

**Minutes of a meeting of the Bures Sports Ground Committee held at  
Bures Community Centre, Nayland Road on Thursday 9<sup>th</sup> September 2021 at 7.30pm**

**PRESENT:** Cllr G Jackson (Chairman), Mrs J Wright (Clerk)  
Bures St. Mary Parish Council: Cllr G Jackson, Cllr L Norton, Cllr T Saer  
Bures Hamlet Parish Council: Cllr B Raymond, Cllr M Welch  
No Ex Officio Club members present.

**1/09/21 APOLOGIES FOR ABSENCE**

Apologies received from Cllr Pentney (self isolating), Cllr Monk (unwell),  
Cllr Shackell (family commitment) Apologies accepted by those present.  
Apologies also received from P Gough (Tennis Club) and C Crace (Cricket Club).

**2/09/21 REGISTER OF INTERESTS AND DISPENSATION REQUESTS**

To declare any 'Pecuniary' or 'Non-Pecuniary' interests and dispensation requests.  
Cllr Saer declared an interest in Agenda items 5 (f and g) extending portaloo season  
and refreshment sales update.

**3/09/21 PUBLIC FORUM – 15 minutes maximum public participation**

3 minutes for individual contributions unless agreed by the Chairman  
No members of the public present or Club representatives.

**4/09/21 MINUTES**

Minutes of the previous meeting of 8<sup>th</sup> July 2021 (previously circulated) were approved and  
duly signed as a correct record.

**5/09/21 MATTERS RELATING TO VISITOR INCREASE**

**a) ASB issues/Suffolk Kestrel Team:** The Kestrel Team has visited the village 3 times over  
the school summer holiday period. A couple of serious ASB incidents have been followed up.  
The deterioration in the weather has deterred the youngsters from congregating in huge  
numbers. Damages to waste bins reported. Verbal abuse incidents reported.

**b) Joint Police & Environment Agency event:** Some public interest in the event but less  
than the previous year. Police highlighted on the need for all incidents of concern to be  
reported to enable them to build up a profile of the problems. If an incident is in progress  
photographs are permitted to be shared with the police.

**c) Dangers of swimming:** The parish council had been asked by the Environment Agency to  
put up notices warning about the possibility of dangers from swimming in the river. Water  
samples were taken following reports of youngsters being taken ill, however the findings were  
inconclusive and the signs consequently removed.

**d) Follow up matters from previous meeting:**

i) **Cricket Club rope barrier** – Chris Crace reported that it has been difficult to assess  
if the rope barrier was a success as the weather deteriorated and less youngsters were  
congregating on the recreation ground during cricket matches. Chris will continue to  
monitor. Concerns were raised regarding parking of vehicles during Cricket Club events.  
Members agreed the Cricket Club should inform the Clerk when larger than normal  
sized events were planned and the need to limit vehicles near the club house during  
such events.

ii) **Litter signs:** Advisory signs asking visitors to take their litter home have been installed.  
Members to monitor whether the signs help to lessen the volume of waste generated  
at the recreation ground.

iii) **Barbecue sign:** Advisory sign encouraging visitors to use the BBQ slabs has been  
installed on the main BBQ facility.

- iv) Waste bins:** Trade waste bins relocated to improve the recycling area. Some waste bins relocated around the recreation ground to encourage use.
- e) CCTV:** No further follow up from Suffolk Police regarding a site meeting to discuss options for a camera to be monitored 24/7 via a central hub. An AONB Ranger appointed to cover the Babergh and Mid Suffolk areas. This is welcomed and a meeting to be held to discuss coverage of Bures and Arger Fen. Sources of funding to cover costs of hiring a warden locally being investigated. Chairman following up with the Porch Project and Catch 22 for possible warden assistance. She has also applied to BDC for a grant towards the supply of new waste bins.
- f) Portaloo:** Visitors to the recreation ground were keen for the portaloo to be a permanent all year fixture at the carpark. Members suggested that if the refreshment wagon is open during the winter months then it would be sensible for the portaloo to be hired for both summer and winter seasons. It was agreed to discuss with MTM if this is viable and matter to be discussed again at the November meeting.
- g) Refreshment sales:** The refreshment wagon is a welcomed asset for the village. August weather has been poor but Tracy Saer reported that she is happy with the agreed rent for the summer season. Members agreed that the refreshment sales could continue throughout the winter months at a reduced rate of £5 per day October to March. Tracy to operate at times and days of her choosing during the winter season.

#### **6/09/21 FENCED PLAYAREA**

- a) Extra gate:** The extra gate is installed. A 'no dogs' sign to be ordered. It was agreed to lay gravel grids on the outside entry area of the gate. If satisfactory then to consider laying grids inside the gate.
- b) Seating for outside of area:** The memorial bench now in place. The Clerk agreed to check with the family regarding a name plaque for the bench.
- c) Relocation of oak post:** Oak post relocated in the niche in the fencing along the boundary of the main path. Plaques still to be installed on the post.
- d) Relocation of beacon:** The beacon appeared rotten at the base. To be lifted and assessed prior to relocating at the end of the new fencing nearest the zip wire.

