

## **BURES SPORTSGROUND COMMITTEE**

### **Sportsground Committee Meeting**

Thursday 12<sup>th</sup> September 2024 at 7.30pm in the Committee Room, Bures Community Centre

**Present:** Cllr Jackson in the chair; Cllrs Welch, Shackell, Fairbairn, Keeble-Fox, Norton, Philip Gough (Tennis Club)

Georgie Turner, Clerk

**01.09.24 Apologies for absence** Cllr Taylor (ongoing previously agreed personal/work commitments), Chris Grace (previous engagement). Apologies were accepted.

**02.09.24 Register of Interests and Dispensation Requests** 'Pecuniary' and 'Non-pecuniary' interests and Dispensation requests – None.

**03.09.24 Public Forum** No items raised.

**04.09.24 Minutes** The Minutes of the meeting of 4<sup>th</sup> July 2024 confirmed and signed as a correct record (previously circulated).

#### **05.09.24 Matters arising which do not appear elsewhere on the agenda**

**a. Wharf Lane** – Following further concerns raised regarding glass on Wharf Lane, a large bulk bag of shingle was ordered to cover the worst areas. The work was carried out by volunteers and appears to have resolved the problem.

**b. Appraisal Protocols & Policy** – A draft document previously circulated was discussed and it was felt that point 18 requiring the Clerk to attend SALC and SLCC events should be removed. The Clerk is currently not a member of SLCC due to the cost. It was agreed that the emphasis should be more on building relationships with other local parish councils and sports ground committees.

#### **06.09.24 Anti-social behaviour**

**a. Incidents** – No major incidents since the last meeting although littering has been a problem on occasion. A quieter Summer was reported. This was seen to be largely due to preventative measures put in place by police and the committee and, at times, poor weather. All agreed the ASB problem had not disappeared, more pushed to Sudbury, and could arise again next year.

**b. Mobile CCTV & PSPO Update** – Meeting notes were circulated in advance. The Clerk has subsequently spoken to the Business Advice Service at the ICO to clarify the situation. It was confirmed that there is no legal requirement regarding footage resolution and definitive quality. The picture quality of a CCTV should be sufficient for the purpose it is intended and the quality the best that can be afforded. The importance of following the ICO guidelines, having a CCTV policy and that data protection is followed were stressed. All of these are currently complied with. It was suggested that the CCTV notice should be removed from the Football Clubhouse as there was no CCTV unit attached/covering this area. If the CCTV was replaced on the cricket pavilion, the signage could also remain at the Cricket Club. It was concluded that the ICO did not have the inclination or resources to pursue as long as the above was adhered to.

The PSPO is still in the pipeline and Peter Watson's team would start work on this at Christmas with the view to having this in place next Summer.

**c. Eyes Artwork Project** – This project is still in the planning phase and the police are proposing a competition across local school. We have been requested to consider sites and advise the police accordingly. All agreed the tractor shed was the best location, however due to the corrugated nature of the wall, this would need to be mounted on a board.

**d. Dog fouling** – An increase in people not picking up after their dogs led to posts being put on BB and the PC Facebook pages and additional signage around the Sportsground. The September Inspection saw no evidence of dog fouling however it was agreed it was too early to say whether the posts had had any impact. Some signs on the field have been removed.

#### **07.09.24 Projects**

**a. Skateboard project** – Application for a grant from the National Lottery Community Fund was unsuccessful due to high demand. Feedback revealed 80% of applications are refused and that we could try again. Cllr Keeble-Fox was thanked for her efforts on this. The survey of young people's views will now take place at the school and football club to evidence need. Cllr Fairbairn to make the necessary arrangements.

**b. A-frame picnic benches** – Five benches were ordered with a 5% discount + delivery. Having arrived in mid-August, these appear substantial and hardwearing. Cllrs Jackson and Shackell together with Ken Jackson assembled the benches. A big thank you to Scott Newstead who assisted with delivery and set up for this work. The benches have now been fixed in place, the old ones removed, and have received favourable comments. All agreed the payment should be taken from the projects fund.

#### **08.09.24 Car Park**

**a. Car park repair work** – Work to the potholes was completed to a high standard by Colne Contracts. There is £7,000 earmarked for the car park resurfacing work. As this was to extend the life of the surface, it was agreed that the payment of £2,700.00 (ex. VAT) should be taken from this earmarked fund. All agreed to continue to save £500.00 per year for future works to maintain the car park surface for the next two years. The situation will then be reassessed.

**b. Fencing** – Work to the wooden fencing has been completed to a high standard by Nigel and Adam Norton and all felt a middle plank, previously discussed, was not required. £3,000 was originally earmarked for this work. All agreed the payment of £2,500.00 should be taken from the projects fund.

**c. Plug-in Suffolk EV Charging** – A site visit has still not been scheduled as yet. Locating the two electric charging spaces in front of the village hall was discussed however, this would be dependent on the space required and whether the second planter needed to be removed.

**09.09.24 Football Club Matters** – Rent has now been paid. The clubs insurance certificate and safeguarding policy have been requested and will follow shortly.

**10.09.24 Cricket Club Matters** – Rent has now been paid. We have received the clubs insurance certificate however been advised that they have no written safeguarding policy. A request has been made for this to be formalised and a copy to be sent to the Committee.

**11.09.24 Tennis Club Matters** – It was reported the tennis team just missed promotion to Division 1 and had had a good season. Debris tends to build up in the back corner of the courts however the two maintenance visits by PSS had proved adequate. The same package of £690.00 + VAT was agreed for 2025. The Tennis Club had provided their insurance certificate and was working on a written safeguarding policy as nothing formal in place at present.

**a. LTA membership** Suffolk LTA has offered to help with the writing of a Safeguarding policy for the club, however after initial enthusiasm, the SLTA has not made further contact.

**12.09.24 Correspondence** Members of the public had reported dead trees along the old vicarage wall and subsequently the Tree Warden had removed them. Also reported was an incident of primary school aged children cycling and skateboarding on the sports courts. The children had been abusive to a resident who reminded them that this was not permitted. Subsequently Cllr Jackson witnessed these children on the sports courts and spoken to them reasserting that the sports courts were not to be used by bikes, skateboards and followed up by speaking to the parent of one of the children. The Clerk has spoken to school and written to PC Norman requesting she walk around this area and the skateboard ramp when next in the village as a deterrent. The situation will continue to be monitored.

### **13.09.24 Events / Bookings**

**a. BMF 2024** – Another successful event.

**b. Coracle Event** – This was cancelled due to the organiser being unwell and there being no other volunteers to facilitate the event. The organisers have requested that this take place on 09.08.25 to coincide with the Bures Market.

**c. Steel bones** – This went ahead on 07.09.24. The organisers were very pleased with the support given by the committee and the event was a great success.

**d. Sudbury 2 Sea** – To proceed on 14.09.24 (paying £10.00 rent). Vehicular access will be via the Nayland Road/Mill Lane gate due to the Cricket Clubs Big Bash and Awards. No food vendor expected and participants have been advised that the Bures Market has refreshments and toilet options.

**e. White Gold Fish & Chip Van** – The Clerk was contacted by a resident and WG regarding trading on the Saturday of the BMF. It had previously been made clear that WG were not able to trade on this weekend and had initially booked a pitch at the BMF. Despite being advising of the situation, WG traded from The Horsehoes car park (avoiding any costs). As a result, their trial period was extended and they were requested to pay a lump sum up to the end of the trial period. No further problems have been experienced. It was agreed that the additional trial period had been completed and trading could continue until the end of the year contract. Two monthly lump sum payments would be requested prior to trading.

**f. Brittens Bites** – This has been a welcome addition on a Wednesday and has received a number of favourable reviews. BB have been flexible when incurring parking problems. Their two month trial period is now finished and it was agreed trading could continue until the end of the year contract.

The issue of tendering for the above was raised and would be looked at in further detail to ensure compliance with the Committee's Standing Orders and Financial Regulations; further guidance would be sort from SALC.

### **14.09.24 Finance**

**a. Finance & Budget Monitoring Report** – circulated in advance. It was noted that earmarked funds had been used for various work above and the financial report would be updated accordingly for the next meeting. It was agreed that the new format for payments on the report provided a clearer picture of the finances (however the final column would be changed to "Forecast Variance"). It was suggested the format for income be updated in a similar way for the next meeting. The residual balance and earmarked funds were discussed and it was agreed that this would be looked at further. Several projects that had not been completed previously due to a lack of funds, could be looked at as funds were now available. These projects include the fencing around the recycling area, paving slabs under the yellow play area gate and a new

noticeboard.

