

# BUCKLESHAM PARISH COUNCIL

Mrs Ruth Johnson, Clerk to the Parish Council  
54 Levington Lane, Bucklesham, Ipswich IP10 0DZ



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## NOTICE OF BUCKLESHAM PARISH COUNCIL ANNUAL MEETING

Wednesday 10<sup>th</sup> May 2023 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.

*Ruth Johnson*

Clerk to Bucklesham Parish Council, 3<sup>rd</sup> May 2023

### Agenda

1. To elect the Chair of the Council for 2023/24 and signing of the 'Declaration of Acceptance of Office'.
2. Apologies for absence:
  - a. To receive apologies.
  - b. To accept apologies.
3. To receive Introductions from all Councillors.
4. 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.
5. Signing of 'Declaration of Acceptance of Office' for all Councillors and completion of Election Expenses Forms.
6. 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.
7. To elect the Vice-Chair of the Council for 2023/24 and signing of the 'Declaration of Acceptance of Office'.
8. To declare the 'Power of Competence' for the Council for the year 2023/24.

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Please be aware that recording of the meeting is probable

**9. To appoint persons to the following offices:**

- a. Responsible Finance Officer
- b. Village Hall Rep
- c. Archer Cartwright Reps (2 positions)
- d. SALC Rep
- e. Felixstowe Peninsula Community Partnership Rep
- f. Speed Indicator Device Wardens
- g. Internal Auditor

**10. To remind Councillors to complete their Register Of Member's Interests entry at East Suffolk Council system (guidance notes previously sent to Councillors).**

**11. To confirm areas of additional responsibility for Councillors.**

**12. To Review and confirm all Direct Debits and Standing Orders presently set up by the Council.**

**13. To agree minutes of meeting dated 1<sup>st</sup> March 2023.**

**14. Clerks Report – To receive updates on matters not requiring debate or decision.**

**15. Playing Field:**

- a. To discuss the Management of the Play Equipment for 2023/24 by contractors Suffolk Norse and the quotation from David Bracey, Play Safety Inspections.

**16. Documentation:**

- a. To receive BPC 4 Year Plan (as sent to Councillors on 03/04/23).

**17. Planning: To discuss the following planning applications received:**

- a. To discuss the progress of the Castlemore Homes development on Levington Lane.
- b. DC/23/0756/FUL Development of a temporary "Water Sourcing Facility" for Sizewell C, Site Of SZC Freight Management Facility, Felixstowe Road, Levington.
- c. DC/23/1717/VOC Variation of Condition Nos. 2 and 3 of DC/21/2661/FUL - Development of a Communal Barn to support the existing camping facility known as Cosy Camping Suffolk.
- d. DC/23/1607/LBC Listed Building Consent - Installation of a wood burner in the lounge. No amendments or removal of existing materials. The Forge, Main Road, Bucklesham IP10 ODN.

**18. Finance Matters:**

- a. To accept and sign Annual Accounts for Year End 31<sup>st</sup> March 2023.
- b. To accept Internal Auditors Report for 2022/23 and 'Internal Audit Report' of Part 3 of the Annual Governance and Accountability Return (AGAR 2022/23).
- c. To agree and complete Section 1 of Part 3 of the AGAR 2022/23.
- d. To agree and complete Section 2 of Part 3 of the AGAR 2022/23.
- e. To agree the CIL report for 2022/23.
- f. To agree Reserve Allocations as at start of 2023/24.
- g. To receive the Internal Control Statement for year ending 2022/23.
- h. To review accounts as at 30<sup>th</sup> April 2023 and review Bank Statements.
- i. To accept quote from Suffolk Norse for grass cutting of the Playing Field £642.80

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|------|--|------------|
| j.   | To note payments made since the last meeting:            |            |
| i.   | HMRC (Clerk's PAYE Jan/Feb/Mar)                          | £990.96    |
| ii.  | SALC (Subs and Payroll Service)                          | £291.57    |
| iii. | Internal Auditor   | £210.00    |
| iv.  | Retirement Gifts and Admin                               | £168.96    |
| v.   | Coronation Celebration Mugs                              | £584.40    |
| k.   | To authorise the following payments:                     |            |
| i.   | SALC (New Councillor's Guides)                           | £24.50     |
| l.   | To note Payments received since last meeting:            |            |
| i.   | CIL Payment  | £29,147.48 |
| ii.  | HSBC (Compensation)                                      | £200.00    |
| iii. | East Suffolk Council (Precept)                           | £9,800.00  |
| m.   | To note Bank Balances as at 30 <sup>th</sup> April 2023: |            |
| i.   | Current Account (No. 80152285)                           | £48,869.12 |
| ii.  | Savings Account (No.00605875)                            | £0.06      |

**19. To Co-opt Parish Councillor and signing of 'Declaration of acceptance of Office'.**

**20. To receive agenda items for next meeting (Wednesday July 5<sup>th</sup> 2023).**