

# BACTON PARISH COUNCIL

Chair of the Parish Council: Vanessa Kingsley

Clerk: Tina Newell

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All Parish Councillors are hereby summoned, and members of the press and public you are hereby invited, to attend a meeting of Bacton Parish Council on 20 October 2025 in Bacton Village Hall from 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. Apologies for absence:

- a. To receive apologies for absence.
- b. To vote on acceptance to apologies for absence.

### 2. Declarations of Interest and Dispensation considerations (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):

- a. To receive any Declarations of Interests in subsequent agenda items.
- b. To consider any requests for dispensations.

### 3. Minutes of previous meeting:

Councillors to approve the minutes of the meeting held on 8 September 2025 as a true record of the business conducted.

### 4. Public Forum:

- a. To receive a report from Andrew Stringer County Councillor including an update on grant funding for North Close, the introduction of a 40mph speed limit from Cow Green through to Bacton, an update on a meeting with residents from Turkey Hall Lane and assistance with the hazard on Elm Way.

- b. To receive a report from Andrew Mellen District Councillor including an update on the advertising/signage for the Taxi Bus service.
  - c. To receive comments or questions from members of the public.
5. To receive updates and reports from working groups and consider further action:
- a. **Bacton Green:** nothing to report.
  - b. **Beacon Green:**
    - i. To receive an update on the transfer of land.
    - ii. To note the plaques for installing on The Beacon to mark each occasion the Beacon has been lit have been ordered.
    - iii. To consider how to safeguard the Beacon.
  - c. **Cemetery:**
    - i. To receive an update on work instructed following the last meeting to include stump grinding of the Sycamore; siding back the conifers, hedging and brambles leading up to the Cemetery.
    - ii. To note the two new benches are ready for installation and a donation is expected to help fund one bench.
  - d. **Community Engagement:**
    - i. To receive notes from the Community Liaison Group meeting held on 16 September 2025 where a review of the lorry movements in and out of Bacton Business Park was received.
    - ii. To consider purchasing one new noticeboard at a cost of £1,465.38, removing the noticeboards at St Marys, Broad Road and the Village hall and to re position the notice board on Shop Green (resulting in two Parish Council notice boards).
    - iii. Noting agreement has been given by St Marys Church to hold a joint Christmas Tree Ceremony Councillors to consider the details of this event and consider a budget.
  - e. **Cow Green:** To receive any correspondence from residents.

- f. **Garden of Reflection:** To agree the application form to allow plaques to be mounted on the Oak Frame.
- g. **Neighbourhood Plan:** To receive an update.
- h. **North Close:**
  - i. To consider the finishing of the area off North Close to complete the redevelopment.
  - ii. To consider the redevelopment of a paved area on the Prettyman estate.
- i. **Pedestrian/Road Safety:**
  - i. To receive an update on the replacement Cow Green sign as agreed in the September meeting.
  - ii. To consider the siting of streetlights and need for additional lights.
  - iii. To consider replacing the entrance sign from Haughley Green and other signs as necessary.
- j. **Shop Green:** To receive an update on the maintenance work required on the pond and surrounding vegetation.
- k. **St Mary's Playing field:**
  - i. To note the new signage has been ordered and will be erected as soon as possible once received.
  - ii. To consider agree further public consultation regarding purchasing additional play equipment.

**Parish Warden:** To receive the monthly report.

## 6. **Planning:**

- a. To note there have been no planning applications made to Mid Suffolk District Council (MSDC) relating to Bacton since the last meeting.
- b. To note the following determinations made by MSDC relating to Bacton since the last meeting:

DC/25/03368: Old Manor Cottage, Church Road, Bacton IP14 4LN

MSDC: GRANTED      BPC: Supported

DC/25/03528: Malt Barn Station Road Bacton IP14 4NH

MSDC: GRANTED      BPC: No comment

DC/25/03532 Red House Farm Rectory Road Bacton IP14 4LE

MSDC:GRANTED      BPC:Objected

- c. To receive an update on the two outstanding CIL liabilities
  - i. Mizpah, Broad Road.
  - ii. Land to the rear of 'The Bull Inn', Church Road.
- d. To receive an update on the land previously offered for Community Use on the Bellway development.
- e. Councillors to note following the call for sites in January 2024 (residential only) the Draft Strategic Housing Land Availability Assessment (SHLAA) has been published. The October 2025 call for sites will be asking for sites to be identified for both residential and commercial use (following the increase in housing requirement from Central Government: the January 2024 sites would have covered the original housing requirement but not the increase). Following both call for sites and assessments (from 2024 and 2025) BMSDC will formally short list allocated sites for development and request formal comments via a public consultation.
- f. Councillors to note the Development Consent Order for Norwich to Tilbury 'The Great Grid Upgrade' has been accepted for examination by the Planning Inspectorate and are asked to consider registering as an interested party meaning the Parish Council can have a say on the application and take part in the examination.

**7. Finance (all supporting papers appended):**

- a. To receive and approve the finance report for the period ended 30 September 2025 including:
  - i. Bank reconciliations.
  - ii. Budget to actual payments and receipts.
  - iii. CIL

- b. To note receipts since the last meeting.
- c. To approve payments to be made by internet banking, unless otherwise stated, and ratify any payments made since the last meeting.
- d. To receive an update on the recent requests for financial assistance from the Bacton Fayre committee and the Bacton Bowls club.
- e. To receive an update on the Barclays Bank mandate change request.

**8. Governance:**

- a. To receive a review of the financial and St Marys Playing field risk assessments.
- b. To agree setting up a CIL working party to consider how to spend/allocate CIL money.
- c. To consider the appointment of an Internal Auditor for the year ending 31 March 2026.
- d. To agree the Internal Audit Plan.
- e. To agree issuing the letter of appointment to the chosen Internal Auditor.
- f. Councillors to note Assertion 10 'Digital and data compliance' will form part of the AGAR for this financial year (2025/26) and to give positive responses to this assertion the Parish Council needs to have taken the following actions:
  - i. Email management - every authority must have a generic email account hosted on an authority owned domain.
  - ii. Websites must meet the Web Content Accessibility Guidelines 2.2 AA and the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.
  - iii. All websites must include published documentation as specified in the Freedom of Information Act 2000 and the Transparency code for smaller authorities (where applicable and smaller authorities must follow the General Data Protection Regulation (GDPR) 2016 and the Data Protection Act (DPA) 2018.

- iv. All smaller authorities must process personal data with care and in line with the principles of data protection. The DPA 2018 supplements the GDPR and classifies a parish council as both a Data Controller and a Data Processor.
  - v. All smaller authorities must have an IT policy explaining how everyone should conduct authority business in a secure and legal way when using IT equipment and software. This relates to the use of authority-owned and personal equipment.
- 9. Correspondence: To note any correspondence previously circulated and consider any necessary action:
- 10. Councillors to request items for inclusion in a future meeting.
- 11. To note the next scheduled meeting is on 10 November October 2025.
- 12. Chairman to close the meeting.

*Tina*

Tina Newell | Clerk to Bacton Parish Council

*14 October 2025*