

**Minutes of Bucklesham Annual Parish Council Meeting**

Held on Wednesday 13<sup>th</sup> May 2026 at 7:00pm

In Bucklesham Village Hall, IP10 0DZ

Present

CLlr Trevor Bickers

CLlr Rhea Gardner

CLlr Clive Lenton (Chair)

CLlr Kathryn McDonald

CLlr Kathryn Roper

CLlr Lynda Seagroatt (Vice Chair)

CLlr Lee Reeves (ESC)

CLlr Patti Mulcahy (SCC)

Ruth Johnson (Clerk)

3 members of the public were present

**1. To elect the Chair of the Council for 2026/27 and signing of the ‘Declaration of Acceptance of Office’.**

CLlr Roper nominated CLlr Lenton to be Chair of the Council for the coming year and he agreed. This was seconded by CLlr McDonald and all were in favour. CLlr Lenton then signed 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’.**

CLlr Lenton nominated CLlr Seagroatt to be Chair of the Council for the coming year and she agreed. This was seconded by CLlr Roper and all were in favour. CLlr Seagroatt then signed the ‘Declaration of Acceptance of Office’.

**3. Apologies for absence:**

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

Apologies were received from CLlr Marriage (holiday).

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

CLlr Roper proposed CLlr Marriage’s apologies be accepted. This was seconded by CLlr Lenton and all were in favour.

**4. To receive any:**

**a. Declarations of Pecuniary Interest on Agenda items.**

There were none.

**b. Declarations of Other Registrable Interests or Non-Registrable Interests on Agenda items.**

There were none.

**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.

Chair’s initials: .....

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

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

**i. Suffolk County Cllr Patti Mulcahy:**

Cllr Mulcahy informed the Council that she had been re-elected as County Councillor serving as a Reform Councillor.

Cllr Mulcahy reported that she was pleased that the 20's Plenty signs had gone up on Main Road by the school but that it had not been possible to progress with any more projects due to the elections. Hopefully, now this was all completed, more projects would be pushed forward.

**ii. East Suffolk District Cllr Mike Ninnmey and Cllr Lee Reeves:**

Monthly reports had been sent by Cllrs Ninnmey and Reeves and these had been circulated to all Councillors. Cllr Ninnmey gave his apologies for absence. Both Councillors had also attended the opening of the new play area on the Playing Field and the Chair thanked them very much for their attendance.

Cllr Reeves spoke briefly about the uncertainty surrounding the Council reorganisation and what it could mean for Bucklesham. He had given a more lengthy report in the Annual Parish Meeting.

Cllr Reeves also reminded Councillors about the Better Recycling initiative from ESC, and informed them of a new app launched today which will help residents stay informed about the new system of recycling and the bin collection schedule. The Clerk agreed to publish this on the website and send out on a Bugle Bulletin.

Cllr Roper asked if it would be possible for the Council to apply for money from the new Thriving Places grant scheme for a fence around the new play equipment. Cllr Reeves suggested this could be a viable project and suggested the Clerk submit an expression of interest.

**Action: Clerk**

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

A member of the public expressed his concerns over the land submitted in the Call For Sites and shared his professional experience in the housing sector. Cllr Lenton thanked the resident for sharing his views.

Cllr Lenton reminded everyone that these sites had merely been submitted to ESC following the Call For Sites and that no assessment of the suitability of the sites had been made, and no planning applications were in at this stage. The Council would be discussing their response to the Call For Sites submission map at item 16.

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

Position	Person Nominated
Responsible Finance Officer	Clerk
Councillor Internal Controller	Cllr Kathryn Roper
Village Hall Rep (3 positions)	Cllr Rhea Gardner Cllr Clive Lenton Cllr Lynda Seagroatt
Community Council Rep	Cllr Lynda Seagroatt
Archer Cartwright Rep (2 positions)	Cllr Rhea Gardner Cllr Clive Lenton
SALC Rep	Cllr Kathryn Roper
Felixstowe Peninsular Community Partnership Rep	Cllr Rhea Gardner
Cross Parish Group Rep	Cllr Trevor Bickers
Speed Indicator Device (SID) Wardens	Cllr Clive Lenton (lead) Hilary Garlick Keith Woods
Speed Watch Group Co-ordinator	Clerk

Cllr Lenton proposed that all offices be appointed. This was seconded by Cllr McDonald and all were in favour.

