

**Minutes of Bucklesham Parish Council Meeting**  
Held on Wednesday 1<sup>st</sup> November 2023 at 7:00pm  
In Bucklesham and Foxhall Village Hall, IP10 0DZ

Present

Cllr Trevor Bickers

Cllr David Brinkley (Chair)

Cllr Rhea Gardner

Cllr Clive Lenton

Cllr Gemma Marriage

Cllr Lynda Seagroatt

Cllr Lee Reeves (ESC)

Ruth Johnson (Clerk)

2 members of the public were present

**1. Apologies for absence:**

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

Apologies were received from Cllr Roper (family bereavement).

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

Cllr Brinkley proposed Cllr Roper's apologies be accepted. This was seconded by Cllr Gardner, with all in favour.

**2. To receive any:**

**a. Declarations of Pecuniary Interest.**

There were none.

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

Cllr Lenton declared an interest in item 13.b as he is a neighbour to the applicant.

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

There were none.

**d. Declarations of Gifts or Hospitality received over the value of £50.00**

There were none.

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

There were none.

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

**a. Reports from County and District Councillors:**

• Suffolk County Cllr Patti Mulcahy:

No apologies for non-attendance, and no report had been received from Cllr Mulcahy before the meeting. The last correspondence the Council had received from Cllr Mulcahy had been a report for August which arrived on the afternoon of the September meeting. The Clerk had copied Cllr Mulcahy into numerous emails with regards to Highways issues but had received no response.

The Chair once again expressed his disappointment with Cllr Mulcahy's lack of engagement with Bucklesham parishioners, and asked the Clerk to write to Cllr Mulcahy asking what more the Council could do to encourage her attendance and commitment to her role.

**Action: Clerk**

Chair's initials: .....

- East Suffolk District Cllr Mike Ninnmey and Cllr Lee Reeves:

Cllr Ninnmey gave apologies for absence due to family commitments. Regular monthly reports had been received and circulated to all Councillors, and Cllr Reeves was thanked for these by the Chair. Of particular interest to the Council was the newly established ‘Task and Finish’ group, established by ESC to try and tackle the general untidiness and lack of civic pride across East Suffolk. Cllr Reeves explained that all Councillors receive complaints relating to overgrown pavements, blocked drains causing flooding, and broken and overgrown street signage. The aim is to gather all relevant Councils and agencies to have a concerted effort to rectify the worst of these issues, and work with local voluntary groups. Cllr Reeves asserted that all Councillors want to ensure that such a backlog of issues is not allowed to build up again.

Cllr Reeves had also asked the Council to register any areas of flooding in the village that were of particular concern. This information could then be passed on centrally, ensuring ESC know of potential future flooding sites where road diversions and/or closures may need to be highlighted. Cllr Reeves spoke of the importance of an Emergency Plan for the Parish. This idea had been trialled previously with limited success as only one resident volunteered. The Clerk was asked to advertise the project again in the next Bugle to see if any residents would be willing to share their skill set and be a point of contact in an Emergency.

Cllr Reeves was thanked by the Chair for the considerable time he had spent helping Bucklesham villagers with a number of local issues, including fly-tipping, planning applications, noise issues, and in assisting residents with benefit and cost of living worries.

**Action: Clerk**

**b. Questions from any member of the public:**

- Two members of the public wished to request the Parish Council did not pass the motion to support the ‘20’s Plenty for Suffolk’ Campaign. Both residents said they felt the Parish Council had not consulted the village widely enough.

The Chair rejected this assertion and he stated that the Clerk had written about the Campaign in the Autumn Bugle (delivered to every home in the village), had sent out a Bugle Bulletin email alert, and had set up an online survey for residents to complete. The Campaign had been discussed at three Parish Council meetings, with the agendas and minutes published online. The Chair asked the residents what more they would like the Council to do to gauge villagers’ views. The members of the public stated they felt there should have been notices on the village notice board and individual letters sent to households.

The Council had obtained a quote for the cost of writing to each household individually, which had amounted to £125 plus VAT. Due to the expense of this letter, the fact that the Council’s budget was so tight, and the opinion of Councillors that it could easily be included in the next edition of the Bugle at no extra cost, this idea was rejected. Cllr Gardner asked the residents why they felt that if villagers did not read the Bugle, they would have read a separate letter.

Chair’s initials: .....

