

BUCKLESHAM PARISH COUNCIL

Mrs Judi Hallett (Interim Clerk to the Parish Council)
Manor Farm, Hollesley, Woodbridge, Suffolk IP12 3NB



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NOTICE OF BUCKLESHAM PARISH COUNCIL MEETING

Thursday 10th September 2020
at 7.00pm via Zoom Video Conference
PLEASE SEE BELOW FOR LOG IN DETAILS

All Councillors are hereby summoned to attend a meeting of the Parish Council as detailed above. All public and press are also cordially invited.

Agenda

1. To elect Chair of the Parish Council and signing of 'Declaration of Acceptance of Office'.
2. To receive Apologies for Absence.
3. To receive any Declarations of Interest and any Applications for Dispensation on Agenda Items (either pecuniary or non-pecuniary).
4. Public Participation (**15 Minutes Maximum**) - To receive:
 - a. Reports or comment from District and/or County Councillors.
 - b. Reports or comment from any member of the public.
5. To co-opt Parish Councillor and signing of 'Declaration of acceptance of Office'.
6. To elect Vice-Chair of the Parish Council and signing of 'Declaration of Acceptance of Office'.
7. To agree Minutes of meeting dated 1st July 2020.
8. Clerks Report – To receive updates on matters not requiring debate or decision (see separate sheet).
9. To discuss appointment of Mrs Ruth Johnson as Bucklesham Village Website Administrator, Bucklesham Bugle Editor, Grant Application Administrator and Friends of Playing Field volunteer Coordinator and discuss purchase of computer equipment for administration of these roles.
10. Reports ~ To receive reports from Mrs Ruth Johnson on:
 - a. Bucklesham Village Website Administration
 - b. Autumn edition of Bucklesham Bugle
 - c. Friends of Playing Field
 - d. Bucklesham Community Council

Please be aware that recording of the meeting is probable

11. To discuss Conveyance documentation for the Playing Field, the recent complaints by residents regarding conduct at football matches and future use of the field by External Football Teams.

12. To accept and adopt the 'Standing Orders-2020' and 'Financial Regulations-2020' as sent to Councillors on 02.08.2020

13. To accept and adopt the following Policies ~

- Asset Register
- Bring Your Own Device Policy
- CCTV Policy and Code of Practice
- Disciplinary Procedure
- Equal Opportunities Policy
- FOI Procedure
- Formal Complaints Procedure
- Formal Grants Award Policy
- Grievance Procedure
- Health and Safety Policy
- Information Protection Policy
- Public Participation Protocol
- Publication Scheme
- Retention of Documents and Records Policy
- Risk Assessment (Financial)
- Risk Assessment (non-Financial)
- Safeguarding Children's Policy
- Sickness and Absence Policy

14. Sizewell C ~ To discuss registering an interest with the Planning Inspectorate.

15. Planning:

- a. To discuss and agree response to the following Applications received:
 - i. DC/20/3033/FUL Alterations to driveway – Brocksett, Main Road, Bucklesham IP10 ODN
 - ii. Any Planning Applications received after the Agenda was published.

16. Finance Matters:

- a. To accept accounts up until 31st August 2020 and review of Bank Statements.
- b. To Declare the General Power of Competence.
- c. To set the Budget timetable.
- d. To accept and adopt the General Reserves Policy.
- e. To agree the reserve allocations.
- f. To record confirmation from PKF Littlejohn LLP receipt of Certificate of Exemption.
- g. To discuss transferring funds to savings account.
- h. To accept and agree the insurance quote from Came and Co. ~ £523.90
- i. To discuss request for financial support from Bucklesham Bumps Babies and Toddler Group.
- j. To discuss quote from STC with regards to CCTV on Playing Field ~ £195.00
- k. To authorise the following Invoices for Payment:
 - i. None at time of producing Agenda
 - ii. *Any other invoice presenting*
- l. To note Payments made since last meeting:
 - i. SC Norse Ltd (Playing Field bin and dog bins) £1,035.60
 - ii. Heather Owen (Playing Field Padlocks) £116.45
 - iii. Print4U (Bugle) £148.00
 - iv. SALC (Good Councillor Guides) £13.48
 - v. Heather Owen (Stamps) £15.60
 - vi. Hudson Group (Tosser Banner) £30.00
 - vii. Signs Express (Various Signs) £196.80

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m. To note Payments received since last meeting:	
i. Hire of Football Pitch by Copleston Boys	£20.00
ii. Hire of Football Pitch from AFC Kesgrave	£60.00
n. To note Bank Balances as at 31 st August 2020:	
i. Community Account (No. 80152285)	£18,696.14
ii. Business Account (No.00605875)	£4,529.45

17. To receive agenda items for next meeting (provisionally Thursday 12th November)

Judi Hallett

Interim Clerk to Bucklesham Parish Council, 4th September 2020

Zoom Log-In Details

Link: <https://us02web.zoom.us/j/86477488466?pwd=cDFvR0l1U2xpRGlxUXVpQndDcTIRQT09>
Meeting ID: 864 7748 8466
Passcode: 814531
Dial In: 0203 901 7895

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