# BUCKLESHAM PARISH COUNCIL

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# Bucklesham Parish Council
# Action Plan April 2026 to March 2027

## Introduction

Bucklesham Parish Council aims to be a positive and reliable organisation which meets the needs of Bucklesham residents through commitment, awareness of their needs, and excellent communication. We are proudly proactive and we strive hard on behalf of all residents to ensure Bucklesham remains a wonderful place to live.

We are responsible for the Playing Field, the Allotments, and the Village Hall. This Action Plan details our proposals for the year ahead, what we intend to achieve over the final 12 months of the current administration, and in the longer term.

There are 6 scheduled meetings in this coming year, and Councillors are committed to attending any additional meetings that may be deemed necessary. All Councillors adhere to the Code of Conduct, and the Civility and Respect Pledge.

This Plan is reviewed regularly, updated as projects are completed and situations evolve, and reported on in Parish Council meetings.

## Village Administration

Our Clerk will continue to administer the functions of the Council to the highest standards. The Clerk regularly attends SALC networking forums and works with neighbouring Councils' Clerks to ensure best practice. The Council encourages Continued Professional Development and attendance at relevant meetings and training sessions.

| Objective | Action Required | Lead | Budget | Timescale | Progress |
|---|---|---|---|---|---|
| **Functional Council meetings** | Hold 6 meetings per year with additional meetings as and when required | Whole Council | | Ongoing | |
| **Transparency to residents** | Public session in all meetings;<br>Minutes on website in timely manner | Whole Council, Clerk | | Ongoing | |
| **Ensure all actions are completed** | Previous minutes are reviewed at each meeting | Clerk | | Ongoing | |
| **Ensure Councillors' training is up to date** | Councillors are encouraged to attend relevant training sessions;<br>Clerk informs Councillors of training available;<br>Councillors have individual training records | Clerk | £200 | Ongoing | |
| **Review and update Policies and Procedures** | Review policies and procedures in line with current guidance | Clerk,<br>Cllr Roper,<br>Cllr Gardner | | Completed | 2026 all published on website |

## The Playing Field

The new play equipment on the Playing Field was installed at the end of April 2026 and a future goal of the Council is to erect a fence to enclose the area. With the cost looking to be in the region of £25,000 this will need to be a long term project.

| Objective | Action Required | Lead | Budget | Timescale | Progress |
|---|---|---|---|---|---|
| **Reduce dog fouling** | Educate residents on dangers of dog fouling, articles in Bugle and posters; Work with East Suffolk Council Environmental Health Team | Clerk and FOPs | | Ongoing | Recruit more FOPs Request in latest Bugle |
| **Maintain the banks of the bike jumps** | Shore up the sides of the jumps with top soil and turf | Clerk, Cllr Lenton, Cllr Marriage, Terry Seagroatt | £500 | By end of Autumn | Temporary measures in place with fencing Work arranged with Twisted Oaks for end of September Cllr Marriage and Lenton arranging fencing and work |
| **Habitat building** | Organise 2nd Habitat Building Day with village children | Cllr Marriage | | In Summer holidays | Date set for 4th August |
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| **LONG TERM** | | | | | |
| ***Fence around play equipment*** | *Organise events to raise funds to cover cost* | *Clerk* | *IRO £25,000* | *Ongoing* | *£10,000 of CIL funds available* Quotes sought for Nov meeting |

## The Allotments

The Green Crescent Allotments were gifted to the Parish Council by East Suffolk Council by way of a Community Asset Transfer (CAT). The entrance and neighbouring paddock still remain the property of East Suffolk Council.

The Parish Council has enquired as to the possibility of obtaining the entire area but at present East Suffolk Council are not willing to part with the land. There is the possibility that this may change once the Council re-organisation takes place. We will continue to monitor this.

