

# NOTICE OF BAWDSEY PARISH COUNCIL

Thursday 21<sup>st</sup> May 2024

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 to 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.	<b>Public Participation (10 minutes) – an opportunity for parishioners to briefly raise matters of concern and hear from County and District Councillors</b>  a. Reports or comments from public b. Reports from County and District Councillors
5.	To agree & sign Minutes of meetings dated 21st March 2024 as true record.
6.	To elect Vice Chair
7.	<b>To review and adopt the following: -</b> <ul style="list-style-type: none"><li>• National Code of Conduct</li><li>• Standing Orders</li><li>• Risk Assessment (Financial)</li></ul>
8.	<b>Planning: To receive updates on current applications and consider applications Received</b>  a) Consider the following application(s)  <b>DC/24/0906/LBC</b> Proposal: Listed Building Consent - replace the extant planning permissions due to expire on 31st May 2024. Extension of time for the temporary prefabricated kitchen units (as consented under planning applications DC/22/1134/FUL & DC/22/1124/LBC), to remain on site until 31st May 2029  Address: Bawdsey Manor, Bawdsey Manor Estate, Bawdsey, IP12 3BH  <b>DC/24/0905/FUL</b> Proposal: Replace the extant planning permissions due to expire on 31st May 2024. Extension of time for the temporary prefabricated kitchen units (as consented under planning applications DC/22/1134/FUL & DC/22/1124/LBC), to remain on site until 31st May 2029.  Address: Bawdsey Manor, Bawdsey Manor Estate, Bawdsey, IP12 3BH

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	<p><b>DC/24/1287/FUL</b>            Proposal: Construction of rear extension and new Velux windows.</p> <p>Address: 2 Quay Cottages, Ferry Road, Bawdsey, IP12 3AY</p> <p>b) To consider any applications received after the publication of the agenda.</p>
<b>9.</b>	<p><b>To confirm following roles and advisory groups for 2024- 2025:</b></p> <p>a) Finance Councillors (Currently Cllrs Andy Rouse; Cllr Clare Walker &amp; Jackie Ferguson)            b) Village Hall Representative (Currently Cllr Tod Heyda)            c) Emergency Committee representative (Cllr Rob Thurkettle)            d) Tree Warden (Currently Richard Tricker)            e) Internal Auditor (Currently Trevor Brown)            f) Responsible Finance Office (Currently the Clerk)            g) Defibrillator caretaker (Currently Cllr Clare Walker)            h) Coastguard representative (Currently Robert Thurkettle)</p>
<b>10.</b>	<b>To discuss and agree PGL – DMC occupiers’ agreement and sign</b>
<b>11.</b>	<b>Clerks Correspondence update</b>
<b>12.</b>	<p><b>Progress Reports</b></p> <p>a) CIL</p> <p>b) Village Hall and Recreation Ground Committee update (Cllr. Tod Heyda)</p> <p>c) Coastal Matters: Updates on                i. Bawdsey Coastal Partnership (Cllr. Rouse)                ii. Coastguard report (Cllr. R. Thurkettle)                iii. Deben Marine Centre (Cllr. Heyda)</p> <p>d) Speedwatch</p> <p>e) Melton, Woodbridge and Deben Peninsula Community Partnership (Cllr C Walker)</p> <p>f) Update for Photo Post and Weather Station (Cllrs T Heyda/A Rouse)</p> <p>g) Emergency Committee (Cllr. R Thurkettle)</p> <p>h) Green Agenda – Trees and Hedges</p> <p>i) Highway Matters</p>
<b>13.</b>	<p><b>End of Year Accounts:</b></p> <p>i. To Receive and accept accounts as of 31st March 2024            ii. To accept Internal Auditors reports for year end March 2024            iii. To complete sections 1 of part 3 of the Annual Governance and Accountability Return (AGAR) 2023-2024            iv. To complete sections 2 of part 3 of the Annual Governance and Accountability Return (AGAR) 2023-2024            v. To set a date for exercise of public rights.            vi. To agree CIL report for 2023 – 2024</p>

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<b>14.</b>	<p><b>Finance</b></p> <p><b>1. To note Bank Balances as of 30th April 2024:</b></p> <ul style="list-style-type: none"> <li>a) Current Account - £18665.75</li> <li>b) Reserve Savings Account - £4124.38</li> <li>c) CIL Funds Savings Account - £26241.67</li> <li>d) Projects Savings Account - £7282.14</li> </ul> <p><b>2. To authorise the following Invoices for Payment:</b></p> <p><b>a) New payments since last meeting:</b></p> <p>£264.00 – Zurich Insurance  £200.00 – Trevor Brown (Internal Auditor)  £22.80 – SALC Payroll Service (6 months 2023-24))  £14.40 – HMRC (Quarter 4 2023-24)  £804.64 – Tina Hughes Clerk Salary (Quarter 4 2023-24)  £12.50 – Domino Design (Emergency Phone)  £24.34 – ESC Bulletin and Ferry Discount Cards  £12.50 – Domino Design (Emergency Phone)  £196.34 – SALC Membership  £28.99 – Richard Tricker (First Aid Kit DMC)  £68.61 – Tina Hughes (APM expenses and mileage to Auditor)</p> <p><b>b) Any new invoices since publication of agenda:</b></p> <p><b>c) Note new payments received since last meeting:</b></p> <p>£8030.00 – Precept  £895.78 - CIL</p> <p><b>d) d. To receive minutes from finance meeting held on 24th April 2024 and accept recommendations: -</b></p> <ul style="list-style-type: none"> <li>a) Continue insurance policy with Zurich.</li> <li>b) Accept Internal Control Report</li> <li>c) Transfer underspend items to reserve account: - <ul style="list-style-type: none"> <li>- £250.00 Highways/Speed Management</li> <li>- £425.00 Miscellaneous</li> <li>- £440.00 Green Issues</li> <li>- £412.00 Clerk Expenses</li> </ul> </li> </ul>
<b>15.</b>	<p><b>Any matters to be brought to the attention of the Council and to agree date for next meeting.</b></p>

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