

## **Minutes of Bures Sports Ground Committee Meeting**

Thursday 15<sup>th</sup> January 2015, 7.30 pm at the Committee Room, Bures Community Centre

**Present:** Cllrs G Jackson (Chairman), D Ambrose, T Saer, R Butcher,  
D Matthews, A Ryman and Charles Revell (Football Club)

**In attendance:** Mrs Jenny Wright (Clerk)

### **1/01/15 APOLOGIES FOR ABSENCE**

Cllr Jackson welcomed everyone to the meeting.

Apologies received from Cllr Jeanette Weavers (personal commitment)

### **2/01/15 REGISTER OF INTERESTS AND DISPENSATION REQUESTS**

There were no interests or dispensation requests notified to the meeting.

### **3/01/15 MINUTES**

The minutes of the meeting held on 13<sup>th</sup> November 2014 were agreed and signed as a true record of the meeting (previously circulated).

### **4/01/15 MATTERS ARISING FROM THE PREVIOUS MINUTES**

- a) Dog issues – The Chairman reported that although she had not witnessed any dog faeces when completing her member inspection, she noted that there were an increasing number of dogs being exercised on the sports ground which was of concern. Following on from the spate of dog attack incidents in the village and on the sports ground, PC Darren Marshall had agreed to patrol regularly and monitor the situation. Dog control leaflets had been advertised and circulated. The Clerk agreed to follow up with Babergh District Council as to what powers were available for the Committee to improve dog control on the sports ground.
- b) Community Payback Scheme – A letter of acknowledgement of a resident's complaint had been forwarded from the Community Payback Unit Supervisor and accepted. The Unit had returned to complete a third day of work which included completing the boundary fencing. Total labour costs £225. The Clerk agreed to contact the Supervisor with a view to the Unit returning in the spring to complete further works. Suggested works: Sanding and treating of benches, clearing ivy from front entrance, cleaning barbecue, cleaning tennis courts, repair court nets, painting of tennis court gates and posts.
- c) Damage to path edge – Cllr Ambrose had kindly agreed to supply and deliver the topsoil and re-seed. Bures Music Festival members to lay the soil and make good the damage. Date for work still to be agreed.
- d) Benches – Geoff Davies had informed the Clerk that he would be able to commence work on the benches in the spring when his supply of wood became available for use.
- e) Play & outdoor fitness equipment inspections: The Clerk had forwarded an Operational Inspection Form to Contractor Jack Brown for completing monthly and she would follow up with the members on any works reported for action. Came & Co. Insurers had advised that recording of a general visual check of the play areas should be made weekly. This only need be noting damage or broken glass which may cause injury. Clerk to ask Jack Brown to include this when completing his weekly emptying of the waste bins.

### **5/01/15 QUOTATIONS FOR METAL FENCING**

The Clerk had received one quotation to date from JPB Landscapes to replace the wooden fencing along the car park boundary of the sports ground and the toddler play area. The Clerk had also requested the section of fencing around the Noah's Ark play area to be priced separately for an indication of cost. Two further quotations to be obtained. The Chairman invited all members to look into the initiative for hedging rather than fencing along the car park boundary and to bring their considerations to the next meeting. Clerk to follow up on grants available via Babergh District Council.

### **6/01/15 PROMOTION PACKAGE FOR SPORTSGROUND**

Cllr Saer advised that she had not progressed this matter. It was agreed to leave on hold until the next meeting.

### **7/01/15 CORRESPONDENCE**

Following the recent fixing of a waste bin in the Coronation Shelter, the Clerk had received concerns from Bures Football Club that this was now a fire hazard as the shelter was well used by local youths. Contractor Jack Brown had agreed to monitor and clear the litter around the shelter weekly.

Resident Mr. Whitfield had asked the Committee to consider improving the drainage around the Wharf Lane gate entrance. Cllr Ambrose confirmed that work was necessary and would follow up the matter. He also advised that Wharf Lane needed infilling with gravel or stone chippings. Clerk to investigate ownership of the lane. The Football Club had agreed to remove the 3 white line marker bottles left stored behind the pavilion as they were a hazard to children.

### **8/01/15 QUEEN ELIZABETH 11 FIELD NOMINATION**

The signed and witnessed Statutory Declaration had been forwarded to the Fields Trust as requested. Clerk waiting on final completion of the Deed of Dedication.