**4. To agree Minutes of meeting dated 22<sup>nd</sup> September 2023:**

All Councillors agreed that the minutes were an accurate record of the meeting. Cllr Bickers 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**

**5. Clerk's Report – To receive updates on matters not requiring debate or decision.**

The Clerk had continued to inform the Councillors of ongoing issues via a weekly email. Much of the work that the Clerk had been involved with was on the agenda, however some specific points were highlighted:

- i. The Suffolk Association of Local Councils' (SALC) 'Suffolk Community Awards' had taken place on 25<sup>th</sup> September, and the Judges had awarded Bucklesham Village 'Highly Commended' in the 'Small Village of the Year' category.  
Cllr Brinkley had attended the awards ceremony representing the village. The Clerk had requested a quote for a commemorative plaque to be attached to the village sign and an announcement was to be included in the New Year Bugle.
- ii. The Clerk had attended two separate seminars with Parkinson Partnership LLP; the first was regarding changes to the National Association of Local Councils (NALC) model Financial Regulations, and the second was Budgeting for Clerks and Finance Staff. Both had been very useful and informative. The Clerk had also attended a training session from ESC with regards to the Public Access for the Planning Portal.
- iii. The Clerk had booked on a course of 'Allotment Training' offered by SALC, covering all aspects of managing allotments including planning, finding land, site facilities, health and safety and tenancy agreements. The first session will be on 7<sup>th</sup> December 2023 and the second on 15<sup>th</sup> February 2024.
- iv. The Council had been successful in their application for free daffodil bulbs from East Suffolk Council (ESC). These had been collected and will be distributed and planted around the village in the next few weeks.
- v. The Clerk and Cllr Gardner had attended Martlesham Parish Council's (MPC) October meeting to observe 'best practice'. The Councillors and Clerk from MPC had been extremely welcoming, and both Cllr Gardner and the Clerk had taken away a few ideas on how the Council could improve procedures at meetings.

**Action: Clerk**

**6. To receive and ask questions on report from Cllr Gardner on Felixstowe Peninsular Community Partnership (FPCP) on 11/09/23.**

Cllr Gardner reported that she had attended the two hour meeting in Felixstowe, where both ESC Cllrs Reeves and Ninnmey were in attendance in order for them to learn how the Community Partnership (FPCP) planned to support Felixstowe and the eight surrounding Parishes in 2024. The only other Parish Council represented at the meeting was Trimley St Martin. There was an update about the project helping to fund school uniforms – mainly for pupils attending Felixstowe High School.

The majority of projects tend to be centred on Felixstowe but the Community Officers are very keen to involve the outlying Parishes too. To promote 'Active Youth', the leisure centre in Felixstowe is to host a Sports Fair with taster sessions (date to be confirmed).

A Community Health Fair is to be held on Thursday 14<sup>th</sup> March 2024 at the Orwell Hotel. It is hoped to invite 30 to 50 stall holders in the Elizabeth Suite and there will be talks about diabetes, mental health, osteoporosis, dementia etc. in the Lordship's Library. FPCP has a £3,000 budget for this event.

The next meeting will be on Monday 4<sup>th</sup> December 2023 and Cllr Gardner expressed her intention to attend.

**7. To receive and ask questions on report from Cllr Gardner and Cllr Bickers on Nationally Significant Infrastructure Projects (NSIP) Seminar on 18/10/23.**

Cllrs Gardner and Bickers reported that they attended a two hour meeting organised by Suffolk Association of Local Councils (SALC) at University of Suffolk on 18<sup>th</sup> October. They had found the meeting very informative and were interested to learn more about some of the 19 Nationally Significant Infrastructure Projects (NSIPs) currently approved or in the pipeline for Suffolk.

There are two offshore wind projects of topical interest – East Anglia ONE North (EA1N) and East Anglia TWO (EA2), which are being developed by Scottish Power Renewables. National Grid are developing an overhead line of pylons running from Norwich to Tilbury in Essex. There is a development at Yaxley Substation underway and it was interesting to learn that 25% of the UK power from wind farms goes through Bramford, just west of Ipswich. There is a scheme to build a power line between Bramford to Twinstead, Essex.

SALC have produced a lengthy guide – Getting to Grips with NSIP's – which will be very useful to Town and Parish Councils when replying as Statutory Consultees to planning applications. Cllrs Gardner and Bickers reported that they did not see or hear about any new projects around Felixstowe, Martlesham or Woodbridge, although SALC recommended Councils form a group of Parish Councils for when a major NSIP is likely. SALC also advised that if commenting on any local development the Council offer alternative solutions as East Suffolk Council will always consider local views and knowledge.

