

**Minutes of Bucklesham Annual Parish Council Meeting**

Held on 4<sup>th</sup> May 2022 at 7:00pm

In Bucklesham and Foxhall Village Hall

Present

Cllr Trevor Bickers

Cllr Evelyn Bloomfield

Cllr David Brinkley (Chair)

Cllr Rhea Gardner

Cllr Clive Lenton

Cllr Lynda Seagroatt

Ruth Johnson (Clerk)

2 members of the public were present

As Cllr Owen was absent for the meeting, it was proposed by Cllr Lenton that Cllr Brinkley take the role as Chair for item 1. This was seconded by Cllr Bloomfield and all were in agreement.

**1. To elect the Chair of the Parish Council for 2022/23 and signing of 'Declaration of Acceptance of Office'.**

Cllr Bloomfield nominated Cllr Brinkley to be Chair of the Council for the coming year and he agreed. This was seconded by Cllr Gardner and all were in favour. Cllr Brinkley then signed the 'Declaration of Acceptance of Office'.

**2. Apologies for absence:**

**a. To receive apologies for absence.**

Apologies had been received from Cllr Heather Owen (illness).

**b. To accept apologies for absence.**

Acceptance of the apology of Cllr Owen was proposed by Cllr Brinkley, seconded by Cllr Bloomfield and all were in agreement.

**3. To receive any:**

**a. Declarations of Pecuniary Interest.**

There were none.

**b. Declarations of Non-Pecuniary Interest.**

Cllr Bloomfield declared an interest in item 13.a.i as she is related to the applicant.

**c. Applications for Dispensation on Agenda Items.**

There were none.

**d. Declarations of Gifts or Hospitality received over the value of £25.00**

There were none.

**e. Notification of Lobbying with reference to Planning Applications to be discussed.**

There were none.

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

a) Reports from County and District Councillors:

- Suffolk County Cllr Patti Mulcahy: No report received.

The Chair expressed his great disappointment that once again Cllr Mulcahy had sent no report and was absent from the meeting with no apologies having been sent either. The Clerk had received an email from Cllr Mulcahy in March that had been forwarded to all Councillors following the last meeting.

Chair's initials: .....

Cllr Mulcahy explained she had been very busy and it had taken a while to deal with outstanding issues left from her predecessor but that she would endeavour to be more proactive with regards to Bucklesham in the future. Since that email no further correspondence had been received. The Clerk had requested Locality Budget on several separate occasions for the Nest Swing project which had not materialised. Cllr Brinkley proposed that the Clerk write to Cllr Mulcahy once again to express the Council’s extreme disappointment with her lack of engagement.

Action: Clerk

- East Suffolk District Cllr Mick Richardson and Cllr Richard Kerry: Reports received and circulated.

Cllr Kerry and Cllr Richardson had informed the Clerk that they were unable to attend the meeting due to other commitments.

The Chair asked that the Clerk thank Cllr Richardson and Cllr Kerry for the support they always show the Council in all matters and the promptness with which they reply to any questions or requests, and for always keeping the Council updated with reports and relevant initiatives via email.

Action: Clerk

b) Questions from any member of the public:

- A member of the public asked if the Council had any further information with regards to the proposed Solar Farm. The Clerk reported that the Council had not received any further updates from either the developers or East Suffolk Planning.

5. **To agree Minutes of meeting dated 2<sup>nd</sup> March 2022:**

All Councillors agreed that the minutes were an accurate record of the meeting. Cllr Lenton proposed that the minutes should be signed, this was seconded by Cllr Gardner 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

6. **To appoint persons to the following offices:**

Position	Person Nominated
Responsible Finance Officer	Clerk
SALC rep	Cllr Rhea Gardner
Felixstowe Peninsular Community Partnership Rep	Cllr Rhea Gardner
Internal Auditor	Mr Trevor Brown

Cllr Gardner was thanked for taking on the two roles. Cllr Bloomfield proposed the above nominations be appointed. This was seconded by Cllr Brinkley and all Councillors were in agreement.

Chair’s initials: .....

**7. To remind Councillors to review their Register of Member’s Interests entry at East Suffolk Council system (guidance notes previously sent to Councillors).**

The Clerk reminded Councillors it was their responsibility to check their entry on the ESC Register of Member’s Interests. It had been noted that many Councillors were not aware they had to include their own homes when listing ‘Land Owned By’. The Clerk had previously sent guidance to how to fill this in correctly.

