

BUCKLESHAM PARISH COUNCIL

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

Wednesday 10th September 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, 5th September 2025

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. **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 30th July 2025.**
5. **Clerks Report – To receive updates on matters not requiring debate or decision.**
6. **Documentation:**
 - a. To review the 'Risk Assessment (Financial)' (see Appendix A) and 'Risk Assessment (Non-Financial)' (see Appendix B).
 - b. To review Asset Register and approve revised document (See Appendix C).

Please be aware that recording of the meeting is probable

7. Finance:

- a. To review accounts as at 31st August 2025 and review Bank Statements.
- b. To set 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 2024/25 AGAR from PKF Littlejohn (see website).
- e. To acknowledge receipt of insurance renewal quote of £610.47.
- f. To discuss moving from HSBC to the Unity Bank.
- g. To authorise the following invoices for payment:
 - i. None £0.00
- h. To note Payments made since last meeting:
 - i. K Roper (travel expenses) £36.10
 - ii. Labelcraft (No Idling banner) £150.00
 - iii. R Johnson (gazebo plaque) £32.89
 - iv. A W Goddard Fencing (allotment fence and gates) £2,760.00
 - v. McAfee subscription £119.00
 - vi. Signs For You (allotment signs) £249.26
 - vii. Mark Rogers (gazebo) £4,225.00
 - viii. PKF Littlejohn (external audit) £378.00
- i. To note Payments received since last meeting:
 - i. Local CIL Play Fund (for Play Equipment Project) £45,000.00
 - ii. Donation from Silver Linings (for Play Equipment Project) £50.00
 - iii. HSBC (goodwill gesture following banking error) £50.00
- j. To note Bank Balances as at 31st August 2025:
 - i. Current Account (No. 80152285) £1,277.68
 - ii. Savings Account (No. 00605875) £0.00
 - iii. CCLA Investment Account (No. PS1007890-001) £95,000.00

8. To discuss Bucklesham's Emergency Plan.

9. To discuss the provision of a Bleed Kit to be stored at the Village Hall (alongside the defibrillator).

10. Highways:

- a. To discuss the request to reduce the speed limit on the C375 Brightwell Road to 30mph.
- b. To discuss the parking issues at the school.
- c. To discuss forming a Speed Watch Group.

11. Playing Field:

- a. To discuss grass seeding the bike jumps.
- b. To discuss installing a water butt on the new sheltered seating area.
- c. To discuss installing pigeon guards to the tops of the swings and cleaning the equipment.

12. To nominate a representative of the Council to lay a wreath at the Remembrance Day Service in St Mary's Church on 9th November.

13. To receive agenda items for next meeting (Wednesday 12th November 2025).