

Minutes of Bucklesham Parish Council Meeting

Held on 7th September 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)

3 members of the public were present

1. 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 Bickers, seconded by Cllr Gardner and all were in agreement.

2. To receive any:

a. Declarations of Pecuniary Interest.

There were none.

b. Declarations of Non-Pecuniary Interest.

There were none.

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.

3. Public Participation – To receive:

i. Reports from County and District Councillors:

• Suffolk County Cllr Patti Mulcahy:

Cllr Mulcahy's report had been received and circulated by the Clerk. Cllr Mulcahy sent her apologies for absence as she had a prior engagement.

• East Suffolk District Cllr Mick Richardson and Cllr Richard Kerry:

Cllrs' reports had been received and circulated by the Clerk. Cllr Richardson and Cllr Kerry sent their apologies for absence as they were attending meetings elsewhere.

ii. Questions from any member of the public:

- There were no questions.

Chair's initials:

4. To agree Minutes of meeting dated 6th July 2022:

All Councillors agreed that the minutes were an accurate record of the meeting. Cllr Gardner proposed that the minutes should be signed, this was seconded by Cllr Bloomfield 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. 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 Probation Service's Community Payback Scheme had started work on the Playing Field with a very long list of jobs. The Church Warden David Wardle had been asked if the Church had any work that needed doing. The Parish Council were asked to supply various equipment including buckets, watering cans, scrubbing brushes, and petrol for the trimmers. The Clerk explained that she had provided this equipment but was not prepared to supply petrol on a weekly basis. It was agreed to ask the organisers to only undertake tasks that did not require petrol trimmers.
- ii. The Parish Council had been successful in securing 8 free tickets to the Festival of Suffolk's Let's Rock concert at Trinity Park. The Council were asked to nominate a recipient of the awarded tickets. Parish Councillors were unanimous in suggesting Steph Clarke, the organiser of the Bucklesham Bumps, Babies and Toddler Group. This much needed group was started during the Covid-19 pandemic and had been a lifeline for many isolated young parents during a very difficult time. The Clerk reported that Steph had been thrilled to receive the tickets and was very much looking forward to going with her family.
- iii. The Clerk informed the Council that she had attended the second training session in the CiLCA (Certificate in Local Council Administration) qualification which was 'Law and Procedures for Local Councils'. She had also attended further Networking Forums of other Clerks undertaking the qualification, which had been very helpful. These sessions are hosted by SALC and are very informative and enjoyable. Registration to SLCC had been completed, and the Clerk is currently working on the assignments for 4 hours on a Friday (200 hours for the full yearly course) to complete the necessary work needed.

Action: Clerk

6. Playing Field:

- i. To discuss and approve the revised quote for the nest swing:

Following the successful application to Cllr Richard Kerry for £1,000 from his Enabling Community Budget, the Clerk had been asked to obtain a revised quote for the Nest Swing Project. The preferred contractor had been NGF Play from Dereham as they had been highly recommended by a neighbouring Parish Council and had submitted the most competitive quote. The total cost for the Nest Swing was now £4,252 (plus VAT £850.40).

Chair's initials:

£2,000 had been received from Cllrs Richardson and Kerry, leaving a shortfall of £2,252 for the Council. The Clerk reminded the Council that funds from the Community Infrastructure Levy could be spent on this project. Cllr Bloomfield proposed that the Nest Swing project go ahead which was seconded by Cllr Seagroatt and all were in favour.

ii. To discuss the quote for the removal of the old boundary fence:

The Clerk had received an email from a resident of Field View who was concerned that thick heavy ivy from the Playing Field was damaging their garden wall. On inspection the Clerk could see that the ivy would be very difficult to remove given the extent of it and that it was in between the resident's wall and the old boundary fence on the Playing Field. The Clerk had sought a quote from handyman Kevin Coe, who had previously undertaken several jobs in the village. The cost to remove all the ivy and the old broken fence and to clear the ground completely was £480. Cllr Brinkley proposed that the Council accept this quote and instruct Kevin to complete the work at the earliest opportunity. This was seconded by Cllr Lenton with all in favour.

iii. To discuss the third report on the poplar trees:

Following the previous two quotes and conflicting advice received from Paul's Tree Services and Seth Lord, the Clerk had been asked to obtain a third quote and advice. Tree surgeon Tom Lyon had met with the Clerk on the field and many of the issues had been discussed. Tom had agreed that it would be beneficial to remove the remaining trees given their condition and a quote of £4,100 had been received for this work. Cllr Brinkley proposed this quote be accepted and Tom be asked to undertake the work after October. This was seconded by Cllr Bickers and all were in favour.

iv. To discuss the removal of the container:

This project had been put on hold last winter due to the condition of the Playing Field but would be possible now as the ground was hard enough to cope with the weight of HGV necessary to remove the container. Sackers Scrap Metal required advanced payment of £840. The price of the weighed-in metal would then be refunded to the Parish Council and Sackers estimated this would cover the cost of collection with the possibility that they would also owe the Council money. Cllr Brinkley proposed that Sackers be asked to remove the container at the earliest opportunity before the bad weather prevents collection for another winter. This was seconded by Cllr Gardner. Cllr Bloomfield said she would not agree with the Council paying upfront. 5 Councillors were in favour, with one against.

