

Acton Parish Council

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

17 February 2023

Members of the parish council

You are summoned to the meeting of Acton Parish Council which will take place on **Thursday 23 February 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 18 January 2023

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(i)a DC/23/00376 - Barrow Hill Farm
- 8(ii) To note planning application validations, parish council recommendations and local planning authority decisions made since the last meeting (Appendix 2)

Environment

- 9(i) To agree to the purchase of a second Speed Indicator Device and batteries - budget £4,000
- 9(ii) To consider and approve a grass cutting quotation totalling £2,594 for 2022/23 including keeping nettles under control along the Marsh Walk path (Appendix 3)
- 9(iii) To consider a location for a grit bin for the Tamage Road estate and approve a budget of up to £200 for a bin and £140 for grit if it is not filled by SCC
- 9(iv) To consider a quote of £1,045.50 for fencing and hedging between Lime Tree Green and Jennens Way (Appendix 4)
- 9(v) To review Acton walks leaflets designed by Cllr LeGrys and agree next steps
- 9(vi) To consider installing numbered allotment posts within a budget of up to £320
- 9(vii) To consider any other environmental or rights of way issues and to consider approving any work arising

Finance

- 10(i) Account balances – to receive the clerk's report detailing account balances for the period to 31 January 2023 and approve the bank reconciliation (Appendix 5)
- 10(ii) Accounts for payment – to approve items of expenditure (Appendix 6)
- 10(iii) To confirm the approval of grants to Sudbury Newstalk £100 and Suffolk Wildlife Trust £150 which were agreed in November but not minuted

Governance

- 11(i) To consider the agenda for Annual Parish Meeting on Wednesday 19 April (Appendix 7)
- 11(ii) To consider a response to the Innominate Trust's request for the parish council to propose a suitable legal entity to hold the Barn Owl Field for public and community use
- 11(iii) To consider arrangements for the Coronation
- a
- encourage residents to hold Big Lunch parties to celebrate the coronation (6 to 8 May)
- b
- a budget for Coronation gifts for children

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.

Date of next meeting: Wednesday 22 March 7pm

APPENDIX 1: Actions

Highlights

- Update on litter and dog waste bins, defibrillators (assistant clerk)
- Update on newsletter (assistant clerk)
- Update on Play Area (assistant clerk)
- Work on Lime Tree Green entrance from Jennens Way

Minute/ref	Tasks	Status	Who
23/01 9(i)a	BDC section 106 funding for installation of a zip wire, table tennis table and basketball hoop on Lime Tree Green	In progress	Sadie & Katie
22/10 10(i)b	install 5 dog waste bins (Action Plan #23)	In progress	Sadie
23/01 9(v)a	apply to the county council for 2 locations for Speed Indicator Device poles on Vicarage Lane/Tamage Rd.	In progress	Fiona
22/05 12(i)	Bun Meadow byway29 resurfacing	In progress	Graham
22/02 9(vi)	Go Start Transport Project	In progress	Sadie
22/03 9(x)			
23/01 9(i)b	install defibrillator near the VH entrance	In progress	Sadie
23/01 9(v)b	speak with the wildlife reserve manager about the container.	In progress	Katie and John
RoSPA inspection	Implement recommendations	In progress	Sadie
23/01 9(i)e	Gym trail, 3 pieces from Bloor, two pieces APC £4,400 budget. Landowner permission, installation and ongoing maintenance to be clarified.	In progress	Sadie
22/10 10(i)d	install 3 large floor mounted litter bins (Action Plan #24)	In progress	Sadie
23/01 7e	site visit with a planning officer to confirm the agreed plan for hedging at the Tamage Road estate.	In progress	Graham
22/11 11(i)a	review BT office broadband costs at the end of the contract.	To do	Fiona
22/09 9(iii)	allotment - design a plan	To do	Sadie
23/01 12(iv)	Check with Great Waldingfield Parish Council re vol work on footpath 3.	To do	Fiona
23/01 12(iv)	apply for another licence for volunteer work on PRoW surfaces within the previously agreed budget.	To do	Fiona
23/01 9(iii)	commission change to part night street lighting (keep old bulbs)	To do	Fiona
23/01 4(i)	Arrange for NP to be printed, copies to be available	To do	Fiona
22/11 11(i)c	upgrade the boules pitch	To do	
22/11 11(i)a	make a grant to the Acton Playing Fields and Village Hall of up £3,000 as a contribution towards a control panel to improve heating at the village hall subject to a grant application including the full quotation being submitted	To do	Fiona
22/11 9(vii)c	Further PRoW surfacing by volunteers	To do	Graham
22/11 9(v)	repair Springer Pony Seesaw - Replace and secure plank fittings.	To do	Fiona

APPENDIX 1: Actions

22/09 12(ii)	BDC communities team is changing to an area approach and suggested that the clerk invite Acton's area rep to a parish council meeting.	To do	Fiona
23/01 8(ii)	Contact to be made with Suffolk Wildlife regarding the possible interest in the Barn Owl Field which backs onto the PC's Wildlife Reserve.	To do	Fiona
22/10 10(i)a	Review footpaths and pavements - accessibility, cost	To do	Sadie
22/11 11(i)c	arrange disabled parking marking	To do	Sadie

Minute/ref	Tasks completed since 17 Jan 2023
22/09 12(i)	Inform NP steering group that Quiet Lanes designation needs to be included in the Neighbourhood Plan.
22/10 10(i)a	investigate S106 funding applying for funding for footpath accessibility measures such as dropped kerbs and improved surfaces at key locations
22/06 12(iv)	Website - prepare walks info
23/01 8(ii)	draft response to the Innominate Trust before sending it to the Trustees s
23/01 9(v)a	Apply to SCC for a SID pole location on Vicarage Lane
22/03 5(i)	Marsh Walk cut hedge
23/01 11(ii)	Inform NALC adoption of Civility and Respect Pledge
23/01 8(ii)	write BDC to ask for the proposed changes to the village settlement boundary to be abandoned
23/01 7a	ask Bloor about grit bin that disappeared near the Tamage Road junction
23/01 5(ii)	District Cllrs to advise on the use of BDC land at Marsh Walk/Cobblers Way for gym trail equipment
22/11 11(i)b	purchase one download of "Trustee Roles and responsibilities" from Community Action Suffolk
22/11 9(vi)	fill the grit bin in VH carpark
23/01 9(iv)	

Significant matters not on agenda

- Gym trail planning application submitted to BDC by Bloor for 3 pieces of equipment to be provided at Tamage Road, Marsh Walk/Cobblers Way and the Playing Field.
- Gym trail locality award grant application £500 submitted by Cllr Malvisi towards further gym equipment maximum budget £4,400 (see minute 23/01 9(i)e), grant received on 13 Feb
- Resident report of rat running and speeding on Vicarage Lane and need for 20mph speed limit and maybe some speed calming measures
- Application submitted for a location for a SID pole on Vicarage Lane with support from the neighbours next to the site.
- Election training – clerk and assistant clerk
- Babergh District Council CIL funding bidding round will open on the 1st May and will run until the 31st May 2023. Another bidding round will take place in October 2023.

APPENDIX 1: Actions

- Cllr Antill correspondence with Cllr Philip Faircloth Mutton SCC about the signs that have been added beneath the Quiet Lanes signs
- Suffolk Climate Emergency Plan circulated
- Vacancy announced for Acton village recorder
- East Anglia Green Energy Enablement (GREEN) Project update
- Proposal received for forest school at the wildlife reserve
- Grant from SCC for Marsh walk hedge cutting arranged by APC
- Correspondence about the Church Drive
- Energy contract for street lighting changed over to SSE

Actions taken under delegated powers

- Two no smoking signs on the Lime Tree Green play area Clerk H&S £20.88 in response to resident concern
- Tree work commissioned at the Lime Tree Green play area Clerk H&S

Appendix 2: Planning applications and decisions From 17 January 2023 to 17 February 2023

Prepared on 17 February and presented to the Parish Council meeting on 23 February 2023

DC/23/00376	Barrow Hill Farm Barrow Hill Acton Sudbury Suffolk CO10 0BW	
	Application under S73 for Removal or Variation of a Condition following grant of Planning Permission DC/22/02618 dated 23.06.2022 Conversion of outbuilding to form annexe, with associated alterations, and erection of a single storey link extension. Town and Country Planning Act 1990 (as amended) - To vary Condition 2 (Approved Plans and Documents) as per details received.	
	Parish Council recommendation	<i>On agenda – extension to 27 Feb</i>
	Planning Authority decision	Awaiting decision

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	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/22/02328	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

For details of the applications see:

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

W R Hickford
19 St Bartholomews Lane
Sudbury
Suffolk
CO10 1LG
23rd January 2023

Appendix 3

Acton parish Council

Quote for Grass cutting 2023

Acton Church.

	<u>Total</u>
Minimum 6 cuts@ £150 per cut	£900.00

Lime Tree Green.

Minimum 10 cuts@ £100 per cut	£1000.00
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There will also be 2 cuts on the Wild Flower area, usually July and October depending on Weather/season.@ £48	£96.00
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Also the work required on hedges at Lime tree green as usual, slight increase this year.	£550.00
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As requested quote for keeping nettles under control along Marsh Walk path. Let me know if you want to go ahead with this	£48.00
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If I think extra cuts are needed I will contact you. If there are any problems
please give me a call
on Sudbury 880044.

Yours faithfully.

W R Hickford.



Appendix 4

Garden Services Ltd

Our Ref: APC0001/21

Friday 10th February 2023

Mrs McSweeney
Acton Parish Council
5 Vicarage Road
Acton
Suffolk
CO10 0WR

Dear Mrs McSweeney

REF: Lime Tree Green.

Further to our visit to site and communication with you, I am writing to confirm our discussions, and provide you with an estimate for the work.

DETAILS

To clear the area along the right of lime walk hedge, as discussed. We will clear out the gaps in the hedging down to just passed the 6 foot fence. Supply hawthorn bare root hedging 90/120 high and plant out in the gaps, and then a straight run to just passed the six foot fence. All waste will be removed from site upon completion of the work.

COST: £1045.50

We will invoice on completion and the payment will be due. Our payment terms are strictly 7 days

We can supply references if required. We have Employees Insurance and Public Liability Insurance. We are also registered with the Environmental Agencies as a waste carrier.

However, please do not hesitate to contact me should you require any further information or clarification on the above.

Yours sincerely

Garry

Garry Norris



WWW.STAGG-GARDEN-SERVICES.CO.UK

Company Registered Office: Spindleberries, Queensway, Acton, Suffolk, CO10 0AW.

Phone: 01787 371829 Company Registered Number 10130477

APPENDIX 5: Account balances and bank reconciliation

Year End 31 March 2022		
Lloyds Treasurer's account	43,929.99	
Less outstanding cheques	0.00	
Plus outstanding credit	216.46	
Lloyds savings (BusBankInstant)	84,818.98	
Nationwide Building Society	85,000.00	
Skipton Building Society	85,000.00	
Transferwise prepaid card	414.17	
Bank balances at 31 March 2022		299,379.60
Receipts and Payments		
Year to date Receipts	70,582.20	
Year to date Payments	47,091.14	
Year to Date Surplus / (Deficit)		23,491.06
Year to Date Funds at 31 January 2023		322,870.66
Bank balances at 31 January 2023		
Lloyds Treasurer's account	67,777.95	
Less outstanding cheques	0.00	
Plus outstanding credit	0.00	
Lloyds savings (BusBankInstant)	84,896.61	
Nationwide Building Society	85,000.00	
Skipton Building Society	85,000.00	
Transferwise prepaid card	196.10	
Total bank balances at 31 January 2023		322,870.66

APPENDIX 6 Payments and receipts

Payment Date	Authorisation	Payer / Payee	Details	Receipt	Gross Payment
01/11/2022	Clerk H&S	Sudbury Town Council	Materials play area entrance		21.88
01/11/2022	Clerk	Paul Clark Printing	Documents for Nov meeting		15.50
01/11/2022	n/a	HMRC	VAT Refund	-2,759.03	
02/11/2022	contractual	Allotment rent	Allotment 5d 6d	-10.00	
02/11/2022	contractual	Allotment rent	Allotment 5a	-15.00	
17/11/2022	contractual	Allotment rent	Allotment 9c	-15.00	
04/11/2022	22/07 10(i)	Pearce and Kemp	Street light maintenance		22.50
07/11/2022	22/02 9(i)c	Amazon	Grit bin bin number stickers		5.98
10/11/2022	contractual	Playsafety Limited	Annual play area inspection		113.40
10/11/2022	22/09 9(iv)	MK Illumination UK	Christmas lights		324.55
10/11/2022	22/02 9(x)	J & J General Builders	Trench for Queensway electrics		588.00
14/11/2022	22/01 9(iv)	W R Hickford	Annual grass cutting		934.00
14/11/2022	22/01 9(iv)	W R Hickford	LimeTreeGreen trees and hedges		530.00
14/11/2022	22/01 9(iv)	W R Hickford	Churchyard grass cutting		852.00
14/11/2022	21/11 4(ii)	Acton Playing Fields and Village Hall	Hall hire NP steering group		90.00
14/11/2022	21/11 4(ii)	Acton Playing Fields and Village Hall	Hall hire NP steering group		20.00
16/11/2022	22/09 9(iv)	Sudbury Trees (Mr Cox)	Christmas Tree		400.00
17/11/2022	22/07 10(i)	NPOWER	Electricity		156.71
21/11/2022	contractual	Employment cost	Salary		604.95
21/11/2022	Clerk	Sudbury Office Supplies	Batteries		37.80
22/11/2022	contractual	Employment cost		Salary	
24/11/2022	22/11 10(v)	Suffolk Wildlife Trust	Donation		150.00
24/11/2022	22/11 10(v)	Suffolk Accident Rescue	Donation		300.00
24/11/2022	22/11 10(v)	Sudbury&District Citizens Advice	Donation		300.00
24/11/2022	22/11 10(v)	St Nicholas Hospice	Donation		300.00
24/11/2022	22/11 10(v)	Rural Coffee Caravan	Donation		100.00
24/11/2022	22/11 10(v)	Lighthouse Womens Aid	Donation		100.00
24/11/2022	22/11 10(v)	Kernos Centre	Donation		100.00
24/11/2022	22/11 10(v)	Headway Suffolk	Donation		200.00
24/11/2022	22/11 10(v)	Go Start Community Transport	Donation		100.00
24/11/2022	22/11 10(v)	EdenRose Coppice Trust	Donation		100.00
24/11/2022	22/11 10(v)	Community Action Suffolk	Donation		150.00
24/11/2022	22/11 10(v)	Acton Play Group	Donation		300.00
24/11/2022	22/11 10(v)	Acton Good Neighbours Scheme	Donation		300.00
24/11/2022	22/11 10(v)	1st Acton and Waldingfield Scouts	Donation		300.00
24/11/2022	21/07 9(iv)	Suffolk County Council	Quiet Lanes signs		50.00

Payment Date	Authorisation	Payer / Payee	Details	Receipt	Gross Payment
16/11/2022	22/11 11(ii)	The Works	Christmas books for children		70.00
24/11/2022	contractual	Employment cost	Pension (NEST)		85.26
09/11/2022	n/a	Lloyds Bank	Interest	-9.06	
03/12/2022	22/11 10(v)	Sudbury First Responders	Donation cheque 1742		300.00
03/12/2022	22/11 10(v)	Sudbury NewsTalk	Donation cheque 1743		100.00
05/12/2022	22/10 10(ii)	Acton Good Neighbours Scheme	Grant for Warm Spaces initiative		500.00
05/12/2022	contractual	Pearce and Kemp	Street light maintenance		22.50
09/12/2022	22/02 9(i)c	Sudbury Office Supplies	Plastic covering for grit bin stickers		2.23
09/12/2022	22/02 9(x)	Ambrose Electrical	Christmas lights power supply		384.00
16/12/2022	22/07 10(i)	BT	Phone and broadband (Nov)		46.74
19/12/2022	22/07 10(i)	NPOWER	Electricity for streetlighting		206.70
20/12/2022	contractual	Employment cost	Salary		466.43
20/12/2022	contractual	Employment cost	Salary		782.24
22/12/2022	22/07 10(i)	BT	Phone and broadband (Dec)		46.74
09/12/2022	n/a	Lloyds Bank	Interest	-19.41	
04/01/2023	22/07 10(i)	Pearce and Kemp	Street light maintenance		22.50
09/01/2023	contractual	Employment cost	Employer Pension		57.05
16/01/2023	22/07 10(i)	BT	Phone and broadband (Jan)		46.74
12/01/2023	21/11 4(ii)	123 reg	NP website hosting annual sub		172.66
16/01/2023	Clerk	Cartridge Save	Kyocera printer cartridges		62.93
17/01/2023	Contractual	Suffolk Association of Local Councils	6 months payroll service to end Sept		75.60
17/01/2023	Contractual	Sudbury Town Council	Community wardens Q3		606.28
17/01/2023	Clerk	Acton Playing Fields and Village Hall	Hall hire for 6 APC meetings		206.00
17/01/2023	22/03 9(v)	Acton Sand and Soil	Road planings for PRoW resurfacing		648.00
19/01/2023	22/07 10(i)	NPOWER	Electricity for streetlighting Dec		710.03
27/01/2023	n/a	SKIPTON	Bank interest	-1,066.43	-
30/01/2023	22/11 11(i)b	Community Action Suffolk	Trustees booklet		12.00
30/01/2023	n/a	HMRC	NIC PAYE (month7)		108.92
31/01/2023		W Hickford	Marsh Walk hedge cutting		1,580.00
31/01/2023		Shaw and Sons	Bound minutes for archiving		616.80
31/01/2023		Huws Gray Ltd	Grit for Village Hall car park		139.86
31/01/2023	Contractual	Employment cost	Salary		466.23
31/01/2023	Contractual	Employment cost	Salary		782.24
09/01/2023	n/a	Lloyds Bank	Interest	-36.27	

APPENDIX 7

ANNUAL PARISH MEETING OF ELECTORS

Acton Village Hall

Wednesday 19 April 2023 at 7pm

From 7-7:30pm residents are invited to visit local groups at tables around the edge of the hall so that residents can meet representatives of the groups and pick up information: Acton Play Group; the Neighbourhood Plan steering group; Acton Good Neighbours Scheme; Speedwatch; Acton Wombles; Scouts; Sudbury Town Council Wardens, Suffolk Police, Wine Circle, Garden Club.

The formal meeting will begin at 7:30pm

AGENDA

1. Welcome from the Chairman
2. To receive any apologies for absence
3. To approve the minutes of the Annual Parish Meeting held on 20 April 2022
4. To receive the Chairman's Annual Report
5. To receive the County Councillor's report
6. To receive the District Councillor's report

Graham Round
Chairman, Acton Parish Council
Holly House, Waldingfield Road, Acton CO10 0AH
5 April 2023