

BURES SPORTSGROUND COMMITTEE MEETING MINUTES

Thursday 13rd March 2025 at 7.30pm in the Committee Room, Bures Community Centre

01.03.25 Apologies for absence - Chris Crace, Philip Gough, Glen Taylor (previous engagements)

02.03.25 Register of Interests and Dispensation Requests To receive any 'Pecuniary' and 'Non-pecuniary' interests and Dispensation requests - None received

03.03.25 Public Forum - No items raised.

04.03.25 Minutes - Minutes of the meeting of 9th January 2025 were confirmed and signed as a correct record (previously circulated).

05.03.25 Matters arising which do not appear elsewhere on the agenda

a. Appointment of new Clerk for the Sportsground Committee and St Mary PC – Kevin Money, who is CILCA qualified, will take over as Clerk and RFO of BSMPC and BSPG as of 01.04.25. Kevin has 15 yrs experience and currently works for several parish councils including Mount Bures and Little Cornard. There will be a handover on 27th March. Due to other commitments, the meetings will be moved to the 1st Thursday of the month. Cllr Keeble-Fox is unable to attend this new date therefore a new BH Councillor will be sought to join the Committee.

b. Annual Parish Meeting on 24.03.25 - The BSM and BH joint APM doors open at 7pm with refreshments and to engage with the community displays. The meeting starts at 7.30pm. We hope as many members will be able to join the APM. Cllr Norton advised that he would be away therefore unable to attend.

06.03.25 Police and Anti-social behaviour

a. PSPO Update – Public Spaces Protection Order – Rachael Young, Community Safety Manager for Babergh, has advised that additional consultation was required before presenting the PSPO briefing to senior management. This has taken longer than anticipated and it is unlikely this will be in place this Summer. Clarification has been sought and reassurance of continued support for any ASB experienced over the next few months.

b. Eyes Artwork Project – No update

c. CCTV – Difficulties continue with the CCTV however Cllr Norton has this in hand and will replace the monitor believed to be causing the problem shortly.

07.03.25 Projects

a. Skateboard project – Cllr Jackson and Cllr Keeble-Fox completed the grant application for Enover Community Trust (a big thank you) to meet the deadline with a decision expected by 15.04.25.

08.03.25 Car Park

a. Plug-in Suffolk EV Charging – Following the Committee deciding not to proceed with the car park location, Katy Hampshire, Plug-In Suffolk was contacted regarding the space behind the school. This was going to be assessed for suitability subject to Babergh's agreement, however they have since advised that Bures is already on Babergh's radar for electric charging points.

b. Car Park - Signage In and Exit - These have been replaced and updated in red on the no entry sides to be more prominent.

09.03.25 Football Club Matters

a. Parking problems – Glen Taylor has reported the Football Club have started staggering kick off

times for Sunday matches. He has circulated a sheet which all the managers share with visiting teams to advise of parking locations and to follow parking restrictions. Jenny Wright has received the bleed kits and the bleed kit cabinet will be ordered using the grant given by Cllr Finch. It was suggested the school playground be used to ease parking, however this has been ruled out. Mill Lane along the hedge (marshalled by football club volunteers) was also suggested however all agreed to wait to see how the Football Club's new ideas panned out.

Mud on the patio outside the Community Centre after football training and games was discussed and it was suggested this could be swept by the Football Club at the end of the weekend.

10.03.25 Cricket Club Matters

a. Safeguarding Policy – It was noted that this has been received.

b. CCTV unit – An update can be given once the monitor to the main unit has been replaced.

11.03.25 Tennis Club Matters

a. Safeguarding Policy – It was noted that this has been received.

12.03.25 Correspondence

Concerns have been raised on Facebook regarding the textile recycling bins not being emptied. This was followed up with Babergh and the faulty locks have now been changed and the bins emptied.

Concerns have also been raised regarding two dogs being left in the Sports Courts whilst dropping off/collecting from school. Further investigations will be made including a request for an email to be sent out by the school to parents advising against this.

13.03.25 Events / Bookings

a. Bures Primary School Summer Fete – 7th June 2025 – The members agreed that there would be no charge for the use of the field.

b. BMF 2025 – 9th– 13th July 2025 including set up and clear up – 5th – 14th July 2025. All agreed to keep the rent at £900 and the same hire conditions as last year. It was confirmed that a grant could still be applied for if required for any future projects.

c. Coracle Event – 9th August 2025 – Hire agreement and conditions still to be sent.

d. Sudbury 2 Sea – 13th September 2025 – Hire agreement and conditions still to be sent.

14.03.25 Finance

a. Finance & Budget Monitoring Report – Circulated including a revised Finance Report for November 2025.

