

Acton Parish Council

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12th January 2023

Members of the parish council

You are summoned to the meeting of Acton Parish Council which will take place on **Wednesday 18th January 2023 at 7.00pm 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

- 1 To receive apologies and to approve the reasons for absence.

Declarations of interest

- 2(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.
- 2(ii) To consider any written requests for a dispensation received by the clerk prior to the commencement of the meeting.

Minutes

- 3 To agree the minutes of the meeting held on 23 November 2022

Neighbourhood Plan

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

County, District 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 actions from previous meetings. (Appendix 1)
- 6(ii) To receive the clerk's report on any significant matters not on the agenda and not already drawn to councillors' attention and actions taken under delegated powers. (Appendix 1)

Public Forum (up to 10 minutes)

- 7 If you wish to make statements or ask questions during this forum, please raise your hand and the chair will call you to speak. The council's standing orders limit each individual's contribution to 3 minutes. Issues should not be discussed immediately or responded to unless the chair authorises. Matters raised may be added to the agenda for a future meeting at the discretion of the council.

Planning

- 8(i) To consider any planning applications and resolve to submit comments where appropriate. *Please note that any applications received following the issue of this agenda will also be considered.*
- 8(ii) To note planning application validations, parish council recommendations and local planning authority decisions made since the last meeting (Appendix 2)
- 8(iii) To consider a response to the Innominate Trust's letter regarding Barn Owl Field

Environment

- 9(i) To agree next steps for the following items on the Acton Action Plan:
- a A budget for zip wire, table tennis table and basketball hoops on Lime Tree Green
 - b A budget for a new defibrillator at the village hall
 - c A budget for a new or repaired defibrillator at the village shop
 - d Village gateways (update)
 - e A budget up to £2,000 for one additional piece of equipment for the gym trail
 - f Volunteer work to upgrade Public Rights of Way (update)
- 9(ii) To consider and approve W.Hickford's grass cutting quotation for 2023/24
- 9(iii) To consider part night streetlighting with a budget of £7,500
- 9(iv) To consider filling the grit bin at the village hall with a budget of £300
- 9(v) To consider any other environmental or rights of way issues and to consider approving any work arising
- a
 - Monitor pedestrian safety on Tamage Road now that the development is complete
 - Ask the clerks to get quotes for installing vents in the wildlife reserve container

Finance

- 10(i) To agree the 2022/23 Parish Council budget (Appendix 3)
- 10(ii) To agree the 2022/23 Parish Precept and ask the clerk to complete the Parish Precept Form and return it to Babergh District Council before 31 Jan
- 10(iii) To review the parish council's reserve funds and approve transfers (Appendix 3)

Governance

- 11(i) To consider and approve dates for parish council meetings in 2022/23 (Appendix 4)
- 11(ii) To consider signing the Civility and Respect Pledge (Appendix 5)

Councillors' reports and items for future agendas

- 12 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.