The Council will endeavour to protect the Allotments for the benefit of all residents, and ensure that the availability of plots is advertised widely within the village. We will work hard to continue the excellent working relationship we have built with all tenants.

| Objective | Action Required | Lead | Budget | Timescale | Progress |
|---|---|---|---|---|---|
| **Monitor use of plots by tenants** | Twice yearly inspections in October and March;<br>Notify any tenants not adhering to Tenancy Agreement | Cllr Lenton, Cllr Marriage Clerk | | October and March | A Tenant given formal notice, relinquished plot<br>2 new tenants<br>1 new tenant |

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|---|---|---|---|---|---|
| **Establish boundary with adjacent land** | Plant hedgerow along boundary | Clerk,<br>Cllr Lenton,<br>Cllr Marriage | Apply for grant | By end of Autumn | No grants live at present time<br>Applied for hedging from Woodland Trust<br>Boundary dispute with ESC see Nov meeting |
| **Habitat building** | Clearance of pit to promote biodiversity | Cllr Marriage | | March '27 | |
| | | | | | |
| **LONG TERM** | | | | | |
| ***Purchase paddock and develop Community Orchard*** | *Purchase of paddock from ESC* | *Clerk* | *CAT? (free)* | | *ESC refuse to part with land at present* |

## Bucklesham Village Hall

The Parish Council became the Sole Trustee of the Village Hall on 8th April 2026. The Village Hall Committee had struggled to find suitable volunteers willing to take on the role and had asked the Parish Council to consider becoming the Sole Trustee. The Parish Council willingly agreed in order to safeguard the future of the Hall. Three Parish Councillors and the Clerk are now on the Village Hall Committee, and the Parish Council will oversee the excellent work of the Committee members and work with them in a supportive role whenever possible.

In this, the 50th year of the Hall, there will be many celebratory events in recognition of this important community hub and the role it plays within the village.

| Objective | Action Required | Lead | Budget | Timescale | Progress |
|---|---|---|---|---|---|
| **Continued management of the Hall** | Village Hall Committee oversees day-to-day management;<br>3 Councillors are on VH Committee;<br>Trustees meet twice annually | Clerk<br>Cllr Gardner,<br>Cllr Lenton<br>Cllr Seagroatt | | Ongoing | Cllr Seagroatt VH report at PC meetings<br>Cllr Seagroatt report 9/9/26<br>Cllr Seagroatt report 13/11/26 |
| **Kitchen refurb** | Awaiting decision of grant applications | Clerk,<br>Cllr Seagroatt | £20,000 | By end of Autumn | Valencia grant unsuccessful but Thriving Places grant applied for<br>Thriving Places grant successful, money on its way, work to start Feb '27 |
| **1970s Rock Night** | Organise 1970s Rock Night for residents | Clerk,<br>Cllr Seagroatt | £500 (paid for by VHC) | July 2026 | Organised and advertised<br>Cancelled due to low numbers |

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|---|---|---|---|---|---|
| **Children's Party** | Organise children's celebration party | Clerk,<br>Cllr Seagroatt | £50 (paid for by VHC) | August 2026 | Organised and advertised<br>HUGE success |
| **Village Hall Open Day** | Organise Open Day;<br>Invite all user groups;<br>Invite all residents | Clerk,<br>Cllr Seagroatt | | September 2026 | Organised and advertised<br>Taking place on 12/09/26<br>Huge Success |
| **Beetle Drive** | Organise Beetle Drive community evening | Clerk<br>Cllr Seagroatt | £50 (paid for by VHC) | October 2026 | Organised<br>Taking place on 23/10/26<br>HUGE Success |
| **LONG TERM** | | | | | |
| ***Build sun room on back of Hall*** | *Organise events to raise funds to cover cost and apply for grants* | *Clerk*<br>*Cllr Gardner,*<br>*Cllr Lenton,*<br>*Cllr Seagroatt* | *£50,000* | *By 2028* | |

## Highways

Bucklesham Parish Council organise a Highways Self-Help Group to tackle all the jobs that no longer get actioned by Suffolk Highways. The willing volunteers undertake many highways tasks, such as hedge cutting, path clearing, and sign cleaning. We will continue that work this year and seek to recruit more volunteers.

| Objective | Action Required | Lead | Budget | Timescale | Progress |
|---|---|---|---|---|---|
| **Clear path to school** | Highways Self-Help Group to clear path to school one weekend | Cllr Lenton,<br>Cllr Marriage,<br>Terry Seagroatt | | Ongoing | Completed June '26<br>More equipment purchased and housed |
| **Clean village signs** | Highways Self-Help Group to clean signs one weekend | Clerk<br>Cllr Lenton<br>Terry Seagroatt | | Ongoing | |
| **Keep village free from litter** | Village Litter Pick organised with residents;<br>Organise collection of bags | Clerk | | April and October | Completed April '26<br>Completed August '26 |
| **Reduction of speed limit on Brightwell Road** | Suffolk Highways village consultation;<br>BPC pay for works to be undertaken | Clerk | £13,000 | By end of 2026 | Consultation by ESC complete<br>Work due to start Nov 26 |
| **Road and footpath improvements** | Maintain pressure on SCC and be part of discussions with Suffolk Highways;<br>Ensure areas of concern are reported on SCC 'Report it' tool | Clerk | | Ongoing | Good relationship built with Highways Liaison Engineer |
| **Monitor speeding vehicles through village** | Form Community Speed Watch Group | Clerk | | Ongoing | Training completed<br>Start 6th July<br>Weekly sessions on-going<br>3 more volunteers |