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

c. NI Update – Having looked into avoiding this by employing a different Clerk for the BSPG therefore falling under the threshold and/or registering as a separate employer, neither had proved feasible.

d. Precept – It was noted that the agreed precept from Bures St Mary and Hamlet PC for next year was £7,500 each.

e. Bures Joint Sportsground Committee - Registering as an employer with HM Revenue and Customs (HMRC) – Having written to HMRC, no reply was received despite advising online that a response would be forthcoming within 20 days.

f. Insurance – It was noted that the insurance renewal was due in May 2025.

g. Asset Register – It was noted that this has been updated with the picnic benches bought in the Summer. The new car park signs will be included on the new policy in May.

15.03.25 Audit Matters

a. Internal Audit 2024-25 – To be submitted on 31st March 2025 – The outgoing Clerk will endeavour to complete the necessary paperwork for the audit for the SPG prior to leaving at the end of March.

b. External Audit 2024-25 – PKF Littlejohn update - The future provision of this service is currently under consideration.

16.03.25 Policies

a. Safeguarding Policy – The new Clerk is considering taking over as DSL and has been forwarded the information regarding the training suggested by SALC costing £40.00.

17.03.25 Sports Ground Inspections and maintenance

a. Councillor's report – Cllr Jackson noted the edges of the play area surfacing is becoming uneven and a trip hazard and advice would be sought from Playquip regarding this. The webbing on the trampoline mesh is showing wear and tear and advice would be sought from the manufacturer/supplier. This may still be under warranty as not that old. The Coronation shelter is dirty from muddy marks from the football season and requires a good clean. The BBQ had been used and the ash needs clearing out.

b. To report on items raised from previous inspections - None

c. Items requiring maintenance

- **Yellow Gate** – The paving and making safe the gate post has been completed to a high standard and will be invoiced before the end of this financial year.

- **Ball stop net** – As Cllr Norton has agreed to carry out this work, the cost has reduced substantially therefore will be taken out of the repairs budget instead of being from the earmarked projects pot next financial year.

d. Maintenance checks – Completed

e. Spring Litter Pick – 22.03.24 at 10am – This has been advertised on the BB and Parish Council Facebook pages, in the parish magazine and has been on the school newsletter. The Football Club and Scouts have also been asked to publicise this event.

f. Signage – Food van parking and dog waste – A new sign has been installed on the last parking space by the gate asking for this to be left vacant from 4.30pm on Wednesdays and Saturdays to give the food vans more space to park. Another sign will also be erected in the corner parking spot to assist the food vans maneuvering into the space. No further problems have been reported. It was suggested some further signage was required regarding dog waste and some examples used in some other PCs were discussed. It was agreed that two new yellow highly visible signs will be purchased.

There are new signs on the textile recycling bins as these are starting to peel off.

There are also new signs on the commercial waste bins to prevent misuse as these are being used by the public despite being locked.

New ASB signage has arrived to replace those that require it in time for the Summer.

e. Volunteer tasks – Washing down the coronation shelter, clearing the BBQ of ash and car park hedge cutting will all need to be undertaken.

f. Overhanging branches on the river – This is still on the Nigel and Adam's radar and will be actioned once the river bank dries out further.

18.03.25 To report on Contract works

a. To report on works completed: grass cutting, grounds maintenance – The waste bins are now being emptied regularly on a Tuesday and no further concerns have been received.

- **To discuss probationary periods of new contractors** – The 3 month probationary period ended on 01.03.25. All agreed they were happy with JPB however no grass cutting had taken place as yet

so this part of the contract should be subject to another 3 month probation from the start of the first cut. This has already been agreed with Rhett Mills for the main grass cutting contract as again no cuts have been made as yet.

b. Operational Inspection reports - circulated – As noted above – Trampoline mesh wear and tear.

19.03.25 Brief information & exchange for next agenda items

a. Noah's Ark raised at the Community Centre meeting that they would like to astro turf the grassed area they use as it is muddy and in the Summer becomes a dust bowl. This was refused as the terms of the area being created included retaining the grass and not installing an artificial surface.

b. Flooding on the patio was raised. It was suggested that this slabbed area belongs to the Community Centre and not the Sportsground as does the garden area in front to the road. If this is the case, it was suggested the maintenance of these areas no longer be shared and the Community Centre takes responsibility for these areas. This would be looked into further.

The meeting finished at 8.24pm

Date of next meetings: 1st May 2025 to be held at Bures Community Centre, Nayland Road at 7.30pm

Future dates booked: 3rd July 2025, 4th September 2025, 6th November 2025