

# Acton Parish Council

Fiona Mullins, Clerk, Old Hall, Rectory Hill, East Bergholt, Suffolk CO7 6TG  
Tel: 07931 381751 Email: clerk@actonparishcouncil.gov.uk

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13 October 2022

## Members of the parish council

You are summoned to the Meeting of Acton Parish Council which will take place on Wednesday 19 October 2022 at 7pm in Acton Village Hall for the purpose of transacting the business below.



Fiona Mullins, Clerk

### Members of the public:

Members of the public and press are welcome to attend this public meeting and have a statutory right to attend meetings of the council as observers. Attendees are requested to notify the chairman of any intention to film, photograph or record during the meeting.

There is a public forum of up to 10 minutes within the meeting for members of the public and/or press to speak.

Members of the public may be excluded by a resolution of the meeting for specific items which need to be discussed in confidence.

## Agenda

### Apologies and welcomes

- 1(i) To receive apologies and resolve to approve the reasons for absence.

### Minutes

- 2 To agree the minutes of the meeting held on 28 September 2022 to be signed by the chair.

### Declaration of interest

- 3(i) Cllrs are reminded to declare any interest on any item on this agenda at this point or at any point during the meeting in accordance with Acton Parish Council's Code of Conduct.
- 3(ii) To consider any written requests for a dispensation received by the clerk prior to the commencement of the meeting

### Neighbourhood Plan

- 4(i) To receive an update from the Neighbourhood Plan steering group

### District, County and Community reports

- 5(i) To receive the County Councillor's report
- 5(ii) To receive the District Councillor's report

## **Clerk's report**

- 6(i) To receive the clerk's report on any significant matters not on the agenda and not already drawn to councillors' attention and decisions taken under delegated powers since the last meeting.

## **7 Public Forum (up to 10 minutes)**

### **Planning**

- 8(i) To consider planning applications and resolve to submit comments where appropriate. *Please note that any applications received following the issue of this agenda will be considered.*

- a
- DC/22/04370 - Lascelles Barn, Clay Hall Lane Householder Application - Erection of a single storey outbuilding with pergola and single storey extension to existing outbuilding

- 8(ii) To agree a response to BDC's 5-year housing supply consultation (NP steering group draft to follow)

### **Finance**

- 9(i) To review the half year accounts and full year forecast for 2022/23 and consider any adjustments that are needed. (Appendix 3 to follow)

### **Environment**

- 10(i) To consider adopting the revised Action Plan 2023 (Appendix 1)

- a To ask the chairman to investigate S106 funding applying for funding for footpath accessibility measures such as dropped kerbs and improved surfaces at key locations (Action Plan #20)

- b To consider installing dog waste bins (Action Plan #23) for a total budget of £1,500+VAT at:

1. Public Right of Way 9 (order from Babergh District Council)
2. Lime Walk (on green at Babergh Close)
3. Cuckoo Tye (location to be identified)
4. Newmans Green (location to be identified)
5. Clayhall Lane (on verge opposite Public Right of Way 3)

- c To consider installing large floor mounted litter bins (Action Plan #24) for a total budget of £2,500+VAT at:

1. Village Hall edge of car park (replace existing small post-mounted bin)
2. Queensway Green (replace existing small post-mounted bin)
3. Lime Tree Green (in front of hedge between picnic benches)

- c To note that in May (minute 22/05 12(i) the council decided to apply for funding for resurfacing Byway29 which connects Clay Hall Place and Clayhall Lane to the village's pavement network (Action Plan #10) and ask the chairman to work with the clerks to complete the application process.

- d To consider initiating out a review to see if any or all parish owned streetlights could be turned off midnight to 05:00 (Action Plan #18) and consider who could do this.

- 10(ii) To consider setting a budget of £500 as requested by Acton Good Neighbours Scheme to support their warm spaces initiative for 6 months (Appendix 2)

- 10(iii) To consider any environmental or rights of way issues and to consider approving any work arising.

### **Councillors' reports and items for future agendas**

- 11 Councillors may use this opportunity to: report on meetings attended; agree attendance at forthcoming meetings; add future agenda items; and report matters of information not included elsewhere on the agenda.

## Acton Parish Council

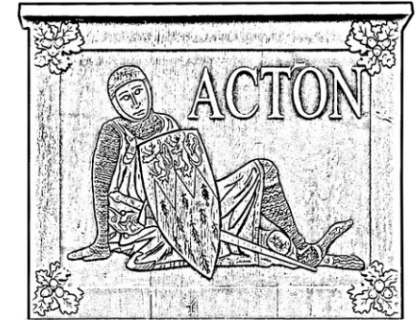
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### Acton Action Plan 2023

Presented to the parish council on 19 October 2022

The parish council has many duties that it is required to carry out including responding to planning applications, running the allotments, much of the street lighting in the village, play equipment at Lime Green play area, maintaining the land that it owns and the safety of over 130 trees on that land. In addition to these ongoing responsibilities, each year parish councillors think about what the village needs, listen to residents' concerns and ideas, then prioritise projects that will improve the parish. In the past the parish's priorities have been set out in the Parish Infrastructure Investment Plan. In 2021, following consultation with residents and councillors an Acton Plan was drawn up. Many of the tasks identified have been successfully actioned and longer-term tasks will be carried forward to a new Action Plan. In October 22 the council again consulted with residents and councillors to inform this 2023 Action Plan which sets out further improvements for 2023 and beyond.



*The parish council's overarching aim is to make the parish a pleasant area to live where people are proud to be part of our community. The parish council's objectives are:*

- 1: Place** a well-maintained parish that residents take pride in living in
- 2: Environment** a parish that makes room for wildlife
- 3: Health & Wellbeing** with pleasant open spaces for leisure and play with no dog mess or litter
- 4: Safety** safe footways, public rights-of-way and roads
- 5: Community** supportive neighbourhoods, effective communication, and engagement

Implementation will be funded through a combination of reserves (CIL funds), grant applications, the annual precept and voluntary efforts. Some initiatives do not require funds and or can be achieved with a combination of funds and volunteer goodwill support. If you would like to get involved with any of the projects, we would be very pleased to hear from you.

Each task is briefly described in the table below. Detailed plans and costing will be needed for each task and then formally authorised by the parish council. Progress will be monitored through parish council meetings. The parish council will review the action plan each year and continue to seek the views of residents.

## Schedule of parish improvement tasks for 2023

items 1 – 15 are tasks carried forward from the 2021/22 Action Plan, these tasks are ongoing or not yet started.

	Location	Task Description	Linked Objectives	Notes
1	Village upkeep	High St/Lambert Drive Continue to monitor that Babergh maintain the verges along the edges of this important walk to school route. Long-term the area is identified for wildlife planting.	1, 2, 3, & 4	
2	Parish upkeep	Continue to work to support the volunteer litter pickers (Acton Wombles).	3 & 5	
3	Parish	Continue to support Acton Volunteer Book Exchange. Seek out opportunity for a second location.	5	
5	Parish Community	Following the successful Jubilee event in 2022, provide support for a volunteer team to organise a 2023 fete/village event.	3 & 5	
6	Parish Walks	Acton Walks and other walks; Design printable walk leaflets with QR code links to OS maps. Leaflets can be viewed and printed from the Parish Council website.	1, 3 & 5	underway
7	Village Gateways	Work with Suffolk County Council to improve the driver impact of the village entrances at four gateways to the village.	3 & 4	Meeting with Highways requested
8	Village Traffic	Work with Suffolk County Council to reduce rat-running and excessive vehicle speeds through the village. Consider 20moh zone. Purchase 2 <sup>nd</sup> village SSID.	3 & 4	
9	Village Traffic	Support Acton Speed Watch Team.	3 & 4	
10	Byway 29 Improvement	Upgrade of surface through this important route connecting Clay Hall Place and Clayhall Lane residents to the village's pavement network.	1, 3 & 4	Grant application