**8. To review and confirm all Direct Debits and Standing Orders presently set up by the Council.**

The Clerk confirmed there was presently one Standing Order established on the Council’s Bank Account: Information Commissioner’s Office for £35.00 per annum. Cllr Seagroatt proposed that the Council continue with this Standing Order. This was seconded by Cllr Bickers and all were in favour.

**9. To discuss Suffolk Highway’s ‘Pardon the weeds, we’re feeding the bees’ campaign.**

After discussion it was agreed by all Councillors that the Council did not wish to nominate any areas of the village to be left un-cut by Suffolk Norse.

**10. Clerk’s 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. The quote requested from Seth Lord to fell the remaining poplar trees on the Playing Field had still not been received despite being chased several times. Seth had assured the Clerk via email that none of the remaining trees required urgent felling and he recommended the work wait until autumn. The Clerk informed the Council that she will continue to chase the quote.
- ii. Goddard Fencing have ordered the replacement fence that was destroyed by the fallen tree on the car park of the Playing Field and it will be installed on 15<sup>th</sup> May 2022.
- iii. The new path at the entrance to the Playing Field had been completed by Ashley Jordan of Kesgrave Pavings and the Clerk had received many very positive comments and thanks from villagers.
- iv. The village Litter Pick had been a success with 21 black bin bags of litter collected from the lanes and paths which was significantly less than in previous years. More people had joined in this year which was very positive.
- v. The Clerk informed the Council that she had attended the ‘Introduction to CiLCA’ (Certificate in Local Council Administration) training module organised by SALC. It had been a very informative and enjoyable session. The Clerk had requested several times that SALC offer evening CiLCA training sessions for those Clerks who work during the day and this first evening course had been put on specifically due to those requests. The course will take a year to complete and SALC recommended that Clerks set aside

at least 4 hours a week (200 for the full yearly course) to complete the necessary work needed.

SALC wished the Clerk to share an agreement between the Council and the Clerk with regards to the commitment needed to be successful with the qualification.

The Clerk's commitment includes:

- Attending training and completing assignments within the time frame
- Regularly reflecting progress to the Council

The Council's commitment includes:

- Supporting the Clerk though her studies
- Facilitating remunerated study time
- Covering cost of training and travel as required
- Monitoring the Clerk's workload and limiting new projects during the period of study

Councillor Brinkley stated he thought that the Council should accept the recommendations from SALC with regards to the Study Agreement. He also suggested that the Clerk keep a record of time spent studying, for which she would be remunerated at the end of the course on the condition that she passes (with a limit of £2,500) on the understanding that, should the Clerk leave the Council of her own choice within the next 5 years, there would be a proportional payback to the Council. Cllr Brinkley suggested:

- 90% paid back if the Clerk leaves of her own accord within the first year of passing
- 70% paid back if the Clerk leaves of her own accord in year 2
- 50% paid back if the Clerk leaves of her own accord in year 3
- 30% paid back if the Clerk leaves of her own accord in year 4
- 10% paid back if the Clerk leaves of her own accord in year 5

This would also allow the Council to budget for the extra amount in the November budget meeting. Cllr Brinkley asked the Clerk to put this proposal on the agenda for the July meeting in order that Council fully consider the suggestion and then vote.

**Action: Clerk**

**11. To discuss request from Bucklesham Primary School Association for financial support for their proposed replacement of the outdoor play equipment.**

The Clerk had received a request from BSA (Bucklesham School Association) regarding financial support to purchase much needed outdoor play equipment which had been circulated to all Councillors.

A discussion took place as to the request and the possible help the Parish Council could offer. The Clerk informed the Council that BSA had conformed to all requirements in the Council's Grants Award Policy. Cllr Bloomfield proposed that the Council award a grant of £1,000. This was seconded by Cllr Lenton and all were in favour.

**Action: Clerk**

Chair's initials: .....

**12. Documentation:**

- a. To approve design of new document for Asset Register (as sent to Councillors on 19/04/22).

The Clerk reminded the Council that they were required to review the Asset Register each year. The Clerk explained that Judi Hallett had suggested the Asset and Responsibilities Registers would work better as an Excel spreadsheet, rather than a Word document. The reason for this is that Word is not good at adding up figures in tables (it is possible but it is a little manual and open to errors).

To resolve this, Judi and the Clerk had converted the register on to an Excel Spreadsheet. It makes use of the 'Subtotal' facility that automatically shows a total at the end of every change in Category, and then a full total at the end. This means that when the Council adds or removes any assets, the totalling automatically updates and is less prone to errors.

Cllr Seagroatt proposed that this was an accurate document which worked much better in the new format. This was seconded by Cllr Bloomfield with all in favour.

