

# Acton Parish Council

Fiona Mullins, Clerk

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09 January 2025

## Members of the parish council

You are summoned to the Meeting of Acton Parish Council which will take place on Wednesday 15 January 2025 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 apologies and approve the reasons for absence.

### Minutes

- 2(i) To agree the minutes of the meeting held on 20 November 2024 to be signed by the chairman.  
2(ii) To agree the minutes of the meeting held on 8 January 2025 to be signed by the chairman.

### Declaration of interest

- 3(i) Cllrs are reminded to declare any interest on any item on this agenda at this point or at any point during the meeting in accordance with Acton Parish Council's Code of Conduct.  
3(ii) To consider any written requests for a dispensation received by the clerk prior to the commencement of the meeting.

### District, County and Community reports

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

### Clerk's report

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

## 6 Public Forum (up to 10 minutes)

If you wish to make statements or ask questions during this forum, please raise your hand and the chair will call you to speak. The council's standing orders limit each individual's contribution to 3 minutes. Issues should not be discussed immediately or responded to unless the chair authorises. Matters raised may be added to the agenda for a future meeting at the discretion of the council.

### Planning

- 7(i) To consider planning applications and resolve to submit comments where appropriate. *Please note that any applications received following the issue of this agenda will be considered.*
- a
- DC/24/05476 Severance of plot and erection of 1no one and a half storey self/custom build dwelling. (Amended submission following withdrawn DC/24/02452)
- 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 options for 2025/26 for the Sudbury Town Council's community wardens services (Appendix 3) and decide how to proceed.
- 8(ii) To consider approving W.Hickford's grass cutting quotation for 2025/26 and a maximum budget of £3,100. (Appendix 4)
- 8(iii) To consider approving W.Hickford's wildlife reserve quotation for 2025/26 and a maximum budget of £800. (Appendix 4)
- 8(iv) To consider any other environmental or rights of way issues and to 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(ii) To review actual compared to budgeted expenditure for the year to date for 2024/25 (Appendix 5)
- 9(iii) To approve the bank reconciliation for the year to 31 December 2024 (Appendix 5) and authorise the chairman to sign it.
- 9(iv) To review the rationales for each of the Council's reserve funds and approve any transfers (Appendix 5)
- 9(v) To agree the 2025/26 budget (Appendix 6) with expected payments of £71,210 and expected income of £12,710 (aside from the precept).
- 9(vi) To agree a 2025/26 parish precept of £58,000 which is a 3.3% increase compared to last year for a "Band D" council tax payer and ask the Clerk to complete the precept form and return it to Babergh District Council before 31 Jan. (Appendix 7)

### Governance

- 10(i) To consider and approve dates for parish council meetings in 2025/26 (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 November and December 2024:

Date	Description	Net	VAT	Total
01/11/2024	Nov litter picking	-91.67	0.00	-91.67
04/11/2024	Streetlight maintenance	-18.75	-3.75	-22.50
05/11/2024	Repayment for toner returne	62.42	12.48	74.90
07/11/2024	Spring bulbs at village gatewa	-1,127.14	-225.43	-1,352.57
14/11/2024	Printer toner	-276.92	-55.38	-332.30
18/11/2024	Streetlighting 22Nov23-31Jan	-73.26	-3.66	-76.92
19/11/2024	Streetlighting Feb 2024	-113.78	-5.69	-119.47
20/11/2024	Streetlighting March-April24	-237.81	-11.89	-249.70
20/11/2024	Streetlighting May24-Sept24	-591.69	-29.58	-621.27
21/11/2024	Hot choc for Christmas event	-23.98	0.00	-23.98
22/11/2024	Repayment on leaving	-17.50	0.00	-17.50
22/11/2024	Christmas Tree	-500.00	0.00	-500.00
22/11/2024	wardens Q2	-309.93	-61.99	-371.92
22/11/2024	7 cuts on closed churchyard	-1,113.00	0.00	-1,113.00
22/11/2024	Grass cutting LimeTreeGreen	-1,162.00	0.00	-1,162.00
22/11/2024	Lime Tree Green hedges	-550.00	0.00	-550.00
22/11/2024	Nov salary	-1,198.55	0.00	-1,198.55
25/11/2024	Multitool	-164.96	-32.99	-197.95
26/11/2024	Photocopies and lamination	-30.50	-6.10	-36.60
26/11/2024	Donation	-300.00	0.00	-300.00
28/11/2024	Oct and Nov Employer pensic	-159.31	0.00	-159.31
02/12/2024	Litter picker Dec	-91.67	0.00	-91.67
02/12/2024	October Street lighting	-119.88	-5.99	-125.87
04/12/2024	Street light maintenance Dec	-18.75	-3.75	-22.50
18/12/2024	Christmas baubles	-44.00	0.00	-44.00
18/12/2024	Photocopies	-5.50	-1.10	-6.60
18/12/2024	Woork on Jennens Way Lime	-1,600.00	-320.00	-1,920.00
31/12/2024	Dec Streetlighting	-116.03	-5.80	-121.83

