

BUCKLESHAM PARISH COUNCIL

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

Wednesday 11th March 2026 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, 4th March 2026

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 (Appendix A)
 - b. Reports or comments from any member of the public.
4. **To agree minutes of meeting dated 11th February 2026.**
5. **Clerks Report – To receive updates on matters not requiring debate or decision.**
6. **To receive report from Cllr Gardner on the Felixstowe Peninsular Community Partnership meeting held on 04/02/2026.**
7. **Planning:**
 - a. To discuss planning application DC/25/3657/LBC – to replace timber framed windows with black powder coated aluminium casement windows, Coverdale House, Newbourne Rd, IP10 0BU.
 - b. To discuss planning application DC/26/0439/FUL Change of use of land from paddock to residential garden. The Bungalow, Tenth Road, Bucklesham IP10 0BP.

Please be aware that recording of the meeting is probable

8. Finance:

- a. To review accounts as at 28th February 2026 and review Bank Statements.
- b. To approve the letter of engagement from SALC to be our Internal Auditor for 2025/26 (Appendix B)
- c. To accept the quote from Hiscox insurance of £720.41 to add the Village Hall to the Parish Council's existing insurance policy.
- d. To authorise the following invoices for payment:
 - i. Gallagher Insurance £720.41
 - ii. Suffolk Highways £7,381.39
(for 'professional services' re speed limit reduction on Brightwell Road)
- e. To note Payments made since last meeting:
 - i. T Seagroatt (installation of signs) £66.75
- f. To note Payments received since last meeting:
 - i. Bucklesham Village Hall (insurance contribution) £720.41
 - ii. HMRC (VAT refund) £7,835.44
- g. To note Bank Balances as at 28th February 2026:
 - i. Current Account (No. 80152285) £20,146.95
 - ii. CCLA Investment Account (No. PS1007890-001) £51,000.00

9. Highways:

- a. To discuss the recent spate of road closures in the village and the lack of information and notice from Suffolk Highways.

10. Allotments:

- a. To undertake the Annual Review of the Allotment fee.

11. Playing Field:

- a. To discuss the issue of dog mess on the Playing Field and discuss purchasing additional signs (Appendix C).

12. Documentation:

- a. To review 'Asset Register' (Appendix D) and adopt revised document.
- b. To review 'Safeguarding and People at Risk of Harm Policy' (Appendix E) and adopt revised document.
- c. To review 'BPC Privacy Policy' (Appendix F) and adopt revised document.
- d. To review 'BPC Publication Scheme' (Appendix G) and adopt revised document.
- e. To review 'BPC Formal Complaints Policy' (Appendix H) and adopt revised document.
- f. To review 'BPC Data Protection Policy' (Appendix I) and adopt revised document.
- g. To review 'BPC Data Protection Impact Assessment' (Appendix J) and adopt revised document.
- h. To review 'BPC Data Protection Subject Access Request' (Appendix K) and adopt revised document.
- i. To review 'BPC Cookies Policy' (Appendix L) and adopt revised document.
- j. To adopt 'BPC Data Retention and Disposal Policy' (Appendix M).
- k. To adopt 'BPC Data Breach Policy' (Appendix N).
- l. To adopt 'BPC Volunteer Policy' (Appendix O).

13. To discuss the proposal that the Parish Council strive to gain Bronze level status with the National Association of Local Council's (NALC) Local Council Award Scheme (LCAS).

14. To receive agenda items for next meeting (Wednesday 13th May 2026) which will be the Annual Meeting of the Parish Council, the Annual Parish Meeting, and the Community Council AGM.