	<b>Location</b>	<b>Task Description</b>	<b>Linked Objectives</b>	<b>Notes</b>
11	Acton's Public Rights of Way (PRoW)	Work with Suffolk County Council and volunteer residents to improve the surface of PRoWs in the parish, special efforts on routes: PRoW route 3 from Clayhall Lane. PRoW route 16 onto airfield path network from Waldingfield Rd. PRoW route 15 onto airfield path network from Vicarage Lane	1, 3 & 4	Funds agreed for materials PROW 3 & 16.
12	Acton's Public Rights of Way (PRoW)	Carry out 3 <sup>rd</sup> cut of PRoW routes each year. At Parish Council's expense. SCC cover the cost of 2 cuts per year and over recent yeas this has proved to be inadequate.	1, 3 & 4	
13	Village Pavements	Encourage residents to check and see if their front hedges are obstruction the pavement and if so encourage them to cut the hedge back clear of the pavement. In the first instance, letter from PC to resident. If no action, ask SCC Highways to intervene.	1, 3 & 4	
14	Village Children	Continue to look for opportunity to install a Mult-Use-Games facility.	3, 4, & 5	
15	Village Children	Implement results of young person's survey for the following items at Lime Green: 1. Table Tennis 2. Basketball practice hoop – 3. Zip wire	3, 4, & 5	
16	Village Health	Adult and young person's outdoor exercise equipment area or village gym trail.	3, 4, & 5	
17	Village Children	Children's' pump track – maybe challenging to identify suitable site.	3, 4, & 5	
18	Village Lighting	Carry out review to see if any or all parish owned streetlights could be turned off midnight to 05:00.	2 & 4	
19	Village Emergency	Installation of village defibrillator close to village hall	3, 4 & 5	

	<b>Location</b>	<b>Task Description</b>	<b>Linked Objectives</b>	<b>Notes</b>
20	Village Accessibility	Review pavements and footpaths – accessibility issues. 1. Install dropped kerb Kings Close 2. Install dropped kerb High Street/Barrow Hill (access to Barrow Hill) 3. Review barriers at High Street end of Jennens Way and barrier at pavement route between High St and Lambert Drive. 4. Provide hard surface instead of current shingle Jennens Way/High Street Inc. . 5. Review pavement safety issue caused by large tree on High Street – Lea Oaks 6. Consult regarding extend pavement past new houses on Melford Rd	3 & 4	Apply for grant from s106 funds.
21	Village Traffic	Invite Suffolk CC Highways to: 1. Review safety and parking issues at High Street/Barrow Hill Inc.	3 & 4	Request to SCC Highways made
22	Village Hall	Carryout repairs to edging boards and resurfacing of boules pitch. Can football pitch be provided?	3 & 5	
23	Village Upkeep	Install dog waste bins at: 1. PRoW 9 (on order from BDC) 2. Lime Walk (on green at Babergh Close) 3. Cuckoo Tye (location to be identified) 4. Newmans Green (location to be Identified) 4 Clayhall Lane (on verge opposite PRoW 3)	1	
24	Village upkeep	Install large floor mounted litter bins at: 1. Village Hall edge of car park (replace existing small post mounted bin) 2. Queensway Green (replace existing small post mounted bin) 3. Lime Green (in front of hedge between picnic benches)	1	
26	Village Community	Village Christmas tree lighting up ceremony – ask school if they would like to organise Christmas carols around the tree. Village resident selected for turn on of lights.	3 & 5	

## **APPENDIX 2 Acton Warm Spaces Initiative**

**Teresa Farley, Chair AGNS 10 October 2021**

At a recent Acton Good Neighbour Scheme (AGNS) committee meeting we discussed the 'Warm Spaces' initiatives that are popping up over the country.

Warm Spaces initiatives offer free, warm, and welcoming spaces to the community:

- Warm Spaces are free with no hidden costs;
- Warm Spaces are heated and able to provide basic refreshments such as tea/coffee, soup and a roll;
- Warm Spaces are inclusive, non-judgmental spaces where everyone can expect a warm welcome.

We feel with the increase in fuel and food costs establishing an 'Acton Warm Spaces' would be very beneficial to support the community.