### **9/01/15 EVENTS FOR APPROVAL**

- a) At the previous meeting of 13<sup>th</sup> November 2014 the request for a wedding reception marquee to be sited on the sports ground had been approved subject to the Committee's terms and conditions for the event. Following that approval the Committee had received a complaint that this request would clash with a booked wedding reception in the Community Centre and the complainants had requested that the marquee reception application should now be reviewed. The Chairman, Clerk and Cllr Saer had followed up on the matter. It was agreed the Clerk should check with Bures Cricket Club that its site screens could be used on the day to screen the marquee from the Community Centre. All copy licences for the event to be held on file. Music to cease by 11.30pm. A contract signed by the Chairman and applicants to be drawn up outlining terms and conditions. Clerk to write to both wedding couples advising of the review. Any harassment between the two couples should be followed up as a private matter.
- b) Saturday 12<sup>th</sup> September, Sudbury to Sea event 10am to 3pm – approved. As per previous year's event 2 extra waste bins to be put out near the riverbank and emptied at end of day.
- c) A request had been put forward for a Charity Ball marquee event to be held on Saturday 18<sup>th</sup> April in memory of Daisy Brooks. Members raised concerns that the date was within the football fixture season plus parking would not be sufficient for an anticipated attendance of up to 300 people. Therefore the request was not granted.

### **10/01/15 PLAY EQUIPMENT**

Playquip Leisure due to commence all outstanding works on Monday 26<sup>th</sup> January subject to weather conditions.

### **11/01/15 SPORTSGROUND INSPECTIONS**

**Councillor's report:** Cllr Jackson reported the following: No litter or dog faeces was seen. Some benches needed a varnish treatment. Perspex on car park noticeboard needed cleaning. Tennis club noticeboard still awaiting repair. Two cedar shingles needed for Coronation Shelter roof. BBQ to be cleaned. Gate and posts at tennis courts needed painting. Clerk to follow up. Noah's Ark play area looking desperately in need of upgrading. Clerk to contact its committee members to investigate play equipment being stored inside during winter months.

**To report on items previously raised:** Loose post at tennis court – Cllr Ambrose would follow up again with Jack Brown. Moles in cricket outfield – Cllr Ambrose to follow up in the spring. Tennis court noticeboard – Ron Wright had agreed to repair.

#### **Jack Brown contracted & approved additional works:**

Works completed: Shrubbery at front of Community Centre, hedging to rear of football pavilion and to rear of skateboard facility, tree removed at rear of tennis courts plus general contracted grass cutting, maintenance and waste bins. All works satisfactory. The Clerk noted that Jack Brown had been unable to cut back the hedge immediately to the rear of the football pavilion barb-wired flat roof. Charles Revell to report back to the football club for comments.

**Additional works requested:** green moss clearance under play equipment, fencing along boundary, slitting of cricket outfield, replace damaged waste bin at car park. It was agreed to proceed with these additional works. Clerk to order a new friendly style waste bin. Quotation of £300 for 1 day hire of tractor and slitter and one man hire accepted from Jack Brown.

### **12/01/15 FINANCE**

Business Access A/C balance: £17,199.94 Community A/C balance: £5,529.39

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

Bank reconciliation dated 30<sup>th</sup> December 2014 – circulated, noted and attached.

Corresponding bank statements circulated, noted and attached.

It was noted that the 2<sup>nd</sup> VAT claim for 2014,£5,748.61 had been received.

### **13/01/15 AUDIT MATTERS**

The Clerk advised that Mr Angus Goody had agreed to take over as Internal Auditor until the end of the financial year following the resignation of Mrs Susan Boon.

Legal Briefing L05-14 Transparency Code – circulated – to be actioned for 2015/16 with further guidance to follow.

### **14/01/15 ANY OTHER BUSINESS**

Cllr Butcher advised that the Music Festival Committee were considering changing the style and size of the marquee used for the Festival. She agreed to confirm details at the next meeting.

### **15/01/15 DATES OF FUTURE MEETINGS** – 19<sup>th</sup> March 2015 at 7.30pm

Future dates agreed: 2015: 17<sup>th</sup> Sept, 19<sup>th</sup> Nov, 2016: 14<sup>th</sup> Jan, 17<sup>th</sup> March - all to be held at the Committee Room, Bures Community Centre at 7.30pm. The meeting closed at 9.00pm.

Signed:

Committee Chair

Date:

