

# Acton Parish Council

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## Minutes of the Parish Council Meeting held at 7:00pm on Wednesday 18 October 2023 in Acton Village Hall

**Present:** Councillors (Cllrs) Nick Antill, Roberta Caradine, Carol Dyer, John Gibbens, Eleanor Clark (from item 2), Christine Johnson, Steve Le Grys, Katie McSweeney, Graham Round (chairman)

**In attendance:** Fiona Mullins (clerk), Sadie Clark (assistant clerk) and 2 members of the public.

## Minutes

### Apologies and co-option

- 1(i) There were no apologies.
- 1(ii) Cllrs resolved to co-opt Eleanor Clark to join the parish council. AIF  
Cllr Hutchins read out her Declaration of Acceptance of Office and signed it, counter-signed by the clerk.

### Minutes

- 2(i) Cllrs agreed the minutes of the meeting held on 19 July 2023 with one amendment "4(i) double gates ~~near the church~~ leading to the burial ground". The amended minutes were signed by the chair. AIF
- 2(ii) Cllrs agreed the minutes of the meeting held on 20 September 2023 with 2 amendments:
  - 3(ii) Delete last part of line, full stop after dispensation;
  - 9(iv) Quiet Lanes signage on Vicarage Lane, ~~Barrow Lane where it becomes~~ top end of Barrow Hill, Slough Lane ~~at the Slough Lane junction~~ and School Farm Lane.AIF The amended minutes were signed by the chair.

### Declarations of interest

- 3(i) Cllr Dyer reported an interest in 8(ii)a
- 3(ii) There were no written requests for a dispensation.

### District, County reports

- 4(i) County Cllr Philip Faircloth Mutton was unable to attend but sent a written report which was circulated to Cllrs. Cllr Faircloth Mutton noted that the road markings at Sudbury Road and Tamage Road would be corrected and thanked Cllr Johnson for her summary of the need for ongoing management of the two attenuation ponds.
- 4(ii) The District Councillor John Nunn was unable to attend but sent a written report and noted that funds are still available in his Locality budget.

### Clerk's report

- 5(i) Cllrs noted the clerk's report on actions and significant matters or items of correspondence not on the agenda and not already drawn to councillors' attention. Cllr Round reported that he has a list of items for discussing with District Cllr John Nunn during the Long Melford and Acton walk around. This will be circulated to Cllrs. Cllr

Signed: ..... Chairman Date.....

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Dyer reported that drainage is a problem on Barrow Hill. Cllr Round requested that the Suffolk Tree Services clear around the 2 dog bins at the bottom and top of Jennens Way.

- 5(ii) Cllrs noted the clerk's report on decisions taken under delegated powers since the last meeting: the working group held further discussions with Innominate Trust and the council's legal advisor Trethowans; an application for a Lloyds bank account for the new Acton Field Trust was made by the working group but has been turned down; the clerk purchased a remembrance day wreath (clerk within budget) for £29.98.

**Public Forum**

6 Members of the public commented as follows:

- (i)
  - The council's comment on the planning application for Bloor Homes proposed gym trail equipment should have requested conditions about the state of the ground. Cllr Round noted that there has not yet been a decision on this application and that he will meet with the planning officer and Bloor in due course.
- (ii)
  - Request the foliage on the non-housing side of Vicarage Lane to be cut before the winter as it narrows the road. Cllr Round has reported this to Highways.
  - The ditch at Queensway needs to be cleared. Cllr Johnson agreed and reported that the drain outside the shop has not worked for many years. Cllr Round noted this to raise during the District Cllr walk about.

**Planning**

7(i) Cllrs considered the following planning applications

- a
  - 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. Support AIF

7(ii) Cllrs noted planning application validations, parish council recommendations and local planning authority decisions made since the last meeting.

**Finance**

8(i) Accounts for payment – Cllrs reviewed and approved items of expenditure in September. AIF

8(ii) Cllrs approved the following donations to local groups according to the council's donations and grants policy, total £3,200:

a Acton Good Neighbours Scheme	£300.00	Majority in favour. Cllr Dyer abstained
Cllr Dyer reported that the AGNS won the 2023 Suffolk Good Neighbour Award		
b Acton Play Group	£300.00	AIF
c Community Action Suffolk	£150.00	AIF
d Eden Rose Coppice Trust	£100.00	AIF
e Go Start	£100.00	AIF
f Headway Suffolk	£200.00	AIF
g Kernos Centre	£100.00	AIF
h Lighthouse Women's Aid	£100.00	AIF
i Rural Coffee Caravan	£100.00	AIF
j Scouts Association	£300.00	AIF

k St Nicholas Hospice	£300.00 AIF
l Sudbury 1st Responders	£300.00 AIF
m Suffolk Accident Rescue	£300.00 AIF
n Sudbury Citizens Advice	£300.00 AIF
o Sudbury Newstalk	£100.00 AIF
p Suffolk Wildlife Trust	£150.00 AIF

**Environment**

- 9(i) Cllrs approved the installation of play equipment on Lime Tree Green as per the plan set out in an Appendix, accepted Playdale’s quotation and agreed to a budget of up to £10,000 from Community Infrastructure Levy funds for the parish council contribution to this project. AIF
- 9(ii) Cllrs agreed to install a bench as near as possible to the bus stop on the High Street facing the direction of Great Waldingfield and agreed a budget of up to £850 and welcomed Cllr McSweeney’s offer to advise the clerks on precise location. AIF.
- 9(iii) Cllrs agreed to install signs on the 3 wildlife reserve gates giving notice that the wildlife reserve will not be used for Christmas tree disposal this year and welcomed Cllr Le Grys offer to work with the clerk on appropriate wording. AIF
- 9(iv) Cllrs considered the following environmental or rights of way issues and work needed:
  - a A resident has reported to Cllr Le Grys slippery leaves on paths on Barrow Hill and a hedge outside Old School which is a concern. Cllrs asked the assistant clerk and Cllr Gibbens to look at this.

**Governance**

- 10(i) Cllrs noted progress towards the creation of Acton Field Trust for managing Acton Field (sometimes known as Barn Owl Field) for wildlife and public open space. The new Trust will come into being through a Deed of Gift signed by the Innominate Trust and the parish council.
- 10(ii) Cllrs agreed to form a committee to manage the Acton Field Trust independently from the parish council and agreed its terms of reference and initial membership as the 3 working group Cllrs: Cllrs Round, Johnson and Antill. (The terms of reference will be appended to these minutes). AIF
- 10(iii) Cllrs delegated to the working group any further negotiations on the wording of the Deed of Gift for transferring Acton Field and a sum of money from the Innominate Trust to Acton Field Trust. AIF
- 10(iv) Cllrs agreed a grant of £250 to the Acton Field Trust in order to ensure that it has funds in its bank account from the beginning. Funds for Acton Field Trust will be ring-referenced in the council’s accounts until the Trust has its a bank account. AIF
- 10(v) To review the bank account signatories and authorised the removal of Margaret Maybury (no longer a parish Cllr) from any accounts and addition of Cllr Gibbens to the Skipton bank account. AIF
- 10(vi) Cllrs reviewed the following council policies:
  - a Donations and Grants – Cllrs asked the clerk to check the precise wording of the Local Government Act and bring a new draft to the next meeting.
  - b Investment – agreed. AIF
  - c Reserves - agreed, with the addition of a ringfenced reserve for Acton Field Trust. AIF

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

11 Councillors gave the following reports:

- (i) Cllr Dyer reported that warm spaces and lunch club has used up the funding. The clerk confirmed that the Acton Good Neighbours Scheme can make a grant application.
- (ii) Cllr Dyer reported that the footpath/cyclepath sign at Queensway and Coblers Way is dilapidated.
- (iii) Cllr Round noted that work will be done soon on the trees at Queensway Green. Work on resurfacing the Bun meadow footpath (Byway 29) will start on 6 Nov. The footpath will be closed for a few days so social media would be helpful to inform residents. Village Hall committee has not met. The new "slow down" sign has been installed at Waldingfield Rd and is working well. The mini SID has been installed on the new pole at Vicarage Lane.
- (iv) Cllr Gibbens asked why the bits of metal have been lifted up and moved in the wildlife reserve. Cllr Le Gryns noted that this might have been done as part of a wildlife experiment and will ask the student doing her degree in conservation for any results.

*The chairman closed the meeting at 20:16pm*

Acronyms used:

AIF All in favour  
Cllr Councillor  
SID speed Indicator Device