These payments are to be authorised at the Parish Council Meeting dated 15 January 2025.

Councillor Signature: \_\_\_\_\_

## APPENDIX 1: Clerk's Report / Actions

Prepared 13 January and presented to the parish council meeting held on 15 January 2025

ID	Minute	Tasks in progress	Who
1	25/01 (4)	Recruitment	Staffing committee
2	24/11 8(iii)	consider options for STC community wardens service	Clerk/GR
3	24/11 8(i)	Gym trail: ask Bloor Homes for agreement in writing that they will refund the Council a lump sum for the upfront costs for the lease, parish council legal costs, BDC administrative costs and land costs for the first 10 years	GR
4	24/11 8(ii)	lease agreement from BDC to locate one piece of equipment at Marsh Walk. Cllrs resolved to only enter such a lease if checked by APC lawyers and paid for by Bloor. If Bloor agrees to cover costs as requested in item 8(i) the Cllrs asked the chair and clerk to agree a lease on behalf of the Council	GR
5	23/06/21 9(ii)	APC contribution of £2,000 (CIL funds) towards SCC resurfacing footpath15. Request £250 from Cllr Faircloth-Mutton.	Clerk
6	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	
7	24/11 8(iv)a	Ask the school to trim back foliage from street light by the gate (not a parish council streetlight)	Clerk
8	23/06 8(vii)	Review internal control report on website	Clerk
9	23/01 9(v)a	Apply to SCC for Street Furniture Licence SCC for SID pole on Vicarage Lane	Clerk

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

- Follow up on footpath 15 resurfacing (Cllr Round)
- Devolution: Suffolk County Council held an extraordinary meeting on 9th January of councillors which agreed to recommend Suffolk for inclusion in the government's Devolution Priority Programme (DPP), which would see the creation of a directly elected Mayor (likely covering Suffolk and Norfolk) and the replacement of existing council structures with a streamlined unitary council being set up.
- Chabrook Guides of Long Melford request for grant funding
- Response from BDC planning enforcement regarding Old School Hall, Barrow Hill: "Having investigated the matter and discussing the case with team lead Simon Bailey, it has been considered non-expedient to pursue further planning enforcement action at this time."

Actions taken under delegated powers:

- recruitment of a Clerk and RFO commenced (minute 25/01 4(ii))
- payment £1,375.00 to Acton Playing Fields and Village Hall committee (minute 24/10 10(ii))
- Payment from chairman's allowance £20.00 to Gavin Brightwell for Christmas tree assistance

## APPENDIX 2 Planning decisions

Prepared on 13 January and presented to the Parish Council on 15 January 2025

DC/24/05476	Orchard End High Street Acton Sudbury Suffolk CO10 0AJ Planning application - Severance of plot and erection of 1no one and a half storey self/custom build dwelling. (Amended submission following withdrawn DC/24/02452) Parish Council recommendation                      On agenda (deadline 18 Jan) Planning Authority decision <b>Awaiting decision</b>
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 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 Parish Council recommendation                      Object Planning Authority decision <b>Decided: Formal Approval of Details IS required</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)mk Parish Council recommendation                      Object Planning Authority decision <b>Awaiting decision</b>
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) Parish Council recommendation                      Defer to tree officer Planning Authority decision <b>Granted</b>
DC/24/04903	19 Clay Hall Place Acton Sudbury Suffolk CO10 0BT Householder Application - Erection of first floor extension over garage. Parish Council recommendation                      Object Planning Authority decision <b>Refused</b>
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 Parish Council recommendation                      Support Planning Authority decision <b>Awaiting decision</b>
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 <b>Awaiting decision</b>

## APPENDIX 2 Planning decisions

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 <b>Awaiting decision</b>
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## **APPENDIX 3: Community Wardens Service Level Agreement**

### **1. SIDS only service: likely annual cost maximum £675 + VAT**

- STC will visit Acton's three SID sites every three weeks.
- The cost per visit will be £32.50 excluding VAT for one person one hour. Travel costs will be minimised but if incurred clerk's estimate is 0.65p x 10miles.
- STC's operative will turn the three SIDs on the pole to face the other direction and change the batteries. The SID's should follow a pattern of 3 weeks monitoring traffic leaving the village, three weeks monitoring traffic entering the village and then three weeks removed from site. Then the nine week cycle starts again.
- STC's operative will download the data from the SID and email it to APC.

### **2. Full community wardens service likely annual cost £5,070**

- Cost £32.50 per hour excluding VAT for each member of staff including apprentices. This will be charged for time spent in the village, travel time, and any preparation time in Sudbury. (Clerk's estimate 3 hours per week). Travel charged at 0.65p per mile. (Clerk's estimate is 0.65p x 10miles)

Other conditions:

- STC will not take on road closures, Christmas lights, decorations, etc.
- STC 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.
- All tasks must come from their parish clerk to STC's manager in writing/email. No parish councillors are to communicate directly with our staff.
- Any SLA must be authorised by the parish council for the clerk to pay Sudbury the full annual cost when invoiced without any further approval. STC will invoice monthly or quarterly.

### **3. Other contractors (information not available at time of summons)**

## APPENDIX 4 Grasscutting and Wildlife Reserve Maintenance

W R Hickford  
1st January 2025

Acton Parish Council

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### Quote for Grass cutting 2025

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#### Acton Church.

	<u>Total</u>
Minimum 6 cuts@ £167 per cut	<b>£1002.00</b>

#### Lime Tree Green.

Minimum 10 cuts@ £111 per cut	<b>£1110.00</b>
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There will also be 2 cuts on the Wild Flower area, usually July and October depending on Weather/season.@ £53	<b>£106.00</b>
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Also the work required on hedges at Lime tree green as usual.	<b>£570.00</b>
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If I think extra cuts are needed I will contact you.

Yours faithfully.

W R Hickford.

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**Clerks note: Suggest a budget of £3,100 to allow for one extra cut on the churchyard and one extra cut on Lime Tree Green if required depending on the weather conditions.**

## APPENDIX 4 Grasscutting and Wildlife Reserve Maintenance

W R Hickford  
1<sup>st</sup> January 2025

Acton Parish Council

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### Wildlife Reserve 2025

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Repeat last years work program, plus the additional work needed around the old water collection/pond area as discussed.

Any prunings, brush, trimmings etc will be left on site in habitat piles as before. Work to be done by the end of February, weather permitting!

#### **Main work to be done.**

Cut back main paths by approximately 1 metre

Upper and lower fieldside to be strimmed /cut

Pond area cleared/ cut back to link up with path

**£640.00**

I'm sure other work will become obvious once we start.

The cost is a ball park figure. If I think other work/ cost is going to increase dramatically I will contact you. Please contact me if you wish to go over any details.

W R Hickford

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**Clerks note: In 2023/24 this work cost £580. Suggest a budget of up to £800 for possible variation in the scope of work required.**

