

BACTON PARISH COUNCIL

Chair Person: Vanessa Kingsley
Clerk: Tina Newell
Meadow View
Oak Farm Lane
Mendlesham IP14 5TE

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07767 163706

Councillors: You are hereby summoned, and members of the press and public are hereby invited, to attend the Annual meeting of the Parish Council on Thursday 14 May 2026 immediately following the Annual Parish Meeting (starting at 19:00) in Bacton Village Hall 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 can be made to provide access.

This meeting will be recorded and anyone speaking at the meeting will have deemed to have given consent to being recorded.

AGENDA

1. **Appointment of Chairperson:** To elect a Chairman of the Parish Council and receive the Chairman's Declaration of Acceptance to Office.
2. **Appointment of Vice Chairperson:** To elect a Vice Chairperson of the Parish Council.
3. **Apologies for absence:**
 - a. Councillors to receive any apologies for absence.
 - b. Councillors to vote on acceptance to apologies for absence.
4. **Declarations of Interest and Dispensation considerations:**
 - a. To receive any Councillors' Interests in subsequent agenda items.
 - b. To receive and consider any requests for dispensations.
5. **Minutes of previous meeting:** [Councillors to approve the minutes of the meeting held on 13 April 2026 as a true record of the decisions made.](#)
6. **Public Forum:**
 - a. Councillors are asked to raise any questions resulting from the receipt of Andrew Mellen (AM) District Councillors monthly report.

- b. Councillors are invited to ask Andrew Stringer, County Councillor, questions further to the receipt of the monthly report.
 - c. To receive comments of questions from members of the public.
- 7. Planning:**
- a. Councillors to consider the following planning application made to the District Council relating to Bacton since the last meeting:
[DC/26/00504](#) Householder application installation of a dropped kerb
36 Pound Hill, Bacton IP14 4LP.
 - b. Councillors to note there have been no determinations made by the District Council relating to Bacton since the last meeting.
 - c. Councillors to receive an update on the land previously offered for community use on the Bellway development.
- 8. Finance (all supporting paperwork appended):**
- a. **To approve the finance report for the period ended 30 April 2026:**
 - I. Bank reconciliation
 - II. Reserves
 - b. To note receipts since the last meeting.
 - c. To approve payments to be made and ratify any payments made since the last meeting.
 - d. To consider additional signatories on the Unity Trust Bank mandate.
 - e. To consider a grant application from Bacton Bowls Club (using CIL funds).
 - f. To agree the [Community Infrastructure Levy](#) Return for the year ended 31 03 2026
- 9. Governance:**
- a. [To receive and adopt the Internal Audit report for the year ended 31 March 2026.](#)
 - b. [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.](#)
 - c. [To consider and approve the Accounting Statements \(section two\) as transposed on the AGAR for the year ended 31 March 2025.](#)
 - d. To note Bacton Parish Council is subject to a limited assurance review for the year ended 31 March 2026.
 - e. Councillors to review and consider re-adoption of the [Standing Orders](#).
 - f. Councillors to review and consider re-adoption of the [Financial Regulations](#).

- g. Councillors to agree re-adoption of the [Code of Conduct](#).
 - h. To agree dates for public inspection of the accounts commence on Wednesday 3 June 2026 and end on Tuesday 14 July 2026.
 - i. To appoint members and review the terms of reference for the Staffing Committee.
 - j. To consider the appointment of members/residents to the following positions/working groups:
 - i. Asset management
 - ii. Cemetery
 - iii. Community Engagement
 - iv. Community Infrastructure Levy (CIL)
 - v. Greens/Open spaces
 - vi. Neighbourhood Plan
 - vii. Road/pedestrian safety
 - k. To agree continuation of the Parish Council subscriptions to the following external bodies:
 - I. Suffolk Association of Local Councils (SALC) (paid subscription)
 - II. Community Action Suffolk (CAS) (no charge)
10. **Correspondence:** Draft Neighbourhood Plan.
11. **Other matters for inclusion on a future agenda:**
12. **Councillors to consider and agree proposed dates for future Parish Council meetings:** 8 June, 13 July, 14 September, 19 October, 9 November, 11 January, 8 February, 8 March, 12 April and 17 May.
13. **Close the meeting.**

