

Acton Parish Council

Email: clerk@actonparishcouncil.gov.uk | Tel: 07931 381751

Members of the Parish Council:

You are summoned to the Meeting of Acton Parish Council, which will take place on **Wednesday 18th March 2026**, at 7pm at Acton Village Hall for the purpose of transacting the business below.

A Lee

Abbie Lee, Clerk

Members of the Public:

Council meetings are not public meetings; they are meetings conducted in public. Members of the public 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. Members of the public may be excluded by a resolution of the meeting for specific items which need to be discussed in confidence.

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 should raise their hand and the Chairman will call them to speak. The Council's Standing Order limits each individual's contribution to three minutes. Issues should not be discussed immediately or responded to unless the Chairman authorises. Matters raised may be added to the agenda for a future meeting. The Council will also provide an opportunity for County and District Councillors to deliver any reports during the public forum.

Agenda

Apologies

- 1 To receive Councillor apologies and consider whether to approve reasons for absence.

Minutes

- 2 To agree the minutes of the meeting held on 18th February 2026. To be signed by the Chairman as a true and accurate record of the meeting.

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.

Clerk's Report

- 4.1 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).
- 4.2 To receive the Clerk's report on any decisions taken under delegated powers since the last meeting.
 - a In conjunction with the Chair, it was agreed to instruct LM Groundcare to repair the damage done in Newmans Green on 18th February by the reversing lorry.
 - b Instructed LM Groundcare to collect SIDS equipment from Sudbury Town Council.
 - c Clerk booked on Playground Inspection Company training course and exam for 30th June 2026 at a cost of £128 plus VAT for the course and £150 plus VAT for the exam and certificate. This course is in-person and has limited spaces; historically, it gets fully booked quickly.

Public Forum (item 5.3 limited to 10 minutes)

- 5.1 Report by County Councillor
- 5.2 Report by District Councillors
- 5.3 Members of the public

Planning

- 6.1 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.
- 6.2 To note planning application validations, Parish Council recommendations and local planning authority decisions made since the last meeting (Appendix 2).
- 6.3 Cllrs to note the Clerk has written to the local plan team at Babergh to formally state that APC does not support the sites put forward on the Strategic Housing and Land Availability Assessment (sites: HE23167, HE23171, 26133 and HE23138) nor does it support site HE23137 or access to Mills Lane from site H23359.
- 6.4 Cllrs to note the current situation regarding additional play equipment at the Bloor Estate (Appendix 3).

Environment

- 7.1 To receive an update on PRoW2.
- 7.2 Cllrs to note the Clerk has written to BDC to advise it is not acceptable to issue such increases after the budget and precept for the year have been set and to also remind BDC that they are responsible for street cleaning in the district.
- 7.3 To receive an update on the Lime Tree Green play equipment upgrade.
- 7.4 To consider any other environmental rights of way issues and any works arising.

Acton Field Trust

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

9 Emergency Plan Working Group

To receive and update on the village Emergency Plan.

Finance

- 10.1 Cllrs to review and approve schedule of payments and items of expenditure for February and authorise the chairman to sign the schedule of payments (page 4 of agenda).
- 10.2 To approve the year to date bank balances and bank reconciliation (page 5 of agenda).
- 10.3 Cllrs to review the 2025-26 budget against year to date and expected year end expenditure and consider any adjustments (Appendix 4).
- 10.4 Cllrs to review all items of expenditure over £500 (website).
- 10.5 Cllrs to approve a registration fee £495 for SLCC for CiLCA assessment reviews. This is in addition to the training fees to SALC, noting this is built into the 2026-27 training budget.
- 10.6 Cllrs to review and approve a donation request of £350 from Acton Playgroup towards free children's activities for the summer fete (Appendix 5).
- 10.7 Cllrs to approve the Clerk to be paid the full eligible homeworking allowance rate of £6 per week to be paid monthly at £26 by standing order. This is an increase of £0.23 a week/£1 month and is to cover the use of the Clerk's home and utilities as the registered address of the Parish Council.
- 10.8 Cllrs to note that current Neighbourhood CIL reserves are £83,396.33 with £53,400 of this allocated against current projects (PRoW2, Barrow Hill junction, Lime Tree Green play equipment). This leaves a balance of £29,996 with no CIL funding expected from BDC.

Governance

- 11.1 Cllrs to note the list of all organisations in receipt of grants from APC in 2025-26 (website).
- 11.2 Cllrs to review the Transparency Code, noting there have been no changes but should ensure they are familiar with the policy (website).
- 11.3 Cllrs to review and approve the Planning Procedures: Delegated Authority policy (website).
- 11.4 Cllrs to review and approve the LGA Code of Conduct (website), noting there have been no changes but should be familiar with the policy.
- 11.5 Cllrs to review and approve the Cookies Policy (website), noting there have been no changes.
- 11.6 Cllrs to review the NALC Anti-harassment & Bullying Policy (website), noting there have been no changes.
- 11.7 Cllrs to review and approve the Local Government Transparency Code for Smaller Authorities 2015 (website), noting there have been no changes but should be familiar with the policy.
- 11.8 Cllrs to review and approve the Scheme of Delegation (website), noting there have been no changes.
- 11.9 Cllrs to note the Web Accessibility Statement (footer of website), in compliance with WCAG 2.2 AA standards. Cllrs also to note the testing was carried out free of charge by Parish Council Accounts, the company that built and support the APC website.

Items for Future Agendas or Any Other Business

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

Abbreviations:

Cllr(s):	Councillor(s)	BDC:	Babergh District Council
CiLCA:	Certificate in Local Council Administration	APC:	Acton Parish Council
CIL:	Community Infrastructure Levy	PRoW:	Public Right of Way
SALC:	Suffolk Association of Local Councils	NALC:	National Association of Local Councils
APC:	Acton Parish Council	WCAG:	Web Content Accessibility Guidelines

Scheule of Payments

Payments made under delegated powers or Financial Regulation 6.8 since the last meeting:

- | | |
|---|--------|
| ▪ St John's Ambulance: First Aid Kit | £34.14 |
| ▪ LM Groundcare: New post at Wildlife Reserve | £50.00 |
| ▪ | £ |

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

All Payments & Receipts for February 2026

Date	Description	Supplier / customer	Net	VAT	Total
02/02/2026	Feb Litter Picking	Litter picker	-91.67	0.00	-91.67
02/02/2026	Jan Homeworking Allowance	Clerk	-25.00	0.00	-25.00
04/02/2026	Streetlight maintenance	Pearce and Kemp	-18.75	-3.75	-22.50
05/02/2026	Pension	NEST	-176.13	0.00	-176.13
09/02/2026	Mobile Phone Charges	EE	-7.50	-1.50	-9.00
09/02/2026	First Aid Kit	St John's Ambulance	-28.45	-5.69	-34.14
17/02/2026	Bank Charges	Lloyds Banking Group	-4.25	0.00	-4.25
23/02/2026	Jan Electricity	SSE Energy Solutions	-105.45	-5.27	-110.72
25/02/2026	MS3565	Microsoft Limited	-10.08	-2.02	-12.10
26/02/2026	Reserve Maintenance	WR Hickford	-610.00	0.00	-610.00
27/02/2026	Horbeam - Daniels Close	Suffolk Tree Services	-1,600.00	-320.00	-1,920.00
27/02/2026	Room Hire	APFVH	-42.00	0.00	-42.00
27/02/2026	Q1-3 SIDs Rotation	Sudbury Town Council	-816.40	-163.28	-979.68
27/02/2026	Feb Salary	Clerk	-1,289.98	0.00	-1,289.98
27/02/2026	New Post Wildlife Reserve	Leigh Martin/LM Groundcare	-50.00	0.00	-50.00
27/02/2026	Installation of Noticeboard	Leigh Martin/LM Groundcare	-250.00	0.00	-250.00
09/02/2026	Interest Received	Lloyds Bus Bank Savings	54.29	0.00	54.29

These payments are to be authorised at the Parish Council Meeting dated 18th March 2026.

Councillor Signature: _____

Acton Parish Council Bank Reconciliation	
1 April 2025 - 28th February 2026	
Opening balance 1 April 2025	250,267.68
Movement in balances	
Receipts	86,640.24
Payments	68,565.09
Receipts less payments	18,075.15
Closing balance (28th February 2026)	268,342.83
Bank accounts	
Lloyds Treasurers	48,204.67
Lloyds savings (BusBankInstant)	45,138.16
Skipton Building Society	85,000.00
Unity Trust Savings	90,000.00
Nationwide Building Society (now closed)	-
TOTAL bank balances (28th February 2026)	268,342.83

Presented to the Parish Council at the meeting on 18th March 2026**Tasks Completed:**

- Completed SALC Unit 1 online training course.
- Worked on CiLCA qualification work for submission.
- Attended a SALC online course for Annual Parish Council Meetings.
- Updated news items and bin-change information to social media and website.
- Added Emergency Plan page to website.
- Added bus timetable updates to social media.
- Emailed all circular correspondence to councillors.
- Kept Cllrs informed of ongoing planning consultations.
- Added latest AFT documents to website.
- Placed orders to contractors to proceed with decisions made at previous meeting.
- Responded to residents' correspondence on fly tipping, potholes, planning applications, call about the call for sites, and flooding.
- Responded to an email request for a copy of the February 2026 meeting minutes.
- Monthly check that defibs are operational. Reported on Circuit website.
- Conducted regular safety checks of Lime Tree Green play area and updated spreadsheet.
- Site visit with play equipment contractor.
- Assisted Cllrs with IT problems.
- Applied for SCC Locality Grant for Hornbeam at Daniels Close.
- Unsubscribed from over 20 companies or individuals sending marketing or spam emails.
- Responded to one emails and one phone call sent to APC intended for APFVH. Email was for bookings.
- Posted news on social media to advise of bin schedule to May 2026 and changes to waste collections from June 2026.
- Sent out invitations to community organisations for the Annual Parish Meeting.
- Applied to Unity Trust for 32 Day Savings instead of Instant Access, as the rate or interest is higher.
- Sent out invitations so Annual Parish Meeting.
- Regular communication with Suffolk Tree Services regarding work in closed churchyard.

Decisions taken under delegated authority:

- In conjunction with the Chair, it was agreed to instruct LM Groundcare to repair the damage done in Newmans Green on 18th February by the reversing lorry.
- Instructed LM Groundcare to collect SIDS equipment from Sudbury Town Council.
- Clerk booked on Playground Inspection Company training course and exam for 30th June 2026.

Outstanding Tasks:

- Chase Roger Lane regarding sign refresh – ON HOLD

APPENDIX 2: Planning Decisions

Presented to the Parish Council at the meeting on 18th March 2026

Prepared on 11th March 2026

DC/26/00092	8 Browns Close, Acton, CO10 0XL Householder application: Demolition of existing rear conservatory and replaced with new single storey pitched roof extension. Parish Council recommendation: Support Planning Authority decision: Approved
DC/26/00071	Lascelles Barn, Clay Hall Lane, Acton, CO10 0AQ Notification of tree works subject to a Tree Preservation Order – BT140/G1 confirmed 24/06/88 covers a group of 10 sycamores Parish Council recommendation: Support Tree Officer’s Decision Planning Authority decision: Approved
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 1.50m high wire fence and field gate. Parish Council recommendation: Object Planning Authority decision: Awaiting Decision
DC/22/05231	Chilton Woods Mixed Development to North of Woodhall Business Park Application for approval of Reserved Matters (matters relating to appearance, scale, layout and landscaping) for Phase III Parish Council recommendation: Support Planning Authority decision: Awaiting decision
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. Parish Council recommendation: Support Planning Authority decision: Awaiting decision

Cllr Graham Round APC

From: Mark Russell <[REDACTED].uk>
Sent: 09 March 2026 11:00
To: Simon Bailey; graham. round [REDACTED]
Cc: Philip Isbell
Subject: RE: EN/25/00296 - Alleged non-compliance with Condition 4 (Soft Landscaping) of planning permissions DC/19/03126 and DC/22/01674. (Gym Trail)

Flag Status: Flagged

Dear all.

Provision of the “Gym Trail” (ref: DC/23/04007) has stalled. I have approached the applicant to ask them what their intentions are and have heard nothing from them.

We are, therefore, in a position of non-compliance where the applicant will need to revert to the provisions of earlier permissions DC/19/03126 and DC/22/01674 (i.e. provision of play equipment). I will need to discuss with Simon as to how to go about this and will then revert.

I hope that this is of assistance to you.

Kind regards.

Mark Russell BA (Hons) MA MRTPI

Area Manager

Babergh District Council & Mid Suffolk District Council – Working Together

Direct Dial: 01449 724 552

Email: [REDACTED]

Alternatively phone 0300 1234000 Option 5 Option 3

Or email planning@baberghmidsuffolk.gov.uk

The above number and email will always be answered while the offices are open.

Some customers are selecting Option 5 then Option 5 again which directs them to Planning Enforcement.

IMPORTANT PLEASE READ

Planning fees are increasing from the 1st April 2025 – please [CLICK HERE](#) to review the new fees.

APPENDIX 4

Acton Parish Council

Budget Vs Expenditure 1st April 2025 - 28th Feb 2026

Payments	Budget	Period Actual	Variance
Administration			
Community Events	1,300.00	1,203.95	96.05
Subscriptions	950.00	1,048.93	-98.93 Price Increases
Training and Publications	1,000.00	36.00	964.00 £438 due to be paid for CILCA traing in March
Audit	850.00	827.00	23.00
Administration	3,500.00	1,148.48	2,351.52
Room Hire	450.00	306.00	144.00
Insurance	1,000.00	1,096.44	-96.44
Chairmans Allowance	60.00	33.66	26.34
Bank Charges	0.00	47.17	-47.17
Total Administration	9,810.00	5,747.63	4,062.37
Staff costs			
Staff Costs	22,000.00	19,173.44	2,826.56
Total Staff costs	22,000.00	19,173.44	2,826.56
Environment			
Paths Maintenance	300.00	0.00	300.00
Hedge and Tree Maintenance	3,000.00	3,835.00	-835.00 Expecting £1300 from SCC towards this
Other Environmental Costs	2,100.00	1,256.33	843.67
Play Area Maintenance	2,300.00	3,150.00	-850.00
Refuse Collection	1,300.00	2,502.37	-1,202.37 Price increses after budget was agreed & additonal bins added
Health and Safety Inspections	100.00	69.92	30.08
Wildlife Reserve	1,500.00	832.00	668.00 Machinery Services due March
SIDS and Village Maintenance	3,500.00	1,573.11	1,926.89 Awaiting Q4 invoice from Sudbury Wardens
Total Environment	14,100.00	13,218.73	881.27
Street lighting			
Streetlighting - Electricity	1,800.00	1,150.59	649.41
Streetlight - Maintenance	300.00	879.04	-579.04 Several issues this year
Total Street lighting	2,100.00	2,029.63	70.37
Other			
Grants	7,000.00	11,110.00	-4,110.00 Village hall emergency repairs
Closed Churchyard Maintenance	1,100.00	1,169.00	-69.00
Allotments	100.00	20.00	80.00
Donations	3,500.00	3,400.00	100.00
CIL Funds	0.00	9,612.92	-9,612.92
Total Other	13,500.00	25,311.92	-11,811.92

Total Payments 61,510.00 65,481.35 -3,971.35

	Budget	Period Actual	Variance
Receipts			
VAT Repayments	10,000.00	13,381.99	3,381.99
Community Infrastructure Levy	0.00	9,812.57	9,812.57
Other Grants or Donations	350.00	0.00	-350.00
Allotment Rents	340.00	352.50	12.50
Bank Interest	2,000.00	5,076.09	3,076.09
Other Income	20.00	9.64	-10.36
Total Other Receipts	<u>12,710.00</u>	<u>28,632.79</u>	<u>15,922.79</u>
Precept			
Precept	58,000.00	58,000.00	0.00
Total Precept	<u>58,000.00</u>	<u>58,000.00</u>	<u>0.00</u>
Total Receipts	<u>70,710.00</u>	<u>86,632.79</u>	<u>15,922.79</u>

Donations and Grants

Each year, Acton Parish Council considers making small grants and donations to voluntary groups and local charities.

To apply for a grant or donation, please complete the form below and return it to clerk@actonparishcouncil.gov.uk with a copy of your organisation or group's constitution and latest set of accounts.

Name of Group/Organisation: ACTON PLAYGROUP
Charity number (if applicable): 1027943
Contact Name: VICTORIA MEKNI
Contact Email: actonplaygroup@hotmail.co.uk
Contact Phone: 07513 103557
Are you requesting a grant or donation? DONATION
What is the funding for? Please give as much information as possible. FOR CHILDREN'S ENTERTAINMENT AND ACTIVITIES THAT CAN BE OFFERED FREE OF CHARGE DURING THE ACTON SUMMER VILLAGE FETE.
What benefits will it provide to local people? TO ALLOW INCLUSION OF FAMILIES WHO CANNOT AFFORD TO PAY FOR ENTERTAINMENT/ACTIVITIES, HELPING TO 'BRIDGE THE GAP' BETWEEN CHILDREN IN OUR COMMUNITY.
Amount Requested (leave blank if no specific sum): £350.00