

Minutes of a meeting of the Bures Sports Ground Committee held at Bures Community Centre, Nayland Road on Thursday 11th November 2021 at 7.30pm

PRESENT: Cllr G Jackson (Chair), Mrs J Wright (Clerk)

Bures St. Mary Parish Council: Cllr G Jackson, Cllr S Pentney, Cllr T Saer

Bures Hamlet Parish Council: Cllr D Monk, Cllr B Raymond, Cllr R Shackell, Cllr M Welch

Also present: P Gough (Tennis Club), C Revell (Football Club) and Gareth Hood (newly appointed Sportsground Committee Clerk/RFO)

The Chair expressed a warm welcome to Gareth Hood and all members introduced themselves. It was noted that Gareth will be commencing his role from January 1st 2022.

1/11/21 APOLOGIES FOR ABSENCE

Apologies received from Cllr Norton (work commitment). Apologies accepted by those present. Apologies also received from C Crace (Cricket Club), C Holbrook (Internal Auditor).

2/11/21 REGISTER OF INTERESTS AND DISPENSATION REQUESTS

To declare any 'Pecuniary' or 'Non-Pecuniary' interests and dispensation requests.

Cllr Saer declared an interest in Agenda item 5 (g) refreshment sales update.

3/11/21 PUBLIC FORUM – 15 minutes maximum public participation

3 minutes for individual contributions unless agreed by the Chairman

No members of the public present. Club representatives raised no comments at the Public Forum.

4/11/21 MINUTES

Minutes of the previous meeting of 9th September 2021 (previously circulated) were approved and duly signed as a correct record.

5/11/21 MATTERS RELATING TO VISITOR INCREASE

a) The recent gathering of vehicles in the Nayland Road carpark during the evenings has been reported to Suffolk Police. Members noted that youngsters were also congregating in the Coronation Shelter again. Any worrying incidents to be reported to the Clerk for reporting to Suffolk Police.

b) Waste monitoring: High levels of generated dog waste. A grant application for new dog waste bins has been submitted to BDC but no acknowledgement to date.

c) CCTV monitoring: Discussion with IHT regarding a CCTV protocol highlighted that there is very little monitoring being undertaken. IHT is unable to gain good coverage at the office owing to poor internet signal at the Community Centre. Members agreed that this feedback should be filtered back to the Community Centre Management Group.

d) CCTV Protocol: Following a request from Noah's Ark Nursery Group for a copy of a CCTV Protocol, the Chair had drawn up a draft for approval at the meeting. Draft agreed by all members present.

e) AONB Ranger/Warden funding: Email from the Seasonal Rangers had been circulated. The Rangers contracts covered the period over the autumn which missed the periods of highest levels of issues from increased visitor footfall for Bures. Members agreed to support a continuation of the contracts for 2022. The Ranger reports to be circulated to all members.

f) Portaloo: MTM confirmed that the portaloo could remain over the winter months if the Committee so wished. The refreshment wagon has now closed up for the winter. It was agreed to continue hiring the portaloo and review again next autumn. Income from the refreshment wagon to cover the extra hire costs.

g) Refreshment sales: Tracy Saer reported that she had remained open for the Trick and Treat but as the colder weather was now setting in she would arrange for the wagon to be removed and stored over the winter months. She considered April to October to be a sensible trading season.

h) Bench name plaque: Still waiting on flyers from the family outlining details of the history behind the recently installed memorial bench.

06/11/21 MATTERS ARISING FROM THE PREVIOUS MINUTES

a) Football Club matters: The temporary football pitch has been marked out near the tennis courts. The Committee agreed the goal posts could be temporarily stored behind the courts and the Tennis Club was happy for them to be padlocked to the court fencing. Electric fencing erected around the youth team football pitch to allow reinstatement of the pitch following the removal of the badger sett.

b) Cricket Club matters: Damaged concrete section has been removed. Area still to be infilled. Chris Crace to be made aware that Robert Chambers is willing to do this. The Clerk has not received a response from the Cricket Club regarding the parking issues.

c) Tennis Club matters: The need for future resurfacing of the tennis courts was discussed. The surface is breaking up slightly and the pickleball players struggle with delivery of the ball during games. The tennis club would find it difficult to play match games if 4 pickleball courts were marked out in the future. Philip Gough agreed to obtain a quotation from Suffolk Tennis Courts for the resurfacing and to investigate what grants may be available to apply for. Funds may be available via the CIL allocation. To be discussed at the next parish council meeting. The current surface needs to be cleared of moss and debris around the edging. Noticeboard upgrade in hand. Guidance notice for the courts to be replaced following completion of new Clerk's probationary period.

d) CIF application: Still waiting on ECC's decision on the CIF grant application for funding towards the climber and trampoline project. £10,000 has been applied for which will leave a shortfall on the proposed costs. Cllr Welch agreed to follow up on a grant application to the National Lottery Awards for All to cover this shortfall.

e) Paddleboarding review: Members once again 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 any ASB issues. It was agreed that any prospective business must provide acceptable plans for parking before an application will be considered.

f) Grass grids: Still waiting on a quotation from Nigel Norton to lay grids at the new gate area and around the adult play equipment.

g) Relocation of beacon: Beacon has been satisfactorily relocated to outside the children's playarea ready for the Queen's Jubilee 2022 celebrations.

h) Old roundabout refurbishment: It was agreed this was a low priority and will be followed up in 2022.

i) Recycling credits: Babergh District Council amending its system to show that Bures Sportsground Committee manage the Recycling area and all future credits should be paid to the Committee.

j) Jubilee tree: It was agreed to discuss this at the next meeting.