**b. To note bank reconciliation report and verifying bank statements** were signed by the Chairman and non-signatory member.

**c. Asset Register update** – The new benches have now been added to the Asset Register and Gallagher have confirmed that they are insured at no extra cost.

**d. Bank details update** – This is still outstanding and would require the Clerk to visit a branch.

**e. Play equipment inspection payment** – The annual play inspection has not been paid as yet (£113.80 ex. VAT) due to the invoice being incorrectly addressed. Numerous emails and phone calls have been made regarding this. The Clerk has requested to be part of Babergh's inspection again this year to take advantage of their group price of £58.00 + VAT and £5.80 admin fee per play area, with the addition £8.50 for an estimated life expectancy assessment for the main playground.

**f. Precept** – It was noted that the second half of the precept from Bures Hamlet and Bures St Mary would be requested for £4,000.00 each payable by 01.10.24.

### 15.09.24 Audit Matters

#### a. Internal Audit 2023-24

- BB Business Associates Engagement Letter – The Clerk has chased this but has not received a reply as yet.

- Internal Audit Meeting – To proceed on 07.10.24 at 6pm. The internal auditor will not be asked to join to avoid additional costs.

#### b. External Audit 2023-24

PKF have emailed a query regarding the Asset Register which the Clerk has responded to. No reply has been received following our response.

### 16.09.24 Policies

**a. Child Protection/Safeguarding Policy** – The updated Safeguarding (Child Protection Policy) was discussed. The Clerk has contacted the clubs for copies of their Safeguarding Policies as discussed above. It had proved difficult to get a copy of Nayland and Pebmarsh's Safeguarding Policy. The Clerk received a copy from Earls Colne's Recreation Ground's however this is much more complex than the Bures arrangement. Boxford's policy will be emailed on Friday. It was felt that the current draft still required the sportsground to have too much responsibility and the Clerk raised concern regarding being named as the DSL due to lack of training/experience. This would be finalised at the November meeting.

### 17.09.24 Sports Ground Inspections and maintenance

**a. Councillor's report** – Cllr Shackell – This identified the following:

- A ball and toy to be removed from the Millenium Beacon.
- A hole in the bitumen rubber flooring of the seesaw needed repairing.
- The adult press up bench requires cleaning as covered in bird droppings.
- The pickle ball box requires sealant (identified previously).

**b. To report on items raised from previous inspections.** See item c.

#### c. Items requiring maintenance

- Zip line platforms – Nigel Norton's original quote was for £375.00 however having completed work on the first platform, further rotten wood boards have been identified. Having requested a re-quote to complete the work satisfactorily, the work would now cost £750.00. All agreed this was needed.

- Nest swing chains – These have arrived and have been fitted by Nigel Norton.

- Yellow gate to the play area – The flat metal plate was identified as being raised which could

cause a foot to get trapped therefore required work. It was agreed that if the previously proposed paving slabs were laid, this would also resolve the issue.

**d. Volunteer tasks** – Cllr Jackson painted the Coronation shelter. Cllr Jackson and Cllr Keeble-Fox have rubbed down and stained the park benches. Thank you. It was noted that the oak benches need cleaning and the multi-sided picnic table in the play area needs jet washing, rubbing down and staining. The Pike Marsh equipment still needs cleaning. Advice from Playquip on the cleaning of the mushrooms will be followed.

#### **18.09.24 To report on Contract works**

**a. Works completed** - grass cutting, grounds maintenance – all done in a timely manner.  
- Nigel has repaired the trampoline surround noted on previous reports.  
The Clerk is ensuring that all of the contracts have up-to-date public liability insurance schedules.

**b. Operational Inspection reports** - circulated in advance. Nothing to note.

**c. Items from the Annual Play Equipment Inspection** - None

#### **19.09.24 Brief information & exchange for next agenda items**

- The sportsground draft budget to be discussed. Due to holidays, it was agreed the Clerk would provide a first draft by the end of September.  
- Moving the portaloos would be discussed, possibly re-siting this to the other side of the gate. This would improve the safety of children not having to enter the car park and would assist with the smell affecting the food vans due to their close proximity.

Date of next meetings: 14<sup>th</sup> November 2024 to be held at Bures Community Centre, Nayland Road at 7.30pm

Future dates booked: 9<sup>th</sup> January 2025, 13<sup>th</sup> March 2025, 8<sup>th</sup> May 2025, 10<sup>th</sup> July 2024