

NOTICE OF BAWDSEY PARISH COUNCIL

21st May 2026

7.00pm at Bawdsey 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 elect Chair of council and signing of the 'Declaration of Acceptance of Office'
2.	Welcome by Chair and receive apologies for absence
3.	To receive any Declarations of Interest and any Applications for dispensation on Agenda Items (either pecuniary or non-pecuniary)
4.	Public Participation (10 minutes) – an opportunity for parishioners to briefly raise matters of concern and hear from County and District Councillors a. Reports or comments from public b. Reports from County and District Councillors
5.	To agree & sign Minutes of meetings dated 26 th March 2026 as true record.
6.	To elect a vice chair and signing of the 'Declaration of Acceptance of Office'
7.	To review and adopt the following: - - Code of Conduct - See Finance item 12 section 3
8.	Planning: To receive updates on current applications and consider applications received a. Consider the following application(s) DC/26/1149/TPO Proposal: 1no. Sycamore (T001 on plan) – Fell Address: 3 Martello Close, Bawdsey, IP12 3FE b. To consider any applications received after the publication of the agenda.
9.	To confirm following roles and advisory groups for 2025- 2026: a) Finance Councillors (Currently Cllrs Andy Rouse; Clare Walker & Jackie Ferguson) b) Village Hall Representative (Currently Cllr Tod Heyda) c) Emergency Committee representative (Cllr Sue Tapenden)

Bawdsey Parish Clerk: Tina Hughes, Crown Cottage,
The Street, Alderton, IP12 3BL
Tel: 01394 411092 Email: Bawdsey-pc@hotmail.co.uk

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	<p>d) Tree Warden (Currently Cllr Andy Rouse and Richard Tricker)</p> <p>e) Internal Auditor (Currently Trevor Brown)</p> <p>f) Responsible Finance Office (Currently the Clerk)</p> <p>g) Defibrillator caretaker (Currently Cllr Clare Walker)</p>
10.	To Discuss Village Sign and Comments Received from Residents
11.	To Discuss a Support Letter to Crown Estates re Permission to Dredge by the Ferry landing at Bawdsey Quay
12.	Progress Reports
	a. Clerks Correspondence update
	b. CIL – Receive an update.
	c. Village Hall and Recreation Ground Committee update (Cllr. T. Heyda)
	d. Coastal Matters: Updates on i. Deben Marine Centre (Cllr. T. Heyda)
	e. Speedwatch
	f. Melton, Woodbridge and Deben Peninsula Community Partnership (Cllr C Walker)
	g. Update from School (Cllr M Locke)
	h. Emergency Committee (Cllr. S Tappenden)
	i. Green Agenda – Trees and Hedges
	j. Highway Matters
13.	End of Year Accounts:
	i. To Receive and accept accounts as of 31st March 2026
	ii. To accept Internal Auditors reports for year end March 2026
	iii. To accept Internal Control Statement for year ending March 2026
	iv. To complete sections 1 of part 3 of the Annual Governance and Accountability Return (AGAR) 2025-2026
	v. To complete sections 2 of part 3 of the Annual Governance and Accountability Return (AGAR) 2025-2026
	vi. To set a date for exercise of public rights.
	vii. To agree CIL report for 2025 – 2026
	viii. Council asked to approve Certificate of Exemption from Limited Assurance Review from PKF Littlejohn
14.	Finance
	1. To note Bank Balances as of 30th April 2026:
	a) Current Account - £17123.50
	b) Reserve Savings Account - £6983.60
	c) CIL Funds Savings Account - £15347.45
	d) Projects Savings Account - £7470.08

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	<p>2. To authorise the following Invoices for Payment:</p> <p>a. New payments since last meeting:</p> <p>£214.09 – SALC Membership £22.80 – SALC Payroll £250.00 – Trevor Brown (Audit) £77.66 – Tina Hughes (Refreshments – APM) £18.47 – Bulletin April 26 £600.00 – Village Hall Hire £7.00 – Unity Bank Charge (April) £9.45 – Tina Hughes (Mileage) £7.00 – Unity Bank Charge (May) £264.00 – Zurich Insurance £13.50 – CAS Additional Mailbox £139.17 – Clerk – Locksmith and Locks £180.00 – Clerk Street Licence</p> <p>b. Any new invoices since publication of agenda:</p> <p>£43.15 – Andy Rouse Locks</p> <p>c. Any new payments received since last meeting:</p> <p>£8480.00 – Precept</p> <p>d. Any new payments received since publication of agenda</p> <p>3. To receive minutes from finance meeting held on 16th May 2026 and accept recommendations for: -</p> <p>a. Transfer of funds to reserve b. Note issues raised from Internal Control c. Review and adopt Financial Regulations d. Review and adopt Risk Assessment (Financial) e. Review and adopt Council Standing Orders</p>
15.	Any matters to be brought to the attention of the Council and to agree date for next meetings.