

Minutes of Bures Sports Ground Committee Meeting

Thursday 10th July 2014, 7.30 pm at the Committee Room, Bures Community Centre

Present: Cllrs G Jackson (Chairman), D Ambrose, T Saer,
A Ryman, D Matthews, J Weavers

In attendance: Mrs Jenny Wright (Clerk)

1/07/14 APOLOGIES FOR ABSENCE

Cllr Jackson welcomed everyone to the meeting.

Apologies received from Cllr Becky Butcher (Organiser at Bures Music Festival), Philip Gough (Tennis Club representative), Charles Revell (Football Club representative)

2/07/14 REGISTER OF INTERESTS AND DISPENSATION REQUESTS

Cllr Ambrose declared an interest in the purchase of materials for repairs to the roundabout and Millennium Beacon. He duly signed the Register of Interests.

3/07/14 MINUTES

The minutes of the meeting held on 15th May 2014 were agreed and signed as a true record of the meeting (previously circulated).

4/07/14 MATTERS ARISING FROM THE PREVIOUS MINUTES

a) Benches – the Clerk had been in contact with Geoff Davies to supply two benches for the toddler play area. He had agreed but was waiting on a supply of wood and would inform the Clerk of the timescale for installation of the benches.

b) Dog issues – the Clerk had received several emails and letters in response to the warning notices erected at the sports ground and posted in the parish magazine. Responsible dog owners were unhappy to be included in the current monitoring and disappointed that the dog waste bags were no longer being made available. The Clerk had discussed the issues with the Braintree Dog Warden. All comments received had been brought to the attention of the Committee. It was agreed to continue monitoring until September. Clerk to reply to those who had made a written response on the matter.

c) School use of sports ground – the Clerk had redrawn up the agreement between the Primary School and the Sports Ground Committee to reflect all usage times as requested by The Head Teacher. The agreement had been duly signed by the Head Teacher and the Clerk to be held on file. Usage times had been advertised.

d) Millennium Beacon – this was now in place just inside the small side entrance gate. The Committee expressed their thanks to Cllr Ambrose and his volunteers. Cllr Ambrose requested the Clerk to write a letter of thanks in particular to Robert Chambers and Tim McNare. Agreed.

e) Annual Maintenance Plan – the Clerk had forwarded the plan to all relevant parties. Slitting of the football pitches had been completed as instructed. The lime spreading was due to be done during August. Notices to be placed in the parish magazine and on the sports ground advising that although the Committee did not have a specific date as yet, as weather dependent, further notices would be sited at all entrances immediately prior to the lime application.

f) Public Liability for events – the Clerk was now in receipt of insurance details for all events during 2014.

g) Carrier bag recycling tube: the Clerk had purchased a tube, cost £12.99. This was now in place near the recycling centre. The dog waste bag dispenser inside the main gate had been removed for storage and the dog waste bin re-sited on its pole. It was hoped that residents would use the carrier bags to clear dog faeces and litter from the sports ground.

h) Residents fishing only sign: as requested by Mr Hugh Turner a sign was now in place near the landing stage. The Clerk had informed Mr Turner accordingly.

5/07/14 CORRESPONDENCE

The Football Club had informed the Clerk of a water leak which had required a test trench to be dug on the sports ground near the Cricket Club House. All necessary works had now been completed and all costs to be met by Bures Football Club.

The Chairman was in receipt of a letter from Mrs Patey of Sudbury Road regarding dog issues. A reply would be sent as previously noted under Item 4.

The RBL had requested use of the sports ground chairs for their event on the 20th July. Agreed.

In the Member Inspections it had been noted that the display board wooden surround was rotten. The Clerk submitted a quotation of £180 from Ron Wright to make a new surround. This was accepted. Cllr Jackson suggested that the display board should be removed to Spingold at Nayland to obtain a quotation to revamp. Agreed. Clerk to follow up.

Chris Mortimer had offered the Committee 3 new picnic benches at a reduced price of £120 + VAT. This was declined.

6/07/14 QUEEN ELIZABETH 11 FIELD NOMINATION

The Clerk was still progressing the nomination. The Committee agreed that a Statutory Declaration should be drawn up for one section of the sports ground where no title could be traced. It was agreed that the second section shown as the Rookery should not be included in the Statutory Declaration. First registration still to be applied to the Land Registry by Bures St Mary Parish Council as landowner. Draft Deed of Dedication received. Clerk agreed to liaise with the Chairman to progress.

