

Acton Parish Council

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10 October 2024

Members of the parish council

You are summoned to the Meeting of Acton Parish Council which will take place on Wednesday 16 October 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 and co-option

- 1(i) To receive Cllr apologies and consider whether to approve reasons for absence.

Minutes

- 2(i) To agree the minutes of the meeting held on 19 September 2024 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

Acton Field Trust

- 5(i) To receive the Acton Field Trust committee's report.

Clerk's report

- 6(i) To receive the clerk's report on any significant matters or items of correspondence not on the agenda and not already drawn to councillors' attention (Appendix 1)

- 6(ii) To receive the clerk's report on decisions taken under delegated powers since the last meeting (Appendix 1)

7 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

- 8(i) To consider planning applications and resolve to submit comments where appropriate. *There were no applications as at the date of this summons. Any applications received following the issue of this agenda will be considered at this meeting.*

- 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 consider approving a budget of up to £300 from Neighbourhood CIL to commission a local contractor to plant daffodil bulbs at the four village gateways (Task #6 Acton Action Plan).

- 9(ii) To consider any actions needed to cover the change of service level from Sudbury Town Council Wardens.

- 9(iii) To consider the Church request of a grant of £1,500 to cover part of the costs of urgent tree work on Church Drive (Appendix 3).

- 9(iv) To consider any environmental or rights of way issues and to consider approving any work arising.

Governance

- 10(i) To review the bank account signatories and authorise any changes (Appendix 4).

- 10(ii) To receive a report on the Village Hall and consider next steps including a possible budget.

- 10(iii) To review and approve the following council policies:

- a Planning delegated powers (see website: Council documents/Governance)
- b Grants policy (see website: Council documents/Policy)
- c Reserves (Appendix 5)

Finance

- 11(i) To review and approve payments made in September and payments to be made before the next meeting (agenda page 3) and authorise the chairman to sign the schedule of payments.

- 11(ii) To receive a budget report detailing the year-to-date accounts compared to budget (Appendix 6)

- 11(iii) To approve the bank reconciliation as at 30 September 2024 (Appendix 7) and authorise the chairman to sign it.

- 11(iv) To review and approve the council's reserves including the rationale for each reserve (Appendix 8).

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.

Next meeting: Wednesday 20 November 2024

Schedule of payments for approval

Payments made under delegated powers or Financial Regulation 4.1 since last meeting:

Printer toner £91.50, clerk admin budget

Payments authorised for settlement before the next meeting:

Direct debits, standing orders and other contractual payments approved by the Council

Salaries and HMRC payments

Payments arising from previous Council decisions

Payments authorised by clerk or clerk and chair under delegated powers or Financial Regulation 4.1)

Schedule of all income received and payments made in September 2024:

Date	Description	Supplier / customer	Net	VAT	Total
09/09/2024	September interest	Lloyds Bus Bank Savings	73.33	0.00	73.33
02/09/2024	September litter picking	Litter picker	-91.97	0.00	-91.97
04/09/2024	Sept streetlight maintenance	Pearce and Kemp	-18.75	-3.75	-22.50
03/09/2024	cableties for dog waste signs	Cableties.co.uk	-36.68	-7.33	-44.01
03/09/2024	Bolts for fixing dog waste sign	Danlett Limited Hudders	-16.95	-3.39	-20.34
10/09/2024	Lloyds share dividend	Lloyds shares	4.84	0.00	4.84
12/09/2024	Pension July and August	NEST	-141.26	0.00	-141.26
16/09/2024	Half of precept	Babergh District Council	28,000.00	0.00	28,000.00
18/09/2024	Locality grant for SID	Suffolk County Council	1,844.00	0.00	1,844.00
30/09/2024	September salary	Clerk	-968.44	0.00	-968.44
30/09/2024	External audit fee	PKF Littlejohn	-420.00	-84.00	-504.00
30/09/2024	Printer toner	Cartridge People	-91.50	-18.30	-109.80

These payments are to be authorised at the Parish Council Meeting dated 16 October 2024

Councillor Signature: _____