

# BACTON PARISH COUNCIL

Chair of the Parish Council: Vanessa Kingsley

Clerk: Tina Newell

Meadow View, Oak Farm Lane

Mendlesham

Suffolk IP14 5TE

[parishclerk@bacton-pc.gov.uk](mailto:parishclerk@bacton-pc.gov.uk)

07767 163706

[www.bacton.onesuffolk.net](http://www.bacton.onesuffolk.net)

All Parish Councillors are hereby summoned, and members of the press and public you are hereby invited, to attend the Annual meeting of Bacton Parish Council on Thursday 15 May 2025 in the Village Hall Bacton no earlier than 7.00pm to consider the items set out below.

Any person who may find difficulty in access to the meeting through disability is asked to advise the Clerk at least 24 hours before the meeting so that every effort may be made to provide access.

This meeting will be recorded until the minutes are adopted; anyone speaking will be deemed to have given consent to being recorded.

## AGENDA

1.	<b>To elect a Chairman of the Parish Council and receive the Chairman's Declaration of Acceptance to Office.</b>
2.	<b>To elect a Vice Chairman of the Parish Council.</b>
3.	<b>Apologies for absence</b> <ul style="list-style-type: none"><li>a. Councillors to receive apologies for absence.</li><li>b. Councillors to vote on acceptance to apologies for absence.</li></ul>
4.	<b>Declarations of Interest and Dispensation considerations</b> (members are reminded of their responsibility to declare any interest in respect of any matter contained or brought up in this meeting in accordance with the Councils Code of Conduct): <ul style="list-style-type: none"><li>a. To receive any Declarations of Interests in subsequent agenda items.</li><li>b. To consider any requests for dispensations.</li></ul>
5.	<b>Minutes of previous meeting:</b> Councillors to approve the minutes of the Parish Council meeting held on 14 April 2025 as a true record of the business conducted (previously circulated ref 140425/01 – 140425/92 inclusive)

6.	<p><b>Public Forum:</b></p> <ul style="list-style-type: none"> <li>a. To receive a report from Andrew Stringer County Councillor.</li> <li>b. To receive a report from District Councillor Andrew Mellen.</li> <li>c. To receive comments or questions from members of the public.</li> </ul>
7.	<p>To receive updates and reports from working groups and consider further action:</p> <ul style="list-style-type: none"> <li>a. <b>Bacton Green:</b> To note this will be discussed later in the meeting.</li> <li>b. <b>Beacon Green:</b> To receive an update on the transfer of land.</li> <li>c. <b>Cemetery:</b> <ul style="list-style-type: none"> <li>I. To receive an update on re-directing the footpath that enters the cemetery from the School.</li> <li>II. To receive quotes to remove the trees and shrubbery at the West entrance.</li> <li>III. To receive quotes to replace the wooden fencing that borders the Primary School.</li> <li>IV. To receive quotes to make good the path that leads to the primary school where tree roots have lifted the tarmac.</li> <li>V. To receive an update on the failed tarmac on the parking area and the replacement surface on the cemetery footpath.</li> <li>VI. To consider using a software package to map the cemetery and record all grave purchases, burials etc. at a one off cost of £189 plus £20 a month.</li> </ul> </li> <li>d. <b>Community Engagement:</b> <ul style="list-style-type: none"> <li>I. To receive feedback from the VE Day celebration event held on 8 May 2025.</li> <li>II. To receive feedback from the recent Village Voice held on 10 May 2025.</li> <li>III. To consider ideas for the Village Fete and the Annual Bacton Fayre 2025. event.</li> </ul> </li> <li>e. <b>Cow Green:</b> <ul style="list-style-type: none"> <li>I. To consider proposals from residents regarding maintenance to the track.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>II. To receive the outcome of a recent site meeting with the contractor regarding a repair to the access off the B1113.</li> <li>f. <b>Garden of Reflection:</b> To consider the on going maintenance work required and agree for a resident to carry out some tasks (as offered).</li> <li>g. <b>Neighborhood Plan:</b> To receive an update on the Neighborhood Plan.</li> <li>h. <b>North Close:</b> To consider quotes to carry out work to make this a safer useable space noting the license application has been approved.</li> <li>i. <b>Pedestrian Safety Project:</b> To receive and consider a quote from Suffolk County Council for informal pedestrian safety crossings and replacement/new signage throughout the Parish.</li> <li>j. <b>Road Safety:</b> <ul style="list-style-type: none"> <li>I. To note two new Speed Indicator Devices (SID's) complete with solar panels have been delivered.</li> <li>II. To note there is no further approval required to site a SID post.</li> <li>III. To consider purchasing posts to mount SID's on at £630 each.</li> </ul> </li> <li>k. <b>Shop Green:</b> <ul style="list-style-type: none"> <li>I. To receive an update on the purchase of a metal Christmas Tree.</li> <li>II. To receive an update on the replacement electricity socket.</li> </ul> </li> <li>l. <b>St Mary's Playing field:</b> <ul style="list-style-type: none"> <li>I. To consider an extension to the dog area noting it will require permission from the land owners; if granted a financial contribution towards a new lease may be required.</li> <li>II. To receive residents feedback on additional play equipment and skate ramps further to the recent Village Voice event including details of possible funding.</li> </ul> </li> <li>m. <b>Parish Warden:</b> To receive the monthly report.</li> </ul>
8.	<p><b>Planning:</b></p> <ul style="list-style-type: none"> <li>a. To consider a response to the following planning application made to Mid Suffolk District Council (MSDC) relating to Bacton since the last meeting: <ul style="list-style-type: none"> <li>I. DC/25/01928 Erection of workshop/store (following demolition of existing outbuildings)</li> </ul> </li> </ul>