Action: Clerk

7. To discuss the meeting with representatives of the Council and Suffolk County Council Highways and the distribution of the parking letter from Suffolk Constabulary:

The meeting was requested by the Council following reports of Highways issues faced by villagers.

Present at the meeting were:

- Jason Lewis, Suffolk County Highways Community Liaison Officer
- Cllr Patti Mulcahy, Suffolk County Council
- Rachel Rudge, Bucklesham Primary School Head Teacher
- Sharon Scrutton, Bucklesham Primary School Administrator
- Cllr Rhea Gardner, Bucklesham Parish Council
- Cllr Trevor Bickers, Bucklesham Parish Council
- Ruth Johnson, Clerk to Bucklesham Parish Council

A tour of the village ensued with the representatives from the Council explaining the Highways issues of speeding through the village, bad parking, potholes and passing places on Nacton Lane.

Cllr Mulcahy expressed the opinion that most of the problems were either behaviour issues (and therefore not Highways' responsibility) or were Police enforcement issues. The representatives from the Council were not hopeful that any solutions would be found by Highways or Cllr Mulcahy following their very negative attitude to all suggestions. The Suffolk Highways Liaison Officer informed the Council that he would be writing a report on the meeting giving his suggestions but this had not yet been received by the Clerk.

Cllr Bickers had suggested that a possible solution to the parking issue at the school was to ask the land owner of the neighbouring field if he would consider giving up the headland for use as a drop-off car park. The Parish Council agreed for the Clerk to contact the land owner to see if he would consider this request on behalf of the school.

The Clerk had requested help from Suffolk Constabulary with regards to ongoing parking issues in Levington Lane. A letter had been written by an Officer from the Felixstowe Safer Neighbourhood Team requesting villagers park considerately, which had then been distributed by the Parish Council to residents in the most affected areas.

Cllr Brinkley said he felt it was important that the residents realised the Council was trying hard to resolve all these Highways issues.

Action: Clerk

8. To discuss replacement of Defibrillator pads (adult and paediatric):

The Clerk reported that the defibrillator pads had an expiry date of Nov 2022 and would soon need replacing. The Council had kept £1,000 in reserves for this. Cllr Lenton proposed that new pads be purchased which was seconded by Cllr Bloomfield. All were in favour.

Action: Clerk

9. To agree a date for the Community Council AGM:

The Clerk reminded the Parish Council that it was necessary to hold a Community Council AGM. Cllr Brinkley proposed this be at the beginning of the next Council meeting on Wednesday 2nd November at 6:30pm. This was seconded by Cllr Seagroatt and all were in favour.

10. Documentation:

- i. To review and adopt the 'Standing Orders – 2022' and 'Financial Regulations – 2022' (as previously sent to Councillors on 02/09/22):

The Clerk reminded Councillors that the Standing Orders and Financial Regulations needed to be reviewed and adopted annually. She assured the Council that the policies continue to use the current National Association of Local Councils (NALC) templates and so were completely correct and up to date. As with previous years, Suffolk Association of Local Councils (SALC) advise that it is not necessary to print off hard copies but that publishing them on the website was still required. All Councillors confirmed these documents had been reviewed. Cllr Brinkley proposed they be adopted which was seconded by Cllr Lenton and all were in favour.

- ii. To review and adopt the 'Risk Assessment (Financial)' and 'Risk Assessment (Non-Financial)' (as previously sent to Councillors on 02/09/22):

The Risk Assessments, both Financial and Non-Financial, need to be reviewed and adopted annually. All Councillors present confirmed these documents had been reviewed. Cllr Brinkley proposed they be adopted which was seconded by Cllr Bickers with all in favour.

- iii. To review and adopt the Asset Register and approve the revised document (as previously sent to Councillors on 02/09/22):

The Clerk reminded the Council that the Asset Register needed to be reviewed and adopted annually, or each time a new asset is included. There were no new assets added however all Councillors confirmed they had reviewed the asset register. Cllr Seagroatt proposed the Asset Register be adopted, seconded by Cllr Bloomfield and all were in favour.

