

# Acton Parish Council

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## Minutes of the Parish Council Meeting held at 7:00pm on Wednesday 16 October 2024 in Acton Village Hall

**Present:** Councillors (Cllrs) Nick Antill, Roberta Caradine, Eleanor Clark, Christine Johnson, Steve Le Grys, Katie McSweeney, Graham Round (chairman)

**In attendance:** District Cllr Liz Malvisi and 2 members of the public.

### Minutes

#### Apologies

- 1 Cllrs received apologies from Cllrs Carol Dyer and John Gibbens and resolved to approve their reasons for absence.

#### Minutes

- 2 Cllrs resolved to agree the minutes of the meeting held on 18 September 2024. The minutes were signed by the chairman.

#### Declarations of interest

- 3(i) There were no declarations of interest or requests for a dispensation.

#### District, County reports

- 4(i) County Cllr Faircloth Mutton was not at the meeting. Cllr Round reported that planning at Cherry Trees, Waldingfield Road has been granted. Cllr Round has emailed Cllr Faircloth-Mutton and requested Highways officers to liaise with the Parish Council regarding any changes to the Waldingfield Rd village gateway to ensure the best outcome for the village.
- 4(ii) District Cllrs Malvisi and Nunn sent a written report which was circulated to Cllrs. Cllr Malvisi reported verbally on the Kingfisher repairs and a 3-weekly recycling scheme for 2026. Concerns were raised by Cllrs about food waste collection. The 80<sup>th</sup> anniversary of Citizens Advice and a briefing by Community Energy South will take place in the Sudbury Arts Centre on 30 October. There has been no funding awarded for Kernos or Stour Valley Men's Shed. Car parking charges to be implemented in January. No news on seat removal at the Sudbury bus station – Cllr Malvisi will investigate. Cllr Round reported that the Babergh District Council Tree Officer has advised that due to budget constraints tree safety issues around the district have to be prioritised over loss of light issues. The officer reports that the work on trees at Babergh Close Acton will take place possibly during winter 2025/26.

#### Acton Field Trust

- 5 Cllrs received a report on the Acton Field Trust from committee Chair Christine Johnson and Treasurer Nick Antill. The next meeting will take place on 4 November 7pm in the Village Hall when the report from the Suffolk Wildlife Trust will be considered.

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

Page | 23

### **Clerk's report**

- 6(i) Cllrs noted the clerk's report on significant matters not on the agenda and not already drawn to councillors' attention. Comments and updates noted were:
- Cllrs noted that the school has addressed the tree and foliage that was obscuring the streetlight on the link path from High St to Lambert Drive
- 6(ii) The chairman reported on decisions taken under delegated powers since the last meeting:
- Purchase of printer toner £91.50 (clerk, admin budget)

### **Public Forum**

- 7 Members of the public commented as follows:
- (i) A resident commented on the new glass/can collection at the Village Hall and asked where the income from bin goes. Cllr Round responded that the income goes to the Village Hall. The resident asked District Cllr Malvisi what will happen when glass is collected kerbside.
- (ii) A resident commented on the District Plan and lack of progress especially considering the current call for sites.
- (iii) A resident commented that he believes SCC Highways staff have assessed the operation of the Marsh Walk attenuation basin wrongly.
- (iv) A resident asked if CIL money could be used to support the necessary tree work on the Church Drive. Cllr Round commented that the grant application had been withdrawn.

### **Planning**

- 8(i) There were no applications to consider.
- 8(ii) Cllrs noted planning validations, parish council recommendations and local planning authority decisions made since the last meeting.

### **Environment**

- 9(i) Cllrs resolved to approve a budget of £1,127.14 + VAT from Neighbourhood CIL to commission a local contractor to plant daffodil bulbs at the four village gateways (Task #6 Acton Action Plan). Cllrs resolved that the ABC Ltd quote represents value for money and is the best terms available to the council noting that ABC Ltd is based in Acton and qualified to work on highways. Majority in Favour
- 9(ii) Cllrs noted the change of service level from Sudbury Town Council Wardens. Clerk and Chair to monitor service level. Sudbury Town Council has assured the council that the Service Level Agreement will be maintained and the play area and equipment at Lime Tree Green will be inspected weekly.
- 9(iii) Cllrs noted that the Church's request of a grant of £1,500 to cover part of the costs of urgent tree work on Church Drive has been withdrawn.
- 9(iv) Cllrs considered the following environmental or rights of way issues and work arising:

- a With regard to the work to be commissioned to install 2 new streetlights Cllrs resolved to suspend financial regulation 5.8. “For contracts greater than £3,000 excluding VAT the Clerk or RFO shall seek at least 3 fixed-price quotes” in view of the technical nature of the work which is best carried out by the council’s long-standing contractors Pearce and Kemp as well as the requirement to use UK Power Networks.
- b Cllr Antill has asked Cllr Faircloth-Mutton for an update about progress on permissive paths at the airfield. This is still under consideration.
- c Cllrs noted that Footpath 15 needs work completing between Vicarage Lane and the start of the footpath. A barrier should also be considered for safety. Cllrs asked that a request be made to Cllr Faircloth-Mutton for a suitable barrier/gate to be installed.

**Governance**

- 10(i) Cllrs reviewed the bank account signatories and authorised changes. Margaret Maybury and Sadie Clark to be removed and Cllr McSweeney to be added to Skipton account.
- 10(ii) Cllrs received a report on the Village Hall and resolved to agree an annual budget of £5,500 and the following steps to support the Village Hall:
  - Budget to be contingent on governance issues being solved
  - A paid manager to be employed
  - Cllr Le Gry's volunteered to be a second Parish Council representative on the committee.
- 10(iii) Cllrs resolved to approve the following council policies.
  - a Planning delegated powers (see website: Council documents/Governance)
  - b Grants policy (see website: Council documents/Policy)
  - c Reserves – as revised (Appendix 5)

**Finance**

- 11(i) Cllrs approved payments made in September and payments to be made before the next meeting and authorised the chairman to sign the schedule of payments.
- 11(ii) Cllrs noted a budget report detailing the year-to-date accounts compared to budget.
- 11(iii) Cllrs approved the bank reconciliation as of 30 September 2024 and authorised the chairman to sign it.
- 11(iv) Cllrs noted the clerk’s review of the council’s reserves including the rationale for each reserve. Cllrs requested to re-examine this with the clerk and consider it at the next meeting.

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

- 12(i) Cllr Le Gry's reported that the hut and water container have been dismantled at the Wildlife Reserve and will be taken to a charity farm.
- 12(ii) Cllrs McSweeney and Clark reported on progress for the Acton Light Switch On.

12(iii) Cllr Round commented on the removal of the hedge, installation of a fence, tarmac treatment of grass verge and relocation of the driveway at Old School Hall, Barrow Hill after complaints from residents. Cllrs resolved to request the Clerk to report this to BDC Planning Enforcement.

12(iv) Cllr Round gave an update on the trim trail and a lease from BDC for the land under the equipment. Bloor Homes has been contacted to cover the costs.

The chairman closed the meeting at 8.15pm.

Acronyms used:

- BDC Babergh District Council
- Cllr Parish Councillor
- SCC Suffolk County Council

**Next meeting Wednesday 20 November 2024 7pm**

## 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 were authorised at the Parish Council Meeting dated 16 October 2024

Councillor Signature: *G Round* (signed in the meeting)