

Bawdsey Parish Council

All Councillors are hereby summoned to attend the next

Meeting of the Council

Thursday 28th May 2020

7.00pm via Zoom

Agenda

1. OPEN FORUM – *an opportunity for parishioners to briefly raise matters of concern without having to sit through the whole agenda* (10 minutes)
2. Vice-Chairman's welcome and apologies for absence. Introduction to new clerk, Tiffany Pollock.
3. Councillors' Declarations of Interests
4. Signing of Minutes as a true record:
Parish Council Meeting held on 19th March 2020
5. To receive update on matters pertaining to Bawdsey Quay, coastal erosion and measures to address them
6. To receive update on measures to mitigate effects of COVID-19 (RJ) and to decide on provision of facial masks for residents (Clerk)
7. To receive reports (if any) from SCC and East Suffolk DC
8. Progress Reports:
 - i. Clerk's report, incl. current financial update
 - ii. Village Hall and Recreation Ground Committee update (RJ)
 - iii. Coastal Matters: Updates on a) Deben Estuary Partnership – photo posts (AB) b) Bawdsey Coastal Partnership (AR) c) Coastguard report (RJT)
 - iv. Scottish Power (RT)
 - v. Speedwatch (RJ)
9. Finance: a) End of year accounts
 - i. To accept and sign Accounts for Year ended March 2020.
 - ii. To accept internal auditor's report for 2019/20 and section 3 of the AGAR return (Internal auditor's approval of accounts)
 - iii. To agree and complete section 1 of the Annual Governance and Accountability Return (AGAR)

Clerk: Jenny Webb

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- iv. To agree and complete section 2 of the Annual Governance and Accountability Return (AGAR)
- v. To ask council to approve Certificate of Exemption from Limited Assurance Review from PKF LJ
- vi. To agree Reserve Allocations (see budget)
- vii To confirm continuing role of Trevor Brown as internal auditor for 2020-21

b) To approve i. cheques:

- Red Rocket (New Clerk's laptop): £288.00
- Cll Tricker (expenses): £18.90
- Cll R Johnson (Emergency printing) £22.95
- SALC Membership: £141.12
- CAS Insurance: £171.36
- R Webb (defibrillator battery): £216.00
- R Johnson (petrol expenses): £30.00
- Woodbridge Golf Club - Printing Costs for Bulletin: £8.45
- Trevor Brown (internal audit): £150.00
- R Saunders (expenses relating to emergency committee): £28.78
- Clerk's Wages: £ 553.70
- Clerk's Expenses: £30.32
- Clerk's PAYE: £81.40
- Red Rocket DD May and June- Emergency telephone number: £19.20

ii. Any new invoices coming forth

b) To approve a new monthly DD payment to Red Rocket for upkeep of emergency telephone line and confirm annual DD payments to CAS for annual website administration and to the ICO (Information Commissioners Office)

c) To decide whether to take out a Zoom account

10. To consider i. application DC/20/1404/FUL: Cranes Garage, The Street, Bawdsey. Demolition of car showroom, construction of 3 dwellings and garages; conversion of building A to 3 employment units; conversion and extensions of buildings to 2 employment units and 1 holiday unit at first floor. Change of use, alteration and extension to existing workshop/store to employment unit, demolition

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of former garages and replacement with 4 small lock up storage units.

ii. DC/20/1845/LBC: Bawdsey Manor (PGL) Listed Building Consent- Retain temporary kitchen for a further 2 years.

iii. Updates on existing planning applications

11. To discuss transition arrangements for the new Clerk
12. To improve communications strategy: i. Possibility of a Grapevine news service to supplement the Bulletin. Ideas on how to promote the website ii. To discuss items for the June Bulletin
13. Matters to be brought to the attention of the Council

Jenny Webb, Clerk to the Parish Council

24th May 2020

Clerk: Jenny Webb

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