The Chair thanked Cllrs Gardner and Bickers for representing the Council so well with their attendance and their comprehensive report.

**8. To receive and ask questions on report from Cllr Brinkley on Cross Boundary Group of Parish Councils meeting held on 18/09/23.**

Cllr Brinkley attended the first meeting of this new group formed with the intention of working together in the event of a large local planning application which could affect all Parishes. The group had representatives from Bucklesham, Levington, Trimley St Mary, Trimley St Martin, Waldringfield, Hemley, and Kirton Parish Councils.

It had been agreed to ask East Suffolk Council (ESC) to confirm the details for any forthcoming Local Plan. ESC had subsequently replied that they are not currently planning a review of the Local Plans. The Suffolk Coastal Local Plan had been adopted relatively recently in September 2020, and the focus was currently therefore on implementing the policies in that plan.

Councillors agreed this was an important forum, and in principle members could contribute to discussions if contentious planning applications were to arise. Cllr Brinkley expressed his intention to attend any further meetings.

**9. To discuss the Community Asset Transfer (CAT) of the Bucklesham Allotments from East Suffolk Council (ESC).**

The CAT was formally agreed by ESC at their meeting on Monday 2<sup>nd</sup> October 2023, and they had instructed their legal teams collate all documentation. ESC had agreed to cover ‘all reasonable costs’ of the Parish Council and the Clerk had been informed that Community Infrastructure Levy (CIL) funds could be used to cover the remaining cost.

Solicitor Sam Read, of Barker Gotelee, had been asked to act on behalf of the Parish Council. The Clerk had contacted East Suffolk Services (ESS) to quote for the grass cutting, which was estimated at £250 a year. The Clerk had also been in communication with all tenants to ascertain contact details. There had been an excellent working relationship built with all existing tenants already, and the Clerk informed the Council of the joint desire of all parties to work well together.

The Clerk had been in regular contact with Chris Phillips, Senior Estates Surveyor from ESC, who will continue to manage the site until the CAT is complete.

The Chair expressed his concern over the as yet undecided planning application involving a newly built bungalow in Levington Lane with proposed access onto the allotments. The Council agreed to wait for all decisions with regards to this application to be made before accepting any proposal with regards to the CAT.

**Action: Clerk**

**10. Playing Field:**

a. To discuss the planting of a wild flower strip

The Clerk had met with John Langbridge from Langbridge Landscaping. The meeting had taken place on the Playing Field where the idea of planting a wild flower strip along the edge of the Field was discussed.

The quote received, including all work required and 1 year's maintenance, was £4,860. While it was agreed this was a lovely idea, the costs were far too high for the Council to consider. Cllr Brinkley suggested that this was a task better allocated to volunteers and that a request for willing helpers be added to the New Year Bugle.

b. To discuss the Monkey Challenge climbing wall

The Clerk had been contacted by a play equipment company who are installing climbing walls for playing fields. The wooden wall would be 10m long and under 2m high. It has wooden pegs along it that adults, children and toddlers can walk along and it can be installed directly onto the grass. The total cost for the equipment and installation is £6,550, and the play equipment company are working directly with a grant giving body who are offering all the money for the entire installation, meaning there would be no cost to the Council. Cllr Bickers proposed the Clerk apply for the grant to purchase the climbing wall. This was seconded by Cllr Lenton and all were in favour.

c. To discuss the request for further play equipment in the play area

The Clerk had been contacted by three village children asking for an additional piece of play equipment that would be accessible for wheelchair users. The children had suggested a roundabout, as this particular item could be used by able-bodied and disabled children at the same time.

The Council agreed that there was a need for such a piece of equipment and thanked the Clerk for already researching the project and supplying a quote to enable a decision to be made. The total cost of the roundabout would be £12,627. The children who had made the request had started to organise some fundraising events in order to contribute to the cost themselves. The Clerk reminded the Council that they could request some funds from Cllr Mulcahy's Locality Budget, and Cllrs Reeves and Ninmeyer's Enabling Communities Budget. There was also the possibility of further grants from Suffolk Community Foundation.