Tina

Tina Newell | Clerk Bacton Parish Council

8 May 2026

Bacton Parish Council BANK RECONCILIATION 2026/27

	Barclays:		Unity		Flagstone				TOTAL
	Community	Premium	Instant Access	Current	HSBC	OakNorth	Aldermore	Holding acct	
Opening balance 01 04 2024				£ 7,284.77	£ 85,039.13	£ 112,177.76	£ 30,014.38	£ 50,131.32	£ 284,647.36
<i>ADD Receipts</i>				£ 54,405.60	£ 242.28	£ 389.09	£ 86.34	£ 303.22	£ 55,426.53
LESS Payments				£ 8,468.14					£ 8,468.14
Transfers OUT								£ 50,434.54	£ 50,434.54
Transfers In									£ 50,434.54
b/f as per cash book 01 05 2026	£ -	£ -	£ -	£ 53,222.23	£ 85,281.41	£ 112,566.85	£ 80,535.26	£ -	£ 331,605.75

As presented by:	Barclays:		Unity		Flagstone				TOTAL
	Community	Premium	Instant Access	Current	HSBC				
b/f as per bank statements 01 05 2026	£ -	£ -	£ -	£ 53,222.23	£ 85,281.41	£ 112,566.85	£ 80,535.26	£ -	£ 331,605.75

Name	Opening balance	Receipts	Virements	Transfers	Payments	Virements	Transfers	Since presented	Closing balance
Asset replacement	3,310.10								3,310.10
Bacton green	12,369.09	250.00							12,619.09
Cemetery	6,262.00								6,262.00
CIL	216,525.01	15,250.12							231,775.13
CIL Interest	-								-
Election	1,250.00								1,250.00
Footpath redirection	-								-
Garden of Reflection	2,896.80								2,896.80
General	24,264.36	39,290.41			8,468.14				55,086.63
Hall hire	-								-
Memorial repairs	6,610.00								6,610.00
Neighbourhood Plan	-								-
Pot holes Shop Green	-								-
Primary School path	660.00	636.00							1,296.00
Strategic Reserves - legal fees unlawful encampments	10,000.00								10,000.00
Streelighting elec and maint	-								-
Parish wide Tree work	500.00								500.00
	284,647.36	55,426.53	-	-	8,468.14	-	-	-	331,605.75

Bacton Parish Council

Staffing Committee Terms of Reference

Date adopted: Minute reference:

Purpose

The purpose of the Staffing Committee is to oversee the organisation, employment, management and terms and conditions of employment of the Council and to make appropriate recommendations to the Council for ratification.

Membership

The Committee shall comprise of three Councillors; and the quorum is three. The Committee shall meet annually or as required.

Functions

The Committee will be responsible, in conjunction with the Clerk to the Council or other professional advisers, for:-

- developing and reviewing of HR policies and procedures
- staffing levels and structure
- job descriptions/person specifications
- overseeing staff recruitment, selection and appointment
- staff vetting
- staff retention
- determining or reviewing staff conditions of service and general terms of employment
- salary grading and pay including annual staff review and other remuneration matters
- leave entitlements including annual holiday, sickness, statutory entitlements and special leave
- special conditions relating to a specific post or individual
- allowances, expenses and subsistence
- working hours
- pension arrangements
- sickness absence management
- staff performance review/appraisals
- operation of the Council disciplinary, grievance, capability, grading and appeal procedures and equal opportunities policy
- health, safety and welfare of staff
- any other matters delegated to the **Committee** or deemed relevant to these terms of reference.

Confidentiality

Parts of the meetings of this Committee will be confidential to the members of the Staffing Committee with the press and the public excluded where appropriate.