

BURES SPORTSGROUND COMMITTEE

Minutes of the Sportsground Committee Meeting

Thursday 13th July 2023 in the Garrad Room, Bures Community Centre

Present: Cllrs Jackson, Norton and Fairbairn (Bures St Mary). Cllrs Welch, Shackell and Keeble-Fox (Bures Hamlet) Georgie Turner.

1.7.23 Appointment of the Chair Cllr Shackell proposed and Councillor Keeble-Fox seconded that Cllr Jackson be Chair of the Sportsground Committee for 2023-4. There were no other nominations. Cllr Jackson accepted the position.

2.7.23 Appointment of the Vice Chair Cllr Jackson proposed and Cllr Shackell seconded that Cllr Welch be Vice-Chair of the Sportsground Committee for 2023-4. There were no other nominations. Cllr Welch accepted the position.

3.7.23 Apologies for absence Chris Crace (Bures Cricket Club), Charles Revell (Bures Football Club), Philip Gough (Bures Tennis Club)

4.7.23 Register of Interests and Dispensation Requests None recorded

5.7.23 Public Forum No items raised

6.7.23 Minutes Minutes of the meeting of 11th May 2023 confirmed and signed as a correct record (previously circulated).

7.7.23 Appointment of Clerk/RFO An expression of interest in the post was received from Georgie Turner, who was present at the meeting. Cllrs Aries and Jackson and Jenny Wright, Parish Clerk met with Georgie. It was agreed that Georgie would look at the system on-line and see what the preparation for a meeting entails with a view to taking up the post.

8.7.23 Anti-social Behaviour

a. Security – Frontline Protect On Friday 16th June Todd Garside of Frontline Protect met with Cllrs Aries and Jackson and walked around the village to see the routes taken and the places where youngsters have gathered in the past. Frontline were engaged for Friday 23rd June, the date when large numbers were expected in the village. Two security guards were in Bures from 6.30 – 11.30pm. The police reported finding it very helpful. Frontline notified the police when assistance was required. Cllr Fairbairn asked whether a report had been received from Frontline. Cllr Jackson agreed to follow up.

Discussion took place as to whether Frontline should be asked to cover Bures for Friday 21st July, the last day of term at local schools. It was proposed by Cllr Shackell and seconded by Cllr

Welch that £500 be allocated for use for security over the Summer if required; all in favour of the motion. It was agreed to record this expenditure under Maintenance. Local schools have notified their students that Bures is being monitored by the police and security. This was instigated by Suffolk Police. Cllr Jackson to contact Frontline to ask for cover for 21st July. Railway Guardians also to be alerted.

Acting Sergeant Williams and Inspector Hollands of Suffolk Police were reported as being very helpful and supportive. Following the events of 23rd June, Inspector Hollands put a Dispersal Order in place on 30th June.

CCTV There had been difficulties viewing the footage from the PSV camera on the cricket pavilion. Lee East had advised that the poor upload speed at the Community Centre was the cause. However, on asking again he advised that the camera had been turned off in the pavilion. Chris Crace agreed to turn it back on for the Summer months. I-HT have sent a quote for a service to check and clean all cameras, lenses, cables and connectors. Remove the cover on the NVR and remove internal dust and ensure cooling fans are clean. Check the system, hard drives, date/time are carried out. The PTZ camera re-alignment would also be carried out during the service. The cost would be £174.00. The meeting did not wish to take up the service check by I-HT.

b. Incidents PC Cassie Stebbings had been recording all incidents in Bures however minor. PC Stebbings was moved to Haverhill at the beginning of June. Since that time there was an assault on 16th June – reported to the police by a member of the public present. On 23rd June four police officers and two security personnel from Frontline were in the village. There was an incident in Church Square where a young man was taken to hospital having taken too much alcohol and nitrous oxide. The police attended the Music Festival but there were no crimes reported. It was reported that a helicopter ambulance landed on the Sportsground on the afternoon of the meeting. No incident reported.

9.7.23 Matters arising which do not appear elsewhere on the agenda

a. Wicksteed Dino domain fault Cllr Welch reported that he met Wicksteed who came out on 17th May and rectified the fault by making holes in the chequerplate platform.

b. Car park and Recycling area fence project No progress to report. It had previously been agreed that a fence and hedge such as that on the field side of the car park be installed. Cllr Norton had suggested a raised bed style fence which could be planted. Discussion took place regarding the position of the recycling area and possible electric car charging points. Quotes needed for the September meeting.

10.7.23 Football Club Matters Rent outstanding

11.7.23 Cricket Club Matters Rent received 5th July 2023. The Cricket Club requested

permission to install a bench in memory of Chris Ayres within the fenced area at the pavilion. The meeting was very supportive of this plan.

