

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 ANNUAL MEETING

Tuesday 4th May 2021

at 7.00pm via Zoom Video Conference

PLEASE SEE BELOW FOR ZOOM 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 the Chair of the Parish Council for 2021/22 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 any member of the public.
5. To agree Minutes of meeting dated 11th March 2021.
6. To appoint a Vice Chair for the Parish Council for 2021/22 and signing of 'Declaration of Acceptance of Office'.
7. To appoint persons to the following offices –
 - a. Responsible Finance Officer
 - b. Website Manager
 - c. Bugle Editor
 - d. Tree Warden
 - e. Footpaths Warden
 - f. SALC Rep
 - g. Felixstowe Peninsula Community Partnership Rep
 - h. Internal Auditor
8. To remind Councillors to review their Register of Member's Interests entry at East Suffolk Council system (guidance notes previously sent to Councillors).
9. To Review and confirm all Direct Debits and Standing Orders presently set up by the Council.
10. Clerks Report – To receive updates on matters not requiring debate or decision (see separate sheet).

Please be aware that recording of the meeting is probable

11. Reports ~ To receive reports from Mrs Ruth Johnson on:
 - a. Bucklesham Village Website Administration
 - b. Spring edition of Bucklesham Bugle
 - c. Bucklesham Playing Field
 - d. Bucklesham Community Council Business

12. To receive and ask questions of report from Cllr Gardner on Felixstowe Peninsula Partnership Meeting 22nd April 2021.

13. To discuss the Quiet Lanes project and to formally nominate Church Lane (from beyond entrances to Church Close and St Mary's Park) and Levington Lane (from beyond number 92) as Quiet Lane Status.

14. To discuss HGV vehicle movements through the village from Valley Farm and response from E S Planning.

15. Planning:
 - a. To discuss the following Planning Applications received:
 - i. None at time of producing agenda.

16. Finance Matters:
 - a. To accept and sign Annual Accounts for Year End 31st March 2021.
 - b. To accept Internal Auditors Report for 2020/21 and 'Internal Audit Report' of Part 3 of the Annual Governance and Accountability Return (AGAR 2020/21).
 - c. To agree and complete Section 1 of Part 3 of the AGAR 2020/21.
 - d. To agree and complete Section 2 of Part 3 of the AGAR 2020/21.
 - e. To agree the CIL report for 2020/21.
 - f. To agree Reserve Allocations as at start of 2021/22.
 - g. To review accounts as at 30th April 2021 and review Bank Statements.
 - h. To authorise the following Invoices for Payment:
 - i. None at time of producing agenda £
 - ii. *Any other invoice presenting*
 - i. To note Payments made since last meeting:

i. J Hallett (Clerks Salary)	£600.00
ii. HMRC (Clerks PAYE)	£150.00
iii. Print 4 U (Bugle Newsletter)	£88.00
iv. H Owen (Postage stamps)	£9.21
v. Trevor Brown (Auditor)	£150.00
vi. SALC (new Clerk training)	£180.00
vii. SALC Subscription	£249.10
viii. ICO	£35.00
 - j. To note Payments received since last meeting:

i. VAT refund	£2,929.49
ii. CIL receipt	£15.00
 - k. To note Bank Balances as at 30th April 2021:

i. Current Account (No. 80152285)	£tbc
ii. Savings Account (No.00605875)	£tbc

17. To receive agenda items for next meeting (provisionally Wednesday 7th July 2021)

Exclusion of the press and public from this item by virtue of Public Bodies (Admissions to Meetings) Act 1960 s1 (2) because of the confidential nature of the matter to be discussed

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18. New Clerk:

- a. To receive update on the interview for the position of Clerk and recommendations from the Interview Panel.
- b. To appoint new Parish Clerk with effect from 1st July 2021 and to discuss and agree all employment terms and conditions.

Judi Hallett

Interim Clerk to Bucklesham Parish Council, 27th April 2021

Zoom Log-In Details

Link: <https://us02web.zoom.us/j/82935139026?pwd=bVlrVDZMVDlnRmxBNDBYTmw5QjdkZz09>

Meeting ID: 829 3513 9026

Passcode: 716021

Dial In: 0203 481 5240