	<p>Malt Barn, Station Road, Bacton IP14 4NH.</p> <p>b. To note there have been no determinations made by MSDC relating to Bacton since the last meeting.</p> <p>c. To receive an update on the following two outstanding CIL liabilities: 4945/16 Land to the Rear of The Bull Inn DC/19/05193 and Land To The Rear Of Mizpah Broad Road Bacton Stowmarket Suffolk IP14 4NB.</p>
9.	<p>Finance (all supporting papers appended):</p> <p>a. To receive and approve the finance report for the period ended 30 April 2025:</p> <ol style="list-style-type: none"> <li>I. Bank reconciliations</li> <li>II. Budget to actual payments and receipts.</li> </ol> <p>b. To note receipts since the last meeting.</p> <p>c. To approve payments to be made by internet banking, unless otherwise stated, and ratify any payments made since the last meeting.</p> <p>d. To receive an update on the Barclays Bank mandate change.</p>
10.	<p><b>Governance:</b></p> <p>a. To consider an amendment to point 7.7 within the Financial Regulations.</p> <p>b. To receive and adopt the Internal Audit report for year ended 31 March 2025.</p> <p>c. To consider and approve the completion of the Annual Governance Statements (section one) of the Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2025.</p> <p>d. To consider and approve the Accounting Statements (section two) as transposed on the AGAR for the year ended 31 March 2025.</p> <p>e. To note Bacton Parish Council are subject to a Limited Assurance Review for the year ended 31 March 2025.</p> <p>f. To agree the dates for public inspection of the accounts.</p> <p>g. To appoint members and review the terms of reference for the Staffing Committee.</p> <p>h. To consider the appointment of members/residents to the following positions/working parties:</p> <ol style="list-style-type: none"> <li>I. asset management</li> <li>II. flooding</li> </ol>

	<ul style="list-style-type: none"> <li>III. risk assessments</li> <li>IV. policies and procedures</li> <li>V. pedestrian/road safety</li> <li>VI. tree warden</li> <li>VII. cemetery</li> </ul> <ul style="list-style-type: none"> <li>i. To consider appointing a Parish Councillor as representative to the following outside organisations: <ul style="list-style-type: none"> <li>I. Bacton Primary School</li> <li>II. Bacton Village Hall Committee</li> </ul> </li> <li>j. To agree continuation of the Parish Council subscriptions to the following external bodies: <ul style="list-style-type: none"> <li>I. Suffolk Association of Local Councils (paid subscription)</li> <li>II. ICCM (paid subscription)</li> <li>III. Community Action Suffolk (no charge)</li> </ul> </li> </ul>
11.	<b>Correspondence:</b> To note any correspondence previously circulated and consider any necessary action:
12.	<b>Councillors to request items for inclusion in a future meeting:</b>
13.	<b>Councillors to consider and agree dates for future Parish Council meetings:</b> 9 June, 7 July, 8 September, 20 October, 10 November, 2026: 12 January, 9 February, 9 March, 13 April and 11 May (2026 dates to be confirmed once the Village Hall have a bookings calendar).
14.	<b>Councillors are asked to resolve that under the Public Bodies (Admission to Meetings) Act 1960 the public and press be excluded from the meeting due to the confidential nature of the business to be discussed.</b>
15.	<b>To consider the use and future of Parish owned and soon to be owned land.</b>
16.	<b>Chairman to close the meeting.</b>

Tina

Tina Newell I Clerk to Bacton Parish Council

8 May 2025