Cllr Brinkley said he felt that village children who approached the Council with such admirable requests should be listened to and helped whenever possible. He therefore proposed that the Clerk request all possible sources of funding available and that the Council should consider covering the remaining amount using CIL funds. Cllr Bickers requested that further investigations take place as to whether there is additional CIL funds due in 2024 from the Castlemore Homes development. Cllr Seagroatt proposed the request be put on the agenda for the January meeting when there would be more information with regards to CIL and other funds available to contribute towards the cost. This was seconded by Cllr Lenton with all in favour.

**Action: Clerk**

**11. Documentation:**

i. To discuss and agree the Allotment Tenancy Agreement

In preparation for the CAT of the Allotments, the Clerk had written a Tenancy Agreement which had previously been circulated to all Councillors. Some amendments had been made by Cllr Marriage, who had extensive prior involvement in the management of allotments, and the Chair expressed his appreciation for this knowledge and experience.

The Clerk had written the agreement using a template from the Allotment Association, the original agreement from ESC, and two further agreements from neighbouring Councils. It had been written using ‘plain English’, encouraging more sustainable, modern methods of gardening.

Cllr Marriage proposed that in the event of the CAT being successful the Council use the Tenancy Agreement. This was seconded by Cllr Lenton and all were in favour.

**Action: Clerk**

**12. Highways:**

a. To discuss the 20’s Plenty Campaign.

In order for the Parish Council to gauge the views of the village, the Clerk had included details of the campaign in the Autumn edition of the Bucklesham Bugle, had sent out a Bugle Bulletin, and had organised an online survey to be completed by residents. Cllr Brinkley expressed his disappointment with the very low response as the Speed Indicator Device on Main Road shows on average 10,000 vehicular movements a month through the village, but only 31 residents had engaged with the consultation.

The result of the consultation was as follows:

- 74% wished the Parish Council to pass the motion
- 23% were against the Parish Council passing the motion
- 3% were undecided

Therefore, Cllr Brinkley proposed that the Council pass the motion to support the ‘20’s Plenty for Suffolk’ campaign, and call on Suffolk County Council to implement a 20mph speed limit on Bucklesham’s inhabited lanes, and urge SCC to review their policy/criteria for speed limit change in order to enable change to happen more easily for communities. This was seconded by Cllr Bickers and all were in favour.

**Action: Clerk**

b. To discuss the numerous ongoing reports to Highways with regards to various issues.

The Council discussed the numerous outstanding Highways issues in the village that had been reported many times by the Clerk but had not been actioned by Highways.

Date	Reported Issue	Location	Highways Response	Completed ?
26/06/23	<b>Resurfacing of footpaths</b>	Main Road / Levington Lane	Not deemed necessary	×
26/06/23	<b>Resurfacing of roads</b>	St Mary's Park	Will be actioned in 21 days	×
01/08/22	<b>Worn/ twisted road signs</b>	Nacton Lane/ Main Road/ Levington Lane	Will be actioned in 21 days	×
01/02/23	<b>Blocked drains</b>	Levington Lane	Will be actioned in 21 days	×
01/02/23	<b>Blocked ditches</b>	Levington Lane/ Tenth Road	Will be actioned in 21 days	×
31/07/23	<b>Overgrown path to school</b>	Main Road	Will be actioned in 21 days	×
30/09/23	<b>Overhanging branch</b>	Levington Lane	Will be actioned in 5 days	×
2021	<b>Flooding</b>	Levington Lane/ Green Crescent/ the Heath	Will continue to monitor	×

The Parish Council had previously met with Suffolk County Councillor Paul West, who assured them that all outstanding issues would be followed up, and that once the new Highways contractors were in place, there would be a more robust way of reporting any Highways issues, which would result in them being resolved in a more timely manner. Cllr West had also previously committed to following up on any reports in the village that had been actioned but not yet completed. The Clerk reported that there was no evidence that this had happened. Cllr Mulcahy had not commented on any Highways issues despite being copied in on every email. The Clerk had not yet received any report with regards to the Traffic Survey carried out on the Brightwell Road between 5<sup>th</sup> and 16<sup>th</sup> October.

The Clerk had reported the considerable flooding on Levington Lane during the recent heavy rain, which had resulted in some residents being unable to leave the village, some unable to receive visits from carers, and deliveries not getting through. Despite photographic evidence, Highway's response to the Clerk's report was as follows:

*"The Highway Assessment Officer attended to Levington Lane on two occasions 20th October 2023 and can report that there was some water on the road but there was no flooding at the time.*

*The team are aware that there is a point on Tenth Road that floods regularly near Scotland Barn but that this normally clears very quickly after rain stops."*

The Clerk had received a generous offer of help from a local land owner, Joe Ramsey. However, Suffolk Highways would not give permission for Mr Ramsey to work on the Highway, and therefore he was unable to use his farm machinery to dig out the ditches and divert the flood as offered.