- b. To accept and adopt revised wording and layout of Reserves Policy (as sent to Councillors on 19/04/22).

Following dissatisfaction with the previous Reserves Policy and following advice from the Clerk of Thurston Parish Council, the Clerk had written a new Reserves Policy which contained more detail and had been circulated to all Councillors previously. Cllr Lenton proposed this be adopted which was seconded by Cllr Gardner with all in favour.

**Action: Clerk**

**13. Planning:**

- a. To discuss the following Planning Applications received:

- i. DC/22/1362/VOC Change of wording to include more types of camping pods – Cosy Camping, Tenth Road, Bucklesham IP10 0BP

Councillors made the following comments:

- Councillors felt East Suffolk Planning were best placed to comment over the design of the pods and had nothing further to add.
- As 'No Objection' was registered for the original Planning Application the Council had no objection on this VOC.

Conclusion: **'No Objection'** sent directly to ESC.

**Action: Clerk**

**14. Finance Matters:**

- a. To accept and sign the Annual Accounts for the year end 31<sup>st</sup> March 2022.

The Clerk was thanked for producing the accounts so quickly after 31<sup>st</sup> March and congratulated on the presentation of them. Cllr Bloomfield proposed they be adopted. This was seconded by Cllr Brinkley and all Councillors were in agreement.

- b. To accept Internal Auditors Report for 2021/22 and ‘Internal Audit Report’ of Part 3 of the Annual Governance and Accountability Return (AGAR 2021/22).

Both these documents had been sent to Councillors prior to the meeting. Cllr Bickers Proposed they be accepted and acknowledged as received. This was seconded by Cllr Gardner and all Councillors were in agreement. Cllr Brinkley referred to the comments from the Internal Auditor as to the Clerk’s hard work in producing the accounts and the excellent standard to which they were produced.

- c. To agree and complete Section 1 of Part 3 of the AGAR 2021/22.

The Clerk read each point of Section 1 Part 3 of the AGAR in turn. Cllr Bloomfield proposed that the Council answer in the affirmative to each point. This was seconded by Cllr Brinkley and all Councillors were in agreement.

- d. To agree and complete Section 2 of Part 3 of the AGAR 2021/22.

This section had previously been sent to Councillors. Cllr Gardner proposed the figures were correct and should be reported in the AGAR. This was seconded by Cllr Lenton and all Councillors were in agreement.

The Chair signed all relevant papers, the Clerk agreed to publish these on the website and to send a link to all documentation to PKF Littlejohn as per the instructions.

- e. To agree the CIL report for 2021/22.

The CIL report had previously been sent to Councillors. Cllr Seagroatt agreed they were a correct statement which was seconded by Cllr Bloomfield and all Councillors agreed.

- f. To agree Reserve Allocations as at start of 2022/23.

Cllr Brinkley proposed the Reserve Allocations were a true record of Reserves as at start of 2022/23 financial year. This was seconded by Cllr Bickers with all in favour.

- g. To review accounts as at 30<sup>th</sup> April 2022 and Review Bank Statements.

The accounts for 30<sup>th</sup> April 2022 had been sent to all councillors and there were no questions.

- h. To authorise the following Invoices for Payment:

- i. None.

- i. To note Payments made since last meeting:

i.	Kesgrave Paving (Playing Field Path)	£1,085.00
ii.	SALC Subscription	£249.27
iii.	HMRC (Clerk’s PAYE Jan/Feb/Mar)	£227.20
iv.	SALC Payroll Service	£22.80
v.	SALC (Clerk’s Training)	£229.20
vi.	Trevor Brown (Internal Auditor)	£170.00

Chair’s initials: .....

j. To note Payments received since last meeting:

i. Precept	£9,213.00
ii. CIL Receipt	£5,203.10
iii. Cllr M Richardson’s ECB	£1,000.00

k. To note Bank Balances as at 30<sup>th</sup> April 2022:

i. Current Account (No. 80152285)	£23,780.29
ii. Savings Account (No. 00605875)	£4,250.86

Cllr Brinkley proposed that all finance matters were accepted, seconded by Cllr Bloomfield with all in favour.

**Action: Clerk**

**15. To receive agenda items for next meeting on Wednesday July 2022:**

Cllr Lenton requested that the purchase of replacement 30 MPH signs be put on the agenda for the next meeting.

There were no other 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 8:05pm.

Signed: .....  
Chair

Date: .....

*Ruth Johnson*  
Clerk to Bucklesham Parish Council

Chair’s initials: .....