

**BURES SPORTSGROUND COMMITTEE**  
**Minutes of the Meeting held Monday 7<sup>th</sup> July 2025 7.30 in the Committee Room**  
**Bures Community Centre**

**Present:** Cllrs Jackson, Jones, Keeble-Fox, Welch, Giles and Norton

**1.07.25 Apologies for absence**

Apologies were received from Cllr Shackell, holiday and Chris Crace. The meeting accepted the apologies.

**2.07.25 Election of Chair and Vice-chair for the year July 2025-July 2026**

Cllr Jones proposed and Cllr Keeble-Fox seconded that Cllr Jackson be Chair for the coming year.

Cllr Jackson proposed and Cllr Giles seconded that Cllr Welch be Vice Chair for the same period. Cllrs Jackson and Welch accepted the nominations and were duly elected.

**3.07.25 Register of Interests and Dispensation Requests**

No 'Pecuniary' and 'Non-pecuniary' interests and Dispensation requests were made.

**4.07.25 Public Forum** No members of the public were present.

**5.07.25 Minutes** of the meeting of 1st May 2025 confirmed and signed as a correct record (previously circulated).

**6.07.25 Matters arising which do not appear elsewhere on the agenda**

**a. Areas of responsibility Bures Community Centre and Bures Sportsground Committee.** The Community Centre Committee has agreed that they are responsible for the garden at the front of the centre. They have requested that the Sportsground Committee continue to organise the care of this area and have said that they will reimburse the invoices in full. The meeting was pleased to hear that the costs will be fully reimbursed each time and agreed that the committee continues to have the work carried out by the contractor.

**b. Copper Beech from Perrywoods Nursery** An article for the Perrywood Nurseries publicity was sent to Louise Smith at Perrywood and to the village magazine. Cllr Norton has been watering the new Copper Beech but the recent extreme weather has affected the tree. Cllr Norton was thanked for his work watering the tree.

**7.07.25 Police and Anti-social behaviour**

**a. PSPO Update** – update from Rachael Young, Community Safety Manager for Babergh – the report has yet to go to the Senior Leadership Team for agreement. Following this, Rachael will contact the chair to inform of the measures included and methods of enforcement. The PSPO will then go out to consultation. It will not be in place this year.

**b. Eyes Artwork Project** – no news from PC McKenna and PC Ramdhanie on this

**c. CCTV** – this is not operating. Lee East of IH-T has been asked to remedy but there had been no response at the time of the meeting.

**d.** There have been no incidents reported to the police this year to date.

### **8.07.25 Projects**

a. Skateboard project – the half pipe sections have been moved and the concrete sections laid. Concern was expressed regarding the extreme heat and its impact on the concrete going off. Work has been held off due to extreme weather and to the area being inaccessible when the Music Festival fencing is in place. Work to resume week beginning 15<sup>th</sup> July. Many thanks to Adam Norton for responding to the urgent need to move the Youth Shelter. His invoice was for £100 a considerable saving on the amount quoted by Playquip.

### **9.07.25 Car Park**

a. Update on the painting of the yellow hatched box by Kevin Baxter - Kevin has given a date of 1<sup>st</sup> August for this work. The Community Centre Committee has asked that the box be extended further towards the gate as cars parking behind the box still obstruct the entrance.

### **10.07.25 Football Club Matters**

a. **The Bleed kit cabinet** has been fixed on the clubhouse wall below the defibrillator. The meeting agreed that the cabinet be added to the Sportsground Committee's assets. Cllr McCrory has volunteered to carry out date checks of contents.

b. The Club is planning work on the grass during the off season. The meeting agreed that The Football Club be asked to keep the Committee informed regarding details of the plan and the dates the work will be carried out.

### **11.07.25 Cricket Club Matters**

a. Outfield mowing – there was a report of the outfield not being mown to the required standard when a memorial match was due; contractor, Rhett Mills, responded quickly to rectify the situation. Chris Crace reported Rhett Mills as being very obliging.

### **12.07.25 Tennis Club Matters**

No matters raised.

### **13.07.25 Correspondence**

a. **Noah's Ark** - further correspondence regarding the nursery wishing to lay artificial grass was received. The Chair had responded explaining that the terms of the original agreement were that the area should remain grass. Members of the Committee inspected the Noah's 'garden' area and concluded that the group has not been giving regard to the wear on grass by daily use in a small area with a wide range of equipment.

b. **Dog Fouling** – An email expressing concern regarding the level of dog fouling on the recreation ground was sent to the committee. Responsible dog owners are picking up after those who are irresponsible. The situation is deteriorating. It was requested that signage stating that it is illegal not to pick up after your dog should be put up. This would be using the Clean Neighbourhoods and Environment Act 2005. Rachael Young at Babergh has been asked her opinion on including it in the PSPO.

The meeting agreed that notices would be put up but that the first step was contact with Rachael Young regarding the inclusion of dog fouling in the PSPO. It was suggested that this order cover the footpaths in Bures St Mary.

**c. Invasive Russian Vine** – this creeper from the garden of Jonrosa is encroaching on the Sportsground car park. Letter to be sent to the resident asking for it to be cut back.

#### **14.07.25 Events / Bookings**

- a. Bures Primary School Summer Fete – 7<sup>th</sup> June 2025 was postponed – new date 6<sup>th</sup> September. PSA to be reminded to check with the Football Club as to whether they have a match that day.
- b. BMF 2024 – 9<sup>th</sup>– 13<sup>th</sup> July 2025  
Including set up and clear up – 5<sup>th</sup> – 14<sup>th</sup> July 2025
- c. Coracle Event – 9<sup>th</sup> August 2025 – booking forms to be sent
- d. Sudbury 2 Sea – 13<sup>th</sup> September 2025 – booking forms to be sent

#### **15.07.25 Finance**

- a. Finance & Budget Monitoring Report – circulated
- b. To note bank reconciliation report and verifying bank statements – circulated to be signed by Chairman and non-signatory member.
- c. Insurance – Cllr Jackson rang Gallagher for clarification regarding the 3 year deal. The premium will remain the same. The increase will be the rate of inflation so typically 3-5% annually at current rates. 3 year deal agreed in line with minutes of the last meeting.
- d. Food vendor payments – Brittens Bites now paying £10 a week regardless of attendance. White Gold is up to date with payments. There had been a query from BMF as to whether WG would be trading from the car park on 12<sup>th</sup> July. They were reassured that WG had been notified on 3<sup>rd</sup> May that they could not trade that day. WG had not been charged rent for that date.

#### **16.07.25 Audit Matters**

- a. Internal Audit 2024-25 – no issues
- b. External Audit 2024-25 – PKF Littlejohn update – PKF Littlejohn has confirmed that they will not be carrying out our External Audit. Request that the email from PKF Littlejohn be included in the Finance file.

#### **17.07.25. Policies**

- a. Safeguarding Policy – Cllr Giles reported the training as not providing him with anything he had not already learned from general safeguarding training. He had hoped for something more specific. The meeting agree that Cllr Giles name and contact details should be in the noticeboard on the recreation ground and that the sports clubs be informed of his appointment to the role of DSL for the Committee.
- b. Standing Orders and Financial Regulations were agreed.
- c. Risk Assessment update was agreed.

### **18.07.25 Sports Ground Inspections and maintenance**

- a. Councillor's report Cllr Jackson reported the Sportsground not looking as good as it usually does. There has been a bench damaged and a cill ripped off the Coronation Shelter. There was litter around the perimeter and some dog mess. Cllr Norton had kindly picked the litter in the long grass at the perimeter by the Rookery. Ken Jackson had swept the Coronation Shelter and barbecue. Thanks to both for this. Discussion took place on the best course of action following the damage to the Don Loveless bench. Good with Wood had quoted £350 for the repair and had suggested replacing the bench instead. Steve Hinton looked at the damage and agreed to cost up the repair. The meeting agreed that the family member be contacted and asked whether they wanted to remove the bench, have the bench repaired or provide a new bench. It was suggested that the Committee appeal for a new bench to replace the bench along the Millennium path between the football pitch and the tennis courts.
- b. To report on items raised from previous inspections – covered under other items.
- c. Play Inspection Company Report had been shared with all members. There were no items requiring urgent attention.
- d. Items requiring maintenance Zip line - new seat has now been fitted.
- e. Volunteer tasks - Car park hedge trimmed by Cllr and Ken Jackson and Millennium oaks work completed by Ken Jackson. The oak benches need scrubbing and the other benches need washing clean of bird mess and rubbing down and re-staining. Cllr Norton has agreed to fit the ball stop net. Members to volunteer for other tasks if they have time available.
- g. Overhanging branches on the river – this is a Bevills Estate matter and is scheduled for attention.

### **19.07.25 To report on Contract works**

- a. To report on works completed: grass cutting, grounds maintenance - all in order.
- b. Probationary period of new contractors – the meeting agreed that Rhett Mills and Jack Perfect Brown be notified that the Committee are happy with their work and that the contracts stand.
- b. Operational Inspection reports - circulated The Zip wire seat was highlighted on the checks – now dealt with.

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

Date of next meetings: 8<sup>th</sup> September 2025 to be held at Bures Community Centre, Nayland Road at 7.30pm

Future dates booked: 10<sup>th</sup> November, 12<sup>th</sup> January 2026, 9<sup>th</sup> March 2026