## APPENDIX 5 Year to date accounts

### Accounts year to date compared to budget

Budget report from 1-Apr-2024 to 31-Dec-2024

<b>Payments</b>	<b>Budget</b>	<b>Actual</b>	<b>Expected</b>
<b>Administration</b>			
Community events	600.00	742.00	742.00
Newsletter	600.00	44.00	44.00
Elections	100.00	0.00	0.00
Subscriptions	950.00	864.41	950.00
Training and Publications	2,000.00	60.00	1,000.00
Neighbourhood Plan	0.00	144.00	0.00
Audit	850.00	815.00	815.00
Administration	3,500.00	1,969.90	2,500.00
Room hire	900.00	304.00	450.00
Insurance	1,000.00	973.29	973.29
Chairmans expenses	60.00	0.00	60.00
Bank charges	0.00	0.00	0.00
<b>Total Administration</b>	<b>10,560.00</b>	<b>5,916.60</b>	<b>7,534.29</b>
<b>Staff costs</b>			
Staff costs	25,000.00	10,736.24	16,500.00
<b>Total Staff costs</b>	<b>25,000.00</b>	<b>10,736.24</b>	<b>16,500.00</b>
<b>Environment</b>			
Paths maintenance	600.00	120.00	350.00
Hedge and Tree maintenance	3,000.00	3,935.00	4,000.00
Community wardens	3,500.00	1,220.14	2,500.00
Other environmental costs	2,500.00	2,734.54	3,000.00
Play Area Maintenance	1,200.00	2,350.00	2,500.00
Refuse collection	2,300.00	2,067.03	2,300.00
Health and Safety inspections	150.00	0.00	150.00
Wildlife Reserve	1,500.00	204.11	1,000.00
<b>Total Environment</b>	<b>14,750.00</b>	<b>12,630.82</b>	<b>15,800.00</b>
<b>Street lighting</b>			
Street lighting - electricity	2,000.00	1,252.45	1,700.00
Streetlight Maintenance	450.00	168.75	450.00
<b>Total Street lighting</b>	<b>2,450.00</b>	<b>1,421.20</b>	<b>2,150.00</b>
<b>Other</b>			
Grants	600.00	350.00	600.00
Closed churchyard maintenance	1,100.00	1,113.00	1,113.00
Allotments	100.00	17.50	20.00
Donations	3,300.00	3,736.00	3,736.00
Fixed Assets	0.00	8,216.08	8,500.00
CIL Payments	0.00	29,756.54	35,000.00
VAT on payments	7,000.00	10,133.38	12,000.00
Acton Field Trust	0.00	3,629.45	3,629.45

## APPENDIX 5 Year to date accounts

<b>Total Other</b>	12,100.00	56,951.95	64,598.45
<b>Total Payments</b>	<b>64,860.00</b>	<b>87,656.81</b>	<b>106,582.74</b>
<b>Receipts</b>	<b>Budget</b>	<b>Actual</b>	
<b>Other Receipts</b>			
VAT Repayments	7,000.00	13,966.66	13,966.66
Community Infrastructure Levy	0.00	0.00	0.00
Other grants or donations	350.00	849.20	849.20
Allotment rents	300.00	302.50	302.50
Bank interest	700.00	3,724.71	3,750.00
Other income	20.00	13.25	20.00
<b>Total Other Receipts</b>	<b>8,370.00</b>	<b>18,856.32</b>	<b>18,888.36</b>
<b>Precept</b>			
Precept	56,000.00	56,000.00	56,000.00
<b>Total Precept</b>	<b>56,000.00</b>	<b>56,000.00</b>	<b>56,000.00</b>
<b>Total Receipts</b>	<b>64,370.00</b>	<b>74,856.32</b>	<b>74,888.36</b>
<b>Receipts less payments</b>	<b>-490.00</b>	<b>-12,800.49</b>	<b>-31,694.38</b>

### Acton Parish Council Bank reconciliation

Opening balance 1 April 2024	291,415.21
<b>Movement in balances</b>	
Receipts	74,856.32
Payments	87,636.81
Receipts less payments	-12,780.49
Closing balance (31 December 2024)	<b>278,634.72</b>

### Bank accounts

Lloyds Treasurers	21,494.18
Lloyds savings (BusBankInstant)	86,626.74
Nationwide Building Society	85,000.00
Skipton Building Society	85,000.00
Wise prepaid card	513.80
<b>TOTAL bank balances (31 December 2024)</b>	<b>278,634.72</b>

## APPENDIX 5 Year to date accounts

<b>Reserves analysis</b>	Opening 1 April 2024	Expected net cash flow	Expected Close 31 March 2025			
<b>Cash</b>	291,415.21	-31,694	259,720.83			
<b>Reserve Funds</b>	<b>Opening 1 April 2024</b>	<b>Expected incl 5% inflation</b>	<b>Projected close 31 March 2025</b>	<b>Adjusted close 31 March 2025</b>	<b>Rationale</b>	
	<i>Actual</i>	<i>Adjustment</i>	<i>Projected</i>	<i>For Cllr consideration</i>		
General	24,727.38	1,236	25,963.75	23,845.51	41% 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	-5,095	5,505.17	11,000.00	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 maint	
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	
<b>Total Reserve Funds</b>	<b>291,415.21</b>		<b>254,377.10</b>	<b>259,720.83</b>		

## APPENDIX 6 2025/26 Budget

Payments	Budget 2024/25	Projected 2024/25	Draft Budget 2025/26	Notes
<b>Administration</b>				
Community event	600.00	742.00	800.00	Christmas event
Newsletter	600.00	44.00	600.00	x3, copy for each household
Elections	100.00	-	100.00	possible but unlikely
Subscriptions	950.00	950.00	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	450.00	450.00	reduced, allows for 11 meetings
Insurance	1,000.00	973.29	1,000.00	unchanged
Chairmans expenses	60.00	60.00	60.00	unchanged
Bank charges	-		-	unchanged
<b>Total Administration</b>	<b>10,560.00</b>	<b>7,534.29</b>	<b>9,310.00</b>	
<b>Staff costs</b>				
Staff costs	25,000.00	16,500.00	22,200.00	see salary calcs
<b>Total Staff costs</b>	<b>25,000.00</b>	<b>16,500.00</b>	<b>22,200.00</b>	
<b>Environment</b>				
Paths maintenance	600.00	350.00	300.00	reduced path work done in 2024
Hedge and Tree maintenance	3,000.00	4,000.00	3,000.00	includes 3 yr inspection
SIDS and village maintenance	3,500.00	2,500.00	3,500.00	Contractors
Other environmental costs	2,500.00	3,000.00	2,100.00	reduced
Play Area Maintenance	1,200.00	2,500.00	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	150.00	100.00	reduced - BDC is cheaper
Wildlife Reserve	1,500.00	1,000.00	1,500.00	includes £600 Hickford annual work
<b>Total Environment</b>	<b>14,750.00</b>	<b>15,800.00</b>	<b>14,100.00</b>	
<b>Street lighting</b>				
Street lighting - electricity	2,000.00	2,150.00	1,800.00	contract (to be confirmed)
Streetlight Maintenance	450.00	2,150.00	300.00	contract (to be confirmed)
<b>Total Street lighting</b>	<b>2,450.00</b>	<b>2,150.00</b>	<b>2,100.00</b>	
<b>Other</b>				
Grants	600.00	600.00	7,000.00	Village Hall 5500 + other poss requests
Closed churchyard maintenance	1,100.00	1,113.00	1,100.00	unchanged
Allotments	100.00	20.00	100.00	unchanged
Donations	3,300.00	3,736.00	3,500.00	expected requests
Fixed Assets	0.00	8,500.00	1,800.00	provides for eg 2 benches and 2 bins
CIL Payments	0.00	35,000.00	0.00	see CIL reserve
Acton Field Trust	0.00	3,629.45	0.00	separate charity accounts
VAT on payments (reserve items)	7,000.00	12,000.00	10,000.00	same as income - net zero
<b>Total Other</b>	<b>12,100.00</b>	<b>64,598.45</b>	<b>23,500.00</b>	
<b>Total Payments</b>	<b>64,860.00</b>	<b>106,582.74</b>	<b>71,210.00</b>	

*Continued next page*

## APPENDIX 6 2025/26 Budget

<b>Receipts</b>	<b>Budget 2024/25</b>	<b>Projected 2024/25</b>	<b>Budget 2025/26</b>	
<b>Other Receipts</b>				
VAT Repayments	7,000.00	13,966.66	10,000.00	same as payments - net zero
Community Infrastructure Levy	0.00	0.00	0.00	none expected
Other grants or donations	350.00	849.20	350.00	unchanged
Allotment rents	300.00	302.50	340.00	new tenants deposits
Bank interest	700.00	3,750.00	2,000.00	assume significant CIL expenditure
Other income	20.00	20.00	20.00	unchanged
<b>Total Other Receipts</b>	<b>8,370.00</b>	<b>18,888.36</b>	<b>12,710.00</b>	
<b>Precept</b>				
Precept	56,000.00	56,000.00	58,000.00	
<b>Total Precept</b>	<b>56,000.00</b>	<b>56,000.00</b>	<b>58,000.00</b>	
<b>Total Receipts</b>	<b>64,370.00</b>	<b>74,888.36</b>	<b>70,710.00</b>	
<b>Surplus / (deficit)</b>	<b>-490.00</b>	<b>-31,694.38</b>	<b>-500.00</b>	

