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; 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; Clerk informs Councillors of training available; Councillors have individual training records	Clerk	£200	Ongoing	
Review and update Policies and Procedures	Review policies and procedures in line with current guidance	Clerk, Cllr Roper, 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
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; Notify any tenants not adhering to Tenancy Agreement	Cllr Lenton, Cllr Marriage Clerk		October and March	A Tenant given formal notice, relinquished plot 2 new tenants 1 new tenant

Establish boundary with adjacent land	Plant hedgerow along boundary	Clerk, Cllr Lenton, Cllr Marriage	Apply for grant	By end of Autumn	No grants live at present time Applied for hedging from Woodland Trust 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; 3 Councillors are on VH Committee; Trustees meet twice annually	Clerk Cllr Gardner, Cllr Lenton Cllr Seagroatt		Ongoing	Cllr Seagroatt VH report at PC meetings Cllr Seagroatt report 9/9/26 Cllr Seagroatt report 13/11/26
Kitchen refurb	Awaiting decision of grant applications	Clerk, Cllr Seagroatt	£20,000	By end of Autumn	Valencia grant unsuccessful but Thriving Places grant applied for Thriving Places grant successful, money on its way, work to start Feb '27
1970s Rock Night	Organise 1970s Rock Night for residents	Clerk, Cllr Seagroatt	£500 (paid for by VHC)	July 2026	Organised and advertised Cancelled due to low numbers

Children's Party	Organise children's celebration party	Clerk, Cllr Seagroatt	£50 (paid for by VHC)	August 2026	Organised and advertised HUGE success
Village Hall Open Day	Organise Open Day; Invite all user groups; Invite all residents	Clerk, Cllr Seagroatt		September 2026	Organised and advertised Taking place on 12/09/26 Huge Success
Beetle Drive	Organise Beetle Drive community evening	Clerk Cllr Seagroatt	£50 (paid for by VHC)	October 2026	Organised Taking place on 23/10/26 HUGE Success
LONG TERM					
Build sun room on back of Hall	*Organise events to raise funds to cover cost and apply for grants*	*Clerk* *Cllr Gardner,* *Cllr Lenton,* *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, Cllr Marriage, Terry Seagroatt		Ongoing	Completed June '26 More equipment purchased and housed
Clean village signs	Highways Self-Help Group to clean signs one weekend	Clerk Cllr Lenton Terry Seagroatt		Ongoing	
Keep village free from litter	Village Litter Pick organised with residents; Organise collection of bags	Clerk		April and October	Completed April '26 Completed August '26
Reduction of speed limit on Brightwell Road	Suffolk Highways village consultation; BPC pay for works to be undertaken	Clerk	£13,000	By end of 2026	Consultation by ESC complete Work due to start Nov 26
Road and footpath improvements	Maintain pressure on SCC and be part of discussions with Suffolk Highways; 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 Start 6th July Weekly sessions on-going 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; 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; 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; Keep abreast of planning strategy	Whole Council		Ongoing	Clerk and Cllrs Gardner and Bickers attended planning seminar Places booked for 16/09/26 Cllr Lenton and Clerk attended Planning Forum
Ensure residents are fully informed on planning issues	Designated 'Planning' page on website; List all planning applications in Bucklesham with links to ESC portal; Provide links to all ESC planning initiatives	Clerk		Ongoing	Page completed and regularly updated Further updates 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; Regularly update noticeboards; Continue to publish quarterly Bucklesham Bugle newsletter; Continue with sending Bugle Bulletin email alerts; Publish minutes within 2 days of meetings (in draft form)	Clerk	£350	Ongoing	Passed audit; Updated; Published Bulletins sent Summer Bugle delivered

					Autumn Bugle to be delivered 09/26 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); Planning for Village Fete in 2027 with Community Council to celebrate their 60th Anniversary	Whole Council CC	VH Committee Budget Community Council Budget		In hand Meetings held re Fete, all in hand Fete planning meeting held with CC
Raise awareness of PC	Publish Annual Report for Annual Parish Meeting; Publicise Annual Parish Meeting; Publish Councillors' biographies and photos on website; Undertake village survey	Clerk		Ongoing	Report published; Biographies on website; Survey in draft form PC to man stall at VH Open Day Village Survey huge success
Apply for NALC Bronze Award	Ensure all criteria are met	Clerk		Registered; Deadline to submit in September	Ready to submit! 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, Cllr Seagroatt Cllr Roper 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, Cllr Gardner		May, August x2, October	1st workshop huge success 2nd and 3rd workshops held and also well attended 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; AGM to be attended by all Councillors	Cllr Lenton, Cllr Seagroatt		Ongoing	2027 Fete date confirmed July 17th Planning meeting held Planning meeting with CC
Continued role in Village Hall Committee	3 Councillors and the Clerk continue to attend Village Hall Committee meetings; AGM to be attended by all Councillors	Clerk, Cllr Lenton, Cllr Gardner, Cllr Seagroatt		Ongoing	Cllrs attended AGM
Membership of SALC	Clerk will continue to maintain links with SALC to ensure Council has best advice; Councillor to be SALC rep	Clerk Cllr Roper		Ongoing	Cllr Roper attends all meetings Clerk attended AGM
Working with neighbouring Parishes	Member of Cross Parish Group	Cllr Bickers		Ongoing	Cllr Bickers attended meetings Cllr Bickers attended further meeting
Working with Bucklesham School	Councillors are regularly invited to school events	Cllr Marriage, 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 Cllr Gardner attended meeting 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 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 Budget sent to PCs in Nov
Regular mini internal audits	Councillor Internal Controller monitors finances and reports to Council at each meeting	Clerk, Cllr Roper		Ongoing	Cllr Roper checked accounts Cllr Roper checked accounts 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 CIL projects requested in Village survey
Invest CIL funds	Invest CIL funds with CCLA and transfer additional reserves	Clerk		Ongoing	Transferred Transfered
Informing residents of Council's finances	Dedicated page on website for finance, all financial transactions published on website	Clerk Cllr Roper (as Councillor Internal Controller)		Ongoing	Dedicated page complete Regularly updated 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

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