

Acton Parish Council

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11 January 2024

Members of the parish council

You are summoned to the Meeting of Acton Parish Council which will take place on Wednesday 17 January 2024 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 co-option

- 1(i) To receive apologies and approve the reasons for absence.
- 1(ii) To co-opt committee members for the Acton Field Trust. Cllr Christine Johnson and Cllr Nick Antill are already committee members. Further nominations for the committee are Cllr John Gibbens, Jenny Antill, Julie Black and Barry Caradine.

Minutes

- 2(i) To agree the minutes of the meeting held on 22 November 2023 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.

District, County and Community reports

- 4(i) To receive the County Councillor's report

- 4(ii) To receive the District Councillor's report

Clerk's report

- 5(i) To receive the clerk's report on any significant matters not on the agenda and not already drawn to councillors' attention (Appendix 1)
- 5(ii) To note decisions taken under delegated powers since the last meeting. (Appendix 1)

6 Public Forum (up to 10 minutes)

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

- 7(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/24/00046 The Old Vicarage, Vicarage Lane. Application for Listed Building Consent. Refurbishment of domestic outbuilding to enable conversion to home office and store.
- 7(ii) To note planning application validations, parish council recommendations and local planning authority decisions made since the last meeting (Appendix 2).

Environment

- 8(i) To review the Christmas event held on 1 December and agree any changes for Christmas 2024.
- 8(ii) To receive a report from Cllr Le Grys on the wildlife reserve and consider a budget for ongoing management. (Appendix 3)
- 8(iii) To consider and approve W.Hickford's grass cutting quotation for 2024/25.
- 8(iv) To consider any other environmental or rights of way issues and to any work arising.

Finance

- 9(i) To review actual compared to budgeted expenditure for 2023/24 (Appendix 4)
- 9(ii) To agree the 2024/25 budget (Appendix 5) with expected payments of £65,300 and expected income of £8,370 (aside from the precept).
- 9(iii) To agree the 2024/25 parish precept of £56,000 which is a 3.41% increase compared to last year for a "Band D" council tax payer and ask the clerk to complete the precept form and return it to Babergh District Council before 31 Jan.
- 9(iv) To review reserve funds and approve transfers (Appendix 6)

Governance

- 10(i) To review and adopt a revised governance document for the Acton Field Trust agreed by the Trust management committee on 4 December 2023 (Appendix 7).
- 10(ii) To agree a grant to the Acton Field Trust of £600 in order to reach the required revenue threshold of £5,000 for the Trust to be registered as a charity.
- 10(iii) To receive a report from Cllr Round on the Acton Playing Fields and Village Hall management committee and consider next steps (*consider closed session*)

10(iv) To consider and approve dates for parish council meetings in 2024/25 (Appendix 8)

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.

APPENDIX 1: Clerk's Report / Actions

Highlights

- Lime Tree Geen additional play equipment installed
- Volunteer work carried out to improve the pedestrian access to Acton Field
- Bun Meadow Byway 29 resurfaced by SCC

ID	Minute	Tasks in progress	Who
1	23/11/ 9(viii)	grant of £500 to the Acton Good Neighbour Scheme for warm spaces and lunch club	Fiona
2	23/11/ 8(ii)	Action the issues identified in the RoSPA play area inspection, prioritise the med risk ones	Sadie
3	23/10 9(ii)	Install a bench near the bus stop on the High Street	Sadie
4	23/07 8(iii) 22/10 10(i)a	Pavements Access Improvements - 3 locations as per Action Plan £8,500 Budget agreed, SCC are planning the work	GR
5	23/01 9(i)e	Gym trail, one piece on Marsh Walk £4,400 budget. Supported by BDC Locality Grant £500. (Action Plan # 1)	Graham
6	22/05 12(i)	Bun Meadow byway29 resurfacing (Action Plan #10) – to be completed	Graham
7	22/02 9(vi) 22/03 9(x)	Go Start Transport Project	Sadie
8	23/06/21 9(vii)	Ask SCC to install signs on Mills Lane at the corner of Acton Lane and at the corner of the A134 indicating 'unsuitable for heavy goods vehicles'	Fiona
9	23/09 9(iv)	Further Quiet Lanes contact SCC ask whether these roads (Vicarage Lane, Barrow Lane where it becomes Slough Lane and at the Slough Lane junction) are appropriate for quiet lanes and what it would cost per post	Fiona
ID	Minute	Tasks still to do	Who
10	23/11/ 8(iii)c	Replace the “clean up after your dog” signs.	Sadie
11	23/11/ 8(iii)a	Footpath 9 from High Street to Acton Field. Ask for the PRoW to be maintained by SCC including clearing the weeds at the edges and restore the width of the route.	Sadie
12	23/11/4(i)	Follow up with Philip FM re conifer hedge at the Barrow Hill/High St junction	Fiona
13	23/06/21 9(ii)	SCC resurfacing footpath15, APC contribution of £2,000	Fiona
14	23/07 4(i)	Review the request for double gates near the church to be replaced.	Fiona/Christine
15	23/09 5(i)	request regular SCC maintenance schedule to clear the drainage pipe at Marsh Walk	Fiona
16	23/06/21 9(viii)f	ask SCC to cut the PRoW in specific months, with the two SCC cuts in May and Autumn and the additional cut paid for by APC in early July.	Fiona
17	22/11 9(vii)c	Organise further PRoW surfacing by volunteers (Action Plan # 11) ongoing	GR, KM
18	23/05 9(xi)	Leaflet to encourage new Cllrs (on hold)	Sadie
ID	Minute	Tasks completed	Who
19	23/11/ 8(iii)b	Contact Babergh Public Realm team regarding a number of trees along Lime Walk that need trimming, crown lifting as the branches are at head height.	Sadie
20	23/11/ 8(iii)a	Footpath 9 from High Street to Acton Field is impassable due to mud. Report this to SCC. Volunteers have worked on the path.	Sadie
21	23/11/ 8(i)a	apply to SCC for a Street Furniture Licence for the 4 village gateways at a cost £150	Fiona
22	23/11/ 8(iii)c	Ask the community wardens to officially patrol one problem area	Sadie
23	23/03 11(iv)	Follow up with Innominate Trust, Acton Field Trust transferred	Fiona/cllrs

APPENDIX 1: Actions

24	23/06/21 9(viii)a	Cut back brambles along Marsh Walk.	Sadie/BDC
25	23/06 9(vi)	Install blue plaque for Ronald Blythe on village sign	Sadie/resident
26	23/09 4(iii)	meet Babergh officers about Bloor Homes proposed trim trail	Graham
27		Submit s106 Grant application for LTG project - Open Spaces funds £1,136	Fiona
28	20/09 11 (i)	Follow up action re street light outside 9 Barrow Hill - Trees blocking light spread	Graham
29		Inform Highways signs at Coblers way and Queensway need repair	Sadie
30	various	ask Phillip FM for grant for bins and other items	various
31	23/09 9(vii)	accept an offer of new lime trees for Jennens Way and replace the ones that were removed previously	Sadie
32	23/09 9(ii)	repair the Speed Indicator Device	Sadie/wardens
33	23/06 9(ii)	Request £250 from Cllr FM for footpath 15 resurfacing	Fiona
34	23/09 5(i)	Bring to the attention of Highways that Barrow Hill drainage is not adequate as water is flowing down towards the High Street.	Sadie
35	23/10 9(i)	Accept Playdale's quote for play equipment on LTG – equip installed	Fiona

Significant matters not on agenda:

- Burns night invitation from District Cllr Liz Malvisi in support of Men's Shed charity
- Discussions with SSE about invoicing for street light electricity
- Discussions with Greene King and Village Hall about who maintains the vegetation on the driveway into the village hall (Cllr Round)

Actions taken under delegated powers:

- Suffolk Tree Services removed dead branches from Jennens Way Lime Trees (clerk, health and safety) £4,750+VAT

APPENDIX 2 Planning decisions

DC/23/04026	<p>Land West Of Ten Tree Road Great Waldingfield (Part In The Parish Of Acton) Suffolk</p> <p>Full Planning Application - Full Planning Application - Construction of a weighbridge and areas of hardstanding, installation of electric gates and kiosks with palisade fencing enclosures, siting a portacabin for use as an office (retention of) and proposed erection of a fence and hedgerow.</p> <p>Parish Council recommendation Conditions proposed re fence and hedges</p> <p>Planning Authority decision Awaiting decision</p>
DC/23/03012	<p>1 Green Willows, Lavenham, Sudbury, Suffolk CO10 9SP</p> <p>Erection of a garage/storage building (re-submission and amended scheme to DC/23/00424)</p> <p>Parish Council recommendation No comment</p> <p>Planning Authority decision Granted</p>
DC/22/06324	<p>Chilton Woods Mixed Development To North Of, Woodhall Business Park, Sudbury, Suffolk.</p> <p>Discharge of Conditions. Condition 30 Environmental Management Plan</p> <p>Parish Council recommendation No objection</p> <p>Planning Authority decision Granted</p>
DC/23/02730	<p>Land East Of Appleshaw, Newmans Green</p> <p>Variation of Condition 2 (Approved Plans and Documents) following grant of Planning Permission DC/20/00060 dated 17.02.20 (Reserved Matters submission for Outline DC/17/03990, Allowed following Appeal D3505/W/18/3196882 - Appearance, Landscaping, Layout and Scale for 2no detached dwellings, vehicular accesses and hard/soft landscaping).Town and Country Planning Act 1990.</p> <p>Parish Council recommendation No objection</p> <p>Planning Authority decision Awaiting decision</p>

