

## **MINUTES OF BURES SPORTSGROUND COMMITTEE MEETING 12<sup>TH</sup> JAN 2026**

**Present:** Cllr Jackson (in the chair), Cllrs Welch, Jones, Shackell, Keeble-Fox and Norton

**1.1.26 Apologies for absence** Chris Crace, Cricket Club.

**2.1.26 Register of Interests and Dispensation Requests** – none received

**3.1.26 Public Forum** no members of the public were present.

**4.1.26 Minutes** of the meeting of 17<sup>th</sup> November 2025 confirmed and signed as a correct record (previously circulated).

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

- a. Pickle ball group insurance documentation – received from Sheila Butcher to be held on file.
- b. Youth shelter – re-site in next financial year. It has been suggested that the shelter be sited along the edge of the field close to the wheeled sport area.

### **6.1.26 Police and Anti-social behaviour**

- a. CCTV – at the meeting in November it was agreed that the committee would consider a new system. The meeting agreed that, as there are much cheaper systems available now, a system would be chosen and then presented to the police for their opinion. Cllr Shackell agreed to take responsibility for this.
- b. PSPO Update – No update from Rachael Young, Community Safety Manager for Babergh. Dog fouling stickers from James Buckingham, Babergh DC have been put up.

### **7.1.26 Wheeled Sport Area**

- a. Playquip remedial work – concrete grinding. There have been on-going issues with the grinding of the concrete and filling of the expansion gap. The recent weather has delayed matters further.
- b. Additional work by Sportsground contractor – additional notice has been put up.

### **8.1.26 Play Equipment maintenance and repair**

- a. Roundabout bearings  
When Wicksteed contractors fitted the Spiro-whirl they concreted up to the spindle and used security fixings. This meant that, when Playquip came to replace the bearings they were unable to do the work and had to replace the roundabout. Wicksteed have been asked to recompense for the extra cost of doing the work - £480.00  
It was agreed that the work should be done as soon as possible. Playquip to be asked whether they can do the work at a lower cost. Wicksteed to be asked to pay for the work. The guarantee will be checked.
- b. Safety surfacing Under 7s area work completed in December at a cost of £3,024.81 + VAT £604.96 = Total £3,629.77. The work on the safety surfacing in the main playground area will take place in the new financial year.

### **9.1.26 Football Club Matters**

- a. Maintenance of pitches – It was unclear as to whether the Football Club were going ahead with the verti-draining on their pitches. If possible, the committee still wishes the work on the main pitch to go ahead.

#### **10.1.26 Cricket Club Matters**

- a. Plans for the pavilion. An architect has been appointed and the club is in contact with various bodies regarding grants. Mr Crace was advised to ring Angela Haymonds of the Enover Community Trust who had already expressed support for the project.

#### **11.1.26 Tennis Club Matters**

- a. New signage regarding the misuse of the courts had been installed following the painting of the board
- b. Maintenance visit took place on 19<sup>th</sup> Nov 25 at a cost of £340 + VAT £68 = Total £408. It was agreed that the length of the agreement with SPS be checked. If there is no commitment to continue with the present company, other possibilities including our own contractors be considered. It was noted that the moss spray had killed the grass round the edge of the courts. This is contrary to the policy on use of chemicals on the grass.

#### **12.1.26 Correspondence**

- a. New government funding for playgrounds – part of the Pride in Place strategy. Unlikely that Bures would benefit. There are other sources of grants which can be applied for when projects are costed.
- b. In-Post Locker – the committee had received the suggestion that, as revenue from recycling will be reduced in the new financial year and the village Post Office is due to close, the provision of an In-Post locker would be welcomed by both the committee and residents. The locker gives a guaranteed income and can be tailored to fit the space. The committee agreed unanimously to pursue the idea.

#### **13.1.26 Events / Bookings**

- a. Bures Music Festival 8<sup>th</sup> -12<sup>th</sup> July + setting up and taking down time.

#### **14.1.26 Finance**

- a. Finance & Budget Monitoring Report agreed and signed
- b. Bank reconciliation report and verifying bank statements noted and signed by Chairman and non-signatory member.

#### **15.1.26 Budget**

- a. 3 year budget agreed by the Parish Councils accepted and signed.

#### **16.1.26 Audit Matters**

- a. Internal Audit 2025-26 – It was agreed that BB Associates be engaged at a likely cost of £220. The internal Audit Review was held on 24<sup>th</sup> Nov 25. It was noted that PKF Littlejohn would no longer audit the Sportsground Committee. It was also noted that we are without a clerk but that Jenny Wright was acting as RFO.

#### **17.1.26 Policies**

- a. The Safeguarding policy was agreed. DSL Cllr Ollie Giles

### **18.1.26 Sports Ground Inspections and maintenance**

- a. Councillor's report – Shirley Keeble-Fox  
The state of the bin near the Coronation Shellter was a cause for concern. It was agreed to put the spare bin in its place.
- b. To report on items raised from previous inspections – see item 8
- c. Play Inspection Company Report – work required by post installation check completed. Next full check is due before the March meeting.
- d. Items requiring maintenance - new rails needed on the fence to be the bridge.
- e. Volunteer tasks since the last meeting - Cllr Giles fitted the new basket ball hoop chains. Cllr Jackson painted the noticeboard by the courts with barn paint. New signage fitted. The pickleball players have offered to repair the storage box.

### **19.1.26 To report on Contract works**

- a. Grass cutting and grounds maintenance as per contracts.
- b. Operational Inspection reports – circulated. It was noted that the forms have been amended to reflect the changes on the sportsground. No new issues raised.

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

Rents to be agreed next meeting.

Date of next meeting: 9<sup>th</sup> March 2026 to be held at Bures Community Centre, Nayland Road at 7.30pm – Cllr Norton gave his apologies.

Future dates booked: 11<sup>th</sup> May, 13<sup>th</sup> July 2026