

# BUCKLESHAM PARISH COUNCIL

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



01473 655149

clerk@buckleshamparishcouncil.gov.uk

07854 712 734

## NOTICE OF BUCKLESHAM PARISH COUNCIL MEETING

Wednesday 12<sup>th</sup> November 2025 at 7:00pm  
in Bucklesham 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, 5<sup>th</sup> November 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 10<sup>th</sup> September 2025.**
- 5. Planning:**
  - a. To discuss planning application DC/25/3823/FUL Change of use from agricultural land to residential. Two storey extension to existing dwelling, new garage, and associated external works. Relocation of existing site access. New planting, landscaping and boundary hedgerows. Potash Cottage, Chapel Road, IP10 0BS.
  - b. To discuss planning application DC/25/3657/LBC Listed Building Consent - To replace timber framed windows with PVCu framed windows with double-glazed casements to match existing in style, colour, and design. Coverdale House, Newbourne Road, Bucklesham IP10 0BU.

---

Please be aware that recording of the meeting is probable

- c. To discuss planning application DC/25/3774/ARM Approval of Reserved Matters for Parcel W2 Brightwell Lakes.
- d. To discuss planning application DC/24/0412 Intensification of use at Twisted Oaks Bike Park, Brightwell Road, Bucklesham.
- e. To discuss ESC's Call For Sites.

**6. To discuss the recent communication received from Cllr Mulcahy and statement from the Clerk.**

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

**8. To receive report from Cllr McDonald on Felixstowe Peninsular Community Partnership meeting on 18/09/25.**

**9. To receive report from Cllrs Gardner and Bickers on East Suffolk Planning Alliance (ESPA) meeting on 27/09/25.**

**10. To receive report from Cllr Gardner on the East Suffolk Community Partnerships Annual Forum on 27/10/25.**

**11. To receive report from Cllr Marriage on the Sustainable Communities Event on 8/11/25.**

**12. Documentation:**

- a. To adopt BPC's IT Policy (see Appendix A).
- b. To adopt BPC's amended Internal Control Statement which includes Assertion 10 (see Appendix B).
- c. To review BPC's Safeguarding Policy (see Appendix C).

**13. Finance:**

- a. To review accounts as at 31<sup>st</sup> October 2025 and review Bank Statements.
- b. To discuss and provisionally agree the proposed Budget for 2026/27 (see Appendix D).
- c. To discuss the requests for funding from:
  - i. Bucklesham Village Hall (for solar panels on roof) £2,000.00
  - ii. Bucklesham Village Hall (for repairs to garage) £1,300.00
- d. To discuss the move from HSBC to Unity Bank.
- e. To authorise the following invoices for payment:
  - i. None £0.00
- f. To note Payments made since last meeting:
  - i. Microsoft Subs £93.21
  - ii. SALC Payroll services £22.80
  - iii. A and B Surveys (Allotment Survey) £594.00
  - iv. D Bracey (Playing Field Inspections) £180.00
  - v. Royal British Legion Poppy Appeal £50.00
  - vi. Suffolk Digital (printing) £49.80
- g. 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
  - iv. Allotment Tenants' annual rent £690.00
- h. To note Bank Balances as at 31<sup>st</sup> October 2025:
  - i. Current Account (No. 80152285) £9,617.90
  - ii. Savings Account (No. 00605875) £0.00
  - iii. CCLA Investment Account (No. PS1007890-001) £95,000.00

**14. Highways:**

- a. To discuss the request to reduce the speed limit on the C375 Brightwell Road.
- b. To discuss the 20's Plenty proposal on Main Road approaching the school.
- c. To discuss the Community Speed Watch Group.

**15. Playing Field:**

- a. To discuss the New Play Equipment Project.

**16. Allotments:**

- a. To adopt BPC's Allotment Management Policy (see Appendix E).
- b. To discuss the boundary between the Allotments and farmland belonging to Joe Ramsey.
- c. To discuss the request from a tenant to keep ferrets on their plot.
- d. To discuss the ongoing issue of loose dogs fouling on the Allotments and the quote for new signs (see Appendix F).

**17. To discuss the Community Benefit Fund Agreement from Bucklesham Solar (see Appendix G).**

**18. To discuss the request from the Village Hall Committee for the Parish Council to become Sole Trustee of Bucklesham Village Hall.**

**19. To discuss Bucklesham's Emergency Plan.**

**20. To discuss the Council electing a representative to attend the Cross-Parish Group meetings.**

**21. To agree Parish Council meeting dates for 2026.**

**22. To receive agenda items for next meeting (Wednesday 21<sup>st</sup> January 2026).**