

**Minutes of Bucklesham Parish Council Meeting**

Held on 7<sup>th</sup> July 2021 at 6:00pm

In Bucklesham and Foxhall Village Hall

Present

Cllr. David Brinkley

Cllr. Gina Burgess

Cllr. Heather Owen (Chair)

Cllr. Lynda Seagroatt

Cllr. Patricia Mulcahy (SCC)

Ruth Johnson (Clerk)

0 members of the public were present

**1. To receive Apologies for absence:**

Apologies were received from Cllr. Clive Lenton (self-isolating) and Cllr. Rhea Gardner (emergency family commitments), and these were accepted. A discussion took place concerning Cllr. Bloomfield's apologies, which were not accepted on this occasion.

**2. To receive any Declarations of Interest and any Applications for Dispensation on Agenda Items (either pecuniary or non-pecuniary):**

There were none.

**3. Public Participation – To receive:**

a) Reports from County and District Councillors:

- Suffolk County Cllr. Patti Mulcahy: Cllr. Mulcahy was welcomed to the meeting and to her new role by the Chair. Cllr. Mulcahy voiced her gratitude at having been elected and explained how she would be working for the benefit of the whole community. She reported that her very first award of money from her Locality Budget had been to the Bucklesham and Foxhall Village Hall roof fund and she was delighted to have been able to do this.

Cllr. Owen asked if it was possible to have some extra help from the County Council with regards to clearing the litter in Bucklesham. It appears that Bucklesham has far more incidents of fly tipping and litter thrown from vehicles travelling through the village than other Parishes. Cllr. Owen also asked that Cllr. Mulcahy investigate the Council's repeated requests for the hedges along the footpath to Bucklesham Primary School to be trimmed. Parents had reported their children were having to walk on the road to get to school due to nettles and brambles covering the path. Cllr. Mulcahy requested these issues be emailed by the Clerk and then she could then investigate on behalf of the Council.

- East Suffolk District Cllr. Richard Kerry: Cllr. Kerry had apologised for his absence due to work commitments. ESDC's regular reports had been received and forwarded to Councillors. Cllr. Kerry had informed the Clerk prior to the meeting that unfortunately Cllr. Melissa Allen had resigned from her position on East Suffolk District Council as Ward

Chair's initials: .....

Member for Orwell and Villages. Cllr. Owen expressed her sadness at the news as she felt Cllr. Allen had been excellent at keeping the Parish Council informed during the Covid pandemic and had always supported Bucklesham projects with generous amounts from her Enabling Communities Budget.

Cllr. Burgess proposed a gift of a bouquet of flowers and a card be sent to District Cllr. Allen in recognition of her hard work and thanks for all she did for Bucklesham. This was seconded by Cllr. Seagroatt and all were in favour of a budget of £15.00.

**Action: Clerk**

b) Questions from any member of the public:

There were none.

**4. To agree Minutes of meeting dated 23<sup>rd</sup> June 2021:**

All Councillors agreed that the minutes were an accurate record of the meeting. Cllr. Brinkley proposed that the minutes should be signed, this was seconded by Cllr. Seagroatt and all Councillors agreed.

The minutes had already been published on the website in draft form in accordance with the Localism Act 2011.

**Action: Clerk**

**5. To agree and sign Clerk's Contract of Employment:**

The Clerk explained that the contract was a SALC template and its purpose was to cover both the Councillors and the Clerk from any unforeseen issues. Councillors had previously discussed the terms and salary awarded.

It was proposed by Cllr. Seagroatt that the contract be agreed. This was seconded by Cllr. Burgess and all Councillors were in favour.

**Action: Clerk**

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

The Clerk's report had been previously circulated to all Councillors and much of its contents were on the Agenda, however some specific points were highlighted.

- i. Despite 5 chasing emails and 3 telephone conversations, Ipswich Borough Council had still not completed the work on the Play Equipment following the RoSPA report in December 2020. The work outstanding consists of cleaning and maintenance of the equipment, replacement of two poles and the replacement of the basketball hoop.

Cllr. Brinkley suggested a chasing email be sent to Cllr. David Ellesmere, the Leader of Ipswich Borough Council.

Chair's initials: .....

- ii. The Clerk informed the Council of the requirement to publish the minutes within 30 days of each meeting, albeit in draft form, until agreed as a true record at the next meeting. The Clerk stated her intention to publish the minutes (in draft form) as soon as possible after each meeting, in order to quickly inform villagers of the items discussed and the decisions made. Councillors agreed and were very happy that the minutes be published so promptly, and would endeavour to proof-read and agree in principle as soon as they received them following each meeting.
- iii. The Clerk reported that now that the Parish Council has become far more accessible than in recent years, and more of a visible presence in the village, there was a marked increase in villagers contacting the Council. This was seen as a very positive outcome and to be encouraged.

