11.23 Tennis Club Matters

a. LTA membership – Insurance cover: At the last meeting, we discussed LTA membership and if insurance was included this could be beneficial. Philip Gough was going to look into this further.

b. Maintenance – PPS Spring Maintenance and Net Winders: Following contact from PPS, we have advised that no end of year visit is required and one maintenance visit is required in Spring. The Clerk spoke to Philip Gough in October regarding the tennis nets and winders. Philip said he would take a look and concluded that they were “just about okay” and the knob had disappeared from the end of the winder handle. He felt we may have to replace that winder mechanisms at some point. PPS to look at this in Spring.

Neighbours to the courts have had work on some trees which is beneficial as it will reduce the quantity of leaves falling onto the tennis courts causing problems, however some falling branches made further holes in the already damaged high nets. There are no plans to repair/replace this as a hugely expensive.

10.11.23 Correspondence

Request for parking on the field for a memorial service 17th November 2023

Request for parking on the field for a wedding service on 27th April 2024

11.11.23 Events/Bookings

a. Bures Music Festival 10th – 14th July, Fencing Saturday 6th July clear up 15th-16th July

b. Coracle Regatta – 3rd August 2024: This has been booked. There is a nominal charge of £10 unless they have outside caterers.

c. S2C – 14th September 2024 This has been booked. There is a nominal charge of £10. Cllr Fairbairn suggested the Bures Primary PSA may benefit from catering and will investigate further. At the moment, it falls on a Bures Market day so the suggestion is for Totham Bangers to be used as per last year.

12.11.23 Finance

a. Finance & Budget Monitoring Report - circulated

b. To note bank reconciliation report and verifying bank statements – These were signed by the Chairman and non-signatory member. Going forward a direct debit for tax and NI will be set up on a monthly basis as requested by Kate Sarley.

c. Draft Budget – To approve 3-year draft budget 2024/25-6 This was discussed. The committee is in good shape.

Cllr Fairbairn questioned the possibility of taking less precept from the parish councils to reduce their burden as their budgets were tight. Cllr Jackson explained that a £4,000 buffer was required to operate for audit purposes. There was £3,000 for the car park project and it

was clarified that this was for the fencing/raised beds at the front of the car park.

£5,000 is currently in the reserves for the car park. Cllr Fairbairn also asked what it would cost for the car park tarmac project. It was agreed that this cost should be looked into further. It was also pointed out that there is a pot hole by the recycling bins.

It was agreed that £500 should be included in next year's budget for the car park as per previous years to build up the fund for the future tarmacking project. All agreed it was sensible to plan ahead. Electrical charging points were also discussed and it was agreed that when the Babergh scheme is available again an application should be made.

Rent increases of £100 to the Cricket and Football Club were included in the budget to cover extra costs incurred for maintenance (grass cutting etc.). An increase to the Community Hall Front Garden share would also be included. Cllr Jackson explained that total rents were down on the previous year due to Hobby Horse ceasing trading and that a tender for a refreshments point next year may be a source of further income. There is also no Macmillan Mighty Hike revenue either. It was discussed that the Committee were unable to charge the ice cream van any rent as they have a street traders licence and it was not safe for children for it to be parked on the road.

It was discussed that next year's project would be to look at a flat skateboard area and that the Committee may need to match funding gained from a grant. Cllr Keeble-Fox was to investigate costs and the Clerk agreed to take photos of the Pebmarsh skateboard area.

Passing the draft budget, including the increase of £500 for the car park, was proposed by Cllr Welch, seconded by Cllr Norton and agreed by all except Cllr Fairbairn, who abstained.

13.11.23 Audit Matters

- a. External audit 2022-3 – Request an audit: Likely to be PKF Littlejohn (nationally agreed)
- b. Internal auditor 2023-4: An Internal Audit Review meeting was held on 30th October 2023 – Cllr Welch and Cllr Keeble-Fox attended with the Clerk. Jenny Wright ran through the papers provided by BB to ensure the group understood the wording and what was required. BB did not attend to avoid a charge. Unfortunately there was a power cut in Bures however all was concluded swiftly. It was proposed by Cllr Norton, seconded by Cllr Keeble-Fox and agreed unanimously to proceed with the cost for the internal audit by BB Business Associates at £200.

14.11.23 Sports Ground Inspections and maintenance

- a. Councillor's report – Cllr Jackson: Gary has agreed to clear the BBQ ash. It was queried whether the need for slabs was required inside the green gate to the main play area instead of the yellow gate as a big puddle had formed following the recent rain. Nigel is trying to source a door closure for the gate to the Toddler area as closing too quickly.

The Pikes Marsh area is looking sad although is now well used. Having looked into suitable paint for the worn mushrooms, Playquip advised that no paint would work and that the best solution would be to use concentrated washing up liquid rubbed in and then jet washed.

It was agreed that the Cricket Sight Screens would be taken off the asset list as these had been cut up and made into rain covers for the square. Cllr Jackson plans to use ParishOnline to map out the sportsground assets when time allows.

It was also discussed that the landing stage was currently under water however this has happened before and maintenance/repair/replacement should not be necessary.

- b. To report on items raised from previous inspections: New signs for the adult gym

equipment, skateboard ramp and Pikes Marsh play area gate are now in place.

The offer to join the Babergh group inspection of the playgrounds by the Play Inspection Company was missed between clerks. Cllr Jackson picked this up, cancelling the direct booking due to take place at the end of October and the planned visit without penalty. The Committee is now included and booked in for a £53.15 + admin at £5.31 each for the Bures Playground at the Recreation Ground and Pykes Marsh Play Area. For the main play area, a life expectancy assessment has also been added at £7.50 (Total £124.42). This is booked to take place in January.

c. Paving/matting – yellow gate and around adult gym equipment: Quotes have been received from Nigel. Yellow gate slabbing £550. Gravel grids around adult gym equipment £1000. It was agreed that the Clerk would talk to Nigel about the green gate which was now more problematic and that work would not be undertaken at present on the yellow gate or adult gym equipment as the puddling had not been bad recently. This would be looked at at the end of the year if available funds.

d. Repairs/Maintenance - Trees and hedges: The Laurel hedge will be trimmed shortly. The Millennium Oaks need trimming as they are too low for many pedestrians using the path. Ken Jackson and Nigel Gaspar did this previously. Important to check with the Christmas lights team first to ensure the lights are not cut in the process.

15.11.23 To report on Contract works

a. To report on works completed: grass cutting, grounds maintenance: Concern had been raised about whether the grass cutting would come in on budget. The total to date is £2,715, however, we are still awaiting invoices.

b. Operational Inspection reports - circulated

c. Service contracts: All signed. Mrs Turner to request public liability insurance from contractors.

16.11.23 Brief information & exchange for next agenda items^{[L]_{SEP}}

The Clerk now has access to the bank accounts and is able to pay invoices. She is on a finance course in November (free). A separate finance risk assessment will need to be agreed in future with the change of Clerk.

Cllr Welch questioned whether the raised beds/sleepers at the front of the car park would be continuous or have gaps. The idea of gaps was well received for easier access to the car park and may look more appealing than one large barrier.

Date of next meeting: 11th January 2024 to be held at Bures Community Centre, Nayland Road at 7.30pm^{[L]_{SEP}} Future dates booked: 14th March 2024, 9th May 2024, 11th July 2024, 12th September 2024, 14th November 2024