Our proposal:

- Extend the hire of the village hall on the days of the coffee morning and games afternoon, in order to offer a Community Warm Space twice a month; (12:00-14:00)
- During the Community Warm Space offer free tea, coffee, soup and roll;
- Liase with community transport and investigate their ability to support in driving people to and from the village hall on required dates;
- Volunteers from the AGNS along with others from the coffee mornings will undertake food hygiene certificates in order to serve soup;
- Advertise via social media, poster around village, school news letter;
- Potential start date 2nd Wednesday in November.

The AGNS can provide initial funding for this project but we wondered if the Parish Council could also financially support the project to ensure its longevity.

Below is a rough overview of the costs we forecast to get the project up and running and to continue over the winter (initially for a 6 month period).

7 X Online Food Hygiene certificates - £70

Hall hire - potentially free of charge

Soup - £60

Bread rolls - £180

Tea, coffee, milk - £100

(The above is calculated on 10 people attending each week).

The project could be named:

Acton Warm Spaces, brought to you by Acton Good Neighbour Scheme and Acton Parish Council.

## Appendix 3 – revised

	Actual 2022/23 6 months to 30 Sept 2022	Budget 2022/23 £	Expected year to 31 March 2023	notes	Differences (neg = decrease compared to budget)
Precept	49,300	49,300	49,300		0
Community Infrastructure Levy	2,525	0	5,916	CIL received	5,916
Other grants/donations	9,995	0	20,000	NP grant + Bun Meadow path, Marsh Walk,	20,000
Allotment rents	20	200	230	deposits from new tenants	30
Bank interest	15	700	700		0
VAT reclaimed	0	1,500	2,759	actual VAT claim submitted	1,259
Section 106 receipts	0	0	0		0
Other income	4	20	20		0
<b>Total Receipts</b>	<b>61,859</b>	<b>51,720</b>	<b>78,925</b>		<b>27,205</b>
Employment costs	6,486	16,000	18,000	£1ph likely pay rise from 01/04/2022	2,000
Chairman's expenses	47	50	47	Actual	-3
Insurance	0	1,000	919	Actual	-81
Hire of rooms	0	1,000	750	Estimated	-250
Administrative costs	3,187	2,600	4,600	incl website £1,500, printer 366, laptop 500	2,000
Audit costs	759	700	759	Actual	59
Neighbourhood Plan	361	1,000	9,995	grant funded	8,995
Training and Publications	0	600	600	Provision made	0
Subscriptions	925	900	925	Actual	25
Elections	0	0	0	None	0
Newsletter	150	360	360	Second Newsletter in March	0
Bank charges	0	0		None likely	0
Miscellaneous costs (Jubilee)	0	2,000	400	Christmas lights	-1,600
<b>Administration</b>	<b>11,915</b>	<b>26,210</b>	<b>37,355</b>		<b>11,145</b>

	Actual 2022/23 6 months to 30 Sept 2022	Budget 2022/23 £	Expected year to 31 March 2023		Differences (neg = decrease)
Paths maintenance	150	500	500	461 in 2021/22	0
Hedge and Tree maintenance	1,000	3,000	3,000	6,000 in 2021/22 (audit, storm)	0
STC wardens		3,500	3,500	contract plus additional tasks	0
Other Environmental costs	251	3,000	20,000	Bun Meadow path, Marsh Walk, LTG entrance	17,000
Play Area Maintenance	0	2,500	500	provision made	-2,000
Refuse collection	1,864	2,000	2,500	normal charges plus additional bins	500
Wildlife Reserve costs	341	1,350	1,000	provision made	-350
Health & Safety inspections	0	200	100	Actual	-100
<b>Recreation and Environment</b>	<b>3,606</b>	<b>16,050</b>	<b>31,100</b>		<b>15,050</b>
Lighting - Energy	1,234	3,000	3,500	No significant increase before 31 March	500
Lighting - Maintenance	113	360	360	Regular DD	0
<b>Street lighting</b>	<b>1,347</b>	<b>3,360</b>	<b>3,860</b>		<b>500</b>
Grants	0	0	0	No large grants requested	0
Churchyard maintenance	0	1,000	1,000	959 in 2021/22	0
Allotments	0	100	500	notice board and allotment diagram	400
LGA 1972 section 137 payments	0	0	0	not applicable	0
Donations	0	3,000	3,300	Regular plus scouts	300
Fixed Assets	0	1,000	1,000		0
CIL Payments	1,764	2,000	11,700	CIL: £4k dog and litter bins, Queensway power £6k, Barrow Hill streetlight £1.7k	9,700
VAT on payments	1,713	1,500	2,500		1,000
<b>Other</b>	<b>3,477</b>	<b>8,600</b>	<b>20,000</b>		<b>11,400</b>
<b>Total Payments</b>	<b>20,344</b>	<b>54,220</b>	<b>92,315</b>		<b>38,095</b>
<b>Surplus / Deficit</b>	<b>41,515</b>	<b>-2,500</b>	<b>-13,391</b>	with CIL	<b>-10,891</b>
		<b>-2,500</b>	<b>-7,606</b>	without CIL	<b>-5,106</b>