7/07/14 SECTION 106 - ADULT EXERCISE EQUIPMENT

The results of the second survey to show support from the parish for the adult exercise equipment had been accepted by BDC Public Realm. The application for funding had been submitted and approved. BDC would release £6,137.75 towards the costs of the equipment following a satisfactory inspection of the installed equipment. The survey had highlighted support for an aerial runway and BDC agreed to release the equivalent funding on the same conditions. All necessary paperwork had been completed and duly signed.

8/07/14 PLAYQUIP QUOTATION

All work agreed as per the quotation was due to commence on the 14th July. The Clerk, Cllr Saer and Ambrose had met with Steve Chandler, Sales Manager to finalise the siting of the equipment, paint colours and colour of Mulch runway. It had been agreed that the aerial runway should run behind the swings and slide and the exercise equipment would be sited near the tennis courts. The Clerk had notified all interested parties of the pending work.

9/07/14 SPORTS GROUND INSPECTION

Councillor's report: Cllr Weavers reported the following: No evidence of dog fouling. Some litter in the tennis courts. Groundsman Shed open and padlock damaged. Cllr Jackson had a replacement padlock. Sports ground all in very good condition.

Items previously raised for action:

Roundabout upgrade - Cllr Ambrose advised that the upgraded roundabout was now returned to its original site and being well used. He submitted the costs for the upgrade - materials only £627.31 all labour free of charge. The Chairman thanked Cllr Ambrose and the band of volunteers for all their hard work.

Groundsman Shed: Bryan Foster of the Community Payback Unit advised that any works through the scheme would be charged at £75 per day. It was agreed to request a site assessment for painting the outside of the shed.

Coronation Shelter: it was also agreed that the inside and outside painting of the shelter could be included in the Community Payback Scheme. Clerk to follow up. Cllr Jackson noted that she had several tins of cream paint if this could be used if the work proceeded. She also agreed to arrange for the missing roof tiles to be replaced.

Fence repairs: Nigel Norton had agreed to present a quotation for the work. Clerk to contact him to follow up as the Noah's Ark fence needed to be included.

Cricket screens: Chris Chambers had asked the Club to ensure the screens were left closer to the nets and he had also asked for the grass cuttings to be spread at the rookery rather than left in an untidy heap.

Boundary clearance: Chris Mortimer had submitted a quotation to cut back the overgrowth along the boundary line near Greenhayes and to lift the trees around the tennis courts - £120 VAT. It was agreed to ask him just to cut back the overgrowth. Clerk would request a revised quote.

Landing stage: the Clerk had arranged for one length of boarding to be added along the bank edge to secure the landing stage.

Tennis court sweeping: Philip Gough had kindly arranged for the younger members of the Tennis Club to clear and tidy the debris around the edge of the courts.

Chris Mortimer works: Chris Mortimer's monthly inspection had shown no faults on the play equipment. Damage to safety surface had been repaired. Chris advised that the safety surface had been laid on MOT type 1 which could result in further damage occurring in the future. Members noted his comments. Overgrowth at the bottle banks had been cut back.

10/07/14 FINANCE

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

Bank reconciliation dated 7th July 2014 – circulated, noted and attached.

It was agreed that the rents to the Cricket Club and Football Club should remain as previous year, £550 each. Clerk to submit invoices and check on the agreements for the previously agreed rents.

11/07/14 AUDIT MATTERS

Still waiting on External Auditor's Report for financial year end accounts 2013/14 – noted.

Sports Ground Inspection Form updated with 'Signed' as per Internal Auditor's recommendation – noted.

Internal Audit Review Checklist arranged for 7th October at 6pm – Cllrs Holbrook, Mccrory, Clerk and Internal Auditor to attend.

The Internal Auditor had agreed to complete her mid-year financial check on the 7th October as well.

12/07/14 ANY OTHER BUSINESS

Cllr Ryman informed the Committee that a request from Reverend Morley for a wedding marquee to be sited on Bures Common had been refused on the grounds of concerns for safety, insurance cover and lack of toilet facilities. He asked the Committee to consider the same request for the sports ground. It was suggested that it may be possible for the marquee to be sited to the rear of the Vicarage

garden. It was agreed in principle but would wait on a formal request and specific date.

13/07/14 DATES OF FUTURE MEETINGS

Date of next meeting – 11th September 2014 at 7.30pm

Future dates booked – 13th November 2014

15th January 2015, 19th March 2015, 14th May 2015, 16th July 2015 – all to be held at the Committee Room, Bures Community Centre at 7.30pm.

The meeting closed at 9.00pm.

Signed:

Committee Chair

Date: