

BURES SPORTSGROUND COMMITTEE MEETING MINUTES

Thursday 9th January 2025 at 7.30pm in the Committee Room, Bures Community Centre

Present: Cllr Jackson in the chair; Cllrs Welch, Shackell, Keeble-Fox, Norton, Jones, Glen Taylor (Football Club), Warren Skeggs (Football Club Chair) Georgie Turner, Clerk

01.01.25 Apologies for absence – Philip Gough (Tennis Club) – Prior engagement, Chris Crace (Cricket Club) – Illness. All apologies accepted.

The Clerk and RFO has resigned from the Bures Sportsground and Bures St Mary Parish Council, however has agreed to continue to working until 31st March 2025, in order to prepare the paperwork for the Audits 2024/25.

Cllr Fairbairn has resigned from the Bures Sportsground Committee however will continue on the Bures St Mary Parish Council.

Welcome to Cllr Jones, who has joined the Committee to fill the vacancy left by Glen Taylor. There is now one further space to fill with a St Mary Councillor. It was suggested that Olly Giles be invited to join.

02.01.25 Register of Interests and Dispensation Requests ‘Pecuniary’ and ‘Non-pecuniary’ interests and Dispensation requests – None.

03.01.25 Public Forum No items raised.

04.11.24 Minutes The Minutes of the meeting of 14th November 2024 confirmed and signed as a correct record (previously circulated).

05.01.25 Matters arising which do not appear elsewhere on the agenda

a. Status of the Bures Joint Sportsground Committee – Investigations have been made regarding what is involved to make the Committee a separate legal entity and the benefits this could bring. This arose following our application to Plug-in Suffolk EV Charging and the new NI liability cost the Committee faces for 2025/26. It is currently with the SALC and EALC legal departments to investigate. In the interim, registering for PAYE with HMRC may solve the NI liability cost issue and would be pursued further.

b. Disabled toilet access to the Community Centre – Enquiries have been made regarding a radar key and the use of the Community Centre for use as an accessible toilet. This will be discussed at the Community Centre’s next meeting.

06.01.25 Police and Anti-social behaviour

a. New Community Policing Team – PC Brendan McKenna arranged a meet and greet at Bures Common. A few members of the public attended. Brendan McKenna, Ollie Williams and Deon Randhamie attended the market where they engaged with residents over a range of matters. PC Brendan will endeavour to attend the APM in March.

b. Eyes Artwork Project – This is still ongoing and further information will be distributed by Deon Randhamie in due course.

07.01.25 Projects

a. Skateboard project

- Bevills – The section of land by the riverbank is part of Bevills Estate (and not owned by the village) and no permanent structures are allowed. It is not possible to obtain grants for the installation of play equipment on land not under the ownership of the applicant. Any skateboard park could not encroach on this area. Bevills have confirmed this. This would rule out the possibility of the pump track previously suggested.

The way forward was discussed and whether there was enough evidence of need to support the project. Having sought feedback through a questionnaire from the school and at the Football Club, it was agreed that the answers to this plus the interest generated on Facebook was positive. A vote was taken whether to proceed with a simpler plan as suggested by Playquip and whether to investigate grants further. (Three quotes would be required.) This would not encroach on the neighbouring football pitch and that this would only proceed if a grant was received due to the large cost. The youth shelter would be relocated. Football Club felt this would be appreciated elsewhere by spectators in inclement weather. It was noted that £6,000 has been earmarked in next year's budget for Capital Projects and the 10% required by most grants would be taken from this fund if successful. Cllr Keeble-Fox proposed, Cllr Welch seconded and it was agreed.

It was noted that Playquip's original quote had increased approx. 2% from their initial quote of February 2024 due to a rise in costs of materials however there was no increase to their labour charges.

- Following agreement to proceed, Cllr Keeble-Fox and Jackson will seek two further quotes in addition to Playquip and apply for an Enovert grant. This is available within 10 miles of Bellhouse Pit and the skateboard park is 7.27 miles. The form for this is available online. Angela Harwoods has advised applications are required by 28.02.25 (with a decision by 15.04.25).

- Colne Contracts has been instructed to quote for the ground works and pitch preparation as per the Playquip quote in both concrete and tarmac and were planning to visit on 07.01.25.

b. Yellow Gate – Paving and post safety – Nigel Norton will undertake the work when the weather improves as it is currently too wet to install paving (with a view to completing this before the end of the financial year).

c. Ball Stop Nets – A previous quote from PPS to replace the damaged netting cost of £1,500 + VAT. This was going to be included as a project for next year, however Cllr Norton has volunteered to undertake the work. The cost for this has dramatically fallen as having originally looked into the hire costs of a cherry picker, transportation, insurance etc., it was felt this could be completed using a borrowed scaffolding tower. The cost is now looking closer to £150 for materials and will be taken from the normal repairs budget in 2025/26. Thank you to Cllr Norton for his kind offer resulting in a large saving.

08.01.25 Car Park

a. Plug-in Suffolk EV Charging – Update – The loss of two spaces in order to make two charging spaces (one normal, one accessible) was discussed as parking in Bures is at a premium at certain times of the day/week. Consideration was given to the frequency of use, the electric charge provided (11kw), that the car park is used mainly by locals and that there will be charging points available at the station (once up and running). All agreed this would not be pursued further however may be revisited at a later date.

b. Car Park - Signage In and Exit - Costs for the replacement were being investigated as the signs were weathered and concerns had been raised about their visibility. Currently awaiting quotes from Atlas Signs.

09.01.25 Football Club Matters

a. Parking problems – Following correspondence with the Football Club, Glen Taylor and Warren Skeggs attended the meeting to discuss the problems highlighted on training and match days. The Football Club advised that they were experiencing large numbers at the moment and were keen to work with the Committee to look for solutions to the problem. It was suggested Sunday's "pinch points" could be eased by phasing the kick off timings to reduce the pressure at any one time. They hope to increase awareness of the parking issues, advising parents of where they can and can't park (with guidance from the Committee). Appropriate locations were discussed and would be confirmed. The use of the station car park was also suggested however the £3.00 charge may put people off. Walking and car sharing would also be promoted.

Bevills have confirmed that parking on part of Home Stable was not possible due to being weather dependent and not wishing for it to become a car park on a regular basis. The Football Club were also not keen and advised that they were looking to extend the pitches in the future in this area if allowed.

b. Bleed kit cabinet – The Football Club agreed for this to be situated on their Clubhouse next to the defibrillator in a lockable cabinet. A representative from the Daniel Baird Foundation has been invited to speak at the APM and the training that was cancelled in December is being rearranged the following month. Warren advised that defibrillator training had also been offered to the Football Club if interested.

10.01.25 Cricket Club Matters

a. Safeguarding Policy – This has been received.

b. CCTV unit – Confirmation was being sought as to whether this is currently working following the replacement of the "borrowed" extension lead and if the replaced Cricket Pavilion camera was up and running. Cllr Norton offered to take a look if required.

11.01.25 Tennis Club Matters

a. Safeguarding Policy – A final copy of their safeguarding policy will be forwarded to the Clerk at the weekend.

12.01.25 Correspondence - None

13.01.25 Events / Bookings

a. BMF 2024 – 9th– 13th July 2025 (Including set up and clear up – 5th – 14th July 2025)

b. Coracle Event – 9th August 2025

c. Sudbury 2 Sea – 13th September 2025

14.01.25 Finance

a. Finance & Budget Monitoring Report – agreed and signed by Chairman and non-signatory member.

b. Bank reconciliation report and verifying bank statements – circulated and signed by Chairman and non-signatory member.

It was noted that our Business Instant Account has been changed to Lloyds new Community Account which is designed for not-for-profit organisations with an annual turnover of less than £250,000 a year. The sort code, account number and existing standing orders/direct debits will remain the same, however they will start charging an “Account Maintenance” fee of £4.25 per month for each account. They will also charge for services such as electronic, cash and cheque payments, billed each month, however the first 100 electronic payments per month are free so should not affect us.

Lloyds have also advised from 03.12.24, the interest rate on our account will be reduced by 0.1%.

c. NI Liability – Following the budget the Sportsground’s liability is expected to be £503.67 however this would reduce significantly if the Committee paid the Clerk directly.

Investigations are being made to register for PAYE with HMRC. Currently £503.67 has been included for in the 2025/26 budget whilst advice is being sought through SALC and EALC. It was agreed that the Committee would try to register for PAYE with HMRC and see if it was allowed in the absence any firm advice being given.

d. Draft Budget – The 3-year draft budget 2025-26 was signed off.

Having made some changes, it was agreed that the budget allows a reduction in the precept requested from BH and BSM of £500 (total £1,000). The hope is that this would assist with BSM’s tight financial position. It was stressed that this was a one off and that it would need to go back up the following year as the Sportsground are eating into their residual balance and that their budget income this year is less than their expenditure. (It was noted that food van income has not been included in the budget as it is uncertain and may not continue.) Taking this into account this was proposed by Cllr Shackell, seconded by Cllr Norton and agreed.

e. Recycling Income – This was looked into further at a member’s request. The recycling is emptied every 2 weeks regardless of how full it is and is paid twice a year (with approx. £1,300 expected this year). Glass (£17 per tonne), Textiles (£60 per tonne). Details were posted on Beautiful Bures and the Parish Council’s Facebook pages to encourage the use of the recycling in the village to increase the revenue which is received by the Sportsground Committee. The move to mixed glass by Babergh District Council on 03.04.25 may affect the revenue generated in the new financial year and it was agreed that adding additional textile recycling in their place would be investigated if required.

f. Bures Joint Sportsground Committee - Registering as an employer with HM Revenue and Customs (HMRC) - This has been suggested primarily due the above (14c.) which will result in a substantial cost increase to the Committee. Guidance has been sought from both SALC and EALC, who are consulting their legal teams. This could also make the Clerk arrangements/salary payment clearer with regards to the auditors and the questions raised last year.

15.01.25 Audit Matters

a. Internal Audit 2024-25 - To note BB Business Associates Engagement Letter completed

b. External Audit 2024-25 - To note PKF Littlejohn instructed

16.01.25 Policies

a. Safeguarding Policy – DSL Training – Further investigation identified that the DSL requires additional training. SALC recommended Designated Safeguarding Lead: Training & Referrals and what happens next training at a cost of £40.00 and this has been included in the budget for 2025/26. Following the resignation of the Clerk, a replacement DSL will be discussed at the

next meeting.

17.01.25 Sports Ground Inspections and maintenance

- a. Councillor's report** – Cllr Norton noted there was a little litter. No new issues identified.
- b. To report on items raised from previous inspections** – The Tennis Stop Nets will be replaced next financial year. The Clerk will follow up on the straps to the accessible swing and whether they have been returned.
- c. Items requiring maintenance** - Yellow gate as above.
- d. Maintenance checks** – All completed - The trampoline edge tiles have been re-stuck/replaced having been vandalised again.
- e. Volunteer tasks** – This would be revisited when the weather improves.
- f. Overhanging branches on the river** – Nigel and Adam Norton will be undertaking the work on behalf of Bevills however require the weather to improve in order to use larger vehicles to drag any debris from the river.

18.01.25 To report on Contract works

- a. To report on works completed:** grass cutting, grounds maintenance
- b. To note that all new contracts agreed for 3 years and signed**
- c. Dog waste bins** – It was noted that these had been overflowing over the Christmas period and that were not emptied for over two weeks. Following complaints, Cllr Aries very kindly emptied the bins. A list of locations was previously provided and a further offer to walk around these has been made. The current contract started on 01.12.24. The contractor closed over the Christmas period which we were not made aware of in advance. A normal service has now resumed and this will be reviewed in 2 months at the end of the probationary period. Cllr Aries suggested that additional signage was required to request that once the bins were full, dog owners took their dog waste with them and this was being investigated/costed accordingly.
- d. Operational Inspection reports** - circulated - The matting around the trampoline was identified (see 17a).

19.01.25 Brief information & exchange for next agenda items

It has previously been suggested that a Beech tree be planted on the Sportsground to replace the Cooper Beech on the Nayland Road. All agreed this was a good idea and that it should be located in the gap in the line of Millennium Oaks down towards the bridge. Perrywoods Garden Centre would be contacted to see if they would consider donating a Cooper Beech.

The meeting in July clashes with the BMF again this year therefore it was agreed that it would be moved to Thursday 3rd July 2025.

The meeting finished at 21.05

Date of next meetings: 13th March 2025 to be held at Bures Community Centre, Nayland Road at 7.30pm

Future dates booked: 8th May, 3rd July, 11th September, 13th November 2025