

# BUCKLESHAM PARISH COUNCIL

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

Wednesday 14<sup>th</sup> May 2025 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, 9<sup>th</sup> May 2025

### Agenda

- 1. To elect the Chair of the Council for 2025/26 and signing of the '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 £50.00
  - e. Notifications of lobbying with reference to planning applications to be discussed.
- 4. 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.
- 5. To appoint persons to the following offices:**
  - a. Responsible Finance Officer
  - b. Councillor Internal Controller
  - c. Village Hall Rep
  - d. Archer Cartwright Reps (2 positions)
  - e. SALC Rep
  - f. Felixstowe Peninsula Community Partnership Rep
  - g. Village Handyman
  - h. Speed Indicator Device Wardens

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Please be aware that recording of the meeting is probable

6. To remind Councillors to review their Register Of Member's Interests entry at East Suffolk Council system (guidance notes previously sent to Councillors).
7. To Review and confirm all Direct Debits and Standing Orders presently set up by the Council.
8. To agree minutes of meeting dated 13<sup>th</sup> March 2025.
9. Clerks Report – To receive updates on matters not requiring debate or decision.

**10. Documentation:**

- a. To adopt the updated Financial Regulations (as sent to Councillors on 09/05/2025).
- b. To adopt the updated Standing Orders as sent to Councillors on 09/05/2025).
- c. To adopt the new Councillor Internal Controller Policy (as sent to Councillors on 09/05/2025).

**11. Allotments:**

- a. To discuss the ideas for the future use of the pit.
- b. To discuss the quote for the gates and fence.
- c. To discuss the quote for the numbered discs to identify plots.

**12. Playing Field:**

- a. To discuss the Gazebo/shelter design and quote.
- b. To discuss the quotes to trim the trees.
- c. To discuss the purchase of a dog poo bag dispenser.
- d. To discuss improving the bike jumps with grass.

**13. Highways:**

- a. To discuss the quote for the clearing and 'skirting' of the path to school.

**14. Planning:**

- a. To discuss DC/25/1381/FUL Demolition of garage and erection of new garage, Shell Cottage, Church Lane IP10 0DX

**15. Finance Matters:**

- a. To accept and sign Annual Accounts for Year End 31<sup>st</sup> March 2025.
- b. To accept Internal Auditors Report for 2024/25 and 'Internal Audit Report' of Part 3 of the Annual Governance and Accountability Return (AGAR 2024/25).
- c. To agree and complete Section 1 of Part 3 of the AGAR 2024/25
- d. To agree and complete Section 2 of Part 3 of the AGAR 2024/25
- e. To agree the CIL report for 2024/25.
- f. To agree Reserve Allocations as at start of 2025/26.
- g. To receive the Internal Control Statement for year ending 2024/25.
- h. To agree to add Cllrs Marriage, McDonald and Roper to the bank account signatories.
- i. To review accounts as at 30<sup>th</sup> April 2025 and review Bank Statements.
- j. To authorise the following invoices for payment:
  - i. None

£

k. To note Payments made since last meeting:	
i. R Johnson (litter pickers)	£19.49
ii. D Bracey Play Inspections	£450.00
iii. HMRC (Clerk's PAYE)	£12.84
iv. ICO	£47.00
v. T Seagroatt (maintenance)	£160.00
vi. SALC (annual subs)	£278.48
vii. SALC (Internal Audit fee)	£398.40
I. To note Payments received since last meeting:	
i. East Suffolk Council (precept)	£7,079.50
ii. East Suffolk Council (ECB grant)	£1,000.00
m. To note Bank Balances as at 30 <sup>th</sup> April 2025:	
i. Current Account (No. 80152285)	£9,054.48
ii. Savings Account (No. 00605875)	£0.00
iii. CCLA Investment Account (No.	£57,000.00

**16. To agree date for Clerk's Annual Review.**

**17. To receive agenda items for next meeting (Wednesday 9<sup>th</sup> July 2025).**