

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 MEETING

Wednesday 6th September 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, 1st September 2023

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 £50.00
 - e. Notifications of lobbying with reference to planning applications to be discussed.
3. **(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 5th July 2023.**
5. **Clerks Report – To receive updates on matters not requiring debate or decision.**
6. **To discuss the Community Asset Transfer of the Bucklesham Allotments from East Suffolk Council.**
7. **Playing Field:**
 - a. To discuss anti-social behaviour from non-residents.
 - b. To discuss the use of the football goals.
 - c. To discuss the wild flower strip.

Please be aware that recording of the meeting is probable

8. Documentation:

- a. To review and adopt the 'Standing Orders – 2023' and 'Financial Regulations – 2023' (as previously sent to Councillors).
- b. To review and adopt the 'Risk Assessment (Financial)' and 'Risk Assessment (Non-Financial)' (as previously sent to Councillors).
- c. To review and adopt Asset Register and approve revised document (as previously sent to Councillors).
- d. To review and adopt the following Data Protection documents:
 - Legal and Privacy Statement
 - Cookies Policy
 - Impact Assessment
 - Data Protection Statement
 - Awareness Checklist
 - Risk Assessment
- e. To Review and Adopt the following policies:
 - Bring Your Own Device Policy
 - CCTV Policy and Code Of Practice
 - Disciplinary Procedure
 - Dispensation Policy
 - Equal Opportunities Policy
 - Expenses Policy
 - Freedom Of Information Procedure
 - Formal Complaints Procedure
 - General Reserves Policy
 - Grants Awards Policy
 - Grievance Procedure
 - Health and Safety Policy
 - Information Protection Policy
 - Playing Field Management Policy
 - Public Participation Protocol
 - Publication Scheme
 - Retention of Documents and Records Policy
 - Risk Management Policy
 - Safeguarding Children Policy
 - Sickness and Absence Policy
 - Training and Development Policy

9. Highways:

- a. To discuss the 20's Plenty Campaign.
- b. To discuss the numerous reports to Highways with regards to broken pavements, overgrown footpaths, worn or twisted signs and the overgrown path on the way to school.

10. Planning:

- a. To discuss the progress of the Castlemore Homes development on Levington Lane.
- b. To discuss the meeting with Boyer Planning on 6th July 2023 with regards to the proposed Business Park at Felixstowe Road.

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11. Finance Matters:

- a. To review accounts as at 31st August 2023 and review Bank Statements.
- b. To set the Budget timetable.
- c. To agree Reserve Allocations.
- d. To acknowledge receipt of the Notice of Conclusion of Audit and Section 3 of Part 3 of the 2022/23 AGAR from PKF Littlejohn LLP.
- e. To acknowledge receipt of insurance renewal documentation from Came and Company and quotes from Zurich Insurance and BHIB Councils.
- f. To accept and agree the quote of £150 from Boston Bulbs for daffodil bulbs for the village.
- g. To discuss ideas and suggestions for the allocation of CIL money (see appendix A).
- h. To authorise the following invoices for payment:
 - i. Clerk's Salary and expenses (July/Aug/Sept) £1,149.20
 - ii. HMRC (Clerk's PAYE July/Aug/Sept) £268.00
- i. To note Payments made since last meeting:
 - i. Plants for Village Sign £36.00
 - ii. Community Council (remainder of Coronation Celebration Fund) £406.79
 - iii. J Woods Electrical (Village Hall lights) £396.00
 - iv. Marmax (benches on Playing Field) £1,405.20
 - v. Glasdon (Grit Bins) £431.33
 - vi. Waveney Norse (Playing Field inspections) £168.00
 - vii. Waveney Norse (play equip emergency repair) £70.80
 - viii. K Coe (Bus Shelter renovation) £500.00
 - ix. SEH Asphalt (white lines in VH car park) £1,074.00
 - x. ESC Election expenses £67.32
 - xi. Signs For You (Playing Field Signs) £59.64
 - xii. PKF Littlejohn (external Audit) £252.00
 - xiii. Padlocks for goals £59.98
 - xiv. K Coe (Playing Field maintenance) £565.00
 - xv. K Coe (bench fitting) £75.00
- j. To note Payments received since last meeting:
 - i. None
- k. To note Bank Balances as at 31st August 2023:
 - i. Current Account (No. 80152285) £tbc
 - ii. Savings Account (No.00605875) £tbc

12. To discuss the lack of engagement from Suffolk County Council's Cllr Mulcahy and possible ways forward.

13. To discuss joining the Cross Boundary Group of Parish Councils.

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

15. To receive agenda items for next meeting (Wednesday 1st November 2023).

Please be aware that recording of the meeting is probable