**Action: Clerk**

**7. To receive and ask questions of report from Cllr. Gardner on Felixstowe Peninsula Partnership Meeting 24<sup>th</sup> June 2021:**

Cllr. Gardner had previously circulated her report containing two main points:

- i. The Parishes within the area will be invited to consider any existing or new Open Spaces projects, which could be developed as an aid to overcoming isolation and improve physical and mental health. It is proposed to visit each local Parish to identify where “Chat Benches” could be sited as Martlesham and Kesgrave Parish Council have trialled 7 of these benches with favourable results.
- ii. Felixstowe is involved in the SuffolkMile.com walking project, and the Felixstowe Academy pupils are assisting in the Fore Shore Film Festival – a project to video local walks and help to get us all a bit fitter after 19th July.

The next meeting will be August 2021 and Cllr. Gardner had said she would be happy to listen in.

**8. To discuss forming a Committee to organise events to celebrate the Platinum Jubilee on Thursday 2<sup>nd</sup> June 2022 – Sunday 5<sup>th</sup> June 2022:**

The Clerk reminded the Council that SALC have set up a web page specifically for sharing details of events to celebrate the Platinum Jubilee of Queen Elizabeth II in 2022. Details of this had previously been forwarded to the Parish Council in their Weekly Mail email. Cllr. Seagroatt had expressed an interest in developing Community Engagement and offered to pursue the idea of a village celebration weekend. It was agreed to publicise the formation of a Committee in the Bugle Bulletin and in the next edition of the Bugle Newsletter in September, to organise any events and to gauge interest. Cllr. Seagroatt said she would contact villagers who had organised the recent Sale Trail to see if they would join her on an organising Committee. The Clerk informed the Council that there would likely be grants available to cover the cost of hosting any events and she offered to investigate this.

**Action: Clerk**

Chair’s initials: .....

**9. To discuss the offer of help for village maintenance from the Community Payback Scheme:**

The Council had been contacted by the organisers of the Community Payback Scheme following initial enquiries by the Clerk. This newly revisited scheme had been advertised in the weekly SALC bulletin and the Clerk had asked for details on how Bucklesham could benefit. Bryan Foster, the organiser of the scheme, had shown a keen interest on working with the Parish Council and asked that the Council prepare a list of jobs that may be suitable tasks. Mr Foster said that he would prefer long-term tasks that would take whole days to complete and would like to make this an ongoing project with regular visits if enough work could be found.

The suggested tasks included litter picking (specifically on Nacton Lane), ground work on the Playing Field (specifically cleaning the Play Equipment and clearing the trees on the boundary), the tidying and maintenance of the Churchyard, weeding and outside maintenance tasks on the Village Hall, tree and bulb planting, and hedge cutting.

Cllr. Seagroatt informed the Council she had extensive experience of working with the Community Payback Scheme which had been very positive. Cllr. Seagroatt, Cllr. Owen and the Clerk would work with Mr Foster to organise a site visit once restrictions allow.

**Action: Clerk**

**10. To discuss the Discovering Suffolk Project and the implications for Bucklesham:**

The Clerk reported that she had been contacted by Ben Heather, the project officer for a two year project called Discovering Suffolk which is based within the Green Access Team at Suffolk County Council.

The Discovering Suffolk Project will raise awareness of Suffolk's countryside, and relates to behavioural changes associated with the Covid-19 pandemic by promoting local outdoor activity across Suffolk. The project will build on the work of Discover Suffolk, which is the County Council's public-facing promotional brand for the public rights of way (ROW) and access team.

As part of this project they are looking to install new plaques onto roadside ROW fingerposts. These will provide links to the Discover Suffolk website and promote the countryside code.

These new plaques will be fitted on fingerposts as they are replaced over time, but the project is also keen to install them onto existing posts in the countryside with the help of volunteers. Plaques will be made from a durable material that can be fixed to existing wooden finger posts with 4 small screws (which will be supplied along with a map and guide). The Parish Council has been asked to help with the installation of the plaques, and details would be given at a later date depending on the level of help offered.

The Parish Council agreed to offer help by way of volunteers and also to advertise this in the Bugle Bulletin and the next edition of the Bugle Newsletter to see if any villagers would also help.

**Action: Clerk**

**11. Playing Field:**

- a. To discuss a Management Policy for the Playing Field.