## Item 8(i)a Further information

**Resident's information about his planning application DC/22/04370 - Lascelles Barn, Clay Hall Lane, Acton, Sudbury Suffolk CO10 0AQ**

*Personal details redacted by the clerk*

**From:** Charles Vernon

Sent: 13 October 2022 23:17

**To:** [clerk@actonparishcouncil.gov.uk](mailto:clerk@actonparishcouncil.gov.uk); Graham Round <[graham.round@actonparishcouncil.gov.uk](mailto:graham.round@actonparishcouncil.gov.uk)>

**Cc:**

**Subject:** Re: Planning application

Thank you Fiona

We purchased Lascelles Barn in February this year and have moved to Acton to be near our daughter, [redacted], and her family who live in Barrow Hill Farm. We are both retired and are already enjoying Acton and the area and putting down roots.

Lascelles Barn was originally built around 1750 and converted to a house in the 1980s. The planning permission granted at that time included the renovation of the cart lodge that was attached to the original barn. However during the building process the builders reported that the timbers from the cart lodge were completely rotten and they applied, and were granted, permission to exclude the renovation of the cart lodge from the rebuild and they demolished it. Maps from the 19th century show that our section of the original barn had other buildings attached.

Our submitted plans mean that we will build a new cart lodge and a new orangery as well as some pergola structures and walls to create a courtyard feeling on the side of the property that faces the new development.

All the proposed new buildings totally reflect the building style and materials of the original rebuilt barn and the courtyard we will create will be in keeping with how the original barn should have looked with its cart lodge.

Furthermore the buildings will shield our view from the new developments, that are in the process of being constructed, and will change our sight lines away from the new houses to focus on the remaining open field views and the ancient tree lined farm pond.

We have used Dean Pearce to design the new buildings as he has extensive knowledge and experience of the area and historical buildings.

We would be most happy to show the site and our plans to any members of the Parish Council after we return home on Monday 24th October.

We would be most appreciative if the Parish Council can positively support our planning application.

Best Regards

Charles and Louise Vernon

## **Item 10(i)c Further information**

### **Cllr Round's update on the upgrade to byway 29 Bunn Meadow**

February 22: Meeting with SCC Area Rights-of Way Officer

May 22: CIL Funding Application submitted

July – August 22: Consult with 3 close-by property owners

July - September 22: Correspondence with BDC Infrastructure Officer

October 22: Meeting on site with BDC Spatial Infrastructure Officer

October 22: Meeting to review contractor quotes with Area Rights of Way Officer

Surface treatment options:

Hogging

Road plannings

Breedon Golden Amber Gravel

### **Quotations submitted**

1: £3,050 (no raised section, road plannings)

2: £7,584 (raised section and Breedon Golden Amber Gravel)

3: £6,975 (raised section, road plannings)

3.: £12,600 (raised section Breedon Golden Amber Gravel)

4: £15,745 (raised section, hoggin).

**Option 2 is supported with a contingency of 15% to cover material increases and £500 for materials storage. £1,650.**

Funding application of £10,000\* is recommended.

£7000 - BDC CIL Funds

£1,500 - Highways Locality (Cllr Philip F-M)

£500 PRow Funds

£1,000 – Acton PC CIL Funds

\*If savings are made, a reduction of the BDC CIL fund will be made.