

Acton Parish Council

Fiona Mullins, Clerk Tel: 07931 381751 Email: clerk@actonparishcouncil.gov.uk

14 November 2024

Members of the parish council

You are summoned to the Meeting of Acton Parish Council which will take place on Wednesday 20 November 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 welcomes

- 1 To receive apologies and approve the reasons for absence.

Minutes

- 2 To agree the minutes of the meeting held on 16 October 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
- 4(iii) To receive the Acton Field Trust'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/24/04728 Acorn Farms Ltd High Street Acton Suffolk Application to determine if prior approval is required for a proposed: Erection, Extension or Alteration of a Building for Agricultural or Forestry Use
 - b
 - DC/24/04767 Acorn Farms Ltd High Street Acton Suffolk Full Planning Application - Regularise the change of use of agricultural buildings to flexible commercial (B1/B2 and B8)
 - c
 - DC/24/04675 Bluebell House High Street Acton Sudbury Suffolk CO10 0AJ Application for works to trees subject to a Tree Preservation Order - To Re-Pollard (T1)
 - d
 - DC/24/04903 19 Clay Hall Place Acton Sudbury Suffolk CO10 0BT Householder Application - Erection of first floor extension over garage.
- 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 receive an update on the gym trail (Action Plan #16) and approve expenditure of up to £1,200 for a lease from BDC to locate one piece of equipment at Marsh Walk noting that the Council has asked Bloor Homes to refund the Council for these costs.(Appendix 3)
- 8(ii) To approve the key terms of the lease agreement to locate one piece of equipment at Marsh Walk (Appendix 3) and delegate the chairman and clerk to approve a lease on behalf of the Council.
- 8(iii) To receive a report on the Sudbury Town Council community wardens service and consider the service level agreement for 2025/26.(Appendix 4)
- 8(iv) To consider any other environmental or rights of way issues and to consider approving any work arising.

Finance

- 9(i) To review and approve payments made in October and payments to be made before the next meeting (agenda page 4) and authorise the chairman to sign the schedule of payments.
- 9(iii) To approve the bank reconciliation as at 31 October 2024 (Appendix 5) and authorise the chairman to sign it.
- 9(iii) To review a budget report showing expected year-end expenditure compared to budget (Appendix 6).
- 9(iv) To review the council's reserves including the rationale for each reserve (Appendix 6).
- 9(v) To review and comment on the draft 2025/26 budget (Appendix 6) which will be finalised for agreement at the January meeting.
- 9(vi) To note that the local government pay award has been agreed with effect from 1 April 2024 and that the SALC payroll team has been asked to change salary payments accordingly.
- 9(vii) To consider the Sudbury air cadets request for a grant. (Appendix 7)

Governance

- 10(i) To receive an update on the Acton Playing Fields and Village Hall committee.
- 10(ii) To review and approve the clerk's employment contract, updated to follow the latest NALC template (*consider closed session*)
- 10(iii) To review and approve the assistant clerk Job Description, Person Specification and employment contract (*consider closed session*)
- 10(iv) To consider forming a staffing committee of 2 or 3 Cllrs to work with the Clerk to recruit, carry out staff appraisals and support any other staffing matters.
- 10(v) To note the clerk's report on the Council's compliance with recommended transparency code provisions. (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.

Schedule of payments for approval

Payments made under delegated powers or Financial Regulation 4.1 since last meeting:
none

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 payments made in October 2024:

Date	Description	Net	VAT	Total
01/10/2024	Litter picking October	-91.67	0.00	-91.67
03/10/2024	Staff Pension September	-70.63	0.00	-70.63
03/10/2024	September streetlight maintenance	-18.75	-3.75	-22.50
16/10/2024	Scouts 1st Acton and Waldingfield	-300.00	0.00	-300.00
16/10/2024	Acton Playgroup	-300.00	0.00	-300.00
16/10/2024	Meeting room for parish council	-108.00	0.00	-108.00
16/10/2024	Community Action Suffolk	-150.00	0.00	-150.00
16/10/2024	East of England Ambulance (Sudbury First	-300.00	0.00	-300.00
16/10/2024	Eden Rose Coppice Trust	-100.00	0.00	-100.00
16/10/2024	Parts for wildlife area equipment	-39.15	-7.83	-46.98
16/10/2024	Homeworking Q2, expenses	-287.70	0.00	-287.70
16/10/2024	Parish Online subscription	-29.25	-5.85	-35.10
16/10/2024	Go Start	-100.00	0.00	-100.00
16/10/2024	Headway Suffolk	-200.00	0.00	-200.00
16/10/2024	Lighthouse Women's Aid	-100.00	0.00	-100.00
16/10/2024	Kernos Centre	-100.00	0.00	-100.00
16/10/2024	Christmas lights	-192.33	-38.47	-230.80
16/10/2024	Printing newsletter	-44.00	0.00	-44.00
16/10/2024	Rural Coffee Caravan	-100.00	0.00	-100.00
16/10/2024	SLCC membership subscription	-183.00	0.00	-183.00
16/10/2024	St Nicholas Hospice	-300.00	0.00	-300.00
16/10/2024	Sudbury and District CAB	-300.00	0.00	-300.00
16/10/2024	Sudbury Newstalk	-100.00	0.00	-100.00
16/10/2024	Office supplies	-52.44	-10.48	-62.92
16/10/2024	Suffolk Accident and Rescue	-300.00	0.00	-300.00
16/10/2024	6 months payroll service	-51.00	-10.20	-61.20
16/10/2024	Hedge trimming Jennens Way	-1,000.00	-200.00	-1,200.00
16/10/2024	Suffolk Wildlife Trust	-150.00	0.00	-150.00

Date	Description	Net	VAT	Total
17/10/2024	Annual insurance renewal	-973.29	0.00	-973.29
21/10/2024	October salary	-968.44	0.00	-968.44
21/10/2024	Power supply for Christmas light	-86.02	-17.20	-103.22
24/10/2024	Sept and Oct NIC and PAYE	-69.22	0.00	-69.22
29/10/2024	Two new streetlights Sudbury Road	-13,198.90	-2,639.78	-15,838.68

These payments are to be authorised at the Parish Council Meeting dated 20 November 2024.

Councillor Signature: _____

APPENDIX 1: Clerk's Report / Actions

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

ID	Minute	Tasks in progress	Who
1	23/01 9(i)e	Gym trail, one piece on Marsh Walk £4,400 budget.	Clerk/GR
2	23/06/21 9(ii)	APC contribution of £2,000 (CIL funds) towards SCC resurfacing footpath15. Request £250 from Cllr Faircloth-Mutton.	Clerk
3	24/10 10(i)	Bank account signatories: Margaret Maybury and Sadie Clark to be removed and Cllr McSweeney to be added to Skipton account.	Clerk
ID	Minute	Tasks still to do	
4	23/06 8(vii)	Review internal control report on website	Clerk
5	23/01 9(v)a	Apply to SCC for Street Furniture Licence SCC for SID pole on Vicarage Lane	Clerk
ID	Minute	Tasks completed	
6	24/09 6(i)	Email to Cllr Faircloth-Mutton re 4 long standing SCC issues.	GR
7	24/01 10(iii)	Raise issues with Acton Playing Fields and Village Hall management committee	GR
8	20/09 6(i)	New Road markings at Vicarage Lane/Sudbury Rd - Picture to Cllr Faircloth-Mutton.	GR
9	24/09 6(i)	Go Start Community Transport newsletter liaise with the Link.	Clerk
10	24/09 6(i)	bring Go Start Community Transport leaflets to VH for local groups.	Clerk
11	24/06 12(iv)	Ask the school to maintain the hedge along the boundary, to include cutting back of tall branches blocking light from the streetlight	Clerk
12	24/09 10(vi)	Place order for two new streetlights on Sudbury Rd	Clerk
13	24/10 9(i)	Commission ABC Ltd to plant daffodil bulbs at the four village gateways (Task #6 Acton Action Plan).	Clerk
14	24/10 9(iv)c	Footpath 15 request to SCC for a suitable barrier/gate to be installed.	Clerk
15	24/10 12(iii)	Removal of the hedge and relocation of the driveway at Old School Hall, Barrow Hill - report to BDC Planning Enforcement.	Clerk

Significant matters not on the agenda or already reported to Cllrs:

- James Cartlidge MP support for pensioners Seniors Fair Friday 22 Nov 1-3pm Capel St Mary Community Centre, also household support fund (see SCC website)
- Babergh District Council Rural Housing Event was held Wednesday, 6 November 2024 9am - 1pm Lavenham Village Hall
- Suffolk Highways poll, winter maintenance forum 13 Nov
- National Audit Office Local Authority Income Generation Conference: Strategies for Sustainable Growth Thursday 28th November - Online and Accessible
- Community Action Suffolk newsletter and a survey on the impact of National Insurance increase on parish councils
- Ongoing discussions with SSE the streetlighting electricity provider
- Lambert Drive residents reported street light fault and timing of lighting gone awry, reported to contractor
- Public Sector Executive – offer EV charging workshops “Delivering Your EV charging vision”
- Green Suffolk creating an interactive map of Community Groups and Parish Councils committed to green practices
- SALC – new staff Development Support Officer (Sophie Brouillet) and Advice and Development Manager (Claire Pizzey).

Actions taken under delegated powers: none

APPENDIX 2 Planning decisions

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

DC/24/04728	<p>Acorn Farms Ltd High Street Acton Suffolk</p> <p>Application to determine if prior approval is required for a proposed: Erection, Extension or Alteration of a Building for Agricultural or Forestry Use The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) Schedule 2, Part 6 - Erection of agricultural building for the storage of grain</p> <p>Parish Council recommendation On agenda (extension requested)</p> <p>Planning Authority decision Awaiting decision</p>
DC/24/04767	<p>Acorn Farms Ltd High Street Acton Suffolk</p> <p>Full Planning Application - Regularise the change of use of agricultural buildings to flexible commercial (B1/B2 and B8)mk</p> <p>Parish Council recommendation On agenda (deadline 22/11)</p> <p>Planning Authority decision Awaiting decision</p>
DC/24/04675	<p>Bluebell House High Street Acton Sudbury Suffolk CO10 0AJ</p> <p>Application for works to trees subject to a Tree Preservation Order - To Re-Pollard (T1)</p> <p>Parish Council recommendation On agenda (deadline 22/11)</p> <p>Planning Authority decision Awaiting decision</p>
DC/24/04903	<p>19 Clay Hall Place Acton Sudbury Suffolk CO10 0BT</p> <p>Householder Application - Erection of first floor extension over garage.</p> <p>Parish Council recommendation On agenda (deadline 28/11)</p> <p>Planning Authority decision Awaiting decision</p>
DC/24/04089	<p>The Barn, Cuckoo Tye</p> <p>Detached double garage/storage building</p> <p>Parish Council recommendation Support with condition</p> <p>Planning Authority decision Granted</p>
DC/24/03715	<p>Cherry Trees Waldingfield Road Acton CO10 0AG</p> <p>Submission of Details, Reserved Matters Application for Outline Planning Permission DC/21/05159. Access, Appearance, Landscaping, Layout and Scale to be considered for the erection of 1no self-build single storey eco dwelling.</p> <p>Parish Council recommendation Object</p> <p>Planning Authority decision Granted</p>
DC/22/05231	<p>Chilton Woods Mixed Development To North Of Woodhall Business Park Sudbury Suffolk</p> <p>Application for approval of Reserved Matters (matters relating to appearance, scale, layout and landscaping) for Phase III</p> <p>Parish Council recommendation Support</p> <p>Planning Authority decision Awaiting decision</p>

APPENDIX 2 Planning decisions

DC/23/04007	<p>Tamage Road estate – gym trail</p> <p>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.</p> <p>Parish Council recommendation Support</p> <p>Planning Authority decision Awaiting decision</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</p> <p>Parish Council recommendation No objection</p> <p>Planning Authority decision Awaiting decision</p>

APPENDIX 3 Lease for Marsh Walk gym trail equipment

Acton Parish Council has requested permission from Babergh District Council to place one piece of exercise equipment on the open space adjacent to Marsh Walk/Coblers Way.



W3W - ///windows.raves.firelight

Previous Acton Parish Council decisions:

23/06/21 9(iii)	Cllrs considered the caveats advised by BDC for the Marsh walk gym trail equipment and agreed to go ahead noting that the parish council will be responsible if the equipment needs to be re-sited and that BDC will continue to maintain the area. AIF
24/07 7(v)	Cllr Round updated the meeting following recent questions in the public forum relating to the proposed gym trail. The council has been informed that the planning case officer is checking about the necessary lease for placing of one piece of equipment on BDC land at Marsh Walk as this is required before the planning application can be approved. The BDC lease could form a template for a lease with the village hall for the other two pieces of equipment. Village Hall committee meetings (September 2022 and February 2023) confirmed the plans to allow the installation of the equipment. Once the planning process is complete the administration for placing the equipment on the playing field will be carried out.

The exercise equipment at Marsh Walk will form part of a set of four pieces of equipment at three locations in the village including the Village Hall playing field and the Tamage Road estate play area (see diagram over page). The exercise equipment will be owned and maintained by Acton Parish Council.

Babergh District Council is preparing a lease agreement for the land where the equipment will be located. The key terms of the agreement are summarised on page 2 of this appendix. This lease agreement will be subject to Section 123 Local Government Act advertisement charges because it is deemed to be a disposal. The cost of this is typically between £400 - £500. Additionally, there will be the usual charges for BDC officers' time drafting the lease and arranging the agreement which is typically £300 for legal and £360 for surveyor fees. The total cost is likely to be up to £1,200. The parish council has requested that Bloor Homes pay these costs as the equipment will help to meet their developer requirement as an alternative for delivery of the play equipment (ref planning application DC/23/04007).

Marsh Walk DRAFT key terms – for consideration by Cllrs

Draft key terms sent by Samuel Collins Strategic Property Assistant, Babergh & Mid Suffolk District Councils on 13 November 2024

This will be for the land situating the fitness equipment and the immediately surrounding land, circa half a metre around the equipment.

Rent - £50 per annum

Legal fees - £300

Surveyor fees - £360

Local government act advertisement fees – estimated £400-450.

