

**Minutes of a meeting of the Bures Sports Ground Committee held at
Bures Community Centre, Nayland Road on Thursday 14th July 2016 at 7.30pm**

PRESENT: Cllr G Jackson (Chairman), Mrs J Wright (Clerk)
Bures St. Mary Parish Council, Cllr R Kemball, Cllr G Crowley
Bures Hamlet Parish Council: Cllr M Welch

1/07/16 APOLOGIES FOR ABSENCE

Apologies received and accepted from Cllr Ambrose (on holiday), Cllr Matthews (unwell), Cllr Wilson (personal commitment). Apology also received from Mr Charles Revell (Football Representative).

2/07/16 REGISTER OF INTERESTS AND DISPENSATION REQUESTS

To declare any 'Pecuniary' or 'Non Pecuniary' interests and dispensation requests.
None declared.

3/07/16 PUBLIC FORUM – 15 minutes maximum public participation

3 minutes for individual contributions unless agreed by the Chairman

No members of the public present.

4/07/16 MINUTES

The minutes of the meeting held on 12th May 2016 were agreed and signed as a true record of the meeting (previously circulated).

5/07/16 MATTERS ARISING FROM THE PREVIOUS MINUTES

a) Dog issues: Since the installation of the signage the Clerk had received two complaints regarding lack of dog control. Both complainants were satisfied that the members were regularly monitoring the sportsground and that the majority of dog owners were complying with the sign Orders. Monitoring to continue.

b) Waste collection: An agreement had been signed between BSMPC and BDC for a Trade Waste bin collection. All waste generated from the sportsground was now deposited in the Trade Waste bin and collected fortnightly on a Wednesday morning. Gary Vaughan had agreed to put out the bin via his contracted works for BSMPC. The skip hire system via Fysh House Farm had ceased. Clerk to arrange for extra keys so that the trade waste bin could be kept locked on site.

c) Extra waste bins: Gary Vaughan to install the 2 new waste bins, one near the Coronation Shelter and the other at the Millennium footbridge.

d) Fencing/S106 contributions: The £4,785.60 S106 contributions had been received from BDC. JPB Landscapes still to replace the wooden panels on the right of the side gate entrance with the three unused metal fence panels.

e) Morphus X project: The teen shelter had been moved over to near the skate ramp to accommodate a site near the tennis courts for the Morphus X. Clerk to meet a Morphus team member on site to establish that the site was satisfactory. It was agreed that although ground matting was optional it would be sensible. Clerk to add to quotation figures. Clerk to check on line of electricity cable from Cricket Club House running alongside the site. Clerk to submit a Bures Music Festival Grant application for the cost of the matting and delivery.

f) Gate keyholders: Cllr Dennis Ambrose had kindly agreed to replace Becky Butcher as a Keyholder. Signs had been amended. The Clerk had circulated a current list of known Keyholders to all members. It was agreed that keys should be retrieved from Mrs Basson and Mrs Butcher as they were no longer listed. Clerk to follow up.

g) Community Payback Scheme: The Clerk had met with Bryan Foster of the Community Payback Team and agreed that an order would be raised for works at the Coronation Shelter area. To paint the Coronation Shelter and lay slabs immediately in front plus paint the teen shelter. Bryan had raised concerns that on previous occasions his Team had received complaints from one of the residents with regard to working in the carpark area and therefore the Clerk agreed that their work vehicle could access onto the sportsground away from the carpark. A signed Works Agreement to be drawn up.

h) QE II Field nomination: The Clerk had deposited all the necessary documentation with local Solicitor Ross Wallace of Wayman & Long for him to proceed with the registration of the Deed of Dedication. Estimated cost confirmed in the region of £100. Still progressing.

i) Pikes Marsh playarea: Future responsibility of the play area still being progressed by BDC. Bures Sports Ground Committee agreed to take on maintenance responsibility when legal transfer documentation completed.

6/07/16 CORRESPONDENCE

It was noted that the improved signage and parking of vehicles on and off the sportsground during the recent Bures Music Festival had been a great improvement to the previous year. Peter Harries had advised the Clerk that the 2017 Festival would be held 4th – 10th July. He also confirmed the barrels and fence panels would be removed as soon as possible. Insurance details had been received from Bures Football Club and would be held on file. Volunteers from the Stour Valley and Dedham Vale Project had reported that Giant Hogweed had been found growing in the field adjacent to the Sportsground. Cllr Ambrose had kindly cleared the offending plants.