APPENDIX 1: Actions

Presented to Acton Parish Council meeting 18 January 2023

Highlights: Christmas Lights Switch On

Minute/ref	Tasks	Status	Who
22/02 9(ix) & 22/01 6(i) & 22/10 10(i)b	Check Litter and Dog Bins, location, check BDC empties	In progress	Clerks
22/06 13 clerks report	Safety issues relating to parking at junctions Dog bag dispenser Lime Tree Green, request refund	In progress Requested	CLlr GR Clerks
22/10 10(i)	Follow up SCC offer of £match funding for defibrillator at village hall	In progress	Clerks
22/10 10(i)	Liaise re installing defibrillator at village hall	In progress	Clerks
22/10 10(i)b	Follow up CLlr Faircloth Mutton offer of £300 funding for dog waste bins	In progress	Clerks
21/07 12(iv) & 21/11 10(iii)d	Tree infill Jennens Way - new application	Chase	Clerks
various	Hedge letters	Ongoing	Clerks
21/09 8(vii)c	Lambert Drive to High St link: wild flower planting	Chase	Clerks
22/02 9(vi) 22/03 9(x)	Go Start Transport Project follow up	In progress	Clerks
22/03 7	Follow up re wildlife reserve – offer of volunteer help and SCC Locality funding	In progress	Clerks
22/03 9(viii)	Purchase 20 new dog waste signs	Deferred	Clerks
22/05 12(i)	Bun Meadow byway29 resurfacing	In progress	CLlr GR
22/06 12(iv)	Website - prepare walks info	In progress	CLlr KM
22/06 12(iv)	Website - prepare reserve info	In progress	CLlr KM
22/06 6(i)	Apply to SCC for a community licence (cost £150 for each location) to purchase street furniture	To do	Clerks
22/06 7(i)	Check progress on litter and dog bin (BDC funding)	To do	Clerks
22/10 10(i)a	Review footpaths and pavements - accessibility, cost	To do	CLlr GR
H&S	Dog bin in wildlife reserve, BDC to empty	In progress	Clerks
22/09 9(vi)	Dog waste bin on Tamage Road. Hedge side.	In progress	Clerks
22/11 11(iii)	Identify group to lead Coronation celebrations	To do	Clerks
22/11 9(vi)	Fill the additional grit bin (village hall car park)	To do	Clerks
22/11 9(v)	Repair or replace Springer Pony seesaw	In progress	CLlr GR
Minute/ref	Tasks completed since 23 Nov 2022	Who	
22/03 9(v)	Volunteers to lay road planings on PRoW 3 and 16	CLlr GR KM and volunteers	
22/03 11(i)	Specific costed ideas from the young people’s survey	Clerks	
22/10 10(i)d	Review streetlights - which ones could be dark at night	Clerks	

Significant matters not on agenda: none

Actions taken under delegated powers: Clerk (admin budget) printer toner £62.93; automatic renewal of Neighbourhood Plan website hosting annual renewal £172; objection to planning application for change of use of agricultural land Eleuthera House Clay Hall Lane

Appendix 2: Planning applications and decisions From 18 November 2022 to 16 January 2023

Prepared on 16 January and presented to the Parish Council meeting on 18 January 2023

DC/22/06021	26 Queensway, Acton, Sudbury, Suffolk CO10 0AW	
	Householder Application - Erection of two storey side extension (following demolition of existing side extension).	
	Parish Council recommendation	<i>Not considered</i>
	Planning Authority decision	Granted
DC/22/05946	Eleuthera House Clay Hall Lane Acton Sudbury Suffolk CO10 0AQ	
	Full Planning Application - Change of use of agricultural land to residential garden land	
	Parish Council recommendation	<i>Object (delegated)</i>
	Planning Authority decision	Awaiting decision
DC/22/05597	Slough Farm Slough Farm Lane Acton Sudbury Suffolk CO10 0BN	
	Full Planning Application - Change of use of agricultural building to 4 No. Class E (light industrial) / B8 (storage) units and associated works (revised scheme to that approved under application reference DC/21/06830)	
	Parish Council recommendation	<i>No further comments</i>
	Planning Authority decision	Granted
DC/22/05426	Albany House High Street Acton Sudbury Suffolk CO10 0AU	
	Householder Application - Erection of part two storey part single storey rear extension (following removal of conservatory). Construction of pitched roof, replacing flat roof to rear extension.	
	Parish Council recommendation	<i>Support (delegated)</i>
	Planning Authority decision	Granted
DC/22/05191	Clay Hall House Clay Hall Lane Acton Sudbury Suffolk CO10 0AQ	
	Application for Works to Trees Subject to Tree Preservation Order BT262/T2 - Reduce Crown of 1No. Weeping Willow (T1) by up to 5m to suitable growth points and reduce the height by approx. 2.5- 3m.	
	Parish Council recommendation	<i>Defer to tree officer advice (delegated)</i>
	Planning Authority decision	Granted
DC/22/05231	Chilton Woods Mixed Development To North Of, Woodhall Business Park	
	Application for approval of Reserved Matters (matters relating to appearance, scale, layout and landscaping) for Phase III - Construction of 149no. dwellings, residential amenities, open space, parking and associated development details pursuant to Outline Planning Permission B/15/01718 dated 29/03/2018	
	Parish Council recommendation	<i>No further comments</i>
	Planning Authority decision	Awaiting decision
DC/22/04370	Lascalles Barn Clay Hall Lane Acton Sudbury Suffolk CO10 0AQ	
	Householder Application - Erection of a single storey outbuilding with pergola and single storey extension to existing outbuilding Open for comment icon	
	Parish Council recommendation	<i>Support</i>
	Planning Authority decision	Granted

DC/22/02336	Chilton Woods Mixed Development To North Of, Woodhall Business Park	
	Application for approval of Reserved Matters for Phase II (matters relating to appearance, scale, layout and landscaping) - Erection of 242no. dwellings, residential amenities, open space, parking and associated development details pursuant to Outline Planning Permission B/15/01718 dated 29.03.2018	
	Parish Council recommendation	<i>Object, conditions proposed</i>
	Planning Authority decision	Granted
DC/22/02328	Chilton Woods Mixed Development To North Of Woodhall Business Park	
	Application for approval of Reserved Matters (relating to appearance, scale, layout and landscaping) for the community heat network and associated development details pursuant to Outline Planning Permission reference B/15/01718 dated 29th March 2018	
	Parish Council recommendation	<i>Support Chilton Parish Council's objection</i>
	Planning Authority decision	Awaiting decision
DC/20/01094	Land On The North Side Of Church Field Road Chilton Industrial Estate Chilton	
	Outline Planning Application (some matters reserved, access to be considered) - Erection of up to 166 residential dwellings, a purpose built care home for up to 60 bedrooms, and associated infrastructure including landscaping, public open-space, car parking and means of access off Church Field Road.	
	Parish Council recommendation	<i>Object</i>
	Planning Authority decision	Refused

For details of the applications see:

<http://www.babergh.gov.uk/planning/development-management/application-search-and-comment/search-for-applications/>

APPENDIX 3: Budget

Table 1: Budget for 2023/24

2023/24 Budget	Budget £	Potential use of reserves	Notes
Precept	53,000		1 Precept needed
Community Infrastructure Levy	0		2 No further CIL expected
Other grants/donations	0		3 Cannot predict, assume zero
Allotment rents	200		4 Usual
Bank interest	700		5 Usual
VAT reclaimed	3,000		6 Equivalent to VAT paid
Section 106 receipts	0		7 Note BDC £2,580 S106 funding earmarked
Other income	20		8 Usual, provision made
Total Receipts	56,920		
Employment costs	20,000		9 Usual, clerk grades re-evaluated, plus CiLCA (60 hours)
Chairman's expenses	60		10 Usual
Insurance	1,000		11 3 year contract
Hire of rooms	900		12 Possible increase eg heating costs, additional meetings
Administrative costs	1,900		13 Usual plus 10%
Audit costs	800		14 Increase provided for, new external audit contract starting
Neighbourhood Plan	0	1,000	15 Mostly grant funded, funded from reserves if needed
Training and Publications	2,000		16 New Cllrs, assistant clerk, CiLCA £900 course costs
Subscriptions	950		17 Usual
Elections	300		18 If contested could be £2,500
Newsletter	500		19 £160x3 newsletters
Bank charges	0		20 Assume none
Miscellaneous costs (eg event)	500	2,000	21 Coronation £2000 Christmas £500
Administration	28,910		

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next page

Table 1 continued

2023/24 Budget	Budget £	Potential use of reserves	Notes
Path/PRoW maintenance	500		22 Jennens Way, SCC extra cut of PRoWs
Hedge and Tree maintenance	2,600	2,000	23 Usual, extraordinary costs from reserves
STC wardens	3,500		24 Contract plus one-off tasks
Other Environmental costs	1,500		25 Provision made
Play Area Maintenance	1,000	10,000	26 Ageing equipment, some replacements expected
Refuse collection	1,500		27 BDC £39.73 x 10 litter, £46.53x 12 dog bins plus litter picker
Wildlife Reserve costs	1,000	1,000	28 Usual ongoing costs, structural work from CIL
Health & Safety inspections	110		29 Usual
Recreation and Environment	11,710		
Lighting - Energy	7,400	4,000	30 Prices could stay high, SSE 6mo contract £3,700
Lighting - Maintenance	400	7,000	31 Allow for 10% increase
Street lighting	7,800		
Grants	0	2,000	32 VH support reserve fund if needed
Churchyard maintenance	1,100		33 Allow for 10% increase (fuel costs)
Allotments	100		34 Minimal, usual provision made
LGA 1972 section 137 payments	0		35 not applicable if General Power of Competance retained
Donations	3,300		36 Usual
Fixed Assets	1,000		37 Ongoing eg replacing bins and benches
CIL Payments	0	20,000	38 see Appendix 6 CIL summary
VAT on payments	3,000		39 equivalent to VAT reclaimed
Other	8,500		
Total Payments	56,920	49,000	
Surplus / Deficit	0		

Table 2: Impact on Band D taxpayer

	2022&23	2023&24
Parish Precept	49,300	53,000
Tax Base from BDC	687.08	710.53
Band D payment (per household)	£71.75	£74.59
Band D variation from previous year		3.96%

Table 3: Reserve Funds as at end March 2023

Reserves analysis	Opening 1	Expected net	Close 2022/23	Adjusted close	
	April 2022	cash flow			2022/23
Cash	299,379.60	-13,391	285,988.82	285,988.82	
Reserves					
General Fund*	A	Inflation 10%	Transfers	Adjustments	Totals
Footpaths Maintenance	B	4,378	4,816	0	4,816
Hedge and Tree Maintenance	C	44,099	48,509	0	48,509
Action Playing Fields and Village Hall	D	8,440	9,284	-7,284	2,000
Play Equipment Maintenance	E	17,408	19,148	0	19,148
Street Lighting Repair and Replacement	F	16,194	17,814	0	17,814
Churchyard Maintenance	G	5,433	5,977	0	5,977
Wildlife reserve	H	12,427	13,669	-7,787	5,882
Village amenities and facilities (CIL)	I	165,000	0	0	147,242
Neighbourhood Plan	J	6,000	6,600	-4,000	2,600
Energy (extraordinary) new	K	0	0	10,000	10,000 5,000
Total		299,379.60	0	0	285,989

* General Fund movement includes all VAT

Amended in the meeting

Acton Parish Council

Appendix 4: Parish Council meetings

Acton Parish Council usually meets 9 times per year, with an annual meeting of parishioners in April and no meetings in August and December.

The proposed meeting dates for the 2023/24 civic year are shown below:

April	Wednesday 19 April 2023- Annual Parish Meeting
May	Wednesday 17 May 2023 - Annual Parish Council Meeting
June	Wednesday 21 June 2023 - Parish Council Meeting
July	Wednesday 19 July 2023 - Parish Council Meeting
August	- break
September	Wednesday 20 September 2023 - Parish Council Meeting
October	Wednesday 18 October 2023 - Parish Council Meeting
November	Wednesday 22 November 2023 - Parish Council Meeting
December	- break
January	Wednesday 17 January 2024 - Parish Council Meeting
February	Wednesday 21 February 2024 - Parish Council Meeting
March	Wednesday 20 March 2024 - Parish Council Meeting

The meetings are held in Acton Village Hall (depending on availability) and begin at 7.00 pm unless stated otherwise.

Time is set aside at each meeting for residents and other village stakeholders to ask questions, make comments or to request that a specific item is discussed by the Parish Council at a future meeting.

Agendas, which set out the business to be conducted at the meeting, are published at least three clear days ahead of each meeting. You can find them on the Parish Council website and on Parish Council notice boards outside the convenience store on Acton High Street and at Newman's Green.

The draft minutes of Parish Council meetings will be published on the Parish Council website and on Parish Council notice boards within 30 days of each meeting.

Civility and Respect Pledge suggested agenda item:

'To pass a resolution to sign up to the civility and respect pledge'

Definition of Civility and Respect
Civility means politeness and courtesy in behaviour, speech, and in the written word.
Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up is a simple process, which requires councils to register and agree to the following statements:

Statement	Tick to agree
Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	
Our council has committed to training councillors and staff.	
Our council has signed up to Code of Conduct for councillors	
Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment when it happens.	
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme	
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	