Following reports to the Parish Council of recent anti-social behaviour of one individual villager using the playing field, the Clerk suggested the Council may wish to consider adopting a Management Policy for the use of the field to ensure all complaints were dealt with in a pre-agreed way. The policy could then be published on the Village Website to allow all users of the field to understand the terms of use and the consequences should they abuse them. The Clerk agreed to draft a policy and circulate to the Council for comment and approval in preparation for adoption at the next meeting.

**Action: Clerk**

- b. To discuss the removal of the container and clearing of old football equipment inside.

Following the end of the football season and the decision not to host future teams, David Riddleston had requested that a skip be hired to dispose of all the old equipment in the container. He also suggested the Parish Council consider removing the container altogether as it was no longer in use. The skip could also be used to dispose of the old goals and flood lights. The Clerk agreed to investigate the possibility of selling the container and the hire of a skip.

**Action: Clerk**

- c. To discuss the request from a villager to spend future CIL money on a tennis court for the playing field.

Following a request in the Bugle for suggestions on how to spend future CIL money and the sharing of plans for the Playing Field, the Clerk had been emailed by a villager requesting the Parish Council consider installing a tennis court. Cllr. Brinkley stated he thought the idea needed thorough investigation as to the cost of ongoing maintenance once the court had been installed. The Clerk informed the Council that there would be grants available for this sort of facility and offered to investigate.

**Action: Clerk**

**12. Planning:**

- a. To discuss the following Planning Applications received:

- i. DC/21/3020/AME – Non Material Amendment of DC/19/3565/FUL-  
The Haven, Main Road

Councillors made the following comments:

- Cladding will not be in keeping with the ‘street scene’.

In conclusion the Clerk was asked to register a comment of ‘No Objection’ with ESC but to express concerns over the colour of the cladding, ensuring it was in keeping with the other houses on that part of Main Road.

- ii. DC/21/3017/FUL – Erection of new Rural Workers Dwelling  
Land adjacent to Red House Farm, Tenth Road, IP10 0BP

Councillors made the following comments:

- A similar application had been made previously but had been refused.
- The proposed dwelling has already been installed on the site.

In conclusion the Clerk was asked to register a comment of ‘No Objection’ to the property itself as there had been no objection with the original request, however they wish to inform ESC to the fact that the property had already been placed on the site and therefore this was retrospective permission which the applicant had not disclosed.

- iii. DC/21/3039/FUL – proposed single storey front and rear extensions and alterations  
4 Meadow View, Bucklesham, IP10 0DB

Councillors made the following comments:

- Neighbours in Meadow View had been spoken to and had no concerns with the plans.

In conclusion the Clerk was asked to register a comment of ‘No Objection’ with ESC.

**Action: Clerk**

**13. Finance Matters:**

- a. To accept accounts up until 30<sup>th</sup> June and review of Bank Statements.

The accounts had been sent to all Councillors and there were no questions. Cllr. Seagroatt was asked to sign the verify the bank statements reflected the money held at the end of the month.

**Action: Clerk**

- b. To discuss moving to full online banking and potentially adding more authorisers.

The Clerk suggested that the Parish Council consider moving to full online banking as this is how most Councils now bank and it was recommended as a good modern practice in the SALC training sessions for new Clerks. The need for more signatories was also discussed as there are currently only three Councillors as authorisers which could potentially cause difficulties should more than one be unavailable. The Clerk agreed to investigate the procedures necessary to organise this and informed the Council that authorisers would need access to the internet and be prepared to share ID and personal information with the bank when registering. It was agreed that all Councillors, with the exception of Cllr. Bloomfield, who did not have access to the internet, could become authorisers for future online banking. Those Councillors not present would be asked for their consent at a later date.

**Action: Clerk**

c. To authorise the following Invoices for Payment:

There were none.

d. To note Payments made since last meeting:

There were none.

e. To note Payments received since last meeting:

There were none.

f. To note Bank Balances as of 30<sup>th</sup> June 2021:

i. Current Account (No. 80152285)	£12,202.24
ii. Savings Account (No. 00605875)	£4,250.32

Action: Clerk

**14. To receive agenda items for next meeting on Wednesday 1<sup>st</sup> September 2021:**

There were no new agenda items as at the meeting from the Councillors, but the Clerk reminded them that all projects going forward would be included and that any new items should be notified to her at least one week before the meeting.

Action: Clerk

The meeting closed at 7:16 pm.

Signed: .....  
Chair

Date: .....

*Ruth Johnson*  
Clerk to Bucklesham Parish Council

Chair's initials: .....