With regards to the dangerously overhanging tree on Levington Lane, Highways had informed the Clerk that this was the responsibility of Flagship Housing. However, in the circumstances where a tree was dangerously overhanging the road or electricity cables, emergency work could be carried out. Highways had confirmed on 4<sup>th</sup> October that this work would be carried out within 5 working days. The Clerk confirmed this work had still not been carried out.

The Clerk had contacted Flagship who gave the following response:

*“I visited the tree on 10/10 – the day after it was initially brought to my attention. The hanging branch of concern is a lower branch that has been hit by an HGV and torn. The end has been removed by an unknown person and the remainder is still attached to the tree.*

*Using QTRA, the risk assessment I carried out gave a Risk of Harm (RoH) of less than 1/1,000,000. In addition to this, I have asked our sub contract tree surveyors to visit the tree ahead of schedule to give an impartial opinion on the tree and any associated risk. They may have already done this, if not I expect it to be done in the next few days.”*

A discussion ensued where Councillors voiced their extreme disappointment and concern over the lack of attention given to any Highways issues in Bucklesham. The Chair said he felt the Parish Council had done all it could with regards to the Highways issues and asked the Clerk to continue to encourage any concerned residents to use the ‘Report it’ tool on the Suffolk Highways Website.

**Action: Clerk**

**13. Planning:**

- a. To discuss the progress of the Castlemore Homes Oak Tree Farm, Levington Lane development.

Gary Bareham, Construction Manager of Castlemore Homes, had sent another comprehensive report on the progress of the site, which Councillors had found very interesting and informative.

The private occupancies will start to move in to their new homes in November with several more to follow in December.

The occupiers of the Housing Association homes look set to be moving in during January. The Clerk was asked to leave some ‘Welcome to Bucklesham’ postcards with the Estate Agents.

- b. To discuss DC/23/3766/FUL single story side extension, 10 Green Crescent, IP10 0EA

*Cllr Lenton left the meeting.*

The Chair noted that all Councillors had studied the documents provided prior to the meeting. Councillors were reminded to align their comments to material planning considerations.

Chair’s initials: .....

Councillors made the following comments:

- The application is of a similar nature to others in the Crescent that had been granted permission previously.
- It is a small unintrusive extension that should not affect others.

The Chair summed up all points made and ensured that all Councillors had been given an opportunity to share their opinions. Cllr Brinkley proposed that the Parish Council register a comment of 'No Objection' to the Planning Application. This was seconded by Cllr Bickers and all were in favour.

The Clerk was asked to register a comment of 'No Objection' on the East Suffolk Planning Portal.

*Cllr Lenton returned to the meeting.*

c. To discuss DC/23/3760/FUL retrospective permission for fence 10, Levington Lane, IP10 ODZ

The Chair noted that all Councillors had studied the documents provided prior to the meeting. Councillors were reminded to align their comments to material planning considerations.

The Clerk had asked the neighbours for their opinions, as the applicant had stated in their supporting documentation that the fence *"was commented upon as being a great improvement by all our neighbours including the Village Hall committee members"*. Many neighbours had informed the Council of their own objections, stating the fence *"was an eyesore"*, *"was not in keeping with the lane"*, *"had resulted in the removal of substantial habitat"*, *"would set a precedent"*, *"was not of a high standard"*, and *"was certainly not an improvement, and we would never have said otherwise"*.

Councillors made the following comments:

- The height is a breach of development control as it clearly contravenes The Town and Country Planning (General Permitted Development) (England) Order 2015, stating a development is not permitted if;  
*(a) The height of any gate, fence, wall or means of enclosure erected or constructed adjacent to a highway used by vehicular traffic would, after carrying out the development, exceed – (ii) in any other case 1 meter above ground level;*
- There had been the removal of natural habitat hedgerow and trees to erect the fence.
- There is a possibility of a precedent being set if permission is granted.
- Many neighbours are opposed to the fence.
- The Village Hall Committee had not supported the application.

Cllr Brinkley proposed that the Council has a duty to register a comment of 'Objection' for all the reasons stated. This was seconded by Cllr Lenton and all were in favour.

**Action: Clerk**

Chair's initials: .....

**14. Finance Matters:**

- a. To review accounts as at 31<sup>st</sup> October 2023 and review Bank Statements.

It had not been possible to send the accounts for 31<sup>st</sup> October 2023. Therefore Councillors were unable to ask any questions. The Clerk agreed to forward the accounts at the earliest opportunity and take the bank statements to Cllr Brinkley to sign.

- b. To discuss and provisionally agree the proposed Budget 2024/25.

The Clerk had previously sent out the proposed Budget document for Councillors to consider. A lengthy discussion ensued about the best way forward for the year ahead as all costs to the Council had increased and the Budget was very tight. Councillors discussed three or four different items on the Budget and whether the amounts were appropriate. The Clerk was asked to amend the figures in light of the discussion.

It was agreed to consider this again at the January meeting when the final decision would be made, but Cllr Brinkley stated that, despite the Council's prudent financial management, and utilising the interest gained from moving CIL reserves into the savings account for example, he calculated the Budget would have to be increased by an estimated £2.30 per Band D household per year to cover the additional estimated price increases. This equated to 5p per Band D household per week.

Cllr Bickers reminded Councillors of the Council's own General Reserves Policy, and the recommendation from the Internal Auditor, of the requirement to hold twelve months Net Reserve Expenditure (NRE) and that currently there was less than two months NRE held by the Council.

- c. To discuss the request for funding from Suffolk Accident and Rescue Service (SARS).

The Council had been contacted by SARS requesting a donation to their charity. It was agreed by the whole Council that the charity did excellent work, but that due to extremely restricted finances this year, the Council would not make a further donation.

- d. To discuss the annual donation to the Royal British Legion Poppy Appeal.

Cllr Brinkley proposed that the Council once again make a donation to the Poppy Appeal and suggested £50.00. This was seconded by Cllr Seagroatt and all were in agreement.

e. To authorise the following invoices for payment:

i. SALC (Training and Payroll Services)	£78.00
ii. SALC (Training)	£120.00
iii. Royal British Legion Poppy Appeal	£50.00

f. To note payments made since last meeting:

i. Signs For You	£68.03
ii. SALC Training (new Councillor)	£72.00
iii. Print 4 U (Bugles)	£97.00
iv. N Hall (Village Hall maintenance)	£240.00
v. MacAfee (virus protection)	£94.99
vi. Gallagher Insurance	£597.81
vii. Microsoft Subscription	£71.84
viii. SALC (payroll service)	£22.80

g. To note payments received since last meeting:

- i. None

h. To note Bank Balances as at 31<sup>st</sup> October 2023:

i. Current Account	£891.02
ii. Savings Account	£33,179.25

Cllr Brinkley proposed that finance matters *f* to *h* were accepted, seconded by Cllr Marriage, with all in favour.

**Action: Clerk**

**15. To nominate a Councillor to represent the Parish Council and lay the wreath at the Remembrance Day service at St Mary’s Church on Sunday 12<sup>th</sup> November 2023.**

Cllr Garder had performed this task on behalf of the Parish Council in recent years and stated that she was happy to do this again.

**16. To agree Parish Council Meeting dates for 2024.**

The Parish Council agreed that the most convenient day for all Councillors is Wednesday. The Clerk requested that the Council consider changing to the second Wednesday of the month instead of the first, as this would allow time after the end of each month for the accounts to be completed and listed on the forthcoming agenda. The Village Hall will be available on the second Wednesday and all Councillors agreed.

The meeting dates for 2024 were agreed as follows:

- Wednesday 10<sup>th</sup> January 2024
- Wednesday 13<sup>th</sup> March 2024
- Wednesday 8<sup>th</sup> May 2024 (*will include Annual Parish Meeting and Community Council AGM*)
- Wednesday 10<sup>th</sup> July 2024
- Wednesday 11<sup>th</sup> September 2024
- Wednesday 13<sup>th</sup> November 2024

**Action: Clerk**

Chair’s initials: .....

**17. To receive agenda items for next meeting (Wednesday 10<sup>th</sup> January 2024).**

Continuing discussions for allocating the CIL money to various projects would be included in the next agenda along with the progress of the CAT of the Bucklesham Allotments.

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 8.55 pm.

Signed: .....  
Chair

Date: .....

*Ruth Johnson*  
Clerk to Bucklesham Parish Council

Chair's initials: .....