

BUCKLESHAM PARISH COUNCIL

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

Wednesday 13th May 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, 6th May 2026

Agenda

1. To elect the Chair of the Council for 2026/27 and signing of the 'Declaration of Acceptance of Office'.
2. To elect the Vice Chair of the Council for 2026/27 and signing of the 'Declaration of Acceptance of office'.
3. Apologies for absence:
 - a. To receive apologies.
 - b. To accept apologies.
4. To receive any:
 - a. Declarations of pecuniary interest on Agenda items.
 - b. Declarations of non-pecuniary interest on Agenda items.
 - 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.
5. 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.
6. To appoint persons to the following offices:
 - a. Responsible Finance Officer
 - b. Councillor Internal Controller
 - c. Village Hall Committee (3 positions)
 - d. Community Council Representative
 - e. Archer Cartwright Representatives (2 positions)
 - f. SALC Representative
 - g. Felixstowe Peninsula Community Partnership Representative
 - h. Cross Parish Group Representative

Please be aware that recording of the meeting is probable

- i. Speed Indicator Device Wardens
- j. Speed Watch Group Co-ordinator

7. **To remind Councillors to review their Register Of Members Interests entry at East Suffolk Council system (guidance notes previously sent to Councillors).**
8. **To agree minutes of meeting dated 11th March 2026.**
9. **Clerks Report – To receive updates on matters not requiring debate or decision.**
10. **To review and confirm all banking Direct Debits and Standing Orders set up by the Council.**
11. **To accept report from Cllr Bickers on the Cross Parish Council Group meeting on 23/03/26.**
12. **To discuss and adopt BPC’s Action Plan for 2026/27 (Appendix B).**
13. **To discuss the Council’s training need for 2026/27.**
14. **To discuss the Council’s email alert service provider.**
15. **Documentation (as published in draft form on the website):**
 - a. To review and adopt the Financial Regulations.
 - b. To review and adopt the Standing Orders.
 - c. To review and adopt the Risk Assessment (Financial) and Risk Assessment (Non-financial).
 - d. To review and adopt the Asset Register.
 - e. To accept BPC Code of Conduct and Civility and Respect Pledge.
 - f. To adopt BPC Biodiversity Policy.
 - g. To adopt BPC Co-option Policy.
 - h. To adopt BPC Community Engagement Policy.
 - i. To adopt BPC Scheme of Delegation.
 - j. To review and adopt all other current Parish Council Policies:
 - Allotment Management Policy
 - Bring Your Own Device Policy
 - Dignity at Work Policy
 - Dispensation Policy
 - Expenses Policy
 - Grievance Policy
 - Health and Safety Policy
 - Media Policy
 - Privacy Policy
 - Publication Scheme
 - Risk Management Policy
 - Sickness and Absence Policy
 - Volunteer Policy
 - Councillor Internal Controller Policy
 - Disciplinary Procedure
 - Equality, Diversity and Inclusion Policy
 - Formal Complaints Procedure
 - Grants Award Policy
 - IT Policy
 - Playing Field Management Policy
 - Public Participation in Meetings Policy
 - Reserves Policy
 - Safeguarding People at Risk Of Harm
 - Training and Development Policy
16. **Planning:**
 - a. To discuss the outcome of East Suffolk Council’s ‘Call For Sites’.
 - b. To discuss the meeting with Evolution Town Planning on 15/04/26.

17. Finance (items a. to g. as published in draft form on the website):

- a. To accept and sign Annual Accounts for Year End 31st March 2026.
- b. To accept Internal Auditors Report for 2025/26 and 'Internal Audit Report' of Part 3 of the Annual Governance and Accountability Return (AGAR 2025/26).
- c. To agree and complete Section 1 of Part 3 of the AGAR 2025/26.
- d. To agree and complete Section 2 of Part 3 of the AGAR 2025/26.
- e. To agree the CIL report for 2025/26.
- f. To agree Reserve Allocation as at start of 2026/27.
- g. To receive the Internal Control Statement for the Year Ending 2025/26.
- h. To review accounts as at 30th April 2026 and review Bank Statements.
- i. To authorise the following invoices for payment:
 - i. David Bracey Play Safety Inspections (Inspections for last 12 months) £630.00
 - ii. NGF (balance of play equipment after deposit already paid) £86,427.05
- j. To note Payments made since last meeting:
 - i. Ajax (VH cleaning machine) £2,608.20
 - ii. HMRC (Clerk's PAYE) £260.16
 - iii. SALC (memberships subs 2026/27) £282.38
 - iv. R Johnson (hose to water bike jumps) £59.19
 - v. SALC (Code of Conduct training Clerk and Chair) £84.00
 - vi. SALC (Precepts training Clerk and 5 x Councillors) £102.00
 - vii. Pear Space (website accessibility audit) £70.00
 - viii. Thurlow Nunn Standen (Highways Self Help Group equipment) £5,538.13
 - ix. Boston Seeds (grass seeds for bike jumps) £30.99
 - x. Stellisons (dishwasher for Village Hall) £450.00
 - xi. Signs For You (play area sign) £262.27
 - xii. Treescap Group Ltd (tree felling on Allotments) £555.00
 - xiii. NALC (LCAS registration) £60.00
 - xiv. ICO (Annual Subscription) £47.00
 - xv. SALC (Internal Audit) £410.40
 - xvi. Gallagher Insurance (extra cover for new play equipment) £230.31
- k. To note Payments received since last meeting:
 - i. Bucklesham Village Hall (reimbursement for cleaning machine) £2,173.50
 - ii. Tarmac LCF (play equipment grant) £30,000.00
 - iii. Bucklesham Village Hall (reimbursement for Dish washer) £375.00
 - iv. ESC (Precept) £8,122.50
- l. To note Bank Balances as at 30th April 2026:
 - i. Current Account (Unity Trust Bank) £49,417.17
 - ii. Investment Account (CCLA) £51,000.00

18. To agree date for the Clerk's Annual Review (provisionally 30th June 2026).

19. To receive agenda items for next meeting (Wednesday 8th July 2026).