## Planning

The Parish Council has been made acutely aware that Suffolk is required by central government to build many more houses, and Bucklesham will be expected to take our fair share. We will continue to engage with East Suffolk Planning Department to ensure we are kept up to date with all planning decisions and initiatives.

| Objective | Action Required | Lead | Budget | Timescale | Progress |
|---|---|---|---|---|---|
| **Continued comment as Statutory Consultee on planning applications** | Clerk ensures all planning applications are on the agenda and Councillors have an opportunity to comment;<br>Applicants are invited to Council meetings | Clerk | | Ongoing | Clerk reports to ESC Planning |
| **Ensure excellent relationship with ESC Planning is maintained** | Clerk will communicate with ESC Planning team via email or phone;<br>Clerk will request extensions to timeframe for responses when required | Clerk | | Ongoing | Clerk reports to ESC Planning |
| **Contribute to planning process for Bucklesham** | Communicate with and work with potential developers;<br>Keep abreast of planning strategy | Whole Council | | Ongoing | Clerk and Cllrs Gardner and Bickers attended planning seminar<br>Places booked for 16/09/26<br>Cllr Lenton and Clerk attended Planning Forum |
| **Ensure residents are fully informed on planning issues** | Designated 'Planning' page on website;<br>List all planning applications in Bucklesham with links to ESC portal;<br>Provide links to all ESC planning initiatives | Clerk | | Ongoing | Page completed and regularly updated<br>Further updates<br>Further updates on website |

## Governance and Communication

We are fully focused on our leadership role – strengthening partnerships and providing guidance where requested. We will continue to work hard at communicating well with all residents to ensure their voices are heard. We will always strive to be a friendly, welcoming, inclusive and forward-thinking community.

| Objective | Action Required | Lead | Budget | Timescale | Progress |
|---|---|---|---|---|---|
| **Improve PC communication** | Regularly update website ensuring it is WCAG 2.2AA compliant;<br>Regularly update noticeboards;<br>Continue to publish quarterly Bucklesham Bugle newsletter;<br>Continue with sending Bugle Bulletin email alerts;<br>Publish minutes within 2 days of meetings (in draft form) | Clerk | £350 | Ongoing | Passed audit;<br>Updated;<br>Published<br>Bulletins sent<br>Summer Bugle delivered |

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| | | | | | Autumn Bugle to be delivered 09/26<br>Bugle and Village Survey delivered |
| **Organise community events** | 4 community events being organised this year with the VH Committee (1970s Rock Night, children's party, Beetle Drive and Open Day);<br>Planning for Village Fete in 2027 with Community Council to celebrate their 60th Anniversary | Whole Council<br><br>CC | VH Committee Budget<br><br>Community Council Budget | | In hand<br>Meetings held re Fete, all in hand<br>Fete planning meeting held with CC |
| **Raise awareness of PC** | Publish Annual Report for Annual Parish Meeting;<br>Publicise Annual Parish Meeting;<br>Publish Councillors' biographies and photos on website;<br>Undertake village survey | Clerk | | Ongoing | Report published;<br>Biographies on website;<br>Survey in draft form<br>PC to man stall at VH Open Day<br>Village Survey huge success |
| **Apply for NALC Bronze Award** | Ensure all criteria are met | Clerk | | Registered;<br>Deadline to submit in September | Ready to submit!<br>Application submitted, 1st comments received and actioned |
| **Engage with residents** | Continue hosting Cuppas and Cakes Mornings in the Village Hall to help reduce loneliness and isolation and to welcome new residents to the village | Clerk,<br>Cllr Seagroatt<br>Cllr Roper<br>Cllr McDonald | CC is responsible for costs | Every quarter | First one held in April, 3 more in diary |
| **Engage with younger residents of Bucklesham** | Host Photography Workshop sessions in May, August and October | Clerk,<br>Cllr Gardner | | May,<br>August x2,<br>October | 1st workshop huge success<br>2nd and 3rd workshops held and also well attended<br>Workshops completed and were a big success |