#### **7/09/21 MATTERS ARISING FROM THE PREVIOUS MINUTES**

- a) Cricket club concrete area:** Damaged concrete section has been removed. Area still to be infilled. It was suggested to check with Adam Norton for a price to use the top soil from the rookery for this.
- b) CIF application:** Cllr Welch has completed a draft application for a low level trampoline and a new climbing frame to replace the A-B climber in the toddler play area. Wicksted to confirm if the new equipment will fit in the allocated areas before Clerk submits final draft. A further application may need to be submitted to the National Lottery if application is unsuccessful or additional funds needed to complete the project.
- c) Tennis court noticeboard:** It was agreed to replace the existing noticeboard with a smaller design. Clerk to follow up.
- d) Use of courts:** It was agreed to remove any reference to skateboards and cycles from the notice of guidance for use of hardcourts in the court noticeboard.
- e) Old roundabout refurbishment:** It was agreed that a quotation be sourced and an application submitted for a £500 ECC Micro-grant
- f) Removal of paper banks:** The paper banks have been removed from the recycling centre at the Nayland Road carpark following notification that Bolton Brothers has ceased trading. BDC has since installed 2 blue card and paper banks. Clerk following up with BDC to transfer the site recycling credits to the Sportsground Committee.

**g) Paddleboarding review:** Members discussed the pros and cons of a paddleboarding business operating from the recreation ground which has previously been dismissed. A regular adult presence may deter and improve the ongoing ASB issues. It was agreed members should look at paddleboarding again and consider parking and site preferences. Members to bring their thoughts to the November meeting for a possibility of allowing a paddleboarding business to operate during the 2022 summer season.

**h) Landing stage:** EA assets team still to clarify ownership of the landing stage. No further progress to date. It is agreed this item should be removed from future agendas.

### **8/09/21 FINANCE**

Business Access A/C balance: £13,483.91 Community A/C balance: £2,460.58 (when all cheques paid).

- a) Finance & Budget Monitoring Report – circulated, noted and attached.
- b) Bank Reconciliation dated 29<sup>th</sup> August - circulated, noted and attached.
- c) Corresponding bank statements circulated, noted and attached. Both duly signed by the Chairman and non-signatory member.
- d) Advertising for the role of Clerk/RFO to be extended to 1<sup>st</sup> October 2021 owing to lack of interest. Chairman has re-advertised via SALC and at the Primary School. Clerk to inform the one interested applicant that the date has been extended and will be contacted after the 1<sup>st</sup> October.

### **9/09/21 AUDIT MATTERS**

- a) Waiting on External Auditor's approval of 2020/21 Accounting Statements - noted.
- b) Internal Audit Review to be held 4th October – Cllr Pentney, Cllr Monk, Clerk and Internal Auditor to attend.

### **10/09/21 CORRESPONDENCE**

Bures Cricket Club insurance schedule details received and to be held on file – noted.

### **11/09/21 EVENTS**

- a) 2021-22 event dates circulated and noted. All booking hire forms and insurance details held on file.
- b) Agreement for Vitalina Ice Cream Ltd to trade at Coracle Regatta and Macmillan Mighty Hike 2020/21 events – noted. Clerk to inform RST that the agreement would continue for the 2022 and future events.
- c) RST S2C event booked for 11<sup>th</sup> September - noted.
- d) Macmillan Mighty Hike 2022 event – the organisers have requested to hold the event over 4 days – set up days 28<sup>th</sup> and 29<sup>th</sup> July followed by the full marathon event on Saturday 30<sup>th</sup> July and the half marathon event on Sunday 31<sup>st</sup> July. Members agreed and supported the planned event.

### **12/09/21 SPORTS GROUND INSPECTIONS**

**a) Councillor's report** – Cllr Welch had circulated his report prior to the meeting. Items to note – bench near Wharf Lane needed revarnishing, 2 tables near tennis courts needed repairing, slats on main climber need to be replaced, Pikes Marsh play area to be tidied. Gill Jackson noted that she had some pieces of the original safety surfacing to place on the ground surface of the playhouse. Recycling area needed clearing of bottles and boxes left on the ground. BBQ to be cleared of ash.

**b) Items raised from previous inspections:** Adult exercise cross trainer equipment – part to be ordered, picnic table repaired, lifebelt casing repaired, broken glass removed from around youth shelter area, groundsman shed – rear board to be painted, youth shelter graffiti – spray paint to be sourced to cover damaged areas, skateboard ramp graffiti removed.

### **13/09/21 CONTRACT WORKS**

**a)** Works completed: grass cutting and grounds maintenance. All satisfactory.

**b)** Operational Inspection reports – circulated and matters raised followed up. Clerk to arrange for the football goals to be moved to allow the hedge to be flailed along the football field boundary. Further damages to Morphus climbing wall to be repaired.

### **14/09/21 BRIEF INFORMATION & EXCHANGE FOR NEXT AGENDA ITEMS**

None

### **15/09/21 DATE OF NEXT MEETING**

Next meeting scheduled for: Thursday 11<sup>th</sup> November 2021 to be held at The Garrad Room, Bures Community Centre, Nayland Road at 7.30pm.

Future dates booked 2022: 13<sup>th</sup> January, 10<sup>th</sup> March, 12<sup>th</sup> May, 14<sup>th</sup> July, 15<sup>th</sup> September

The meeting closed at 9.25pm

Signed:

Committee Chair

Date: