

**Minutes of a meeting of the Bures Sports Ground Committee held at  
Bures Community Centre, Nayland Road on Thursday 4<sup>th</sup> July 2019 at 7.30pm**

**PRESENT:** Cllr G Jackson (Chairman), Mrs J Wright (Clerk)  
Bures St. Mary Parish Council: Cllr T Saer, Cllr S Pentney, Cllr R Warren  
Bures Hamlet Parish Council: Cllr M Welch, Cllr R Shackell  
Also present: E Wiseman (Noah's Ark Nursery), K Butcher (member of the public).

**1/07/19 APOLOGIES FOR ABSENCE**

Apologies received from C Revell (Bures Football Club), C Crace (Bures Cricket Club), P Gough (Bures Tennis Club).

**2/07/19 REGISTER OF INTERESTS AND DISPENSATION REQUESTS**

To declare any 'Pecuniary' or 'Non Pecuniary' interests and dispensation requests.  
Cllrs Saer, Warren and Pentney all declared an Interest in Agenda Item 13 (b) Carnival Event.  
There were no Dispensation requests put forward.

**3/07/19 PUBLIC FORUM – 15 minutes maximum public participation**

3 minutes for individual contributions unless agreed by the Chairman

There were 2 members of the public present.

Eleanor Wiseman on behalf of Noah's Ark Nursery outlined the proposals to improve their outside play area. She gave details of the grant application submitted to SCC to secure funding for the project and thanked the Chairman and Clerk for meeting with her to establish the Nursery's ambition for the play area. The Chairman noted to those present that the matter would be fully discussed at Agenda Item 6.

Kenn Butcher thanked the Committee for following up on his previous request to promote the game of Pickleball in the village. There were now approximately 14 people playing regularly at the tennis courts. He was currently raising donations for the purchase of a second net and he agreed to provide the dimensions for a storage box to hold spare paddles, balls and nets which the Committee was investigating.

On behalf of Richard Butler the Clerk expressed his thanks to the Committee for following up on the installation of a disabled bay and a new roundabout which he felt were hugely welcomed additions to the sportsground facilities.

**4/07/19 MINUTES**

The minutes of the previous Sportsground Committee meeting held on 23<sup>rd</sup> May 2019 were agreed and signed as a true record (previously circulated).

**At this point the Chairman asked for Agenda Item 6 to be brought forward and discussed. Agreed.**

**6/07/19 NOAH'S ARK PLAY AREA**

A draft layout proposal for the play area had been circulated to all members. The Committee agreed that a natural surface was preferred with ground matting at the entrance to the play area. Clerk agreed to circulate a copy of the Bures Football Club lease to enable members and Noah's Ark Nursery to draft a suitably worded lease for use of the play area. Concerns were raised that if the play area was given public access how would the issue of damage to equipment be addressed. All members gave approval to the project and agreed Eleanor should contact the Sportsground Contractor to clear the play area in preparation for the planned work. The Clerk to forward Eleanor details of Wicksteed Leisure to enable her to gain further designs and quotations before a preferred project layout was circulated to members.

## **5/07/19 MATTERS ARISING FROM THE PREVIOUS MINUTES**

- a) Disabled parking bay:** The parking bay was now installed and in regular use.
- b) No parking bay bollard:** The Clerk had met with Wiles Contractors to discuss options to prevent cars parking in the bay. It was considered that one bollard would not solve the issue. Noah's Ark Nursery kindly agreed to lay out cones in front of the bay during peak times to deter inconsiderate parking.
- c) Carpark lining:** A quotation was considered from Wiles Contractors £669.00 + VAT to apply white line markings to form approximately 48 no. car parking bays with 'T,s' and 'I,s'. The bays to the end of the second section would be wider to allow for turning. Quotation to be agreed under Item 11.
- d) Promotion of pickleball:** The introduction of the game had been well received. Kenn and Sheila Butcher had kindly offered to promote the game to the primary school. Members agreed to purchase £60 worth of paddles and balls. A second net was needed. However this would be purchased when funds available. The Chairman would look for a suitable sized container to hold spare equipment at the courts.
- e) Pikes Marsh transfer of land:** It was noted that the lease for the play area at Pikes Marsh was still being drawn up between Babergh District Council and Bures St Mary Parish Council. The Sportsground Committee to manage the area on behalf of BSMPC.
- f) Pikes Marsh play area:** The new bench had broken and did not appear securely fixed. Members were not happy with the quality of work and the Clerk agreed to follow up. BDC grass cuts being monitored and parish contractor cutting as necessary. Main gate into play area needed repair. Clerk following up.
- g) Morphus structure repairs:** The contractor had repaired the black tape edging. However further repair was needed to a section to the top and side. Clerk agreed to follow up.
- h) Main playarea slide:** Martin Clarke had kindly agreed to de-rust and repaint the underside of the top frame and legs of the slide free of charge at a time convenient to his working schedule.
- i) Trade Waste bins:** Private household waste continued to be put into the two trade waste bins at the carpark which was creating issues for the parish contractor. Clerk had reported the issue to BDC Commercial Services Officer. Replacement locks had been fitted and warning notices placed on the waste bins. BDC agreed to write to any known offenders.
- j) Gate posts:** Issues with gates being opened for events and then closed prior to the event ending creating problems with access had been followed up by the Clerk. She was liaising with the parish contractor to install posts to secure the gates into position.

## **7/07/19 ROUNDABOUT PROJECT**

New roundabout installed with all works completed. It was agreed that the post installation inspection would be incorporated into the Annual Play Inspection due in September. The quarterly report as required under the CIF grant application had been submitted.

## **8/07/19 S106 CONTRIBUTIONS**

BDC had confirmed that there was currently £14,986 S106 contributions for use within the parish. Clerk to check if Noah's Ark Nursery grant allocation referred to these contributions. The figure did not include the £5,000 S106 contributions currently held as reimbursement for the work undertaken at Pikes Marsh play area although BDC had advised that these could be re-allocated to a different project if desired. She would also check on what CIL funding was available to the parish. Quotations to be obtained for fencing the older children's play area. Survey questionnaires required to establish the need for any project the Committee may consider for use of available S106 and CIL contributions. Cllr Saer agreed to assist the Clerk on this.

### **9/07/19 CLERK'S HOURS**

The Clerk had requested the Committee to consider a reduction in her working hours. It was agreed to reduce the Clerk's weekly hours by 4 and to advertise for an Assistant Clerk. This post would be for 4 hours weekly commencing September. The Clerk would remain as RFO for 2 hours per week with additional one off salary payments as required for audit work and any urgent matters arising. Agreed by all members.

### **10/07/19 CORRESPONDENCE**

The Clerk had obtained 2 quotations for the reprinting of the information boards at the riverbank. It was agreed to accept Spingold's quotation for the printing and installation of 3 signs £290 + VAT plus additional cost for artwork.

A request had been received for Wharf Lane to be made good and potholes infilled. BSMPC had previously made good but the ownership of the lane remained unestablished. It was agreed to make a Land Registry Search. If no ownership established then the Committee would investigate claiming Possessory Title.

The Clerk had received numerous emails and telephone calls regarding youngsters creating disturbance and leaving litter at the recreation ground. It was agreed extra waste bins should be installed for the summer months. The Chairman suggested that residents are encouraged to use the facilities during the problem times to attempt to deter the youngsters. The Clerk was liaising with both Suffolk and Essex Community Police Teams. Cllr Saer would contact the Football Club with a view to opening up the club house to make refreshments available at suitable times.

The Clerk had also been alerted to issues with dogs off leads. She would liaise with Sudbury Town Wardens for advice on both matters.

### **11/07/19 FINANCE**

Business Access A/C balance: £11,072.90 Community A/C balance: £3,138.52

- a) Finance & Budget Monitoring Report – circulated, noted and attached.
- b) Bank reconciliation dated 25<sup>th</sup> June 2019 – circulated, noted and attached.  
Corresponding bank statements - circulated, noted and attached. Both duly signed by the Chairman and non-signatory member.
- c) Members agreed to accept Wiles Contractors quotation for the car park white lining £699.00 + VAT.
- d) Insurance renewal documentation duly completed and held on file – noted.
- e) Primary School confirmed use of sportsground facilities required for 2019/20 with rent duly received.
- f) Cricket and Football Club rents duly received – noted.
- g) Claim for VAT refund £1,930.49, 1<sup>st</sup> April to 30<sup>th</sup> June 2019 submitted.
- h) Members agreed the annual Standing Order to Fields in Trust should be cancelled.

### **12/07/19 AUDIT MATTERS**

- a) Still waiting on External Auditors approval of 2018/19 accounting statements – noted.
- b) Internal Audit Review meeting to be held on 28<sup>th</sup> October, 6pm – Cllr Shackell, Cllr Pentney, Clerk and Internal Auditor to attend.

### **13/07/19 EVENTS FOR APPROVAL - 2019 event dates circulated.**

RST Sudbury to Sea 14<sup>th</sup> & 15<sup>th</sup> September – approved – portaloos to stand at the riverbank over the weekend as per previous year. Extra waste bins to be put out on site. Cllr Saer gave a full report on the Carnival week of events held in June. It had been hugely successful raising in the region of £3,000 for local charities. Carnival 2020 dates agreed 20<sup>th</sup> and 21<sup>st</sup> June.

Carnival Committee Risk Assessment and Public Liability insurance received.  
Bures Music Festival and Bures Football Club Public Liability insurances received.  
All duly held on file.

### **14/07/19 SPORTSGROUND INSPECTIONS**

**a) Councillors report:** Cllr Saer presented her report to the meeting.

Main items noted: School field gate broken. Some benches needed re-varnishing however it was noted not to include the oak benches. Pikes Marsh bench broken.

14 shingles missing from Coronation Shelter. Trip hazard at landing stage. Tennis court fencing damaged. Clerk to follow up on all items raised.

**a) Report on items raised from previous inspections:** QE11 plaque – Clerk following up with Fields in Trust. Cllr Saer following up on replacement matting for the Pikes Marsh playhouse. Millennium Oaks to be trimmed in the autumn. Boundary hedge saplings being maintained by the Football Club. Damaged waste bin at tennis courts replaced. Beech saplings at play area to be removed during the autumn.

### **15/07/19 REPORT ON CONTRACT WORKS**

**a) Report on works completed:** Ground maintenance and grass cutting being carried out as per contracts. BDC grass cuts being monitored and parish contractor cutting as necessary. Surrounding area at Pikes Marsh play area being kept tidy and clear of debris.

**b) Operational Inspection Reports:** Main sportsground monthly reports circulated with any matters raised duly followed up. Cllr Saer had completed a weekly visual inspection of the Pikes Marsh playarea. All reports held on file.

### **16/07/19 BRIEF INFORMATION & EXCHANGE FOR NEXT AGENDA ITEMS**

None put forward.

### **17/07/19 DATES OF FUTURE MEETINGS**

Date of next meeting: Thursday 12<sup>th</sup> September 2019 to be held at The Committee Room, Bures Community Centre, Nayland Road at 7.30pm.

Future dates booked: 2019: 14<sup>th</sup> November

2020: 9<sup>th</sup> January, 12<sup>th</sup> March, 14<sup>th</sup> May, 16<sup>th</sup> July, 10<sup>th</sup> September.

The meeting closed at 9.20pm

Signed:

Committee Chair

Date: