

BUCKLESHAM PARISH COUNCIL

Mrs Ruth Johnson, Clerk to the Parish Council
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NOTICE OF BUCKLESHAM PARISH COUNCIL ANNUAL MEETING

Wednesday 4th May 2022 at 7:00pm
In Bucklesham and Foxhall Village Hall

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 2022/23 and Signing of 'Declaration of Acceptance of Office'.
2. Apologies for absence:
 - a. To receive apologies.
 - b. To accept apologies.
3. To receive any:
 - a. Declarations of Pecuniary Interest.
 - b. Declarations of Non-Pecuniary Interest.
 - c. Applications for Dispensation on Agenda Items.
 - d. Declarations of Gifts or Hospitality Received over the value of £25.00
 - e. Notifications of Lobbying with reference to Planning Applications to be discussed.
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 agree Minutes of meeting dated 2nd March 2022.
6. To appoint persons to the following offices –
 - a. Responsible Finance Officer
 - b. SALC Rep
 - c. Felixstowe Peninsula Community Partnership Rep
 - d. Internal Auditor
7. To remind Councillors to review their Register of Member's Interests entry at East Suffolk Council system (guidance notes previously sent to Councillors).
8. To Review and confirm all Direct Debits and Standing Orders presently set up by the Council.
9. To discuss Suffolk Highway's 'Pardon the weeds, we're feeding the bees' campaign.
10. Clerks Report – To receive updates on matters not requiring debate or decision.

Please be aware that recording of the meeting is probable

11. To discuss request from Bucklesham Primary School Association for financial support for their proposed replacement of the outdoor play equipment.

12. Documentation:

- i. To approve design of new document for Asset Register (as sent to Councillors on 19/04/22).
- ii. To accept and adopt revised wording and layout of Reserves Policy (as sent to Councillors on 19/04/22).

13. Planning:

- a. To discuss the following Planning Applications received:
 - iii. DC/22/1362/VOC Change of wording to include more types of camping pods – Cosy Camping, Tenth Road, Bucklesham IP10 0BP.

14. Finance Matters:

- a. To accept and sign Annual Accounts for Year End 31st March 2022.
- b. To accept Internal Auditors Report for 2021/22 and 'Internal Audit Report' of Part 3 of the Annual Governance and Accountability Return (AGAR 2021/22).
- c. To agree and complete Section 1 of Part 3 of the AGAR 2021/22.
- d. To agree and complete Section 2 of Part 3 of the AGAR 2021/22.
- e. To agree the CIL report for 2021/22
- f. To agree Reserve Allocations as at start of 2022/23.
- g. To review accounts as at 30th April 2022 and review Bank Statements.
- h. To authorise the following invoices for payment:
 - i. Kesgrave Paving (Playing Field Path) £1,085.00
 - ii. SALC Subscription £249.27
 - iii. HMRC (Clerk's PAYE Jan/Feb/Mar) £227.20
 - iv. SALC (Payroll Service) £22.80
 - v. SALC (Clerk's Training) £229.20
 - vi. Trevor Brown (Internal Auditor) £170.00
- i. To note Payments made since last meeting:
 - i. None £
- j. To note Payments received since last meeting:
 - i. None £
- k. To note Bank Balances as at 30th April 2022:
 - i. Current Account (No. 80152285) £tbc
 - ii. Savings Account (No.00605875) £tbc

15. To receive agenda items for next meeting (Wednesday July 2022).

Ruth Johnson

Clerk to Bucklesham Parish Council, 23rd April 2022
