

BACTON PARISH COUNCIL

Minutes of the Annual Parish Council meeting held on 14 May 2026 in Bacton Village Hall

Councillors Present: David Ryding (DR) (Chairman), Vanessa Kingsley (VK) (Vice Chair person), Matt Bryant (MB), Martin Head (MH), John Kingsley (JK) and Gail Wigglesworth (GW)

In Attendance : Tina Newell (TN) (Clerk), Andrew Mellen (AM) (District Councillor) and 14 members of the public.

140526/01 **Election of Chairperson:** VK proposed DR for Chairman; this proposal was seconded by MB and with all Councillors in favour DR accepted the position as Chairman to Bacton Parish Council.

140526/02 DR signed the Declaration of Acceptance to Office as Chairman of Bacton Parish Council.

140526/03 **Election of Vice Chairperson:** DR proposed VK as Vice Chairperson with MH seconding the proposal and all Councillors in favour VK was elected as Vice Chairperson to Bacton Parish Council.

140526/04 **Apologies:** Councillors received apologies for absence from Jill Dowsett (JD) and Graham MacAusland (GM) prior to the meeting.

140526/05 All Councillors voted and accepted apologies from JD and GM.

140526/06 **Declarations:** There were no declarations of interest or dispensations to consider.

140526/07 **Minutes:** Councillors confirmed receipt of the draft minutes from the Parish Council meeting held on 13 April 2026 prior to the meeting and agreed they accurately reflect the decisions made at the meeting; DR as Chairman was authorised to sign and date these as a true record of the decisions made (minute reference 130426/01-130426/68).

Public Forum:

140526/08 Councillors noted there had been no monthly report from the District or County Councillors.

- 140526/09 A member of the public asked if there is growth planned for public transport, the provision of health services and village stores following the large expansion of the village; AM confirmed the District Council are not in charge of the health service nor the Shop (both being commercial operations) and bus route '320' should be re-instated. It was noted the Parish have a 'Good Neighbour Scheme' and after discussion, noting the importance of being able to get to health visits, it was agreed to look into how the Parish Council can assist this volunteer scheme.
- 140526/10 Another member of public asked for the current position of the former Bacton Middle School site to which AM responded the reserved matters application should be going to the Planning Committee in July.
- Planning:**
- 140526/11 DC/26/00504 Householder application installation of dropped kerb
36 Pound Hill, Bacton IP14 4LP
- After consideration and noting the objection from Highways all Councillors agreed to offer NO OBJECTION subject to the application meeting the rules of the Highway.
- 140526/12 Councillors noted there had been no determinations made by the District Council relating to Bacton since the last meeting.
- 140526/13 Councillors are in discussion with the District Council following correspondence from their solicitor relating to the site formerly offered for community use on the Bellway estate.
- Finance (all supporting paperwork appended):**
- 140526/14 All Councillors confirmed receipt of the finance reports including bank reconciliations for the period ended 01 May 2026. As GM was not at the meeting all Councillors verified the bank statements agreed to the bank reconciliation as presented confirming the total cash available is £331,605.75; £53,222.23 in Unity current account (zero in the Instant Access), £85,281.41 in HSBC, £112,566.85 in OakNorth and £80,535.26 in Aldermore (the latter three held within 'Flagstones' on line account).

140526/15 All Councillors confirmed receipt of the Reserves account and agreed this accurately reflects the finance plans for the forthcoming year after noting the general reserve is £55,086.63 (118% of the Precept).

Councillors noted the following receipts received since the last meeting:

140526/16	Mid Suffolk District Council	50% Precept	£24,521.60
140526/17	Mid Suffolk District Council	CIL	£15,250.12
140526/18	HMRC	VAT return	£14,383.88
140526/19	various within Flagstone	Interest	£1,020.93
140526/20	Tenant at Bacton Green	Rent	£250.00

Councillors agreed the following payments noting invoices have been received and verified:

140526/21	Employees	Remuneration	£5,825.09
140526/22	Scribe	Cemetery mapping	£24.00
140526/23	Colour Classics	Cemetery	£396.36
140526/24	Colour Classics	School footpath	£636.00
140526/25	Unity	Bank fee	£7.00

140526/26 Noting JK wishes to be removed from the Unity Bank mandate it was agreed to add DR, MB, JD and MH to the mandate (GW is already a signatory); this gives five Councillors authority to view accounts and release payments and TN with administration rights (to view accounts and set up payments only)

140526/27 It was agreed to defer the consideration of a CIL grant for Bacton Bowls Club until security of tenure is known.

140526/28 All Councillors accepted the Community Infrastructure Levy reconciliation and DR signed the Neighbourhood Expenditure Report being the formal report required by the District Council.

Governance:

140526/29 All Councillors confirmed receipt of the Internal Auditors full report for the year ended 31 March 2026 noting the Council maintains an effective framework of financial administration and internal financial control whilst demonstrating many examples of good practice.

140526/30 Councillors approved the Annual Governance Statements section one of the Annual Governance and Accountability Return Statement (AGAR) for the year

ended 31 March 2025 in turn confirming the Parish Council have a sound system of internal control. It was resolved for DR and TN to sign Section One of the AGAR with those present at the meeting as witness.

- 140526/31 All Councillors approved the Accounting Statements for the year ended 31 March 2026 as transposed on section two of the AGAR in turn confirming the statements present the financial position of Bacton Parish Council for the year ended 31 March 2026. DR signed section 2 of the AGAR at the meeting, all Councillors noted TN as Responsible Financial Officer had signed prior to the meeting.
- 140526/32 All Councillors noted that Bacton Parish Council are subject to a Limited Assurance review for the year ended 31 March 2026; TN will prepare and send all the information required to PKF Littlejohn as the external auditors.
- 140526/33 All Councillors agreed the dates for public inspection of the accounts to be From 3 June 2026 to 14 July 2026; TN will display the notice on line and on the Parish noticeboards.
- 140526/34 All Councillors reviewed the Staffing Committee Terms of Reference and agreed to adopt it as presented with no amendments appointing the Chairman plus three other serving Councillors.
Councillors resolved to appoint members to the following positions:
- 140526/35 Asset management: JK
- 140526/36 Cemetery: DR, GW and MH
- 140526/37 Community engagement: DR, MB and two villagers
- 140526/38 Community Infrastructure Levy: DR, VK and JD
- 140526/39 Greens/open spaces: GM and JK
- 140526/40 Neighbourhood Plan: DR, JD, VK, GW and MH
- 140526/41 Road/pedestrian safety: MH and GM
- After consideration all Councillors resolved to continue with the following subscriptions:
- 140526/42 Suffolk Association of Local Councils (SALC) (paid membership) and
- 140526/43 Community Action Suffolk (CAS) (no cost)
- 140526/44 Correspondence: Councillors noted receipt of the Draft Neighbourhood Plan

- 140526/45 **Other matters for inclusion in a future meeting:** Future planning of health provision in the Parish and public transport.
- 140526/46 Councillors agreed future meeting dates as: 8 June, 13 July, 14 September, 19 October, 9 November, 2026: 11 January, 8 February, 8 March, 12 April and 17 May.
- 140526/47 DR closed the meeting at 8.37pm.