07/11/21 PIKES MARSH PLAYAREA

a) Volunteer tidy: Following the previous Member Inspection report presented at the September meeting Ken and Gill Jackson kindly spent several volunteer hours bringing back the area into reasonable manageable order.

b) Site meeting: The Chair met with the contractor to establish a way forward to keep the play area maintained to the same standard as the recreation ground. The contractor agreed to include strimming round the fence line to prevent brambles re-growing.

The open space at Pikes Marsh will be under the responsibility of St Mary Parish Council.

The quotations received from Gary Vaughan were discussed: a) To clean the play area fence - £120 annually was not accepted. It was agreed to approach the Scout Troop.

b) Cutting of open space - £60 per cut. It was agreed to gain further quotations. c) To maintain shrub area - £100. This was not accepted and it was agreed to investigate whether volunteers will be willing to do this work.

It was also agreed to approach the Scout Troop to clean the Millennium footbridge railings.

08/11/21 CORRESPONDENCE

None.

09/11/21 EVENTS

2021-22 event dates circulated and noted. All booking hire forms and insurance details held on file.

10/11/21 BUDGET

The Clerk presented the 3 year draft budget 2022/23-25. This was unanimously approved by all members present. It was noted that funds of £4,000 have been earmarked towards the future costs for re-surfacing the tennis courts. The Tennis Club has also set aside a BMF grant of £1,094 for this project. Members hoped that the project could be progressed by 2023.

11/11/21 FINANCE

Business Access A/C balance: £17,894.15 Community A/C balance: £4,107.23 (when all cheques paid).

a) Finance & Budget Monitoring Report – circulated, noted and attached.

b) Bank Reconciliation dated 28th October - circulated, noted and attached.

c) Corresponding bank statements circulated, noted and attached. Both duly signed by the Chair and non-signatory member.

d) Advertising for the role of Clerk/RFO had been extended to 1st November 2021 and interviews undertaken. Gareth Hood selected to take on the role from 1st January 2022. A one month trial with a starting salary of Point 9 of the NJC to be implemented. The current Clerk to continue in her role until 31st January 2022 acting in an advisory capacity to allow a smooth handover.

12/11/21 AUDIT MATTERS

a) External Auditors approval of 2020/21 accounting statements received with no matters arising.

b) It was agreed to request a similar review to be undertaken for financial year ending 31st March 2022.

c) Internal Audit Review meeting had been held on 4th October 2021.

Cllr Pentney, Clerk and Internal Auditor in attendance. Notes from the meeting circulated to all members and held on file. Carolyn Holbrook, Internal Auditor advised that she would attempt to attend regular meetings of the Sportsground Committee and to keep updated of legal briefings.

13/11/21 SPORTS GROUND INSPECTIONS

- a) Councillor's report** – Cllr Jackson had circulated her report prior to the meeting. Items to note – recreation ground well maintained, dog waste bins needed emptying and some dog poo found on the recreation ground, some benches will need scrubbing down and retreating in the spring, Pikes Marsh playarea in need of mowing and strimming, Coronation Shelter needs painting, some maintenance works remained outstanding.
- b) Items raised from previous inspections:** Adult exercise cross trainer equipment – part remains on order, groundsman shed – rear board still to be painted, youth shelter graffiti – spray paint sourced but still to cover damaged areas, skateboard ramp graffiti removed, slats on climber repaired with softwood, safety surfacing placed in playhouse, benches re-varnished, Pikes Marsh gate not shutting correctly again.

14/11/21 CONTRACT WORKS

- a)** Works completed: grass cutting and grounds maintenance. All satisfactory.
- b)** Operational Inspection reports – circulated and matters raised followed up.
- c)** R Chambers updated insurance certificate received, noted and to be held on file.

15/11/21 BRIEF INFORMATION & EXCHANGE FOR NEXT AGENDA ITEMS

Child protection policy noted but to be circulated for agreement by the members following the meeting.

16/11/21 DATE OF NEXT MEETING

Next meeting scheduled for: Thursday 13th January 2022 to be held at The Garrad Room, Bures Community Centre, Nayland Road at 7.30pm.
Future dates booked 2022: 10th March, 12th May, 14th July, 15th September

The meeting closed at 8.20pm.

Signed:

Committee Chair

Date:

Following the meeting a presentation was made to the outgoing Clerk/RFO Mrs Jenny Wright for her valued contribution stretching over the past 10 years. Members thanked her for her hardwork, commitment and dedication in making and maintaining the Recreation Ground the asset it is to both villagers and visitors alike and subsequently presented her with a photography framed print plus a bouquet of flowers and written thank you card.