The Chair thanked all Councillors and volunteers for their commitment to these roles and for representing the village. The Clerk was asked to email Hilary and Keith and thank them for agreeing to continue managing the SID.

**Action: Clerk**

**7. To remind Councillors to review their Register Of 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 ESC’s Register Of Interests. Councillors must include their employment, their own homes when listing ‘Land where the member has an interest’, and add that they are Trustees of the Village Hall. Some Councillors must also add Community Council or Archer Cartwright Charity Trustees as applicable. The Clerk had previously sent guidance on how to fill this in correctly and repeated the instructions at the meeting with individual printed copies for each Councillor.

**Action: Councillors**

**8. To agree Minutes of meeting dated 11<sup>th</sup> March 2026.**

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

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

Chair’s initials: .....

**9. 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 new play equipment has now been installed and is being enjoyed by village children and their parents. An opening ceremony had taken place on 3<sup>rd</sup> May and was well attended. Some very positive emails and letters from residents had been received. Terry Seagroatt is in the process of removing the last of the stumps from the old equipment. Unfortunately, people are not adhering to the request that dogs do not enter the area. There have been several complaints from parents that loose dogs were running around the equipment while their owners stood chatting. The Clerk requested quotes to fence in the area but the cost is prohibitive at this current time.
- ii. The 20's Plenty signs have been installed on Main Road, but there has been no noticeable progress on the speed limit reduction on the Brightwell Road. Highways informed the Clerk that they were unable to make any progress as they have been restricted from doing so due to the recent local elections and relating period of moratorium.
- iii. The first Cuppas and Cakes Café, a joint venture between the Parish Council and the Community Council, was a huge success. The team organising the event have committed to hosting these free community coffee mornings every few months.
- iv. Despite requests and 3 months notice to improve, some Allotment tenants had not tended to their plots. As there are residents on a waiting list, Cllrs Marriage and Lenton will inspect the plots again provisionally on 14<sup>th</sup> June with a view to asking those tenants who have not made improvements to relinquish their plots in order to give others an opportunity.
- v. Registration for the Local Council Award Scheme has been completed and the Clerk informed the Council that she has been working hard to ensure that the Bronze Award is achieved.
- vi. The Council has been sent guidance to pass on to residents with details of ESC's Better Recycling programme. This will be sent out on a Bugle Bulletin along with the Minutes of this meeting.

**Village Hall News**

- i. The Clerk has been successful in her bid for a grant of £1,500 to install broadband at the Hall. This money should cover installation costs and the monthly payments for the connection for a few years.
- ii. The Village Hall Committee are ready to welcome Community Action Suffolk's Annual Village Halls Conference on 10<sup>th</sup> June. This is a huge honour for the Hall and a chance to show off all that Bucklesham has to offer.

Chair's initials: .....

The Clerk suggested that one of the Councillors who is also a Village Hall Committee member may like to report to the Council on Village Hall issues at each meeting, and that this should be a regular item on the agenda in order to keep the whole Council informed of Village Hall news. Cllr Seagroatt offered to do this.

**Action: Clerk**

**10. 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 £47.00 per annum. Cllr Lenton proposed that the Council continue with this Standing Order. This was seconded by Cllr Gardner and all were in favour.

**11. To accept report from Cllr Bickers on the Cross Parish Group meeting on 23/03/26.**

Cllr Bickers reported that he had attended the meeting on behalf of the Parish Council and that current issues discussed included:

- Land at Orwell Green - proposed 2,700 housing development.
- Levington Lorry Park - successfully opposed.
- Planning Applications - Planners are definitely still using Local Plans.
- Trimley St Martin Cold Store - being supported (local employment with a possible 14 jobs).
- Concern over HGV movements.
- There is a concern over lack of support from Highways regarding local developments.
- Settlements must remain discreet, i.e. keeping gaps between our villages.

The Chair thanked Cllr Bickers for attending the meeting on behalf of the Council and for representing the village so well.

**12. To discuss BPC's Action Plan for 2026/27.**

All Councillors confirmed they had read the Action Plan and agreed with its contents. The Clerk confirmed that all points on the Action Plan had previously been agreed in prior meetings. Cllr Lenton stated that there was a lot to keep the Council busy and that it would show how hard the Council works on behalf of all residents when everything is achieved.

Cllr Lenton proposed that the Council adopt the Action Plan for the year ahead and work hard to achieve all goals. This was seconded by Cllr Seagroatt and all were in favour.

Cllr Roper suggested that the Action Plan be on the Agenda as a regular item in order for progress in all areas to be monitored and recorded.

**Action: Clerk**

**13. To discuss the Council's training need for 2026/27.**

The Council's Training and Development Policy states that all Councillors must review their training need at each May meeting, having attended at least one training seminar in the four year term of office. The Clerk confirmed that all Councillors have achieved this and more.

In this financial year, Cllr Lenton has undertaken training on the Code of Conduct and Understanding Precepts, and Cllrs McDonald, Roper, and Seagroatt have all also undertaken training on Understanding Precepts.

The Clerk reminded Councillors that there is a budget of £250 for training, and that Councillors must inform her of any training need they have in order for a suitable course to be found. The Clerk will continue to send Suffolk Association of Local Councils (SALC) bulletins which detail any training available to ensure that they are trained to the highest standard and kept up to date with all new legislation.

Cllr Seagroatt suggested that Councillors who attended a training course individually could then disseminate that training to all Councillors in order that everyone benefited. The Clerk informed the Council that she was attending Safeguarding training next week and would share the information received.

**Action: Clerk**

**14. To discuss the Council's email alert provider.**

The Clerk reminded the Council that their Bugle Bulletin email alerts are sent out using Mailchimp. Unfortunately the free package had changed, meaning that the Clerk was only now allowed to send 500 emails a month instead of the previous 1,000. With over 160 residents receiving the emails, this meant it was only possible to send 3 separate Bulletins in a month.

Under usual circumstances this may be enough, but the Clerk explained that this did not allow for the months when it was necessary to send out more information, or for when it was necessary to send an emergency email. The cost of an unlimited (5,000 emails) package would be £15.00 per month.

Cllr Lenton asked the Clerk to investigate if there were any similar companies who could offer the service for free, or at a cheaper rate.

**Action: Clerk**

**15. Documentation:**

a. To adopt the updated Financial Regulations.

The Clerk reminded Councillors that the Financial Regulations needed to be reviewed and re-adopted annually. The Parish Council usually do this in the September meeting, but a SALC forum attended by the Clerk had recommended reviewing all policies at the May meeting ready for the year ahead.

The Clerk 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. It is common practice to highlight any minor alterations in red, and these concerned updated procurement figures. As with previous years, SALC advise that it is not necessary to print off hard copies but that publishing them on the website is still required. All Councillors confirmed the Financial Regulations had been reviewed. Cllr McDonald proposed they be adopted, which was seconded by Cllr Roper and all were in favour.

b. To adopt the updated Standing Orders.

The Clerk reminded Councillors that the Standing Orders needed to be reviewed and re-adopted annually. Once again this annual review had been brought forward to May. All Councillors confirmed the Standing Orders had been reviewed. Cllr Bickers proposed they be adopted, which was seconded by Cllr Seagroatt and all were in favour.

c. To review and adopt the Risk Assessment (Financial) and Risk Assessment (Non-Financial).

Councillors all confirmed that they had read the documents and understood the contents. Cllr Gardner proposed they be adopted, which was seconded by Cllr Lenton and all were in favour.

d. To review and adopt the Asset Register.

The Register had been amended to include the new play equipment on the Playing Field and the Highways Self-Help Group equipment. Cllr Roper proposed it be adopted, which was seconded by Cllr McDonald and all were in favour.

e. To accept BPC Code of Conduct and Civility and Respect Pledge.

Councillors confirmed that they had all read the Code of Conduct (2020) and the Civility and Respect Pledge and informed the Clerk that they had understood the requirements. Cllr Seagroatt proposed they be adopted, which was seconded by Cllr Lenton and all were in favour.

f. To adopt BPC Wildlife, Bio-diversity, and Environmental Policy.

This new policy had been written to ensure that the Council adhered to the requirements for the LCAS as the Council seek to gain the Bronze Award. Cllr Roper proposed the policy be adopted, which was seconded by Cllr Bickers and all were in favour.

g. To adopt BPC Co-option Policy.

This new policy had been written to ensure that the Council adhered to the requirements for the LCAS as the Council seek to gain the Bronze Award. Cllr Lenton proposed the policy be adopted, which was seconded by Cllr McDonald and all were in favour.

h. To adopt BPC Community Engagement Policy.

This new policy had been written to ensure that the Council adhered to the requirements for the LCAS as the Council seek to gain the Bronze Award. Cllr Bickers proposed the policy be adopted, which was seconded by Cllr Roper and all were in favour.

i. To adopt BPC Scheme of Delegation.

This new policy had been written to ensure that the Council adhered to the requirements for the LCAS as the Council seek to gain the Bronze Award. Cllr Seagroatt proposed the policy be adopted, which was seconded by Cllr McDonald and all were in favour.

j. To review and adopt all other current Parish Council Policies (as listed on Parish Council website).

- 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

As guided by SALC, the Clerk had updated all policies held by the Council. In future all policies will be reviewed by the Council bi-annually at the May meeting, starting in May 2027 with the new administration, and then again half way through in May 2029.

The policies in draft form had been published on a Councillors Only page of the website in order for the Councillors to read them all carefully over the weeks before the meeting. Councillors confirmed they had read all policies.

Cllr Lenton proposed that all policies be accepted, this was seconded by Cllr Seagroatt and all were in favour.

The Clerk was thanked for the considerable time and effort that had been necessary to update all documents.

**Action: Clerk**

Chair's initials: .....

**16. Planning:**

a. To discuss the outcome of East Suffolk Council's 'Call For Sites'.

The results of ESC's Call for Sites had been published and 8 sites had been submitted that were in Bucklesham:

- Site 10 – land on Main Road opposite Meadow View
- Site 42 – land on Main Road opposite the entrance to Church Lane (Potash end)
- Site 274 – land behind Village Hall
- Site 313 – land on Main Road on right before Bucklesham bridge
- Site 315 – land behind Field View
- Site 361 – land on left off Bucklesham Hall drive
- Site 448 – land currently being used as paddock behind Green Crescent
- Site 449 – land off Nacton Lane behind Forge Close and Meadow View

The Clerk reminded Councillors that these sites had merely been submitted to ESC following the Call For Sites and that no assessment of the suitability of the sites had been made, and no planning applications were in at this stage. Cllr Lenton stated that as the Council will be asked for comments from ESC as to the suitability of these sites, it would be prudent to ask residents for their views in anticipation of this.

Cllr Lenton proposed that a Village Meeting be called for Wednesday 20<sup>th</sup> May at 6pm in the Village Hall to allow residents to share their thoughts on the proposed sites. This would be followed by an extra-ordinary Parish Council meeting with 'Planning' as the only item on the Agenda. The Council will then compile a list of comments on each site.

**Action: Clerk**

b. To discuss the meeting with Evolution Town Planning on 15/04/26.

Two representatives from Evolution Town Planning (ETP) and Beauly Homes had requested a meeting with the Parish Council to inform them of their proposals for the land identified as 'Site 10' on the Call For Sites submission map. The meeting had taken place with 6 Councillors and the Clerk in the Village Hall, and proposals to develop the site were shared by Beauly Homes. This was purely an opportunity for introductions to be made and the Council gave no indication of their opinions at this stage.

Beauly Homes stated that they wanted to work with the Council and residents of the village, and were keen to attend any future village meeting to discuss and explain their plans. Therefore, Cllr Lenton proposed that Beauly and ETP be invited to the Village Meeting on Wednesday 20<sup>th</sup> May at 6pm in order to meet residents, discuss their plans, and share their vision for the site.

The Clerk was asked to advertise the Village Meeting as widely as possible to ensure all residents could share their thoughts on all 8 sites. A leaflet drop to every household, a Bugle Bulletin, and a post on the village Facebook page were all requested.

**Action: Clerk**

**17. Finance Matters:**

a. To accept and sign Annual Accounts for Year End 31<sup>st</sup> March 2026

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

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).

Both these documents had been sent to Councillors prior to the meeting. Cllr Roper proposed they be accepted and acknowledged as received. This was seconded by Cllr Lenton and all Councillors were in agreement.

