

Acton Parish Council

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

14 March 2024

Members of the parish council

You are summoned to the Meeting of Acton Parish Council which will take place on Wednesday 20 March 2024 at 7pm in Acton Village Hall for the purpose of transacting the business below.

F Mullins

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(i) To receive apologies and approve the reasons for absence.

Minutes

- 2(i) To agree the minutes of the meeting held on 21 February 2024 to be signed by the chair.

Declaration of interest

- 3(i) Cllrs are reminded to declare an 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/24/01012- Wren House Newmans Green. Erection of two-storey rear extension.
- b • DC/24/00996 - Lamaree Newmans Green. Erection of extension and renovation of existing annexe for continued use ancillary to host dwelling.

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 consider a notice board on Tamage Road and agree a budget. (Appendix 3)

8(ii) To consider commissioning 4 village gateways at a budget of up to £16,620 + VAT (Appendix 4)

8(iii) To consider any other environmental or rights of way issues and to any work arising.

Finance

9(i) Accounts for payment – to review and approve items of expenditure in February 2024 (Appendix 5)

9(ii) Account balances – to receive a report detailing account balances for the period to 29 February 2024 and approve the bank reconciliation (Appendix 6)

9(iii) To review the 2023/24 budget against year to date and expected year end expenditure and consider any adjustments (Appendix 7)

9(iv) To consider the council's risk management and adequacy of insurance. (Appendix 8)

9(v) To review the council's asset register (published on the website)

9(vi) To receive a report on the costs savings from the change to part night street lighting (Appendix 9)

Governance

10(i) To note that Acton's Neighbourhood Plan has been approved for referendum.

10(ii) To note the council's land and building assets, list of grants in 2023/24 and organisational chart (all published on the website)

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.

Date of next meetings:

Annual Parish Meeting of Electors Wednesday 17 April 2024 7pm

Annual Parish Council Meeting Wednesday 15 May 2024 7pm

APPENDIX 1: Clerk's Report / Actions

Prepared 14 March and presented to the parish council meeting held on 20 March 2024

ID	Minute	Tasks in progress	Who
1	24/02 9(ii)	Cllr working group Cllrs Round McSweeney, Clark and Le Grys to take forward consultation on Acton's Action Plan	GR, KM, EA, SL
2	24/01 4(i)	permanent SID for Melford Road	GR/Clerk
3	23/11/ 8(ii)	Action the issues identified in the RoSPA play area inspection	Clerk
4	23/10 9(ii)	Install a bench near the bus stop on the High Street	Clerk
5	23/07 8(iii) 22/10 10(i)a	Pavements Access Improvements - 3 locations	GR
6	23/01 9(i)e	Gym trail, one piece on Marsh Walk £4,400 budget. (Action Plan # 1)	GR
7	22/02 9(vi) 22/03 9(x)	Go Start Transport Project	Clerk
8	23/09 9(iv)	Further Quiet Lanes (Vicarage Lane, Barrow Lane where it becomes Slough Lane and at the Slough Lane junction)	Clerk
9	24/01 10(iii)	Raise issues with Village Hall management committee	GR
10	23/11/ 8(iii)c	Replace the "clean up after your dog" signs.	Clerk
ID	Minute	Tasks still to do	Who
11	23/11/4(i)	Follow up with Philip FM re conifer hedge at the Barrow Hill/High St junction	Clerk
12	23/06/21 9(ii)	SCC resurfacing footpath 15, APC contribution of £2,000	Clerk
13	23/07 4(i)	Review the request for double gates near the church to be replaced.	Clerk/CJ
14	23/09 5(i)	Ask Anglian Water to regularly clear the drainage pipe at Marsh Walk	Clerk/CJ
15	23/06/21 9(viii)f	ask SCC to cut the PRoW in specific months	Clerk
ID	Minute	Tasks completed	Who
15	24/02 8(v)	Take over ownership and management of the Tamage Rd defibrillator	Clerk
16	24/02 8(iv)	Purchase a brushcutter for wildlife reserve	GR/ clerk
17	24/02 8(ii)	Remove the no cycling signs and posts at Queensway and Coblers Way	Wardens
18	24/02 4(ii)	Respond to BDC car parking charges consultation	NA/ clerk
19	24/02 4(ii)	Request £250 grant from Cllr Malvisi locality funds for High St bench	Clerk
20	24/01 8(iv)	Write to Church regarding Church drive and tree maintenance	GR, clerk
21	24/01 4(i)	request funding support for the Cuckoo Tye memorial bench	Clerk
22	24/01 8(iv)	write to the Diocese to clarify Church Drive maintenance	Clerk
23	24/01 10(i)	sign the Trustee Eligibility Declaration for Acton Field Trust	Clerk
24	24/01 10(ii)	grant to the Acton Field Trust of £600	Clerk
25	24/01 10(iv)	dates for parish council meetings in 2024/25 on notice boards	Clerk
26	22/05 12(i)	Bun Meadow byway29 resurfacing (Action Plan #10)	GR
27	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'	Clerk

APPENDIX 1: Actions

Significant matters not on agenda:

- Newsletter printed ready for delivery in March
- 3 owl boxes built by a resident and installed by Cllrs and volunteers
- Neighbourhood Plan Reg 18 Decision Statement posted on noticeboards
- SCC approved Acton's application for 4 village gateways
- SCC Highways confirmation that dropped kerb pedestrian crossing points will be installed at 3 locations (including High Street) in Acton within 14 weeks.
- Invitation to Buckingham Palace Garden Party Wednesday 8th May 2024
- SCC consultation on the latest update of the Local Transport Plan. launched 12th February 2024 and will be active for eight weeks. <https://www.suffolk.gov.uk/ltp4>
- Positive feedback on WR Hickford work on wildlife reserve paths and trees
- Gigaclear presentations: In person drop in – 13th March 2024 – 5pm to 8.30pm - The McCallum Room, The Swan at Lavenham, and 15th March 2024 – 5pm to 8pm – Great Waldingfield Village Hall, Lavenham Rd. Online Presentation 6th March 2024 – 6.30pm to 7.30pm
- Application for energy audit for the village hall (Cllr Round)
- District Cllr Malvisi approved £250 grant towards the High St bench
- BDC free holiday activities and food for children that are eligible for means tested free school meals over the Easter holiday. Spaces to be booked though [Suffolk HAF Eequ](#)

Actions taken under delegated powers: none

APPENDIX 2 Planning decisions

Prepared on 14 March and presented to the Parish Council on 20 March 2024

DC/24/00996	Lamaree Newmans Green Acton Sudbury Suffolk CO10 0AB Householder Application - Erection of extension and renovation of existing annexe for continued use ancillary to host dwelling. Parish Council recommendation On agenda – deadline 22 March Planning Authority decision Pending Consideration
DC/24/01012	Wren House Newmans Green Acton Sudbury Suffolk CO10 0AB Householder Application - Erection of two-storey rear extension. Parish Council recommendation On agenda – deadline 22 March Planning Authority decision Pending Consideration
DC/23/05754	5 Clay Hall Place Acton CO10 0BT Householder Application - Insertion of 1No rear dormer and 2No front rooflights in conjunction with loft conversion. Parish Council recommendation Object Planning Authority decision Granted
DC/24/00653	Sunny Croft Newmans Green Acton Sudbury Suffolk CO10 0AB Householder Application - Erection of single storey rear extension Parish Council recommendation No comment Planning Authority decision Pending Consideration
DC/24/00675	Cuckoo Tye Farm Cuckoo Tye Long Melford Sudbury Suffolk CO10 0AE Full Planning Application - Change of use of land to touring caravan site for a maximum of 20no. caravans and creation of new vehicular access. Parish Council recommendation Object Planning Authority decision Pending Consideration
DC/24/00046	The Old Vicarage, Vicarage Lane Acton CO10 0AF Application for Listed Building Consent. Refurbishment of domestic outbuilding to enable conversion to home office and store. Parish Council recommendation Defer to advice of heritage officer Planning Authority decision Granted
DC/23/05167	Rookery Farm, Lavenham Road, Acton, Sudbury Suffolk CO10 0BJ Full Planning Application - Change of use of site from Agricultural to Class E Light Industrial. Parish Council recommendation Object Planning Authority decision Awaiting decision
DC/22/05231	Chilton Woods Mixed Development To North Of Woodhall Business Park Sudbury Suffolk 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 Support Planning Authority decision Awaiting decision

APPENDIX 2 Planning decisions

DC/23/04007	Tamage Road estate – gym trail Application under S73a for the Removal or Variation of a Condition following grant of DC/19/03126 dated 30.07.2020 and subsequent S73 DC/22/01674 - as per details and documents received. Parish Council recommendation Support Planning Authority decision Awaiting decision
DC/23/02730	Land East Of Appleshaw, Newmans Green Variation of Condition 2 (Approved Plans and Documents) following grant of Planning Permission DC/20/00060 dated 17.02.20 Parish Council recommendation No objection Planning Authority decision Awaiting decision

APPENDIX 3 Notice board for Tamage Road

Suggested location:

End of Marsh Walk



Options (all 6xA4, aluminium, 5 year warranty)

1. Noticemesales
noticeme.org.uk

£338.95 +vat

Model: SKU: 505002 + 516356

UP TO
10% OFF



- Price is for 6xA4 poster size (other options from 1xA4 to 16xA4)
- Wear resistant, warp-proof integrated door hinge
- 4mm impact resistant glazing. Option real toughened glass glazing (FREE upgrade but can take 4-6 weeks)
- Silver anodised finish
- 30mm deep case
- Magnetic Display area
- Delivery (included in price) £19.95
- Price includes board, 2 posts & fixings
- 5 year guarantee

2. Barriers Direct

£365.01 excl.VAT

Product ID: 4655

www.barriersdirect.co.uk/



- Price is for 6xA4 poster size (other options from 1xA4 to 16xA4)
- Backboard Steel Galvanised with white lacquer
- Frame Aluminium 30mm thick - Silver anodised
- Posts - 60 x 40mm Aluminium Height Above Ground - 2200mm
- 4mm plexichoc glazing
- Tamper-proof safety lock, supplied with 2 keys
- Elastomer seal and anti- condensation vents
- VITINCOM® magnets supplied (1 per A4)
- 2 Posts 4 fixing brackets & ground hoop bolts
- 5 year warranty as standard

3. Classic 58 Post Mounted External Notice Board £509.48 ex. VAT Code 506001/516356

www.noticeboardcompany.com



- Price is for 6xA4 poster size (other options from 1xA4 to 16xA4)
- 58mm deep aluminium profile
- 4mm plexishock glazing
- Elastomer seal, anti-condensation vents
- Zinc electroplated steel backboard for use with magnets, 10 magnets
- Side hinged door
- Key lock with two keys
- Set of posts
- 5 year guarantee
- Delivery included
- 5 year guarantee

APPENDIX 4 Village Gateways

Acton's Action Plan identified that new higher impact gateways would support other traffic calming measures within the village (Action Plan #7).

Acton has 4 traffic gateways Melford Rd, Waldingfield Rd, Barrow Hill and Sudbury Rd.

The existing partial gateways blend in with the natural environment and do not have the desired impact which is to encourage lower driver speeds.

Gateways should be designed to stand out, sending an important message to drivers *'adjust your speed as you are entering a village and observe the maximum permitted speed of 30MPH'*.

The proposed new gateways at these 4 locations are designed to have maximum impact and driver awareness. The 4-bar gate assemblies will be finished in white plastic and will display 30mph roundels, village name plate and national speed limit sign on the rear. These will replace the existing gates and signage.

Acton Parish Council has obtained a street furniture licence from SCC for the installation of the 4 gateways (minute 23/11/22 8(i)a).

It is proposed that the Community Warden Service trim any vegetation growth around the gates and clean them twice each year.

Glasdon Ltd are the Highways Authority's recommended supplier. An online search could not find an alternative supplier who could offer a one-stop package. The price for design, manufacture and delivery is £11,881.616 + VAT

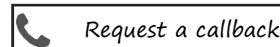
The recommended installation contractor is Asphalt Build and Construction Ltd (ABC). ABC are recommended by Great Waldingfield PC who used the firm to installed gateways in 2023. ABC is based in Acton and have been approved by SCC. ABC's quoted price for installing 4 new Glasdon Gateways, cutting back and clearing of vegetation as necessary, removal and disposal of the existing materials and signs is £3,228.34 + VAT.

Toal project price £15,109.50 with 10% contingency £16,620 + VAT

Ms Fiona Mullins
Acton Parish Council
Old Hall
Rectory Hill
East Bergholt
Colchester
Suffolk
CO7 6TG


13/11/2023
EQ70095227

Email: Dean.Brett@glasdon-uk.co.uk



Account Code: 590118874

Barrow Hill **Qty** **Unit Price** **Total Price**


	Glasdon Gateway	2	£1,155.39	£2,310.78
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manufactured from rigid Everwood, wood effect material in White, 2.3m height (1.8m above ground) and 960mm width, complete with four horizontal slats with front sign in Green to read 'ACTON VILLAGE check your speed' with a 30mph speed roundel situated separately above. Rear to show a 671 NSL roundel situated separately above.

*Please refer to the attached visuals.

-  **Product Information**
-  **Product News**
-  **Product Videos**
-  **Product Warranty**

Melford Road **Qty** **Unit Price** **Total Price**

	Glasdon L-Shaped Gateway	2	£1,943.85	£3,887.70
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manufactured from rigid Everwood, wood effect material in White, front profile 2.3m height (1.8m above ground) and 1.5m width, complete with four horizontal slats with front sign in Green to read 'ACTON VILLAGE check your speed please' with a 30mph speed roundel situated separately above. Rear to show a 671 NSL roundel situated separately above. Side profile 2.3m height (1.8m above ground) and 960mm width, complete with four horizontal slats

- *1no. Left hand side of the road
- *1no. Right hand side of the road

*Please refer to the attached visuals.

-  **Product Information**
-  **Product News**
-  **Product Videos**
-  **Product Warranty**

Waldingfield Road & Sudbury Road **Qty** **Unit Price** **Total Price**

	Glasdon Gateway	4	£1,420.67	£5,682.68
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manufactured from rigid Everwood, wood effect material in White, 2.3m height (1.8m above ground) and 1.5m width, complete with four horizontal slats with front sign in Green to read 'ACTON VILLAGE check your speed please' with a 30mph speed roundel situated separately above. Rear to show a 671 NSL roundel situated separately above.

*Please refer to the attached visuals.

-  **Product Information**
-  **Product News**
-  **Product Videos**
-  **Product Warranty**

(Images shown are examples only, your final product will vary depending on specification)

All details will remain firm until 13/12/2023

Delivery to be confirmed upon receipt of order.

Please refer to the **Conditions of Sale**.

Carriage to SUFFOLK	£0.00
Total (excluding VAT)	£11,881.16

Click here to proceed with this quote using a credit card or by paying on account

APPENDIX 5: Payments and receipts February 2004

Date	Description	Supplier / customer	Net	VAT	Total
01/02/2024	Feb litter picking	Litter picker	-91.67	0.00	-91.67
01/02/2024	Salary Jan	Staff	-968.44	0.00	-968.44
05/02/2024	Grant for Cuckoo Tye bench	Suffolk County Council	760.06	0.00	760.06
05/02/2024	Jan Street light maintenance	Pearce and Kemp	-18.75	-3.75	-22.50
07/02/2024	Annual website fee	123 Reg	-11.99	-2.40	-14.39
09/02/2024	Feb interest	Lloyds Bus Bank Savings	94.62	0.00	94.62
12/02/2024	CIL funds for play equipment	Babergh District Council	19,707.70	0.00	19,707.70
16/02/2024	Licence fee for village gateways	Suffolk County Council	-150.00	0.00	-150.00
19/02/2024	Printer toner	Cartridge Save	-97.92	-19.58	-117.50
26/02/2024	January pension	NEST	-70.63	0.00	-70.63
26/02/2024	February pension	NEST	-70.63	0.00	-70.63
26/02/2024	3 owl boxes	Resident	-104.98	0.00	-104.98
26/02/2024	Feb salary	Staff	-968.44	0.00	-968.44
26/02/2024	Feb salary	Staff	-637.00	0.00	-637.00
26/02/2024	Legal advice AFT	Threthowans	-2,300.00	-460.00	-2,760.00
26/02/2024	Path and tree maintenance	WR Hickford	-580.00	0.00	-580.00

Payments due before the next parish council meeting:

BACS Clerks Monthly salary payments
 BACS Clerks Reimbursement of expenses
 BACS Wildlife reserve Reimbursement of expenses
 BACS Hickford Grass cutting
 SO Litter picker Monthly standing order
 DD NEST Monthly pension payments
 DD SSE Monthly street lighting
 SO Pearce & Kemp Monthly street light maintenance
 BACS Acton Village Hall hire
 BACS Sudbury Office Supplies – eg paper, printer toner

And payments arising from Parish Council decisions

APPENDIX 6 Bank Reconciliation

Acton Parish Council

This report includes both Acton Parish Council and Acton Field Trust figures. In the initial months of the Trust (the parish council bank account is being used) and includes VAT. Note that the Budget Report in Appendix 7 presents the accounts for the two organisations separately and excludes VAT.

Movement in balances

Receipts (to 29 Feb 2004)	108,007.28
Payments (to 29 Feb 2004)	119,873.76
Excess of receipts over payments	-11,866.48
Opening balance	302,944.14
Closing balance	291,077.66

Bank accounts

Lloyds Treasurers	35,039.67
Lloyds savings (BusBankInstant)	85,790.11
Nationwide Building Society	85,000.00
Skipton Building Society	85,000.00
Wise prepaid card	247.88
TOTAL bank balances (29 Feb 2024)	291,077.66

APPENDIX 7: BUDGET REPORT

This Appendix presents the accounts for both Acton Parish Council and the Acton Field Trust. The Acton Field Trust accounts are presented separately for information only. The Parish Council is sole Trustee of the Trust but the Trust is a separate charity and its finances are managed by a committee.

Acton Parish Council

Budget report from 1-Apr-2023 to 29-Feb-2024 (figures exclude VAT)

Payments

	Budget	Period Actual	Variance
Administration			
Community events	500.00	560.00	-60.00
Newsletter	500.00	174.83	325.17
Elections	300.00	175.75	124.25
Subscriptions	950.00	946.58	3.42
Training and Publications	2,000.00	30.00	1,970.00
Neighbourhood Plan	0.00	11.99	-11.99
Audit	800.00	622.00	178.00
Administration	4,900.00	2,939.96	1,960.04
Room hire	900.00	330.00	570.00
Insurance	1,000.00	952.35	47.65
Chairmans expenses	60.00	0.00	60.00
Bank charges	0.00	0.00	0.00
Total Administration	11,910.00	6,743.46	5,166.54
Staff costs			
Staff costs	23,200.00	19,769.12	3,430.88
Total Staff costs	23,200.00	19,769.12	3,430.88
Environment			
Paths maintenance	500.00	198.00	302.00
Hedge and Tree maintenance	2,600.00	1,650.00	950.00
Community wardens	3,500.00	2,295.10	1,204.90
Other environmental costs	2,500.00	2,859.20	-359.20
Play Area Maintenance	1,000.00	96.34	903.66
Refuse collection	1,500.00	1,943.70	-443.70
Health and Safety inspections	110.00	99.50	10.50
Wildlife Reserve	1,000.00	1,199.27	-199.27
Total Environment	12,710.00	10,341.11	2,368.89
Street lighting			
Street lighting - electricity	7,400.00	93.71	7,306.29
Streetlight Maintenance	400.00	206.25	193.75
Total Street lighting	7,800.00	299.96	7,500.04

APPENDIX 7: BUDGET REPORT

Other

Grants	0.00	0.00	0.00
Closed churchyard maintenance	1,100.00	1,050.00	50.00
Allotments	100.00	23.28	76.72
Donations	3,300.00	3,436.00	-136.00
Fixed Assets	1,000.00	1,953.41	-953.41
CIL Payments	0.00	0.00	0.00
VAT on payments	3,000.00	0.00	3,000.00
Total Other	8,500.00	6,462.69	2,037.31

Reserve Funds

Amenities and facilities (CIL) - reserve	0.00	50,345.82	-50,345.82
Neighbourhood Plan - reserve	0.00	2,758.37	-2,758.37
Wildlife area - reserve	0.00	0.00	0.00
Churchyard Maintenance - reserve	0.00	0.00	0.00
Street Lights - reserve	0.00	0.00	0.00
Play Equipment Maintenance - reserve	0.00	776.54	-776.54
APF Village Hall - reserve	0.00	0.00	0.00
Hedges and Trees - reserve	0.00	5,990.00	-5,990.00
Footpaths Maintenance - reserve	0.00	0.00	0.00
Energy (extraordinary costs) - reserve	0.00	0.00	0.00
Total Reserve Funds	0.00	59,870.73	-59,870.73

Total Payments

64,120.00	103,487.07	-39,367.07
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Receipts

	Budget	Period Actual	Variance
Other Receipts			
VAT Repayments	3,000.00	4,607.18	1,607.18
Community Infrastructure Levy	0.00	18,116.19	18,116.19
Other grants or donations	0.00	3,430.10	3,430.10
Allotment rents	200.00	320.00	120.00
Bank interest	700.00	3,554.54	2,854.54
Other income	20.00	20,479.27	20,459.27
Total Other Receipts	3,920.00	50,507.28	46,587.28
Precept			
Precept	53,000.00	53,000.00	0.00
Total Precept	53,000.00	53,000.00	0.00
Total Receipts	56,920.00	103,507.28	46,587.28

APPENDIX 7: BUDGET REPORT

Acton Field Trust

Budget report from 1-Apr-2023 to 29-Feb-2024 (figures exclude VAT)

Payments

	Budget	Period Actual	Variance
Administration			
Community events	0.00	0.00	0.00
Newsletter	0.00	0.00	0.00
Elections	0.00	0.00	0.00
Subscriptions	0.00	0.00	0.00
Training and Publications	0.00	0.00	0.00
Neighbourhood Plan	0.00	0.00	0.00
Audit	0.00	0.00	0.00
Administration	0.00	2,308.15	-2,308.15
Room hire	0.00	0.00	0.00
Insurance	0.00	162.40	-162.40
Chairmans expenses	0.00	0.00	0.00
Bank charges	0.00	0.00	0.00
Total Administration	0.00	2,470.55	-2,470.55
Staff costs			
Staff costs	0.00	0.00	0.00
Total Staff costs	0.00	0.00	0.00
Environment			
Paths maintenance	0.00	0.00	0.00
Hedge and Tree maintenance	0.00	0.00	0.00
Community wardens	0.00	0.00	0.00
Other environmental costs	0.00	0.00	0.00
Play Area Maintenance	0.00	0.00	0.00
Refuse collection	0.00	0.00	0.00
Health and Safety inspections	0.00	0.00	0.00
Wildlife Reserve	0.00	0.00	0.00
Total Environment	0.00	0.00	0.00
Street lighting			
Street lighting - electricity	0.00	0.00	0.00
Streetlight Maintenance	0.00	0.00	0.00
Total Street lighting	0.00	0.00	0.00

APPENDIX 7: BUDGET REPORT

Other

Grants	0.00	0.00	0.00
Closed churchyard maintenance	0.00	0.00	0.00
Allotments	0.00	0.00	0.00
Donations	0.00	0.00	0.00
Fixed Assets	0.00	0.00	0.00
CIL Payments	0.00	0.00	0.00
VAT on payments	0.00	0.00	0.00
Total Other	0.00	0.00	0.00

Reserve Funds

Amenities and facilities (CIL) - reserve	0.00	0.00	0.00
Neighbourhood Plan - reserve	0.00	0.00	0.00
Wildlife area - reserve	0.00	0.00	0.00
Churchyard Maintenance - reserve	0.00	0.00	0.00
Street Lights - reserve	0.00	0.00	0.00
Play Equipment Maintenance - reserve	0.00	0.00	0.00
APF Village Hall - reserve	0.00	0.00	0.00
Hedges and Trees - reserve	0.00	0.00	0.00
Footpaths Maintenance - reserve	0.00	0.00	0.00
Energy (extraordinary costs) - reserve	0.00	0.00	0.00
Total Reserve Funds	0.00	0.00	0.00

Total Payments	0.00	2,470.55	-2,470.55
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Receipts

	Budget	Period Actual	Variance
Other Receipts			
VAT Repayments	0.00	0.00	0.00
Community Infrastructure Levy	0.00	0.00	0.00
Other grants or donations	0.00	0.00	0.00
Allotment rents	0.00	0.00	0.00
Bank interest	0.00	0.00	0.00
Other income	0.00	4,500.00	4,500.00
Total Other Receipts	0.00	4,500.00	4,500.00
Precept			
Precept	0.00	0.00	0.00
Total Precept	0.00	0.00	0.00
Total Receipts	0.00	4,500.00	4,500.00

APPENDIX 8: Review of insurance

Following a review of insurers in 2022, the Council entered a 3-year contract (Minute 22/09 11(iii)) with BHIB which has changed its company name to Clear Councils. The agreement expires 30 September 2025.

The annual premium is £952.35.

Key components of the council's insurance cover are:

Public Liability	£10m
Employers Liability	£10m
Property /assets	Individual amounts insured: Premises contents £27,500; Street Furniture £105,775; Walls, Gates and Fences £36,000; Playground Equipment £90,000, Mowers and Machinery £6,000; tree lopping £5,000pa (1,000 per occurrence), fly tipping £5,000pa (1,000 per occurrence)
Fidelity Guarantee	£500k
Officials Indemnity	£500k
Libel and Slander	£250k
Legal Expenses (any one event)	£250k
Money	£2.5k
Personal Accident	£100k
Key Worker Cover	£10k/£500pw
Business Interruption insurance	£50k
Data breach	£1m max

Acton Parish Council Risk Management Plan

Approved at the Parish Council Meeting dated 20 March 2024

Key to risk rating:

Likelihood	Highly likely (3)	Medium (3)	High (6)	High (9)
	Possible (2)	Low (2)	Medium (4)	High (6)
	Unlikely (1)	Low (1)	Low (2)	Medium (3)
		Negligible (1)	Moderate (2)	Severe (3)
			Impact	

Description of risk	Impact of risk	Likely?	Impact?	Risk rating	How Acton Parish Council manages this risk
Financial risks					
Failure to keep adequate financial records	Suppliers over or underpaid Incorrect payee Expected goods or supplies not received Inaccurate recording of VAT	2	2	Medium	Records to satisfy requirements of Accounts and Audit Regulations Detailed RFO report of all payments and receipts to each Council meeting to authorise payments Two signatures on each cheque or mandate Cheque book stubs initialled Cllrs approving payments check each invoice Selected invoices checked at regular Cllr review of accounts Bank reconciliation to each Council meeting Internal and external audit
Make payments outside of available powers	Unable to deliver service intended	1	3	Medium	Appointed CiLCA qualified Clerk Council has adopted General Power of Competence
Inaccurate record of Council assets	Loss of assets Inadequate maintenance of assets Uninsured assets	1	2	Low	Annual review and approval of the Council's asset register Reconciliation with Annual Return

Description of risk	Impact of risk	Likely?	Impact?	Risk rating	How Acton Parish Council manages this risk
Failure to collect adequate precept	Council suffers financial loss Insufficient precept for planned Council activities	1	3	Medium	Regular updating of current year's budget Annual budget review in November and January prior to fixing of budget in January
Failure to submit precept form to District Council	Council suffers financial loss Insufficient precept for planned Council activities	1	3	Medium	Diarise submission of precept form District Council reminder
Failure to recover VAT	Council suffers financial loss	1	2	Low	Diarise annual recovery of prior year's VAT Detailed RFO reports to Council Regular presentation of accounts Internal audit
Failure to make adequate insurance arrangements	Council suffers financial loss Council unable to adequately compensate in the event of injury or loss	1	2	Low	Diarise insurance renewal date Review levels of cover prior to renewal Ensure assets adequately insured
Proposed addition: <u>Use of debit card for online payments</u>	<u>Council suffers financial loss</u> <u>Capacity for fraud</u>	<u>1</u>	<u>1</u>	<u>Low</u>	<u>Prepaid card limited topped up to no more than £500 (or more as agreed by the council)</u> <u>3 yearly accounts checks by Cllrs to include spot check of 1 or more transactions made on the card.</u>
Inadequate cash handling arrangements	Council suffers financial loss Capacity for fraud	1	1	Low	No petty cash transactions Bare minimum of cash receipts Transactions recorded on RFO report Receipts recorded on paying-in slip
Loss of financial records	Unpaid invoices Uncollected receipts Inadequate audit documentation	1	3	Low	Cashbook is kept up to date Cashbook is backed up to Dropbox in real time Cashbook will allow Council to request duplicate invoices from suppliers

Description of risk	Impact of risk	Likely?	Impact?	Risk rating	How Acton Parish Council manages this risk
Inadequate General Fund reserves	Unforeseen event wipes out available cash reserves	1	3	Low	Regular presentation of accounts Regular updating of current year's budget Forward planning Maintain the General Fund reserve between 45% and 65% of annual precept
Inadequate Earmarked reserves	Insufficient cash reserves to meet commitments when they arise	1	3	Low	The purpose and level of each Earmarked reserve is reviewed at the Annual budget meeting Earmarked reserves are inflation proofed
Failure to seek competitive quotes	Council suffers financial loss Delivery of poorer services	2	2	Med	Follow guidance in Financial Regulations Seek best value but be prepared to accept higher quotation for demonstrably better service
Funds with one institution exceed compensation limit	Financial loss to Council	1	1	Low	Council has invested funds across 2 institutions to fall within compensation limit
Governance risks					
Failure to act within available powers	Invalid decisions Legal remedy Financial loss Loss of credibility	1	3	Low	Appoint Clerk with CiLCA qualification Seek SALC guidance when in doubt Council has adopted General Power of Competence to broaden range of powers available
Failure to act in accordance with Code of Conduct	Loss of reputation Loss of credibility in eyes of local electors	1	3	Low	Adopt SALC Code of Conduct Annual reminder of Code of Conduct at Annual Parish Council Meeting
Failure to declare interests	Invalid decisions Individual councillor fines may be incurred	2	3	High	Lodge Declaration of Interests form with District Council within 28 days of becoming a councillor Councillors required to declare interests at each meeting Ability to seek dispensation where appropriate Reminder to update interests issued

Description of risk	Impact of risk	Likely?	Impact?	Risk rating	How Acton Parish Council manages this risk
Lack of awareness of Standing Orders and Financial Regulations	Council acts outside of its powers Council acts unlawfully	2	3	High	Review and adopt SO and FR at the Annual Meeting of the Parish Council New councillors advised on appointment Clerk keeps the Council apprised of changes
Councillors fail to prepare adequately for meetings	Poor decisions Loss of credibility in eyes of local electors attending the meeting	2	3	High	Agendas and documents are forwarded well before the meeting
Council lacks relevant skills	Poor decisions	2	3	High	Conduct an audit of councillor skills and abilities Arrange training for individual councillors on appointment and as required Arrange whole of Council training on key topics Seek guidance or assistance where necessary
Councillors express a personal view in the name of the Council	Council is misrepresented	1	3	Low	Council has adopted a press and media policy which specifies that the Chairman will speak for the Council and that the views expressed will be those of the Council
<u>Proposed addition:</u> <u>Trust managed by committee</u>	<u>Legal risks</u> <u>Reputational risks</u> <u>Financial risks</u>	<u>2</u>	<u>3</u>	<u>High</u>	<u>Committee officers to be made aware that they must act in the best interests of the Trust, independent from the parish council's interests</u> <u>Provide information on correct procedures</u>
Employment risks					
Failure to follow best practice when advertising, shortlisting, interviewing and appointing staff	Appointment of staff ill equipped to support councillors and guide the work of the Council	2	3	High	Advertise via SALC Use NALC approved job descriptions and person specifications Shortlist against JD and PS Council Appointed interview panel NALC contract of employment

Description of risk	Impact of risk	Likely?	Impact?	Risk rating	How Acton Parish Council manages this risk
Failure to undertake annual review	Unresolved councillor and/or staff grievances Inaccurate salary in budget	1	3	Low	Annual review diarised prior to budget setting meeting
Failure to undertake home office risk assessment	Avoidable accidents resulting in staff not available for work Claims against the Council	1	3	Low	HR Cllr undertakes annual home office risk assessment
Incorrect payroll payments and deductions	Under or overpayment of staff HMRC penalties	2	2	Med	SALC continues to operate payroll service Changes in salary are recorded in Council minutes and advised to SALC with copy to Chairman
Failure to undertake further training	Staff knowledge is out of date Poor advice leads to poor decisions	2	2	Med	Contract requires staff to undertake training Budget makes provision for staff training Council encouragement to update knowledge base
Loss of key personnel	Work of the Council is not undertaken Statutory deadlines missed	1	3	Low	HR group has regular contact with staff Adequate notice period in employment contract Seek support from SALC
Operational risks					
Failure to maintain play equipment	Injury to children Financial loss to Council	2	3	High	Weekly inspection of assets by STC wardens Annual inspection by ROSPA certified company
Failure to maintain Jennens Way	Slip, trip or fall Injury to users Falling branches	2	3	High	Environmental issues agenda item at each meeting Annual clearance of weeds etc. Periodic resurfacing of path with fresh shingle Earmarked fund to maintain and repair footpaths
Proposed amendment Failure to maintain trees along Jennens Way and church drive	Trees die or fail in health Injury to public from dead wood falling from trees Damage to vehicles	3	3	High	Regular professional tree inspections Action taken in response to report findings 3 year contract with certified tree surgeons
Failure to maintain wildlife reserve	Slip, trip or fall Injury to users	2	3	High	Environmental issues agenda item at each meeting

Description of risk	Impact of risk	Likely?	Impact?	Risk rating	How Acton Parish Council manages this risk
	Falling branches				Annual cutting of hedges <u>Contract for annual clearance of paths and tree work</u>
Use of equipment: petrol powered chipper; <u>brushcutter</u>	Injury to volunteers operating the chipper Injury to public accessing the site.	2	3	High	Wildlife reserve manager to disseminate advice to volunteers and ask them to sign a volunteer form. Appropriate PPE to be worn. First aid kit to be purchased for the wildlife area and wildlife reserve manager asked to advise when the kit needs to be replenished. Clear indication to be in place before work commences that there is no public access to the working area
Installing and moving the Speed Indicator Equipment (SID)	Lifting injury when moving Vehicle impact	1	1	Low	Activity delegated to STC wardens
Volunteers maintaining PRoW	Injury to volunteers Injury to public	1	3	Low	Risk assessment prior to work commencing Ask volunteers to fill out volunteer forms Provide PPE to those who need it
General Data Protection Regulations					
Failure to implement requirements of General Data Protection Regulations	Parish Council found to be in breach of regulations	2	3	High	LCPAS carried out Personal Information Audit 2018/19 appointment of Jayne Cole (LCPAS) as Data Protection Officer Certified disposal of redundant Council documents Council documents held in locked cupboard PC and back-up systems password protected Adoption and publication of Privacy policy Adoption and publication of Data protection and document retention policy Clerk and Council trained in 2020/21

Description of risk	Impact of risk	Likely?	Impact?	Risk rating	How Acton Parish Council manages this risk
					Procedure for dealing with Subject Access Requests; Procedure for dealing with Data Breaches

APPENDIX 9 Street lighting electricity costs

The council's electricity costs for streetlighting are now far lower as a result of the investment in part night streetlighting.

Electricity costs for 2024/25 will be less than half the £2,000 that was budgeted. SSE issued APC a new contract following the change to part night street lighting setting the council's total electricity costs for the year from 1 Feb 2024 at £705.33. This is now fixed. The power bill is based on the UK Power Network unmetered supply certificate stating that Acton's streetlights with part night lighting will use only with 16% of what they did previously because most of the electricity use was at night.

SSE's invoicing this year has been erratic making it difficult to predict annual costs but it is likely that total streetlighting electricity costs for this financial year 2023/24 will be far less than the £7,400 budgeted (agreed last January when the fixed contract APC had was for £3,698 over 6 months).

In 2023 APC paid £5,198.25 excl VAT for the part night street lamps which was less than expected. The annual saving is £1,500 per year compared to a fairly normal year 2021/22 with payback in 3.5 years. Compared with 2022/23 when energy prices increased the annual saving is £2,700 which gives a payback period of less than 2 years.