

BUCKLESHAM PARISH COUNCIL

Mrs Ruth Johnson, Clerk to the Parish Council
54 Levington Lane, Bucklesham, Ipswich IP10 0DZ



01473 655149

buckleshampc@gmail.com

07854 712 734

NOTICE OF BUCKLESHAM PARISH COUNCIL MEETING

Wednesday 1st September 2021 at 7:00pm
In Bucklesham and Foxhall Village Hall

All Councillors are hereby summoned to attend a meeting of the Parish Council as detailed above. All public and press are also cordially invited.

Agenda

1. To receive Apologies for Absence.
2. To receive any Declarations of Interest and any Applications for Dispensation on Agenda Items (either pecuniary or non-pecuniary).
3. Public Participation (**15 Minutes Maximum**) - To receive:
 - a. Reports or comment from District and/or County Councillors.
 - b. Reports or comment from any member of the public.
4. To agree Minutes of meeting dated 7th July 2021.
5. Clerks Report – To receive updates on matters not requiring debate or decision (see separate sheet).
6. To discuss grant application for Picnic Benches on the Playing Field and the quotes received.
7. To discuss and approve grant application for outdoor gym equipment for the Playing Field and the quotes received.
8. To discuss quote from Sackers Scrap Metal for removal of Container on Playing Field.
9. To discuss investigation of costs to install and maintain Tennis Court on Playing Field.
10. Planning:
 - a. To discuss the following Planning Applications received:
 - i. Approval of Reserved Matters of DC/19/4510/OUT erection of 33 dwellings Levington Lane
 - b. To discuss any application coming forth since publication of agenda.
11. To review and adopt the 'Standing Orders – 2021' and 'Financial Regulations – 2021' as sent to Councillors on 07/08/21.
12. To review and adopt the 'Risk Assessment (Financial)' and 'Risk Assessment (Non-Financial)' as sent to Councillors on 07/08/21.

Please be aware that recording of the meeting is probable

13. To review and adopt Asset Register and approve revised document as sent to Councillors on 10/07/21.

14. General Documentation ~

- a. To accept and adopt the Playing Field Management Policy and Rules for use of the Field (as sent to Councillors on 11/07/21)
- b. To accept and adopt the Grants Application Form (as sent to Councillors on 07/08/21)
- c. To accept and adopt the Expenses Policy (as sent to Councillors on 14/08/21)
- d. To review and accept amendment of Clerk's details on the following Policies:
 - Bring your own device Policy
 - CCTV Policy and Code of Practice
 - Disciplinary Procedure
 - Equal Opportunities Policy
 - FOI Procedure
 - Formal Complaints Procedure
 - Formal Grants Award Policy
 - Grievance Procedure
 - Health and safety procedure
 - Information Protection Policy
 - Public Participation Protocol
 - Publication Scheme
 - Retention of Documents and Records Policy
 - Safeguarding Children Policy
 - Sickness and Absence Policy
- e. To amend review dates of General Policies to every two years.

15. Finance Matters:

- a. To accept accounts up until 30th August 2021 and review of Bank Statements.
- b. To set the Budget timetable.
- c. To agree the Reserves Allocations.
- d. To acknowledge receipt of the Notice of Conclusion of Audit and Section 3 of Part 3 of the 2020/21 AGAR from PKF Littlejohn LLP.
- e. To receive update on adding new bank signatories and move to full online banking.
- f. To accept and agree the quote of £75.00 for bulbs from Boston Bulbs.
- g. To acknowledge receipt of Insurance renewal documentation from Came and Company - £949.69
- h. To authorise the following Invoices for Payment:
 - i. Marmax Products Ltd (new picnic benches) £3,512.40
- i. To note Payments made since last meeting:
 - i. Padlocks for Goals £59.98
 - ii. Retirement Gift for District Councillor £10.00
 - iii. Replacement Goal Nets £114.00
- j. To note Payments received since last meeting:
 - i. None
- k. To note Bank Balances as at 30th August 2021:
 - i. Current Account (No. 80152285) £tbc
 - ii. Savings Account (No.00605875) £tbc

16. To receive agenda items for next meeting (provisionally Wednesday 3rd November 2021)

Ruth Johnson

Clerk to Bucklesham Parish Council, 25th August 2021