The Auditor had made 2 recommendations:

- i. *Recommendation: Council might wish to review its adopted Reserve Policy, as seen on the Council's website, and ensure that the actions of the Council reflect the adopted policy. It might be prudent to consider updating the policy at the next annual review. The policy also refers to JPAG (March 2021 edition), and Council might wish to reference SAPP Practitioner's Guide 2026.*

The Clerk had amended the Reserves Policy as suggested and this had been adopted (see minute 15.j). The Auditor had been sent evidence of the new wording of the policy and had approved it.

- ii. *Recommendation: Council should seek to update its Accessibility Statement and reference how the website complies with the WCAG 2.2 AA Standards under Regulation 8 of the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.*

The Clerk had amended the Accessibility Statement to reflect that the website complies with the WCAG 2.2 AA Standards.

The Chair congratulated the Clerk on an excellent audit.

c. To agree and complete Section 1 of Part 3 of the AGAR 2025/26.

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

d. To agree and complete Section 2 of Part 3 of the AGAR 2025/26.

This section had previously been sent to Councillors. Cllr Seagroatt proposed the figures were correct and should be reported in the AGAR. This was seconded by Cllr Roper 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 2025/26.

The CIL Report had previously been sent to Councillors. Cllr Bickers agreed it was a correct statement, which was seconded by Cllr Roper and all Councillors agreed.

- f. To agree Reserve Allocations as at start of 2026/27.

Item	As at 1 <sup>st</sup> April 2026
<b>EARMARKED RESERVES</b>	
Office Equipment	£500.00
Election Expenses	£1,000.00
Staff Costs Emergency Fund	£500.00
Brightwell Road Highways Works	£2,168.61
Photography Workshops	£2,240.00
<b>RESTRICTED RESERVES</b>	
CIL funds	£14,235.41
<b>GENERAL RESERVES</b>	
General Reserves	£7,523.71

Cllr Lenton proposed the Reserve Allocations were a true record of Reserves as at start of 2026/27 financial year. This was seconded by Cllr McDonald with all in favour.

The Council’s Reserves Policy states that there should be 3 to 12 months expenditure set aside for various emergencies, which would equate to between £4,233 and £16,935. The current General Reserves (as at 13<sup>th</sup> May 2026) are £7,463. The Practitioner’s Guide 2026-27 states that *‘The smaller the authority, the closer the figure may be to 12 months expenditure’*.

The Council had reviewed the Reserves Policy (see minute 15. j) and decided not to amend it and lower the amount required in Reserves, but rather to strive to increase the level of Reserves over the next 2-3 years in order to adhere to the Policy and the recommendations in the Practitioners Guide. This was proposed by Cllr Bickers, seconded by Cllr Roper and all were in favour.

Cllr Roper proposed that any unspent revenue from the Allotments rent be put in Earmarked Reserves for any future emergency expenditure on the Allotments (such as the recent tree felling). This was seconded by Cllr Seagroatt and all were in favour.

- g. To receive the Internal Control Statement for year ending 2025/26.

This document had been previously sent to all Councillors. Cllr Roper proposed the Internal Control Statement be accepted. This was seconded by Cllr Seagroatt and all were in favour. Councillors agreed that the Council’s Internal Controls were very robust.

- h. To review accounts as at 30<sup>th</sup> April 2026 and review Bank Statements.

The accounts for 30<sup>th</sup> April 2026 had been sent to all Councillors and there were no questions.

- 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. Treescape 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 30<sup>th</sup> April 2026:
  - i. Current Account (Unity Trust Bank) £49,417.17
  - ii. Investment Account (CCLA) £51,000.00

Cllr Roper, acting as Councillor Internal Controller, reported that she had inspected the accounts and everything was in order. Cllr Roper proposed that finance matters *i* to *l* were accepted, seconded by Cllr Seagroatt, with all in favour.

**Action: Clerk**

**18. To agree date for Clerk's Annual Review (provisionally 30<sup>th</sup> June 2026).**

Cllr Lenton and Cllr Gardner agreed to conduct the Clerk's Annual Review and agreed a date of Tuesday 30<sup>th</sup> June at 2pm in the Village Hall.

**Action: Cllr Lenton and Cllr Gardner**

Chair's initials: .....

**19. To receive agenda items for the next meeting of the Parish Council (Wednesday 8<sup>th</sup> July 2026).**

There were no other agenda items as at the meeting from 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 8:15pm.

Signed: .....  
Chair

Date: .....

*Ruth Johnson*  
Clerk to Bucklesham Parish Council

Chair's initials: .....