Rent reviews – none.

Permitted use – solely for use of situating fitness equipment.

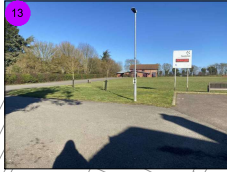
Term length – with a lease we can be flexible depending on what is required. suggest 10 years initially

Additional requirements would be to carry out full safety checks (weekly, quarterly, and independent annual, as per ROSPA guidance) as well as the full maintenance of the immediately surrounding land including cutting the grass and strimming round the equipment.

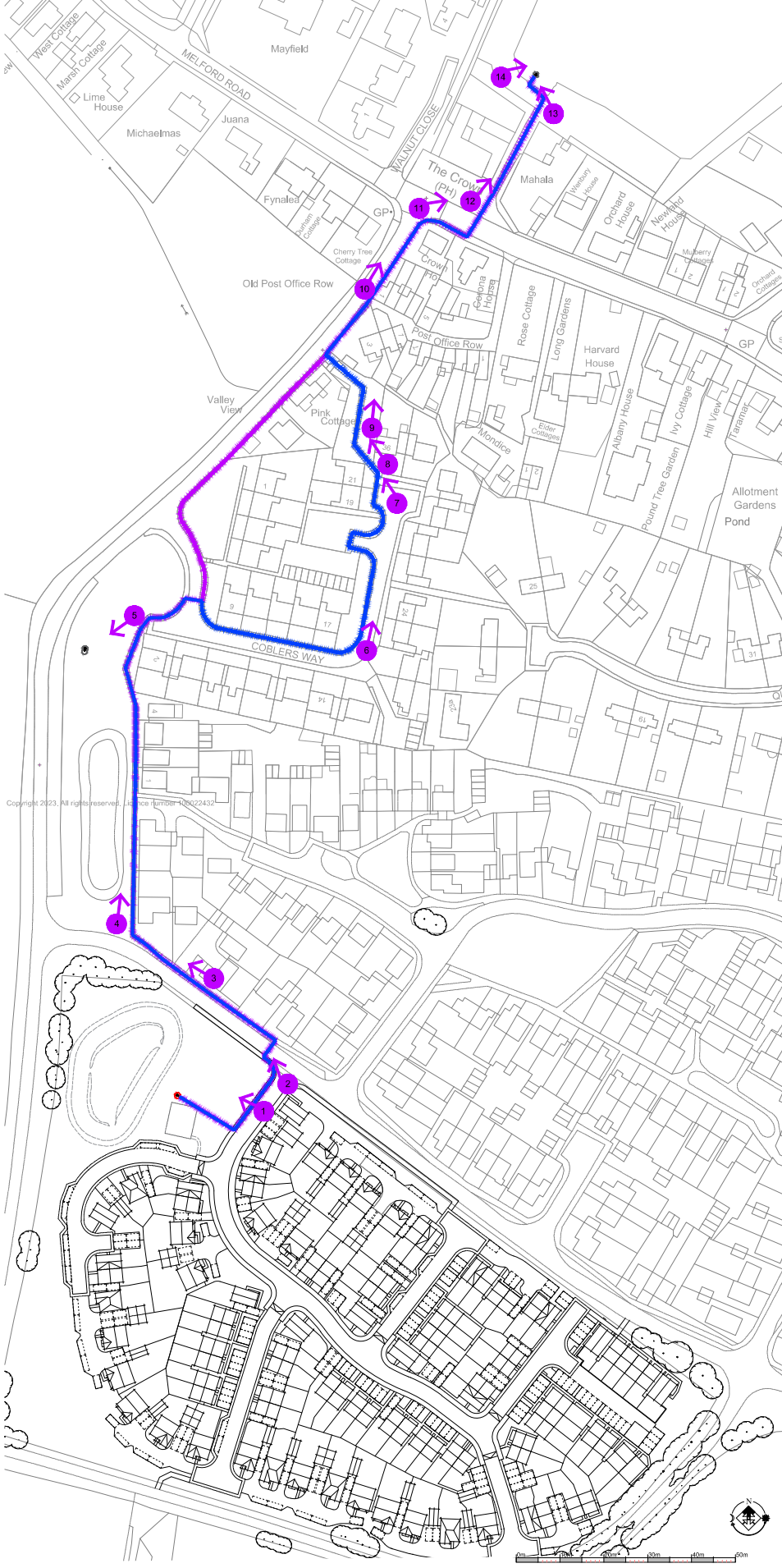
BDC will include clauses stating that if the lease was to come to an end for any reason, the parish council would be responsible for the removal of the fitness equipment.

The lease will be contracted out and not covered by security of tenure within the Landlord and Tenant Act 1954.

1:8 BLOCK DEVELOPMENT LIMITED
 15 BURNING WOOD ROAD, SANDHURST,
 RG40 3EJ, UK
 TEL: 01493 701000 FAX: 01493 701006
 E: SALES@BLOORHOMES.CO.UK
 WWW.BLOORHOMES.CO.UK
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Playing Field



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KEY

- Gym Trail Equipment Location - Application Boundary
- Scenic Site
- Gym Trail Equipment Location - Outside of Application Boundary (for Context)
- Walking Route - Option A
- Walking Route - Option B

Revision:			
A	Revised to application boundary only.	RML	24/04/23

Acton
 Suffolk

**Walking Route -
 Gym Trail**
 DATE: FEB 23
 SCALE: 1:1000 @ A1
 DRAWN: RML
 CHECKED: SPL

BLOOR HOMES
 Drawing No. EA124-PD-820A



APPENDIX 4 Sudbury Town Council Community Wardens

The operations manager at Sudbury Town Council has advised new terms for Service Level Agreements with the community wardens team for 2025/26.

1. New 2025/26 SLA

From: Debbie Deeks <debbie.deeks@sudbury-tc.gov.uk>

Sent: 13 November 2024 12:16 **To:** Clerk - Acton PC <clerk@actonparishcouncil.gov.uk>

Subject: SLA's 2025/2026

Good afternoon

As you are aware we have been reviewing SLA's for 2025/2026 so before we draft the agreement the Council wanted to inform you of the new costs and conditions and get confirmation from your Members that they would like to continue after March 2025. The aim for you is to get annual approval for costs and then we will draft the SLA and get it signed and sealed before 31st March 2025.

The conditions are;

- Cost £32.50 per hour excluding VAT for each member of staff involved, including apprentices.
- We charge for any preparation time in Sudbury, the travel time, the time spend in their parish, the travel time back and any time to reset for our next task.
- We charge 0.65p per mile for travel.
- We do not promise to complete any task at a particular time. We will try our best to help, but Sudbury requirements will always come first and we may postpone a parish task. An example of this would be grass cutting. If we are waiting for a dry day to cut our own grass, we will do this as soon as the weather is suitable, regardless of any planned parish tasks.
- We will not take on road closures, Christmas lights, decorations, etc.
- All tasks must come from their parish clerk, not a councillor, to our manager in writing. Email would be fine.
- No parish councillors are to communicate directly with our staff.
- Any SLA must be authorised by their parish council for their clerk to pay Sudbury the full annual cost when invoiced without any further approval and we will need to have a signed copy of their minutes to this effect before we deliver any service (by March at the latest). We will then invoice them monthly or quarterly as appropriate.

We will continue to do work allocated under your current SLA until 31st March 2025.

2. Current 2024/25 SLA

This agreement sets out terms between Sudbury Town Council and Acton Parish Council for the period 1st April 2024 until 31st March 2025.

1. Sudbury Town Council will provide the services of one Community Warden for two hours per week excluding the period between Christmas and New Year.
2. The Operations Manager will liaise with the Parish Clerk or a Cllr nominated by Acton Parish Council and identify priority tasks to be undertaken each week.
3. Duties undertaken will include regular tasks on Schedule 1 attached.
4. Additional work and charges including materials as required by Acton Parish Council outside of the regular weekly two hours to be arranged by negotiation with the Operations Manager
5. The rate for work undertaken by the Community Warden each week will be £24.63 (per hour) plus mileage plus vat.
6. Mileage will be charged additionally at a rate of 65p per mile.
7. The Operations Manager will supply a formal report to the Parish Clerk via email on a quarterly basis.
8. Sudbury Town Council will invoice Acton Council on a quarterly basis 4 times a year in arrears.

Schedule 1: Regular tasks

Weekly

- LTG Play area and equipment safety inspection and report sent to Clerk
- LTG Play area litter pick and tidy to ensure safety
- Dog bag dispenser check and top up as required, Lambert Drive
- General tidy and check of the Village Hall area including bottle banks and clothes bank. Report any issues.

Two Weekly

- Defibrillator Inspections x 3 (Village shop, Village Hall & Tamage Rd Estate).
- Vicarage Lane SID - change of direction and battery care.
- Allotment and Wildlife Reserve litter pick and general safety inspection.

Four Weekly

- Melford Rd and Waldingfield Rd SIDs - change of direction and battery care. Occasionally swop the two large SIDs around. 1 x smile face and 1 x SLOW DOWN unit.

Six Monthly

- Spray weed killer on Village Hall boules pitch.
- Cut back vegetation from around dog waste bins, both ends of Jennens Way.
- Cut back nettles and any head height vegetation from edge of pavement between Jennens Way and Queensway Green,

Yearly

- Trim growth from trunks of trees at Lambert Drive, Lime Walk, Vicarage Lane, Cannon Pugh and Waldingfield Rd.
- Wash down village grit bins.
- Strim vegetation growth in front and behind 4 x Village gateways. 3 meters in front and 1 meter behind (February).
- Wash down Village Gateways.
- Arrange procurement and set up of Village Christmas Tree.

APPENDIX 5 Bank Reconciliation

Acton Parish Council

Opening balance 1 April 2024 291,415.21

Movement in balances

Receipts 74,711.73

Payments 76,882.03

Receipts less payments -2,170.30

Closing balance (31 October 2024) **289,244.91**

Bank accounts

Lloyds Treasurers 32,629.63

Lloyds savings (BusBankInstant) 86,482.15

Nationwide Building Society 85,000.00

Skipton Building Society 85,000.00

Wise prepaid card 133.13

TOTAL bank balances (31 October 2024) **289,244.91**

APPENDIX 6 DRAFT BUDGET

2024/25 budget, projected 24/25 year end position and draft 25/26 budget

Payments	Budget 2024/25	Projected 2024/25	Draft Budget 2025/26	Notes
Administration				
Community event	600.00	750.00	800.00	Christmas event
Newsletter	600.00	100.00	600.00	x3, copy for each household
Elections	100.00	-	100.00	possible but unlikely
Subscriptions	950.00	900.00	950.00	reduced
Training and Publications	2,000.00	1,000.00	1,000.00	reduced
Audit	850.00	815.00	850.00	unchanged
Administration	3,500.00	2,500.00	3,500.00	usual costs plus 1 laptop
Room hire	900.00	700.00	450.00	reduced, allows for 11 meetings
Insurance	1,000.00	980.00	1,000.00	unchanged
Chairmans expenses	60.00	60.00	60.00	unchanged
Bank charges	-	-	-	unchanged
Total Administration	10,560.00	7,805.00	9,310.00	
Staff costs				
Staff costs	25,000.00	13,000.00	22,200.00	see salary calcs
Total Staff costs	25,000.00	13,000.00	22,200.00	
Environment				
Paths maintenance	600.00	400.00	300.00	reduced path work done in 2024
Hedge and Tree maintenance	3,000.00	3,000.00	3,000.00	includes 3 yr inspection
Community wardens	3,500.00	2,000.00	3,500.00	higher hourly rate, reduced service
Other environmental costs	2,500.00	2,000.00	2,100.00	reduced
Play Area Maintenance	1,200.00	2,350.00	2,300.00	ageing equipment
Refuse collection	2,300.00	2,300.00	1,300.00	reduced 24/25 cost was £1173
Health and Safety inspections	150.00	100.00	100.00	reduced - BDC service is cheaper
Wildlife Reserve	1,500.00	1,500.00	1,500.00	includes £600 Hickford annual work
Total Environment	14,750.00	13,650.00	14,100.00	
Street lighting				
Street lighting - electricity	2,000.00	1,000.00	1,800.00	contract (to be confirmed)
Streetlight Maintenance	450.00	300.00	300.00	contract (to be confirmed)
Total Street lighting	2,450.00	1,300.00	2,100.00	
Other				
Grants	600.00	600.00	7,000.00	Village Hall + other poss requests
Closed churchyard maintenance	1,100.00	1,100.00	1,100.00	unchanged
Allotments	100.00	0.00	100.00	unchanged
Donations	3,300.00	3,500.00	3,500.00	expected requests
Fixed Assets	0.00	8,130.00	1,800.00	provides for eg 2 benches and 2 bins
CIL Payments	0.00	0.00	0.00	see CIL reserve
VAT on payments (reserve items)	7,000.00	8,000.00	8,000.00	same as income - net zero
Total Other	12,100.00	21,330.00	21,500.00	
Net expenditure from CIL reserve		35,000.00		CIL
Total Payments	64,860.00	92,085.00	69,210.00	

Continued over page

APPENDIX 6 DRAFT BUDGET

Continued from previous page

Receipts	Budget 2024/25	Projected 2024/25	Budget 2025/26	
Other Receipts				
VAT Repayments	7,000.00	13,966.66	8,000.00	same as payments - net zero
Community Infrastructure Levy	0.00	0.00	0.00	none expected
Other grants or donations	350.00	850.00	350.00	unchanged
Allotment rents	300.00	220.00	340.00	new tenants deposits
Bank interest	700.00	3,800.00	2,000.00	more in savings due to CIL
Other income	20.00	20.00	20.00	unchanged
Total Other Receipts	8,370.00	18,856.66	10,710.00	
Precept				
Precept	56,000.00	56,000.00	58,000.00	
Total Precept	56,000.00	56,000.00	58,000.00	
Total Receipts	64,370.00	74,856.66	68,710.00	
Surplus / (deficit)	-490.00	-17,228.34	-500.00	Deficit from reserves