## Collaborative Working

Bucklesham Parish Council is proud to have a reputation for collaborative working with all groups, organisations and agencies. We have formed excellent working relationships that we know will benefit Bucklesham residents. We will continue to establish strong bonds with those who will help us to achieve our aims on behalf of all residents.

| Objective | Action Required | Lead | Budget | Timescale | Progress |
|---|---|---|---|---|---|
| **Continued engagement with Community Council** | Councillors are all Trustees of the Community Council;<br>AGM to be attended by all Councillors | Cllr Lenton,<br>Cllr Seagroatt | | Ongoing | 2027 Fete date confirmed July 17th<br>Planning meeting held<br>Planning meeting with CC |
| **Continued role in Village Hall Committee** | 3 Councillors and the Clerk continue to attend Village Hall Committee meetings;<br>AGM to be attended by all Councillors | Clerk,<br>Cllr Lenton,<br>Cllr Gardner,<br>Cllr Seagroatt | | Ongoing | Cllrs attended AGM |
| **Membership of SALC** | Clerk will continue to maintain links with SALC to ensure Council has best advice;<br>Councillor to be SALC rep | Clerk<br><br>Cllr Roper | | Ongoing | Cllr Roper attends all meetings<br>Clerk attended AGM |
| **Working with neighbouring Parishes** | Member of Cross Parish Group | Cllr Bickers | | Ongoing | Cllr Bickers attended meetings<br>Cllr Bickers attended further meeting |
| **Working with Bucklesham School** | Councillors are regularly invited to school events | Cllr Marriage,<br>Cllr McDonald | | Ongoing | BPC always represented |
| **Felixstowe Peninsular Community Partnership** | Councillor rep attends FPCP meetings and reports back at PC meetings | Cllr Roper | | ongoing | Cllr Gardner attended latest meeting<br>Cllr Gardner attended meeting<br>Cllr McDonald attended Annual Forum |
| **Community Action Suffolk** | Clerk and Councillors attend CAS seminars, trainings and conferences | Clerk | | ongoing | Clerk was speaker at CAS Annual Conference |
| **Suffolk Police** | Clerk has regular contact with Community Officer PC Arlene Ell | Clerk | | ongoing | Clerk met with PC Ell to discuss playing field issues |
| **Neighbouring Parish Councils** | Sharing information with neighbouring Parishes | Clerk | | ongoing | Clerk met 5 different PCs and helped with grant applications for Thriving Communities advised on PCs becoming Sole Trustee of VH, and play equip projects<br>Clerk helped 2 more PCs |

## Budgets

Bucklesham Parish Council recognises the importance of prudent financial management. We are committed to managing the village finances carefully and with consideration to the Council Tax payers of the village. We will ensure ongoing financial viability by providing a high quality, efficient and cost effective Council.

| Objective | Action Required | Lead | Budget | Timescale | Progress |
|---|---|---|---|---|---|
| **Careful budgeting** | Set budget and stick to it | Clerk | | Ongoing | Budget set<br>Budget sent to PCs in Nov |
| **Regular mini internal audits** | Councillor Internal Controller monitors finances and reports to Council at each meeting | Clerk,<br>Cllr Roper | | Ongoing | Cllr Roper checked accounts<br>Cllr Roper checked accounts<br>Cllr Roper checked accounts |
| **Effective use of CIL funds** | Survey residents to ascertain on what projects they would like the CIL funds spent | Whole Council | £14,000 | Within next 4 years | Some projects already identified<br>CIL projects requested in Village survey |
| **Invest CIL funds** | Invest CIL funds with CCLA and transfer additional reserves | Clerk | | Ongoing | Transferred<br>Transfered |
| **Informing residents of Council's finances** | Dedicated page on website for finance, all financial transactions published on website | Clerk<br>Cllr Roper (as Councillor Internal Controller) | | Ongoing | Dedicated page complete<br>Regularly updated<br>Updated updated |

**Updates for 8th July 2026 meeting shown in red, for 9th Sept 2026 meeting shown in blue**

**Updates for 13th November meeting shown in purple**

## Our Commitment to Our Residents

Your Bucklesham Parish Councillors are committed to working hard and achieving all the aims in this Action Plan, and will continue to do all we can to improve the lives and wellbeing of those in our community.



*Ruth Johnson*

Bucklesham Parish Council April 2026

Clerk to the Council

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