For details of the applications see:

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

Appendix 3: Nature Reserve Report

Cllr Steve LeGrys January 2024

A quick report of the current state of the Nature Reserve.

I am pleased to say that the request for No Christmas Trees to be deposited at the reserve appears to have been heard and taken on board by Acton residents. There has been considerable interest on social media about what to do with your tree and a number of solutions in the Sudbury/Acton/Lavenham area have appeared.

A meeting was held last year with Wayne Hickford to discuss a quote for maintenance of the reserve. This is the multi year plan of works that Suffolk Wildlife Trust gave us. I am still waiting for this quote to arrive. The Reserve is currently in its dormant winter cycle and I would like to get work carried out soon before spring arrives.

One of the reserves petrol driven tools is making a loud squeak. This was after extensive use over the Christmas period to maintain PRow 9. If I can have the purchase receipt please, probable from Screwfix, then I can get it repaired. It should still be under a 6-year warranty. I hope to have the safety cut of switch installed on the branch shredder soon. This will allow this not used asset to be sold and disposed off.

The Reserve and neighbouring area are gaining interest from various local nature lead groups. A tentative request has been received for a survey to be carried out as to what fauna and flora exists in this space. If the Council is in agreement, then I would like to facilitate this request if only to have an inventory of the current state of fauna and flora in the local area. It is known that the reserve and field adjacent contains Bats, Badgers, Barn Owls, Great Crested Newts, Lizards, Slow Worms, Grass Snakes, Adders but what else is present ? I do not know of the number of protected plants in the area. Again, I would like an inventory of known species in the area. I am very keen to re-establish the Bee Orchid and Pyramid Orchid a plant species native to the area. For the first time in 2023 I did not see Orchids in the Reserve. I would like with the Councils agreement to contact the RHS and others about how best to re-introduce the missing flora and other endangered plant species into the Reserve and adjacent field area.

The Reserve contains 4 Barn Owl boxes that were installed by the previous steward. At least one of the boxes I have been informed has residents. This box with residents, is showing signs of decay on the underside and will have to be repaired at some point in the future. This box is unfortunately positioned in a very high place in a tall Fir tree. I understand that the previous Steward incurred considerable personal safety risks in installing this Owl box. Removing it for repair will require some planning. Another box positioned in a more accessible position is missing one side. Cllr Round has offered to assist in removing this box. Once repaired I would like this box to be re-positioned in an Oak Tree in Acton Field near to the allotments. Currently all 4 Owl boxes are in close proximity to the container and I would like to spread them out further. Having a box near to the allotments will give a new hunting area to any residents and may be a boon to the allotment holders.

My long-term goal is to create a wildlife area that Acton residents can be proud to have on their doorstep.

Appendix 4: Expenditure compared to budget

Payments	Budget 2023/24	Actual to 31 Dec	Expected to 31 March	Compared to budget
Administration				
Community event	500.00	560.00	600.00	100.00
Newsletter	500.00	177.00	500.00	0.00
Elections	175.75	175.75	175.75	0.00
Subscriptions	950.00	807.58	850.00	-100.00
Training and Publications	2,000.00	36.00	500.00	-1,500.00
Neighbourhood Plan (grant funded)	-	2,760.54	2,760.54	2,760.54
Audit	800.00	746.40	746.40	-53.60
Administration	4,900.00	2,979.75	4,900.00	0.00
Room hire	900.00	222.00	702.00	-198.00
Insurance	1,000.00	952.35	1,000.00	0.00
Chairmans expenses	60.00	-	60.00	0.00
Bank charges	-	-	-	0.00
Total Administration	11,785.75	9,417.37	12,794.69	1,008.94
Staff costs				
Staff costs	23,200.00	15,980.93	23,200.00	0.00
Total Staff costs	23,200.00	15,980.93	23,200.00	0.00
Environment				
Paths maintenance	500.00	228.00	500.00	0.00
Hedge and Tree maintenance	3,100.00	1,870.00	2,000.00	-1,100.00
Community wardens	3,500.00	2,143.32	3,500.00	0.00
Other environmental costs	2,500.00	3,028.84	3,500.00	1,000.00
Play Area Maintenance	1,200.00	115.61	1,200.00	0.00
Refuse collection	1,700.00	1,954.10	2,250.00	550.00
Health and Safety inspections	110.00	119.40	119.40	9.40
Wildlife Reserve	1,000.00	474.93	1,000.00	0.00
Total Environment	13,610.00	9,934.20	14,069.40	459.40
Street lighting				
Street lighting - electricity	7,400.00	99.84	2,000.00	-5,400.00
Streetlight Maintenance	400.00	202.50	400.00	0.00
Total Street lighting	7,800.00	302.34	2,400.00	-5,400.00

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Payments	Budget 2023/24	Actual to 31 Dec	Expected to 31	
			March	Compared to budget
Other				
Grants	500.00	100.00	600.00	100.00
Closed churchyard maintenance	1,100.00	1,050.00	1,050.00	-50.00
Allotments	100.00	25.94	100.00	0.00
Donations	3,300.00	2,836.00	2,836.00	-464.00
Fixed Assets	1,000.00	2,064.09	2,064.09	1,064.09
CIL Payments	-	4,366.80	4,366.80	4,366.80
VAT on payments (reserve items)	3,000.00	6,528.83	6,528.83	7,000.00
Total Other	9,000.00	16,971.66	17,545.72	8,545.72
Net expenditure from reserve funds		33,464.39	40,464.39	
Total Payments		86,070.89	110,474.20	
Receipts	Budget 2023/24	Actual to 31 Dec	Expected to 31	
			March	
Other Receipts				
VAT Repayments	3000	4,607.18	4,607.18	
Community Infrastructure Levy		18,116.19	18,116.19	
Other grants or donations		350.00	350.00	
Allotment rents	200	305.00	305.00	
Bank interest	700	627.17	627.17	
Other income	20	11.51	20.00	
Total Other Receipts	3,920.00	24,017.05	24,025.54	
Precept				
Precept	53,000.00	53,000.00	53,000.00	
Total Precept	53,000.00	53,000.00	53,000.00	
Total Receipts	56,920.00	77,017.05	77,025.54	
Surplus / (deficit)			-33,448.66	

Appendix 5: Budget 2024/25

Payments	Expected to 31		Budget 2024/25	
	Budget 2023/24	March		
Administration				
Community event	500.00	600.00	600.00	Christmas event
Newsletter	500.00	500.00	600.00	more pages/higher quality
Elections	175.75	175.75	100.00	possible but unlikely
Subscriptions	950.00	850.00	950.00	unchanged
Training and Publications	2,000.00	500.00	2,000.00	unchanged
Neighbourhood Plan (grant funded)	-	2,760.54	-	no longer needed
Audit	800.00	746.40	850.00	unchanged
Administration	4,900.00	4,900.00	4,000.00	extra costs in 2023
Room hire	900.00	702.00	900.00	unchanged
Insurance	1,000.00	1,000.00	1,000.00	unchanged
Chairmans expenses	60.00	60.00	60.00	unchanged
Bank charges	-	-	-	unchanged
Total Administration	11,785.75	12,794.69	11,060.00	
Staff costs				
Staff costs	23,200.00	23,200.00	25,000.00	see salary calcs
Total Staff costs	23,200.00	23,200.00	25,000.00	
Environment				
Paths maintenance	500.00	500.00	600.00	active vol group
Hedge and Tree maintenance	3,100.00	2,000.00	3,000.00	includes 3 yr inspection
Community wardens	3,500.00	3,500.00	3,500.00	unchanged
Other environmental costs	2,500.00	3,500.00	2,500.00	unchanged
Play Area Maintenance	1,200.00	1,200.00	1,200.00	unchanged
Refuse collection	1,700.00	2,250.00	2,300.00	as quoted
Health and Safety inspections	110.00	119.40	150.00	ageing equip
Wildlife Reserve	1,000.00	1,000.00	1,500.00	new management contract
Total Environment	13,610.00	14,069.40	14,750.00	
Street lighting				
Street lighting - electricity	7,400.00	2,000.00	2,000.00	contract (to be confirmed)
Streetlight Maintenance	400.00	400.00	450.00	contract (to be confirmed)
Total Street lighting	7,800.00	2,400.00	2,450.00	

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Payments	Expected to 31			Notes
	Budget 2023/24	March	Budget 2024/25	
Other				
Grants	500.00	600.00	600.00	requests from valued service
Closed churchyard maintenance	1,100.00	1,050.00	1,100.00	unchanged
Allotments	100.00	100.00	100.00	unchanged
Donations	3,300.00	2,836.00	3,300.00	requests from valued service
Fixed Assets	1,000.00	2,064.09	0.00	from CIL reserve
CIL Payments	-	4,366.80	0.00	from CIL reserve
VAT on payments (reserve items)	3,000.00	6,528.83	7,000.00	similar to prev year
Total Other	9,000.00	17,545.72	12,100.00	
Net expenditure from reserve funds		40,464.39		unknown
Total Payments		110,474.20	65,360.00	
Receipts	Expected to 31			Notes
	Budget 2023/24	March	Budget 2024/25	
Other Receipts				
VAT Repayments	3000	4,607.18	7,000.00	same as payments
Community Infrastructure Levy		18,116.19	0.00	none expected
Other grants or donations		350.00	350.00	unchanged
Allotment rents	200	305.00	300.00	unchanged
Bank interest	700	627.17	700.00	unchanged
Other income	20	20.00	20.00	unchanged
Total Other Receipts	3,920.00	24,025.54	8,370.00	
Precept				
Precept	53,000.00	53,000.00	56,000.00	
Total Precept	53,000.00	53,000.00	56,000.00	
Total Receipts	56,920.00	77,025.54	64,370.00	
Surplus / (deficit)		-33,448.66	-990.00	

Impact on Band D taxpayer

	2022&23	2023&24	2024&25
Parish Precept	49,300	53,000	56,000
Tax Base from BDC	687.08	710.53	725.96
Band D payment (per household)	£71.75	£74.59	£77.14
Band D variation from previous year		3.96%	3.41%

Appendix 6: Reserves

Reserves analysis	Opening 1 April 2023	Expected net cash flow	Expected Close 31 March 2024	Expected adjusted close 31 March 2024	
Cash	302,944.14	-33,449	269,495.48	269,495.48	
Reserve Funds	as at 31/03/2023	Actual net change	Further changes est 31/03/2024	Adjustments	
General*	36,839	0	0	24,591	24,591 44% of £56k precept
Amenities and facilities (CIL) - reserve	147,242	-32,867	-7,000	107,375	107,375 no adjustment
Neighbourhood Plan - reserve	2,600	-322	0	2,278	2,278 Note unspent grant £1853.63 will be repaid
Wildlife area - reserve	10,000	0	0	10,000	10,600 inflation
Churchyard Maintenance - reserve	5,977	0	0	5,977	6,335 inflation
Street Lights - reserve	17,814	0	0	17,814	18,882 inflation
Play Equipment Maintenance - reserve	19,148	777	0	19,925	26,120 inflation plus £5k
APF Village Hall - reserve	5,000	0	0	5,000	5,300 inflation
Hedges and Trees - reserve	48,509	-5,990	0	42,519	52,070 plus £7k ageing trees
Footpaths Maintenance - reserve	4,816	0	0	4,816	5,105 inflation
Energy (extraordinary) - reserve	5,000	0	0	5,000	5,300 inflation
Acton Field Trust - reserve	0	4,938	600	5,538	5,538 ringfenced no adj
Total Reserve Funds	302,944	-33,464	-6,400	250,832	269,495
	266,106	-33,464.39	-39,864.39		244,904
* General Fund movement includes all VAT					

Appendix 7 Acton Field Trust Governance Document

Presented to the Acton Parish Council meeting on 17 Jan 2024

Acton Field Trust (AFT) is a Charity formed by a deed of gift from Innominate Trust dated 29th November 2023 (copy attached). Acton Parish Council (APC) is the sole Corporate Trustee of the charitable trust.

As part of the AFT setting up project, AFT project solicitors (Trethowans) have been instructed to register AFT with the Charity Commission, thus changing the AFT status to that of a registered charity.

On formation of the Trust an interim management committee will be formed from the three ~~Working Party~~ Acton Parish Councillors delegated for setting up the trust. (Cllrs. Antill, Johnson and Round).

At its council meeting in January 2024, APC will replace the interim ~~Management Committee-management committee~~. The replacement Committee will remain in place until and new committee is appointed by APC in May 2025. From May 2026 the committee will be appointed each year at APC's annual parish council meeting.

The management committee will consist of up to 6 members, ideally, three parish councillors and three local residents, ~~members~~. Members must reside within the parish of Acton or within 3 miles of the parish boundary.

At the first AFT committee meeting each year the committee will appoint a chairman and may assign administration duties to committee members, such as treasurer, secretary and inspection wardens. ~~to committee members~~.

Rules for membership, management of AFT and committee meetings will mirror those which apply to APC and its members. APC Governance, Finance and Policy documents can be viewed at <https://actonparishcouncil.gov.uk/council-documents>.

Parish Councillors who are members of the AFT committee must be very careful to make decisions at AFT meetings in the best interest of the charity and be careful to avoid decisions that could result in conflict-of-interest concerns.

AFT Management Committee will meet a minimum of 3 times each council year (April to March).

Day to day management and maintenance of the charity's land at Acton Field will be delegated to Acton Parish Council Clerk- whose time will be donated to the Trust by Acton Parish Council. The AFT management committee will set an annual budget to be used for day to day/emergency work commissioned on behalf of the charity by Acton Parish Clerk.

The funds of the charity will be managed by the committee with the aim of financing the cost of maintaining the Acton Field and meeting the objects of the charity.

Objects of the Charity as defined in schedule one of the Deed of Gift.

- The objects of the Charity shall be for the benefit of the inhabitants of the parish of Acton in the County of Suffolk and the neighbourhood thereof and of those working studying or otherwise for the time being located within the said area to promote all or any of the following charitable purposes:
- To maintain a public open space and to provide in the interests of social welfare facilities for recreation and other leisure-time occupation for the use of the public with the object of improving the conditions of the life of such persons; and/or
- To promote the protection of wildlife and the protection and improvement of the physical and natural environment; and/or
- To advance education, skills and capacity among such persons.

Acton Field Trust Committee

Terms of Reference

Agreed by Acton Parish Council October 2023 (minute 23/10 10(ii))

Authority

1. Acton Parish Council is the sole Corporate Trustee of Acton Field Trust. Members of the Acton Field Trust Committee will manage the charity [registered number -----] on behalf of Acton Parish Council.
2. The Terms of Reference set out in this document are approved by Acton Parish Council and may be amended by full Council.
3. The Acton Field Trust Committee is constituted as a committee of Acton Parish Council to manage the field on the south-east of Barrow Hill which is registered at HM Land Registry under Title No SK 265123 and which will be called Acton Field.
4. The Committee shall ensure that decisions are taken independently of the interests of the council. Committee members are required to take decisions in the interests of the Trust as set out in its governing documents.
5. The Committee has the authority to manage the Trusts accounts and decide expenditure for management of the Trust to meet its charitable objects.

Meetings

6. The Committee will operate in accordance with the Standing Orders of the council. In particular:
 - 6.1 The Committee will be quorate with no less than 3 committee members.
 - 6.2 The number and frequency of ordinary meetings will be no less than 3 per year.

Committee membership

7. The full Council shall appoint committee members annually at the Annual Parish Council Meeting and set their term of office.
8. The Committee shall elect its own chairman annually at its first meeting.
9. The Committee shall be made up of no more than 6 members and may include non-councillors.
10. The full Council may co-opt members to the Committee at any time.
11. All Committee members (councillors and non-councillors) may vote in Committee meetings.

Acton Parish Council

Appendix 8: 2024/25 Parish Council meeting dates

Acton Parish Council usually meets 9 times per year on the third Wednesday of the month, with an annual meeting of parishioners in April.

The proposed meeting dates for the 2024/25 civic year are shown below:

April	Wednesday 17 April 2024 - Annual Parish Meeting of Electors
May	Wednesday 15 May 2024 - Annual Parish Council Meeting
June	Wednesday 19 June 2024 - Parish Council Meeting
July	Wednesday 17 July 2024 - Parish Council Meeting
August	- break
September	Wednesday 18 September 2024 - Parish Council Meeting
October	Wednesday 16 October 2024 - Parish Council Meeting
November	Wednesday 20 November 2024 - Parish Council Meeting
December	- break
January	Wednesday 15 January 2025 - Parish Council Meeting
February	Wednesday 19 February 2025 - Parish Council Meeting
March	Wednesday 19 March 2025 - 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.