The Environment Agency had issued a statement regarding the recent low water levels and the problems with the gate and debris at Bures Mill. Clerk would enquire when pending works should be completed by as the Coracle Regatta was due to take place early August.

7/07/16 EVENTS FOR APPROVAL

Bures Coracle Regatta – Saturday 6th August.

RST Sudbury to Sea event – Saturday 24th September.

Insurance details for both these events had been received and to be held on file.

8/07/16 SPORTSGROUND INSPECTIONS

Councillor's report: Cllr Wilson had forwarded his report prior to the meeting. Main points raised – Coronation Shelter shabby, two roof shingles needed replacing, no evidence of dog fouling, padlock missing from side gate and tractor shed, swing in toddlers area noisy, hole between skate ramp and oak tree, waste bin near teen shelter being used by children to clamber onto shelter roof, hole in ground near landing stage, Clerk to follow up on all items. Cllr Crowley agreed to follow up on the roof shingles. It was agreed to remove the damaged waste bin at the carpark and replace with the waste bin from the teen shelter area. Peter Harries (BMF) reported that he would replace the two missing padlocks. Cllr Wilson had remarked on the impressive standard of the sportsground given that the Music Festival had just taken place. The Clerk had forwarded his comments and thanks to the BMF Team.

Report on items raised from previous inspections: Tennis court netting – Phillip Gough had agreed to obtain a quotation for the repairs. Lifebelt clip – agreed not to follow up. Trip hazards around play equipment – agreed to wait on the September ROSPA annual inspection report before any action.

9/07/16 REPORT ON JPB LANDSCAPES WORKS

A letter from Mrs Charlotte Ward had been circulated. Concerns had been raised regarding the uneven ground, molehills and the variation in grass length on the cricket outfield. Jack Brown had responded and the Clerk had circulated his response to the members. The constant wet weather had made grass cutting conditions extremely difficult. Members appreciated this fact.

Cllr Crowley proceeded to read out a letter on behalf of Cllr Ambrose who had been unable to attend the meeting. Cllr Ambrose raised his disappointment with the quality of grass cutting and the lack of waste bin collections by Jack Brown plus the outstanding works still not being completed. The Clerk responded that she had found Jack's work and manner extremely satisfactory and felt that the constant wet weather had created difficult working conditions for him. She also noted that Jack was contracted to empty waste bins only once weekly. The members considered all points raised. Waste was a constant issue and hoped that the new large waste bins would alleviate the problem. Clerk would continue to monitor all issues raised.

Report on works completed: Grass cutting programme in line with budget. Area behind tennis courts cleared and to be maintained as part of the sportsground boundary. Debris cleared from around recycling area. Boundaries strimmed. Cricket outfield maintained with lower cut.

Works still to be actioned: Debris clearance at carpark. Runway to be weed killed. 2 trees along main path needed lower branches cutting back. Dog waste bin at main gate to be moved across to boundary.

Beech hedge – Jack Brown reported that it was difficult to strim between the hedging. It was agreed that the hedging should remain and the wooden fence would be removed when hedge established. Clerk would advise Jack that strimming need not be done while hedge is establishing.

Operational Inspection Reports: March, April and May reported as Nil repairs. Bolts on 2 large swings had been loosened by unknown persons. Cllr Ambrose had repaired.

Insurance: Insurance documentation received and to be held on file.

10/07/16 FINANCE

Business Access A/C balance: £18,938.55 Community A/C balance: £2,752.45

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

Bank reconciliation dated 2nd July 2016 – circulated, noted and attached.

Corresponding bank statements - circulated, noted and attached.

New NALC pay awards for Clerks approved.

VAT claim for 2015/16 received from HMRC.

Confirmation of Bank Mandate changes received from Lloyds Bank.

11/07/16 AUDIT MATTERS

Still waiting on External Auditor's approval of 2015/16 Annual Accounting Statements.

Internal Audit Review Checklist – Cllr Crowley and Cllr Wilson agreed to meet with the Clerk and Internal Auditor in October to finalise the Review Checklist.

12/07/16 ANY OTHER BUSINESS

The members proceeded to move to the sportsground to confirm the site for the Morphus X and check the beech hedge.

13/07/16 DATES OF FUTURE MEETINGS

Next meeting date – Thursday 15th September 2016

Future dates booked: 2016: 17th November

2017: 12th January, 16th March, 11th May, 13th July

- all meetings to be held at the Committee Room, Bures Community Centre at 7.30pm.

The meeting closed at 9.30pm

Signed:

Committee Chair

Date: