

# Acton Parish Council

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

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## Members of the Parish Council

You are summoned to the Meeting of Acton Parish Council, which will take place on **Wednesday 15<sup>th</sup> October 2025**, beginning at 7pm at Acton Village Hall for the purpose of transacting the business below.

*A Lee*

Abbie Lee, 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 the 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 in respect of any items on the agenda. 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 To receive Cllr apologies and consider whether to approve reasons for absence.

### Minutes

- 2 To agree the minutes of the meeting held on 17<sup>th</sup> September 2025. To be signed by the Chairman.

### Declarations of interest

- 3.1 Councillors are reminded to update their Declaration of Interests on Babergh District Council's website in accordance with Acton Parish Council's Code of Conduct.
- 3.2 To consider any written requests for dispensation received by the Clerk prior to the commencement of the meeting.

### District and County Reports

- 4.1 To receive County Cllr's Report.
- 4.2 To receive District Cllrs' Reports.

### Clerk's Report

- 5.1 To receive the Clerk's report on any significant matter or items of correspondence not on the agenda and not already drawn to the Cllrs' attention (Appendix 1).
- 5.2 To receive the Clerk's report on any decisions taken under delegated powers since the last meeting.

### **Public Forum (up to 10 minutes)**

- 6 If you wish to make statements or ask questions during this forum in respect of items on the agenda, please raise your hand and the Chairman will call you to speak. The Council's Standing Order limits each individual's contribution to three minutes. Issue should not be discussed immediately or responded to unless the Chairman authorises. Matters raised may be added to the agenda for a future meeting.

### **Planning**

- 7.1 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/25/04188: The Brambles, Waldingfield Road, Acton, CO10 0AH. Erection of a single storey flat roof extension.
  - b DC/25/04120: Albert E Webb and Son, Acton Place Industrial Estate, Acton, CO10 0BB. Full planning application proposed Class B2 general purpose industrial building including ancillary storage.
  - c DC/25/04281: Land North of Tye Farm House, Cuckoo Tye, Long Melford, Sudbury. Proposal for full planning application for change of use of part field to enclosed secure dog walking and exercise area, including a 1.5m high wire fence and field gate.
- 7.2 To note planning application validations, Parish Council recommendations and local planning authority decisions made since the last meeting (Appendix 2).

### **Governance**

- 8.1 To receive the external auditor's report (Appendix 3), confirming that the Parish Council will publish the Notice of Conclusion of Audit from 22<sup>nd</sup> September to 31<sup>st</sup> October 2025, noting that the Council's audit documents will remain on the website indefinitely.

### **Acton Field Trust**

- 9 To receive an update report from Acton Field Trust.

### **Finance**

- 10.1 To review and approve items of expenditure for September (last page of agenda).
- 10.2 To review and approve all items of expenditure over £500 (Appendix 4).
- 10.3 To approve the September 2025 bank reconciliation (Appendix 5).
- 10.4 Cllrs to note a change in the Parish Council mobile phone provider from Smarty to EE due to provider issues. Price of plan has changed from £5.40 per month to £9 per month. Monthly direct debit has been set up to come out of the Lloyds Treasury account instead of the Clerk's personal account.
- 10.5 To review and approve the Council's reserves, including the rational for each reserve (Appendix 6).

### **Environment**

- 11.1 To approve the estimate from Suffolk Tree Services to supply and install the village Christmas tree for £800 excl VAT (Appendix 7).
- 11.2 To approve the hanging of Christmas tree lights by Suffolk Tree services for £75 excl VAT (Appendix 7) or if to be carried out by members of the Council and/or volunteers.

- 11.3 To approve an increase in budget for the Community Christmas event from £800 to £1,300. The increase is mainly due to STC wardens no longer offering tree erecting service, as well as safety concerns with volunteer option used last year (Appendix 8).

**Community Christmas Event**

- 12 To receive an update from the working group.

**Items for Future Agendas**

13. Cllrs may use this opportunity to report on meetings attended, agree attendance at forthcoming meeting, add future agenda items, and report matters of information not included elsewhere on the agenda.

**Date of next meeting: Wednesday 19<sup>th</sup> November 2025**

**Abbreviations:**

Cllrs(s)1: Councillor(s)

AGAR: Annual Governance & Accountability Return

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

|   |   |         |
|---|---|---------|
| ▪ | JRB Enterprise Ltd: Dog waste bags  | £40.14  |
| ▪ | Sudbury Office Supplies: Batteries for speed devices                              | £9.38   |
| ▪ | Pearce & Kemp: Supply and install replacement part for streetlight on Barrow Hill | £538.85 |
| ▪ | Sudbury Office Supplies: Batteries for speed guns                                 | £9.38   |

**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 the Clerk or Clerk and Chair under delegated powers or Financial Regulation 5.15

**Schedule of Payments & Receipts September 2025**

| <b>Payments September 2025</b> |                                  |                          |                              |           |        |                  |
|--------------------------------|----------------------------------|--------------------------|------------------------------|-----------|--------|------------------|
| Date                           | Description                      | Supplier / customer      | Account name                 | Net       | VAT    | Total            |
| 01/09/2025                     | September Litter Picking         | Litter picker            | Refuse Collection            | 91.67     | 0.00   | 91.67            |
| 04/09/2025                     | Street Light Maint Aug           | Pearce and Kemp          | Streetlight - Maintenance    | 18.75     | 3.75   | 22.50            |
| 09/09/2025                     | Dog Waste Bags                   | JRB Enterprise           | Other Environmental Costs    | 33.45     | 6.69   | 40.14            |
| 15/09/2025                     | Grant for LED Lights Village Ha  | Acton Playing Fields and | CIL Funds                    | 6,210.00  | 0.00   | 6,210.00         |
| 16/09/2025                     | Bank Charges September           | Lloyds Banking Group     | Bank Charges                 | 4.25      | 0.00   | 4.25             |
| 18/09/2025                     | Street Furniture Licence 41464   | Suffolk County Council   | SIDS and Village Maintenance | 170.00    | 0.00   | 170.00           |
| 19/09/2025                     | Pension August                   | NEST                     | Staff Costs                  | 158.47    | 0.00   | 158.47           |
| 23/09/2025                     | Parish Noticeboard - 50% first   | Signs of Cheshire Ltd    | CIL Funds                    | 1,037.50  | 207.50 | 1,245.00         |
| 25/09/2025                     | Microsoft 365                    | Microsoft Limited        | Administration               | 10.08     | 2.02   | 12.10            |
| 26/09/2025                     | Batteries for speed guns         | Sudbury Office Supplies  | Other Environmental Costs    | 7.82      | 1.56   | 9.38             |
| 26/09/2025                     | Jennens Way Annual Trim          | Suffolk Tree Services    | Hedge and Tree Maintenance   | 1,000.00  | 200.00 | 1,200.00         |
| 26/09/2025                     | New part Barrow Hill Streetlight | Pearce and Kemp          | Streetlight - Maintenance    | 449.04    | 89.81  | 538.85           |
| 26/09/2025                     | Room Hire August                 | Acton Playing Fields and | Room Hire                    | 12.00     | 0.00   | 12.00            |
| 26/09/2025                     | Annual Bin Emptying              | Babergh District Council | Refuse Collection            | 1,494.00  | 298.80 | 1,792.80         |
| 26/09/2025                     | External Auditor Fees            | PKF Littlejohn           | Audit                        | 420.00    | 84.00  | 504.00           |
| 26/09/2025                     | Annual Insurance Renewal         | Clear Councils           | Insurance                    | 1,096.44  | 0.00   | 1,096.44         |
| 26/09/2025                     | Play Area Maintenance            | Mortimer Contracts Ltd   | Play Area Maintenance        | 185.00    | 37.00  | 222.00           |
| 29/09/2025                     | Room Hire June                   | Acton Playing Fields and | Room Hire                    | 24.00     | 0.00   | 24.00            |
| 30/09/2025                     | Clerk Salary Sept                | Clerk                    | Staff Costs                  | 1,473.32  | 0.00   | 1,473.32         |
|                                |                                  |                          |                              |           |        | <b>14,826.92</b> |
| <b>Receipts September 2025</b> |                                  |                          |                              |           |        |                  |
| Date                           | Description                      | Supplier / customer      | Account name                 | Net       | VAT    | Total            |
| 08/09/2025                     | 2025-26 Precept Part 2           | Babergh District Council | Precept                      | 29,000.00 | 0.00   | 29,000.00        |
| 09/09/2025                     | Bank Interest Received           | Lloyds shares            | Bank Interest                | 5.58      | 0.00   | 5.58             |
| 09/09/2025                     | Bank Interest Received           | Lloyds Bus Bank Savings  | Bank Interest                | 47.05     | 0.00   | 47.05            |
|                                |                                  |                          |                              |           |        | <b>29,052.63</b> |

# Appendix 1

## Clerk's Report

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**Presented to the Parish Council at the meeting on 15<sup>th</sup> October 2025.**

**Prepared on 9<sup>th</sup> October 2025.**

### **Tasks Completed:**

- Paid Street Furniture Licence 41464.
- Clerk registered for Grant Applications webinar on 4<sup>th</sup> December 2025.
- Received draft landlord permission for the parish notice board.
- Ordered parish noticeboard.
- Sent forms to Nationwide to add Cllr McSweeney as signatory.
- Clerk added to Nationwide account as main contact person.
- Registered address of Lloyds Treasurers updated to Clerk's address.
- Met with a second supplier of play equipment; awaiting quote.
- Contacted a third supplier of play equipment. Awaiting response.
- Allotment renewal letters sent.
- Donations letter sent.
- Basket ball hoop back board slats fixed in place.
- Microsoft 365 direct debit now PC bank account instead of Clerk's personal bank account.

### **Decisions taken under delegated authority:**

- Instructed Mortimer Contracts to replace spring in zip wire.
- Switched mobile phone providers due to issues with previous supplier.

### **Outstanding Tasks:**

- Order new defib pads for defibrillator outside shop, as due to expire in January 2026.
- Arrange sticker for dog bag dispenser.

## APPENDIX 2: Planning Decisions

Presented to the Parish Council at the meeting on 15<sup>th</sup> October 2025

Prepared on 9<sup>th</sup> October 2025

|             |  |
|-------------|--|
| DC/25/04281 | Land North of Tye Farm House, Cuckoo Tye, Long Melford, Sudbury<br>Proposal for full planning application for change of use of part field to enclosed secure dog walking and exercise area, including a 1.50m high wire fence and field gate.<br>Parish Council recommendation:<br>Planning Authority decision: <b>Deadline 20<sup>th</sup> October 2025</b> |
| DC/25/04188 | The Brambles, Waldingfield Road, Acton, CO10 0AH<br>Erection of a single storey flat roof extension.<br>Parish Council recommendation:<br>Planning Authority decision: <b>Deadline 20<sup>th</sup> October 2025</b>  |
| DC/25/04120 | Albert E Webb and Son, Acton Place Industrial Estate, Acton, Sudbury, CO10 0BB<br>Full planning application proposed Class B2 general purpose industrial building including ancillary storage.<br>Parish Council recommendation:<br>Planning Authority decision: <b>Deadline 20<sup>th</sup> October 2025</b>  |
| DC/25/03907 | Puddledock Garden, Clay Hall Lane, Acton, CO10 0AQ<br>Application for works to trees subject to TPO WS227/G1 to reduce height of 1 No. Norway Maple (T1) by 20ft.<br>Parish Council recommendation: Support Planning Officer's Decision<br>Planning Authority decision: <b>Granted</b>   |
| DC/25/02310 | The Barn, Cuckoo Tye, Acton, Sudbury, CO10 0AE<br>Householder Application - Erection of two Storey Front and Rear Extension together with associated alteration works.<br>Parish Council recommendation: Support<br>Planning Authority decision: <b>Granted</b>  |
| DC/22/05231 | Chilton Woods Mixed Development to North of Woodhall Business Park<br>Application for approval of Reserved Matters (matters relating to appearance, scale, layout and landscaping) for Phase III<br>Parish Council recommendation: Support<br>Planning Authority decision: <b>Awaiting decision</b>  |
| DC/23/04007 | Tamage Road Estate – Gym Trail<br>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.<br>Parish Council recommendation: Support<br>Planning Authority decision: <b>Awaiting decision</b>  |

## APPENDIX 3

### Section 3 – External Auditor's Report and Certificate 2024/25

In respect of

ACTON PARISH COUNCIL – SF0001

#### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

#### 2 External auditor's limited assurance opinion 2024/25

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

#### 3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

18/09/2025

## APPENDIX 4

### Acton Parish Council

#### Payments over £500 1st April 2025-30th September 2025

| Date       | Description                                    | Supplier / customer                   | Net      | VAT    | Total    |
|------------|--|---------------------------------------|----------|--------|----------|
| 24/04/2025 | Clerk April Salary                             | Clerk                                 | 1,267.90 | 0.00   | 1,267.90 |
| 24/04/2025 | Quarterly Grant for APFVH                      | Acton Playing Fields and Village Hall | 1,375.00 | 0.00   | 1,375.00 |
| 22/05/2025 | SALC Annual membership                         | Suffolk Association of Local Councils | 580.77   | 116.16 | 696.93   |
| 22/05/2025 | Grant for urgent repairs                       | Acton Playing Fields and Village Hall | 5,610.00 | 0.00   | 5,610.00 |
| 30/05/2025 | Clerk Salary May                               | Clerk                                 | 1,267.90 | 0.00   | 1,267.90 |
| 27/06/2025 | Dog Waste Bins x 2                             | Glasdon UK                            | 517.84   | 103.57 | 621.41   |
| 30/06/2025 | Clerk June Salary                              | Clerk                                 | 1,267.70 | 0.00   | 1,267.70 |
| 24/07/2025 | Income Tax and NICs April-June 2               | HMRC                                  | 859.64   | 0.00   | 859.64   |
| 30/07/2025 | 2nd Quarter Grant for Charity Ma               | Acton Playing Fields and Village Hall | 1,375.00 | 0.00   | 1,375.00 |
| 31/07/2025 | Clerk July Salary                              | Clerk                                 | 1,267.90 | 0.00   | 1,267.90 |
| 29/08/2025 | Repairs across entire play area                | Mortimer Contracts Lid                | 2,660.00 | 532.00 | 3,192.00 |
| 29/08/2025 | Clerk Salary August                            | Clerk                                 | 1,267.90 | 0.00   | 1,267.90 |
| 12/09/2025 | Acton Playing Fields & Viillage Hall           | Grant for LED Lighting                | 6,210.00 | 0.00   | 6,120.00 |
| 31/08/2025 | Annual Dog Waste & Litter Bin Emptying         | Babergh District Council              | 1,494.00 | 298.80 | 1,792.80 |
| 23/09/2025 | 50% pPayment Parish Noticeboard                | Cheshire Signs Ltd                    | 1,037.50 | 207.50 | 1,245.00 |
| 26/09/2025 | Replacement Part to Streetlighg on Barrow Hill | Pearce & Kemp                         | 449.04   | 89.81  | 538.85   |
| 26/09/2025 | Annual Trimming Jennens Way                    | Suffolk Tree Services                 | 1,000.00 | 200.00 | 1,200.00 |
| 26/09/2025 | External Auditor Fees                          | PKF Little John                       | 420.00   | 84.00  | 504.00   |
| 26/09/2025 | Annual Insurance                               | Clear Councils                        | 1096.44  | 0.00   | 1,096.44 |
| 30/09/2025 | Clerk Salary September                         | Clerk                                 | 1,473.32 | 0.00   | 1,473.32 |



## Appendix 5

### Acton Parish Council Bank Reconciliation

1 April 2025 - 30th September 2025

|                                     |                   |
|-------------------------------------|-------------------|
| Opening balance 1 April 2025        | 250,267.68        |
| <b>Movement in balances</b>         |                   |
| Receipts                            | 68,173.26         |
| Payments                            | 40,696.40         |
| Receipts less payments              | 27,476.86         |
| Closing balance (30 September 2025) | <b>277,744.54</b> |

#### Bank accounts

|   |                   |
|---|-------------------|
| Lloyds Treasurers                       | 22,744.54         |
| Lloyds savings (BusBankInstant)         | 85,000.00         |
| Nationwide Building Society             | 85,000.00         |
| Skipton Building Society                | 85,000.00         |
| TOTAL bank balances (30 September 2025) | <b>277,744.54</b> |

## APPENDIX 6 RESERVES ANALYSIS

| <b>Reserves Analysis</b>       | <b>Opening<br/>01/04/2025</b> | <b>Cash Flow to<br/>30/09/2025</b> | <b>Close as at<br/>30/09/2025</b> |               |  |
|--------------------------------|-------------------------------|------------------------------------|-----------------------------------|---------------|--|
| <b>Cash</b>                    | <b>250,267.68</b>             | <b>27,476.86</b>                   | <b>277,744.54</b>                 |               |  |
|                                |                               |                                    |                                   |               |  |
| <b>Reserve Funds</b>           | <b>01/04/2025</b>             | <b>Net change</b>                  | <b>30/09/2025</b>                 | <b>Change</b> | <b>Rationale</b>   |
| General                        | 104,379.09                    | -57,426.33                         | 46,952.76                         | Decrease      | Balance of funds currently held  |
| Amenities and facilities (CIL) | 126,275.32                    | 1,088.76                           | 127,364.08                        | Increase      | Ring-fenced, actual CIL funds held   |
| Wildlife area                  | 905.00                        | 2,400.00                           | 3,305.00                          | Increase      | Key community asset in need of repairs and upkeep  |
| Churchyard Maintenance         | 1,113.00                      | 3,900.00                           | 5,013.00                          | No Change     | Potential unforeseen requirements & tree maintenance   |
| Street Lights                  | 1,702.70                      | 5,400.00                           | 7,102.70                          | Increase      | An increase in repairs and maintenance costs year to date  |
| Play Equipment                 | 2,820.00                      | 14,680.00                          | 17,500.00                         | Increase      | Repair and replace ageing play equipment   |
| APF Village Hall               | 1,493.00                      | 10,000.00                          | 11,493.00                         | Increase      | Annual grant for Charity Manager and grants to improve facilities  |
| Hedges and Trees               | 8,032.00                      | 47,038.00                          | 55,070.00                         | Increase      | Reserve too low at end of 2025 financial year to maintain the number of ageing trees throughout the parish |
| Footpaths Maintenance          | 1,944.00                      | 2,000.00                           | 3,944.00                          | Increase      | Less volunteer work than expected  |
| Energy (extraordinary)         | 1,603.57                      | 0.00                               | 0.00                              | Decrease      | Reserve no longer required   |
| <b>Total Reserve Funds</b>     | <b>250,267.68</b>             | <b>29,080</b>                      | <b>277,744.54</b>                 |               |  |

## APPENDIX 7



SUFFOLK TREE SERVICES LTD  
THE WOODYARD  
BRENT ELEIGH ROAD  
LAVENHAM  
SUFFOLK CO10 9PE  
TEL: 01787 319200  
[info@suffolktreeservices.co.uk](mailto:info@suffolktreeservices.co.uk)  
[www.suffolktreeservices.co.uk](http://www.suffolktreeservices.co.uk)

Abbie Lee – Acton Parish Council Clerk  
101 Egremont Street  
Glensford  
Sudbury  
CO10 7SG

08<sup>th</sup> October 2025

Dear Acton Parish Council

### **ESTIMATE**

TO CARRY OUT TREE SURGERY WORK AT THE ABOVE ADDRESS AS FOLLOWS:

To supply x1 17-18ft Norway Spruce inclusive of  
delivery and installation. £800.00

Additional of lights on the above tree. £75.00

UNLESS OTHERWISE STATED ALL ARISING TO BE REMOVED FROM SITE  
LEAVING IT CLEAN AND TIDY

**ALL THE ABOVE PRICES ARE SUBJECT TO V.A.T AT 20%**

**The price for this work is valid for 3 months from the date above. Please see overleaf  
for our terms and conditions**

**For any stump grinding operations please refer to section 6 Sub-surface Structures in  
our terms and conditions overleaf regarding utility services below the ground**

**All Suffolk Tree Services Limited tree works are carried out to BS 3998: 2010 Standard  
Recommendations for tree works**

## APPENDIX 8

### Christmas Event Budget

|                        | 2025   |
|------------------------|--------|
| Tree                   | 800.00 |
| Light Erection         | 75.00  |
| Hot choc 1 kg x 2      | 15.90  |
| Squirty Cream 250g x 6 | 9.50   |
| Marshmallows 1kg       | 6.66   |
| Tea Lights x 200       | 41.56  |
| Lanterns x 200         | 52.43  |
| Mulled Wine            | 25.00  |
| Squash                 | 3.75   |
| Paper cups             | 13.44  |
| Napkins                | 9.90   |
| Printing & Lamination  | 36.00  |
| Mince Pies 8 x 6       | 9.00   |
| Baubles                | 0.00   |
| <b>£ 1,098.14</b>      |        |

Prices at 08/10/2025

Prices exclude VAT