<i>Mid year estimate for information</i>	Year ended March 2024 <i>actual</i> £	Year ended March 2025 <i>estimated</i> £	Year ended March 2026 <i>forecast</i> £
General reserves (start of year)	47,521	24,727	34,312
Earmarked reserves (start of year)	255,423	266,688	239,875
A. Total reserves	302,944	291,415	274,187
Income excluding precept	58,593	18,857	10,710
Precept	53,000	56,000	58,000
B. Total income	111,593	74,857	68,710
C. Expenditure	- 123,122	- 92,085	- 69,210
Total A+B+C	291,415	274,187	273,687
D. General reserves (year end)	24,727	34,312	33,812
E. Earmarked reserves (year end)	266,688	239,875	239,875
Total reserves D+E	291,415	274,187	273,687
	2023&24	2024&25	2025&26
Parish Precept	53,000	56,000	58,000
Tax Base from BDC	710.53	725.96	727.9
Band D payment (per household)	£74.59	£77.14	£79.68
Band D variation from previous year		3.41%	3.30%

APPENDIX 6 DRAFT BUDGET

Mid year reserves analysis for information

Reserves analysis	Opening 1 April 2024	Expected net cash flow	Expected Close 31 March 2025		
Cash	291,415.21	-17,228	274,186.87		
Reserve Funds	Opening 1 April 2024	Expected change incl 5% inflation	Projected close 31 March 2025	Adjusted close 31 March 2025	Rationale
	<i>Actual</i>	<i>Projected</i>	<i>Projected</i>	<i>For Cllr consideration</i>	
General	24,727.38	15,421	40,148.52	34,311.55	59% of £58000 precept
Amenities and facilities (CIL)	126,275.32	-35,000	91,275.32	91,275.32	Ring-fenced, actual CIL funds
Neighbourhood Plan	2,278.27	-2,278	0.00	0.00	NP now completed
Wildlife area	10,600.16	530	11,130.17	15,000.00	Key community asset
Churchyard Maintenance	6,335.17	317	6,651.93	6,600.00	Potential requirements
Street Lights	18,882.50	944	19,826.62	20,000.00	Potential requirements
Play Equipment Maintenance	29,371.89	1,469	30,840.49	31,000.00	Ageing play equipment
APF Village Hall	5,300.00	265	5,565.00	8,000.00	Potential Village Hall costs
Hedges and Trees	55,070.03	2,754	57,823.54	60,000.00	Ageing trees
Footpaths Maintenance	5,105.04	255	5,360.29	6,000.00	Concerns over footpath maintenance
Energy	5,300.00	265	5,565.00	2,000.00	Electricity costs a lower risk
Acton Field Trust	2,169.45	-2,169	0.00	0.00	Transferred to AFT May 2024
Total Reserve Funds	291,415.21		274,186.87	274,186.87	

APPENDIX 7 Grant Request

From: Wilson, Charles CI (RAFAC-CE-NS-2470) **Sent:** 28 October 2024 12:22

To: clerk@actonparishcouncil.gov.uk

Subject: Sudbury Air Cadets Speculative Grant Enquiry

Dear Parish Council,

I hope this email finds you well. I am making contact to discuss the new Sudbury Air Cadets paddlesports programme, which I hope you may please consider supporting by means of a grant at your upcoming meeting. ATC squadrons have a large catchment area, and we have enrolled many cadets from Acton.

I volunteer as a Civilian Instructor (CI) for the Sudbury Squadron, which mainly involves overseeing the Duke of Edinburgh's Award (DofE) and 'Adventure Training' (outdoor activities) for our 50 enrolled cadets. Myself and another CI hold national governing body qualifications to lead canoeing, kayaking and paddleboarding, and this year we have made significant efforts to implement paddlesports as a regular feature of the squadron adventure training programme.

To date, we have led ten sessions on the River Stour and at Lackford Lake in Bury St Edmunds. We also organised a successful two-day canoe expedition in August on the River Stour, camping overnight in Bures. All sessions have all been over-subscribed, and the staff team has been impressed by our cadets' personal development, enthusiasm and keenness to take part; the majority being completely new to the sport. We also feel that the sessions offer physical and mental health benefits, providing an opportunity to do something different, be outdoors, socialise with and make new friends, and exercise.

Moving forwards, we plan to offer paddlesports sessions on a regular basis throughout the year, including swimming pool sessions during the colder months. During the summer we hope to run sessions weekly, such that cadets can use paddling as their DofE physical section activity. We are also keen to get the cadets involved in environmental projects such as river cleanups, which would have environmental benefit and contribute towards their DofE volunteering section.

We also aim to be more ambitious with the paddlesports programme in line with our organisation's motto, 'venture adventure'. We plan to lead supervised multi-day river expeditions to waterways such as the Norfolk Broads and the River Wye, and I am currently completing the higher Paddlesport Touring Leader qualification to allow us to lead cadets down the easy white-water sections of this river. We also hope to incorporate paddling into our DofE programme (which is currently walking only) by offering silver and gold level overnight water-based expeditions. We feel that trips of this type would be affordable and offer genuine adventure, and that we have the volunteer staff and logistics available to make them happen.

Opportunities of this type are currently not available to any cadets in ‘Norfolk and Suffolk Wing’, whereas they are well established in other areas such as Essex Wing. We feel that Sudbury Squadron headquarters is ideally placed to become a cadet paddlesports base, with sufficient space and keen volunteer staff to store, look after and use the equipment. As we have already begun to do, we hope to invite other squadrons and their instructors to use our equipment and take part in the sessions to ensure it benefits as many young people as possible.

The programme so far has relied on the hire of scouts equipment, which has held us back due to the cost and limited availability of this kit (which is in hot demand by the scouts themselves). We have also found that the kit available is not suitable for anything more than day trips on flat water. Ultimately, therefore, we would like to acquire our own collection of equipment such that we can run more sessions and have control over when sessions are scheduled. Following fundraising efforts this summer (including the popular Drill Hall history talks) we have made significant progress, purchasing new buoyancy aids, helmets, throwlines, and six second-hand pool kayaks and one canoe. We also received a donation of 15 used river kayaks from Bedfordshire and Cambridgeshire Air Cadets to help us get started.

The table below shows the items (with notes and approximate costs) we would need to acquire to have a full expedition-ready set of equipment.

Item	Web Links	Notes	Cost	Quantity	Total Cost
Old Town Discovery 158 open canoe	Old Town Canoe	Well-regarded open canoe. Necessary for carrying kit on overnight expeditions. Also useful as safety boats on sessions, as less experienced/tired/cold/injured paddlers can sit in the canoe while their partner paddles.	£1400	2	£2800
Pyranha Fusion II Crossover kayak	Pyranha Fusion II	Good all-rounder kayaks for flatwater sessions and touring (due to rear storage hatch). Suitable for easy whitewater trips (e.g. River Wye). Ideal for DofE expeditions.	£985	6	£5910

Kayak paddles	TNP Paddles	Our existing paddles are poor quality and too heavy for younger cadets.	£55	16	£880
Canoe paddles	Canoe Paddles	For open canoes.	£40	4	£160
Neoprene spray decks	Spray deck	Neoprene skirt worn around waist which fits over the kayak cockpit hatch to prevent water ingress.	£70	6	£420
				Total:	£10170

This project entails a significant approximate cost of £10,000, which we hope to raise gradually through a mixture of local fundraising, locality awards and grant applications. We are confident that the project meets many of the necessary criteria for funding, and I am currently working through a long list of possible grant opportunities including Suffolk Community Foundation, Tesco, Co-op, Sport England, National Lottery and Paddle UK.

We would be very grateful if potential support for this project could be discussed at your next meeting. We appreciate there must be many worthy causes seeking finite funding; however we would be very grateful for your consideration and for any funding which would put us closer to achieving our aim. I would be very pleased to discuss further and answer any questions you may have - please do not hesitate to get in touch.

I look forward to hearing from you.

Yours sincerely,

Charlie Wilson

Civilian Instructor

2470 (Sudbury) Squadron ATC

APPENDIX 8 Transparency code

At the June Parish Council meeting, Cllrs received the report of the internal auditor (see website) and approved actions including “The clerk will bring a review of recommended transparency code provisions to a future meeting” (minute 24/06 9(v)).

The clerk has reviewed the code and confirms that Acton Parish Council is meeting the transparency requirements as set out below. These requirements are only mandatory for councils that are smaller than Acton but they are considered to represent good practice for all Councils.

Transparency Code regulations

The Smaller Authorities (Transparency Requirements) (England) Regulations 2015/494, came into force on 1 April 2015. From 1 July 2015 and then annually, councils with a turnover below £25,000 should publish the following information:

- All items of expenditure above £100 (where possible excluding VAT) which confirm the date the expenditure was incurred, a summary of the purpose of the expenditure, the amount, and the VAT that cannot be recovered.
- End-of-year accounts (see paragraphs 16 and 17 of the Code).
- Annual governance statement (see paragraphs 18 and 19 of the Code).
- Internal audit report (see paragraphs 20 – 22 of the Code).
- List of councillor or member responsibilities (see paragraph 23 of the Code).
- Details of public land and building assets (see paragraphs 24-27 of the Code).

Councils subject to the Code should also publish draft minutes of council, committee or sub-committee meetings no later than one month after the meeting has taken place (see paragraph 29 of the Code). They should publish the agenda and associated papers for council, committee or sub-committee meetings no later than three clear days before the meeting to which they relate is taking place (paragraph 30 of the Code). The information specified in the Code must be published on a publicly accessible, free-of-charge website.