12.7.23 Tennis Club Matters

a. Sports Courts Project The binder coat, colour and lines were completed at the end of May. The courts look excellent! Tennis, pickle ball, and basketball have all been played since completion. Bures School Sports club with tennis skills and Netball Club have both used the courts on a weekly basis. The sign off meeting with Brian Licence of PSS took place on 2nd June. It was advised that pigeons be prevented from sitting on the basketball back plates as their droppings are damaging the surface. Anti pigeon plastic spikes have been purchased. The trees are dropping some sap and seeds which need brushing off. Sheila Butcher agreed to keep a suitable broom in the locker box.

b. Maintenance contract Maintenance of the courts has been in Gary Vaughan's contract in recent years. This has not been carried out since the project was launched. PSS have provided details of their suggested maintenance checks. There is £500 in the budget for this. Cllr Jackson had contacted PSS to negotiate a maintenance contract for 2024. A contract of one visit and one pressure wash and moss inhibitor had been offered at a cost of £690 +VAT. Cllr Fairbairn proposed and Cllr Shackell seconded that this offer be accepted; all in favour of the motion.

c. LTA membership Cllr Jackson receives emails indicating membership although no fee has been paid. Membership is dependent on a Safeguarding Policy being in place. Philip Gough to be reminded of this requirement.

13.7.23 Music Festival The Chair liaised with George Bruxner, Co-Chair of BMF in the period leading up to and during the festival. The issue of a resident putting up a tent by the Millennium bridge was dealt with as was balancing the need for vehicular access for performers with the prevention of vehicles accessing the riverbank. This was more straightforward due to there not being a refreshment kiosk in the car park.

14.7.23 Correspondence

a. Litter picking rota Following a request for the rota to be in place for 2023, the Chair contacted those on the 2022 rota to ask if they would be willing to continue. Twelve positive responses were received. The rota has yet to be activated but those who showed willing were asked to pick litter when walking the rec.

b. Phil Byford – Paddle Safer British Canoeing course (Bures Scouts) Phil undertook this training in order to provide support for Bures Scouts. He is offering to provide training free of charge over the school Summer holidays. Dates at the beginning of August have been

advertised. The meeting agreed that this was a very generous offer by Mr Byford.

15.7.23 Finance

- a. Finance & Budget Monitoring Report** – circulated
- b. Bank reconciliation report and verifying bank statements** were signed by Chairman and non signatory member.
- c. Insurance** – At the May meeting it was agreed that insurance for items of play equipment be removed. Public liability and buildings insurance would remain in place. It was noted that a local playground had recently suffered fire damage. The issue was brought back to the meeting to ensure that members were aware.
- d. Approval of transactions** – the current system of approval for Lloyds Bank BACS transactions is for the clerk to make the payment on line and two signatories notified. Following the payment the bank confirmation and invoice are printed and signed by the two signatories. There was concern that this system would allow possible misuse of funds. However, the internal auditor, external auditor, Lloyds Bank SALC and the clerks network all agree that the system is appropriate. The system may change to the payment being authorised by two parties on line with payment not being made until authorization is given by the second party.

16.7.23 Sports Ground Inspections and maintenance

a. Councillor's report – CllrShackell

All very well maintained with a few minor tasks to be undertaken. Work on signage and benches needed. Sign at the skateboard ramp to be replaced.

b. To report on items raised from previous inspections.

Painting of timber ends of the shed by Andrew and Sharon Pentney completed. Fencing identified as project for 2023-4. Bures in Bloom planter positioned to the side of the Exit gateway – fencing no longer needed at that point.

c. Repairs

Trampoline surround reported 23 May. Contractor repaired 24 May.

Litter bin removed from post – June. Contractor replaced post and re-secured.

Locker box handle broken and top damaged. Part repair completed by volunteer.

d. Volunteer tasks

Anti pigeon spikes – Cllr Norton

Yellow posts in car park to be painted – Cllrs Shackell and Keeble Fox

Lockerbox to be painted – Cllrs Keeble Fox and Fairbairn

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Paint for rubber to be applied to toy toadstools at Pikes Marsh – Cllr Jackson to source

Benches to be scrubbed/rubbed down – in September

17.7.23 To report on Contract works

- a. **Grass cutting, grounds maintenance** – all work completed in a timely way.
- b. **Operational Inspection reports** – circulated. Weekly visual and monthly operational inspections carried out. Rubber surround for trampoline had been pulled loose again. Contractor has repaired.
- c. **Quotes needed** Contractors will be asked to quote for slabbing by the yellow gate and ground protection around the adult gym equipment.

18.7.23 Brief information & exchange for next agenda items Nothing raised

The meeting closed at 8.50pm

Date of next meeting: 14th September to be held at Bures Community Centre, Nayland Road at 7.30pm Future dates booked: 9th November 2023 11th Jan, 14th March 2024