<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	23,846
Earmarked reserves (start of year)	255,423	266,688	235,875
<b>A. Total reserves</b>	<b>302,944</b>	<b>291,415</b>	<b>259,721</b>
Income excluding precept	58,593	18,888	12,710
Precept	53,000	56,000	58,000
<b>B. Total income</b>	<b>111,593</b>	<b>74,888</b>	<b>70,710</b>
C. Expenditure	- 123,122	- 106,583	- 71,210
<b>Total A+B+C</b>	<b>291,415</b>	<b>259,721</b>	<b>259,221</b>
D. General reserves (year end)	24,727	23,846	23,346
E. Earmarked reserves (year end)	266,688	235,875	235,875
<b>Total reserves D+E</b>	<b>291,415</b>	<b>259,721</b>	<b>259,221</b>
	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%

PARISH OF ACTON

Local Government Finance Act 1992

**PRECEPT UPON CHARGING AUTHORITY**

To **BABERGH DISTRICT COUNCIL** being the Relevant Charging Authority for the above Parish

**YOU ARE HEREBY DIRECTED** to pay to (Name of bank) Lloyds Bank

00012385 (Sort Code) 00012385

(Being the Bankers of the Parish Council/Meeting of the above-named Parish)

at (Address of Bank) Sudbury branch, Lloyds Bank plc, PO Box 1000

Postcode \_\_\_\_\_

the sum of (amount in words) Fifty eight thousand pounds

(£ 58,000 amount in figures)

TO BE PAID IN TWO EQUAL INSTALMENTS, EITHER:

- \* (A) 1<sup>ST</sup> INSTALMENT OF £29,000 TO BE PAID NO LATER THAN: 30 APRIL 2025
- 2<sup>ND</sup> INSTALMENT OF £29,000 TO BE PAID NO LATER THAN: 30 SEPTEMBER 2025

**OR** If this form is not returned by 31 March 2025

- \* (B) 1<sup>st</sup> instalment within 1 month and 2<sup>nd</sup> instalment within 6 months of the receipt of this form by the District Council

Being the Parish Council/Meeting's **total precept requirement** for the financial year commencing 1 April 2025 from the **BABERGH DISTRICT COUNCIL** Collection Fund to meet the expenses payable by the Parish Council/Meeting under the Local Government Acts.

SIGNED at a meeting of the Parish Council/Meeting held on 15 January 2025

Presiding Chairman SIGNATURE \_\_\_\_\_ or

Member of the Parish Council/Meeting SIGNATURE \_\_\_\_\_

COUNTERSIGNED (Clerk to the Parish Council/Meeting) \_\_\_\_\_

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**PLEASE RETURN SCANNED FORMS TO : [Precept@baberghmidsuffolk.gov.uk](mailto:Precept@baberghmidsuffolk.gov.uk)**  
**ALTERNATIVELY: FINANCIAL SERVICES, BABERGH AND MID SUFFOLK DISTRICT COUNCILS,**  
**ENDEAVOUR HOUSE, 8 RUSSELL ROAD, IPSWICH, IP1 2BX BY 31 JANUARY 2025**

# Acton Parish Council

Parish Clerk Tel: 07931 381751 Email: [clerk@actonparishcouncil.gov.uk](mailto:clerk@actonparishcouncil.gov.uk)

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## 2025/26 Parish Council meetings

Acton Parish Council usually meets 9 times per year, with an annual meeting of parishioners in April and no meetings in August and December.

The meeting dates for the 2025/26 civic year are shown below:

April	Wednesday 16 April 2025- Annual Parish Meeting of electors
May	Wednesday 21 May 2025 - Annual Parish Council Meeting
June	Wednesday 18 June 2025 - Parish Council Meeting
July	Wednesday 16 July 2025 - Parish Council Meeting
August	- break
September	Wednesday 17 September 2025 - Parish Council Meeting
October	Wednesday 15 October 2025 - Parish Council Meeting
November	Wednesday 19 November 2025 - Parish Council Meeting
December	- break
January	Wednesday 21 January 2026 - Parish Council Meeting
February	Wednesday 18 February 2026 - Parish Council Meeting
March	Wednesday 18 March 2026 - Parish Council Meeting

The meetings are held in Acton Village Hall (depending on availability) and begin at 7.00 pm unless stated otherwise.

Time is set aside at each meeting for residents and other village stakeholders to ask questions, make comments or to request that a specific item is discussed by the Parish Council at a future meeting.

Agendas, which set out the business to be conducted at the meeting, are published at least three clear days ahead of each meeting. You can find them on the Parish Council website and on the Parish Council notice board outside the convenience store on Acton High Street.

The draft minutes of Parish Council meetings will be published on the Parish Council website within 30 days of each meeting.