

BUCKLESHAM PARISH COUNCIL

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

Wednesday 7th September 2022 at 7:00pm
In Bucklesham and Foxhall Village Hall, IP10 0DZ

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. Apologies for absence:
 - a. To receive apologies.
 - b. To accept apologies.
2. 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.
3. Public Participation (**15 Minutes Maximum**) – To receive:
 - a. Reports or comments from District and/or County Councillors.
 - b. Reports or comments from any member of the public.
4. To agree minutes of meeting dated 6th July 2022.
5. Clerks Report – To receive updates on matters not requiring debate or decision.
6. Playing Field:
 - i. To discuss and approve the revised quote for the nest swing.
 - ii. To discuss the quote for the removal of the old boundary fence.
 - iii. To discuss the third report on the poplar trees.
 - iv. To discuss the removal of the container.
7. To discuss the meeting with representatives of the Council and Suffolk County Council Highways and the distribution of the parking letter from Suffolk Constabulary.
8. To discuss replacement of Defibrillator pads (adult and paediatric).
9. To agree a date for the Community Council AGM.

Please be aware that recording of the meeting is probable

10. Documentation:

- i. To review and adopt the 'Standing Orders – 2022' and 'Financial Regulations – 2022' (as previously sent to Councillors).
- ii. To review and adopt the 'Risk Assessment (Financial)' and 'Risk Assessment (Non-Financial)' (as previously sent to Councillors).
- iii. To review and adopt Asset Register and approve revised document (as previously sent to Councillors on).
- iv. To review and adopt the following Data Protection documents:
 - Legal and Privacy Statement
 - Cookies Policy
 - Impact Assessment
 - DP Statement
 - Awareness Checklist
 - Risk Assessment
 - Subject Access Request

11. Finance Matters:

- a. To review accounts as at 31st August 2022 and review Bank Statements.
- b. To set the budget timetable.
- c. To agree reserves allocations.
- d. To acknowledge receipt of the Notice of Conclusion of Audit and Section 3 of Part 3 of the 2021/21 AGAR from PKF Littlejohn LLP.
- a. To acknowledge receipt of insurance renewal documentation from Came and Company.
- e. To accept and agree the quote of £150 from Boston Bulbs for daffodil bulbs for the village.
- f. To discuss the quote for hi viz vests for Parish Council working parties.
- g. To note payments made since the last meeting:
 - i. Print 4 U (Welcome postcards) £45.60
 - ii. Print 4 U (Bugle newsletter – Summer) £102.00
 - iii. PKF Littlejohn (external auditor) £240.00
 - iv. J Hallett (training) £150.00
 - v. Signs For You (village signs) £533.17
 - vi. SLCC (CiLCA registration) £410.00
- h. To authorise the following payments:
 - i. SALC (T Bickers training) £187.20
 - ii. R Johnson (Clerk's salary & expenses Jul/Aug/Sept) £1,005.70
 - iii. HMRC (Clerk's PAYE) £219.80
 - iv. Sackers scrap metal (removal of container on playing field) £840.00
- i. To note Payments received since last meeting:
 - i. Cllr M Richardson (Enabling Communities Budget) £1,000.00
- j. To note Bank Balances as at 31st August 2022:
 - i. Current Account (No. 80152285) £19,809.72
 - ii. Savings Account (No.00605875) £4,251.82

12. To receive agenda items for next meeting (Wednesday 2nd November 2022).

Ruth Johnson

Clerk to Bucklesham Parish Council, 2nd September 2022