- iv. To review and adopt the following Data Protection documents:

- a. Legal and Privacy Statement
- b. Cookies Policy
- c. Impact Assessment
- d. Data Protection Statement
- e. Awareness Checklist
- f. Risk Assessment
- g. Subject Access Request

The Chair thanked the Clerk for all her hard work with these policies. All documentation from a to g was taken *en mass*. They were proposed by Cllr Gardner, seconded by Cllr Seagroatt, with all in favour.

11. Finance:

- a. To review accounts as at 31st August 2022 and review Bank Statements:

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

- b. To set the budget timetable:

The Clerk set out the following timetable for the Budget and this was agreed:

- 26th October – Draft Budget established and sent to Councillors
- 2nd November – Draft Budget discussed at full Council meeting
- January 2022 meeting – Budget agreed by full Council

- c. To agree Reserves Allocations:

The Reserve Allocations had been sent to Councillors previously and these were agreed:

- Office Equipment - £1,000.00
- Playing Field Emergencies - £2,000.00
- Nest Swing - £2,000.00
- Defibrillator - £1,000.00
- Clerk Emergency Fund - £1,000.00

The total held in Earmarked Reserves was £7,000.00

- d. To acknowledge receipt of the Notice of Conclusion of Audit and Section 3 of Part 3 of the 2021/22 AGAR from PKF Littlejohn LLP:

The Clerk advised that Section 3 of Part 3 of the AGAR 2021/22 had been returned by PKF Littlejohn with the following comments.

- i. *“We note that the smaller authority did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as it failed to make proper provision during the year 2021/22 for the exercise of public rights, since the notice regarding the period for the exercise of public rights was not published before the start of the period (the date of the notice is the same date as the first day of the period). As a result, the smaller authority must answer ‘No’ to Assertion 4 of the Annual Governance Statement for 2021/22 and ensure that it makes proper provision for the exercise of public rights during 2022/23.”*

PKF Littlejohn LLP have now issued a statement rescinding this comment after having been provided with evidence to show that the Notice of Public Rights was displayed correctly within the correct time frame.

Receipt of Section 3 of Part 3 of the AGAR and Notice Of Conclusion of Audit were acknowledged by the Council.

e. To acknowledge receipt of insurance renewal documentation from Came and Company:

The insurance renewal quotation had been sent to all Councillors, and Came and Company had recommended Pen Underwriting Limited. The premium for this year will be £488.29 which is £45.76 more than last year. Cllr Brinkley proposed this be accepted, seconded by Cllr Lenton and all were in favour.

f. To accept and agree the quote of £150 from Boston Bulbs for daffodil bulbs for the village:

It had previously been agreed to hold an annual Bulb Planting Day in the village. The Clerk sought a quote from Boston Bulbs who could again supply 1000 bulbs to be delivered in October for £150 which was the same price as last year. Cllr Gardner proposed the bulbs be purchased, seconded by Cllr Seagroatt with all in favour.

g. To discuss the quote for Hi-Viz vests for Parish Council working parties:

Cllr Lenton had requested the Council purchase some Hi-Viz vests for volunteers undertaking Council tasks such as litter picking, cleaning of signs etc. The Clerk received a quote for 10 personalised vests with 'Bucklesham Parish Council' embossed on the back at a cost of £40. Cllr Brinkley suggested 15 vests of various sizes be purchased as they could be distributed to all Councillors and the volunteers who manage the SID. This was proposed by Cllr Lenton, seconded by Cllr Bickers with all in favour.

h. To note payments made since last meeting:

i.	Print 4 U (welcome postcards)	£45.60
ii.	Print 4 U (Bugle newsletter Summer edition)	£102.00
iii.	PKF Littlejohn LLP (external auditor)	£240.00
iv.	J Hallett (training)	£150.00
v.	Signs For You (village signs)	£533.17
vi.	SLCC (CiLCA registration)	£410.00

i. To authorise the following payments:

i.	SALC (T Bickers training)	£187.20
ii.	R Johnson (Clerk's salary and expenses July/Aug/Sept)	£1005.70
iii.	HMRC (Clerk's PAYE)	£219.80
iv.	Sackers Scrap Metal (removal of container on field)	£840.00
v.	R Johnson (printer ink)	£70.54

j. To note payments received since last meeting:

i.	Cllr Richardson (Enabling Communities Budget)	£1,000.00
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k. To note bank balances as at 31st August 2022:

i.	Current Account (No. 80152285)	£19,809.72
ii.	Savings Account (No. 00605875)	£4,251.82

Cllr Gardner proposed that finance matters from *h* to *k* were accepted, seconded by Cllr Brinkley with all in favour.

12. To receive agenda items for next meeting on Wednesday 2nd November 2022:

There were no other agenda items 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 8:10pm.

Signed:
Chair

Date:

Ruth Johnson
Clerk to Bucklesham Parish Council

Chair's initials: