

# Acton Parish Council

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

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## MEMBERS OF THE PARISH COUNCIL:

You are summoned to the **ANNUAL MEETING** of Acton Parish Council, which will take place on **WEDNESDAY 20<sup>TH</sup> MAY 2026** at **7pm** in 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

### ELECTION

- 1.1 To **ELECT** the Chairman of Acton Parish Council and receive their declaration of acceptance of office to be **SIGNED** in the meeting and **SIGNED** by the Clerk.
- 1.2 To **ELECT** the Vice Chair of Acton Parish Council and receive their declaration of acceptance of office to be **SIGNED** in the meeting and **SIGNED** by the Clerk.

### APOLOGIES

- 2.1 To **RECEIVE** Councillor apologies and consider whether to **APPROVE** reasons for absence.

### MINUTES

- 3 To **AGREE** the minutes of the meeting held on 18<sup>th</sup> March 2026. To be **SIGNED** by the Chairman as a true and accurate record of the meeting.

### DECLARATION OF INTEREST

- 4.1 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.
- 4.2 To **CONSIDER** any written requests for dispensation received by the Clerk prior to the commencement of the meeting.

### 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 (ITEM 6.3 LIMITED TO 10 MINUTES)

- 6.1 Report by County Councillor
- 6.2 Report by District Councillors
- 6.3 Members of the public

## 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/26/01496: Kimberley, Newman's Green, Acton. Full Planning Application - Change of use of existing residential dwelling (C3) to Residential Children's Home (C2). Closing date 21<sup>st</sup> May 2026.
  - b DC/25/05426: Chilton Woods Mixed Development, Land North Of Woodhall Business Park, Sudbury. Application for Reserved Matters: pursuant to Outline Planning Permission B/15/01718, Dated 29th March 2018 for phase IV - Town and Country Planning (Development Planning Procedure) (England) Order 2015 (as amended)- details for matters relating to Appearance, Scale, Layout and Landscaping for 269 no. residential dwellings, amenities, open space, parking and associated development details. Closing date 21<sup>st</sup> May 2026.
  - c DC/26/011841: Chilton Woods Mixed Development To North Of, Woodhall Business Park, Sudbury. Application for Approval of Reserved Matters pursuant to Outline Permission B/15/01718 dated 29/03/2018 Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Submission of details for Layout, Scale, Appearance and Landscaping. Seeking approval for the construction of a two-storey primary school to provide two forms of entry (210 pupils) and single storey pre-school to provide 30 places together with sports pitches, vehicular access, car parking, pedestrian and cycle access, landscaping and associated development. Closing date 28<sup>th</sup> May 2026.
- 7.2 To **NOTE** planning application validations, Parish Council recommendations and local planning authority decisions made since the last meeting (**Appendix 2**).
- 7.3 DC/25/04285 Change of use of field at Cuckoo Tye: To **CONSIDER** if any further representations should be made to the planning department case officer.

## ENVIRONMENT

- 8.1 To **RECEIVE** an update on PRow2.
- 8.2 To **AUTHORISE** the Clerk to sign the Suffolk County Council & Acton Parish Council Public Footpath 2 (Part)-Surface Agreement (**Appendix 3**).
- 8.3 To **RECEIVE** an update on the Lime Tree Green play equipment upgrade.
- 8.4 To **APPROVE** the annual grass cutting quote from Wayne Hickford (**Appendix 4**).
- 8.5 To **REVIEW** and **APPROVE** the options for a replacement village litter picker (**Appendix 5**).
- 8.6 Subject to 8.5 outcome, to **APPROVE** advertising the post locally on social media, noticeboards and word of mouth.
- 8.7 Cllrs to **NOTE** Suffolk Tree Services received confirmation from BDC to proceed with essential maintenance work on unhealthy trees with TPOs in closed churchyard.
- 8.8 Cllrs to **NOTE** that further to minute 18/03 5.1, the County Council Locality Budget will cover £4595 of the parking restrictions on the High Street/Barrow Hill junction instead of £5467.03. However, this is still a very welcome saving to the Parish Council.
- 8.9 Following March's incident with a lorry getting stuck and tearing up the verge at the Newman's Green-Cuckoo Tye intersection, Cllrs to **NOTE** that Taylor Wimpey have acknowledged there is room for improvement with regards to the signage for site traffic and have arranged for further signage to be produced and installed.
- 8.10 Cllrs to **NOTE** the Council has received the annual Lime Tree Green play area inspection report and can confirm there are no high risk issues.
- 8.11 To **CONSIDER** any other environmental rights of way issues and any works arising.

## ACTON FIELD TRUST

- 9.1 To **APPROVE** the appointment of Acton Field Trust committee members.
- 9.2 To **RECEIVE** an update report from Acton Field Trust.
- 9.3 To **RECEIVE** the Acton Field Trust Charity Commissions Trustee's Annual Report, which is to be **SIGNED** by two trustees (**Appendix 6**).
- 9.4 To **APPROVE** the Acton Field Trust Annual Accounts, which are to be **SIGNED** by two trustees (**Appendix 7**).

## **FINANCE**

- 10.1 Cllrs to **REVIEW** and **APPROVE** schedule of payments and items of expenditure for March and April and **AUTHORISE** the Chairman to **SIGN** the schedule of payments (**pages 5 & 6 of agenda**).
- 10.2 Cllrs to **REVIEW** and **APPROVE** the 2025-26 end of year accounts with variance report (**Appendix 8**).
- 10.3 Cllrs to **REVIEW** the 2025-26 end of year bank reconciliation (**Appendix 9**).
- 10.4 Cllrs to **APPROVE** the CIL Reporting Form for 2025-26 and **AUTHORISE** the Chairman and Clerk to **SIGN** (**Appendix 10**).
- 10.5 Cllrs to **NOTE** the 2025-26 VAT claim was made and received for 2025-26 financial year for £3,247.60.

## **GOVERNANCE**

- 11.1 To **RECONFIRM** that the Council has appointed the Clerk to be the Responsible Financial Officer and Proper Officer.
- 11.2 Cllrs to **NOTE** the annual subscription to the ICO (Information Commissioner's Office) has been renewed for another year, paid by annual direct debit.
- 11.3 To **REVIEW** and confirm lead Councillors, noting the limitations on councillor authority (website):
  - a Suffolk Association of Local Councils area meetings: Cllr Antill
  - b Wildlife Reserve: Cllr Le Grys
  - c Allotments: Cllr Johnson
  - d Chilton Woods development: Cllr Antill
  - e Village Maintenance Contractors Cllr Round
  - f SCC Highways & Babergh Public Realm: Cllr Round
  - g Community Speedwatch: Cllr Caradine
  - h Village Emergency Plan: Cllr Gibbens
- 11.4 To **REVIEW** and **CONFIRM** Acton Parish Councillors for representation on APFVH committee. Currently Cllrs Round & LeGrys.
- 11.5 Cllrs to **NOTE** the Parish Council had been incorrectly registered with HMRC for many years. This was a historical error and was raised by the Clerk to SALC payroll last year, who advised waiting until the end of the financial year to make co necessary changes. These changes have now been actioned and everything is set up correctly with HMRC.
- 11.6 To **NOTE** the Pension Declaration of Compliance was made on 20<sup>th</sup> April 2026 in compliance with employment law.
- 11.7 To **ADOPT** and **APPROVE** the Equality & Diversity Policy (**website**).
- 11.8 To **ADOPT** and **APPROVE** the IT Policy (**website**).

## **ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR)**

- 12.1 To **NOTE** the internal audit was scheduled to be carried out the week commencing 4<sup>th</sup> May 2026 but was submitted and carried out the week commencing 13<sup>th</sup> April.
- 12.2 To **AGREE** the Annual Governance Statement Section 1 of the 2025-26 Annual Governance & Accountability Return (**Appendix 11**) and **AUTHORISE** the Chairman and Clerk to **SIGN**.
- 12.3 To **AGREE** the Accounting Statement in Section 2 of the Annual Governance and Accountability Return (**Appendix 12**) and **AUTHORISE** the Chairman to **SIGN**.
- 12.4 To **RECEIVE** the signed 2025-26 Internal Audit Report (**website**).
- 12.5 To **RECEIVE** the 2025-26 Full Internal Audit Report (**website**) and **NOTE** the recommendations and actions (**Appendix 13**). Two Councillors to be nominated to work through the actions and the Clerk will bring forward a report at a future meeting.
- 12.6 To **SET** the 30 day period of Exercise of Public Rights as 3<sup>rd</sup> June to 14<sup>th</sup> July (inclusive) (**website**).
- 12.7 To **RECEIVE** and **AGREE** the explanation of variances for the external audit (**Appendix 14**).
- 12.8 To **RECEIVE** and **AGREE** the annual bank reconciliation for the external audit (**Appendix 15**).

## **ITEMS FOR FUTURE AGENDAS OR ANY OTHER BUSINESS**

- 13 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.

**DATE OF NEXT MEETING: WEDNESDAY 17<sup>TH</sup> JUNE 2026**

## SCHEDULE OF PAYMENTS

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

▪ LM Groundcare: Emergency work to repair lorry damage at Newman's Green	£191.90
▪ LM Groundcare: Collect SID equipment from Sudbury Wardens	£25.00
▪ LM Groundcare: Replacement padlocks for SIDs	£36.49
▪ Amazon: New printer	£125.49
▪ Amazon: Ink cartridges for new printer	£62.49
▪ Annual eye test for Clerk	£25.00

### 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 MARCH 2026

Date	Description	Supplier / customer	Net	VAT	Total
31/03/2026	March Interest	Unity Trust	163.48	0.00	163.48
09/03/2026	March Interest	Lloyds Bus Bank Savings	42.96	0.00	42.96
16/03/2026	Grant for Tree at Daniels Cl	Suffolk County Council	1,300.00	0.00	1,300.00
02/03/2026	March Litter Picking	Litter picker	-91.67	0.00	-91.67
02/03/2026	Homeworking Allowance	Clerk	-25.00	0.00	-25.00
03/03/2026	Pension	NEST	-176.13	0.00	-176.13
04/03/2026	Streetlight Maintenance	Pearce and Kemp	-18.75	-3.75	-22.50
11/03/2026	Mobile Phone	EE	-7.50	-1.50	-9.00
17/03/2026	Bank Charges	Lloyds Banking Group	-4.25	0.00	-4.25
18/03/2026	Pension	NEST	-176.13	0.00	-176.13
18/03/2026	Bruscutter Service	R and R Garden Machinery	-375.50	-75.10	-450.60
23/03/2026	Streetlight Electricity Feb	SSE Energy Solutions	-86.58	-4.33	-90.91
25/03/2026	MS365	Microsoft Limited	-10.08	-2.02	-12.10
30/03/2026	CiLCA Training	Suffolk Association of Local	-365.00	-73.00	-438.00
30/03/2026	March Salary	Clerk	-1,289.98	0.00	-1,289.98
30/03/2026	Newmans Green and SIDs	Leigh Martin/LM Groundcar	-216.90	0.00	-216.90
31/03/2026	March Homeworking Allowa	Clerk	-25.00	0.00	-25.00

## ALL PAYMENTS & RECEIPTS FOR APRIL 2026

Date	Description	Supplier / customer	Net	VAT	Total
09/04/2026	Interest Received	Lloyds Bus Bank Savings	30.69	0.00	30.69
30/04/2026	Transfer to Savings	Transfer	-20,000.00	0.00	-20,000.00
30/04/2026	Transfer to Savings	Transfer	20,000.00	0.00	20,000.00
13/04/2026	Precept First Payment	Babergh District Council	30,500.00	0.00	30,500.00
15/04/2026	VAT Repayment	HMRC	3,247.60	0.00	3,247.60
21/04/2026	Rent for Allotment 7A	Allotment 7A	17.50	0.00	17.50
01/04/2026	May Litter Picking	Litter picker	-91.67	0.00	-91.67
01/04/2026	Q1 Grant to APFVH	Acton Playing Fields and	-1,375.00	0.00	-1,375.00
07/04/2026	Streetlight Maintenance	Pearce and Kemp	-18.75	-3.75	-22.50
09/04/2026	Balance of Streetlight Maint In	Pearce and Kemp	-0.75	-0.15	-0.90
10/04/2026	Mobile Phone	EE	-7.50	-1.50	-9.00
13/04/2026	Printer Ink	Amazon EU S arl UK Branc	-52.07	-10.42	-62.49
13/04/2026	Printer	Amazon EU S arl UK Branc	-104.57	-20.92	-125.49
15/04/2026	Service for Ride-on Mower	R and R Garden Machiner	-356.90	-71.38	-428.28
17/04/2026	Fuel for Machinery	Tesco	-12.02	-2.41	-14.43
20/04/2026	Bank Charges	Lloyds Banking Group	-4.25	0.00	-4.25
22/04/2026	March Streetlight Electricity	SSE Energy Solutions	-83.94	-4.20	-88.14
23/04/2026	2025-26 Q4 P30	HMRC	-925.40	0.00	-925.40
24/04/2026	Eye Test Reimbursement	Clerk	-25.00	0.00	-25.00
27/04/2026	MS365	Microsoft Limited	-10.08	-2.02	-12.10
27/04/2026	Pension Contributions	NEST	-242.00	0.00	-242.00
27/04/2026	Q4 Payroll	Suffolk Association of Loc	-48.00	-9.60	-57.60
30/04/2026	Meeting Room Hire	Acton Playing Fields and	-24.00	0.00	-24.00
30/04/2026	Q4 SIDS Rotation	Sudbury Town Council	-171.51	-34.30	-205.81
30/04/2026	Summer Fete Donation	Acton Playgroup	-350.00	0.00	-350.00
30/04/2026	Mileage	Clerk	-8.55	0.00	-8.55
30/04/2026	March SID Rotation and new p	Leigh Martin/LM Groundc	-86.49	0.00	-86.49
30/04/2026	April SID Rotation	Leigh Martin/LM Groundc	-50.00	0.00	-50.00
30/04/2026	Homeworking Allowance	Clerk	-26.00	0.00	-26.00
30/04/2026	Clerk Salary April 2026	Clerk	-1,311.92	0.00	-1,311.92

These payments are to be **AUTHORISED** at the Parish Council Meeting dated **20<sup>th</sup> May 2026**.

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

### ABBREVIATIONS:

Cllr(s):	Councillor(s)	BDC:	Babergh District Council
SALC:	Suffolk Association of Local Councils	APC:	Acton Parish Council
CIL:	Community Infrastructure Levy	PRoW:	Public Right of Way
SALC:	Suffolk Association of Local Councils	TPO:	Tree Preservation Order
APFVH:	Acton Playing Field & Village Hall	SCC:	Suffolk County Council



**Presented to the Parish Council at the meeting on 20<sup>th</sup> May 2026****Tasks Completed:**

- Completed CiLCA Units 2 & 3 online training.
- Worked on CiLCA qualification learning outcomes for submission.
- Responded to an FOI request.
- Updated social media and website.
- Added road closure notifications to Facebook.
- Sent hedge letters.
- Emailed all circular correspondence to councillors.
- Kept Cllrs informed of ongoing planning consultations.
- 1 x allotment plot handover.
- Placed orders to contractors to proceed with decisions made at previous meeting.
- Responded to residents' correspondence on Neighbourhood Plan.
- Assisted with Cllr IT issues.
- Monthly check that defibs are operational. Reported on Circuit website.
- Checked and put village hall defib back online after it was used.
- Conducted regular safety checks of Lime Tree Green play area and updated spreadsheet.
- Site visit with play equipment contractor.
- Unsubscribed from over 40 companies or individuals sending marketing or spam emails.
- Responded to 2 emails and 1 phone call sent to APC intended for APFVH.
- Responded to resident emails on planning applications.

**Decisions taken under delegated authority:**

- Purchase of new printer & ink
- Purchase of replacement basketball net
- Purchase of fuel for brushcutter
- Authorised LM Groundcare to supply and fit new padlocks with master key for SIDS, as Sudbury Wardens lost the keys for the original padlocks
- Purchased additional magnets for noticeboard
- Ordered replacement steps for play tower at Lime Tree Green

**Outstanding Tasks:**

- Registration with SLCC (Society of Local Council Clerks) for CiLCA. This only lasts 12 months, so will register when learning outcomes are ready to be submitted.



## APPENDIX 2: Planning Decisions

Presented to the Parish Council at the meeting on 20<sup>th</sup> May 2026

DC/26/01496	<p>Kimberley, Newman's Green, Acton</p> <p>Full Planning Application - Change of use of existing residential dwelling (C3) to Residential Children's Home (C2)</p> <p>Parish Council recommendation:</p> <p>Planning Authority decision: <b>Closing Date 21<sup>st</sup> May 2026</b></p>
DC/25/05426	<p>Chilton Woods Mixed Development , Land North Of Woodhall Business Park, Sudbury</p> <p>Application for Reserved Matters: pursuant to Outline Planning Permission B/15/01718, Dated 29th March 2018 for phase IV - Town and Country Planning (Development Planning Procedure) (England) Order 2015 (as amended)- details for matters relating to Appearance, Scale, Layout and Landscaping for 269 no. residential dwellings, amenities, open space, parking and associated development details.</p> <p>Parish Council recommendation:</p> <p>Planning Authority decision: <b>Closing Date 21<sup>st</sup> May 2026</b></p>
DC/26/011841	<p>Chilton Woods Mixed Development To North Of, Woodhall Business Park, Sudbury</p> <p>Application for Approval of Reserved Matters pursuant to Outline Permission B/15/01718 dated 29/03/2018 Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) - Submission of details for Layout, Scale, Appearance and Landscaping. - Seeking approval for the construction of a two-storey primary school to provide two forms of entry (210 pupils) and single storey pre-school to provide 30 places together with sports pitches, vehicular access, car parking, pedestrian and cycle access, landscaping and associated development - see covering letter.</p> <p>Parish Council recommendation:</p> <p>Planning Authority decision: <b>Closing Date 28<sup>th</sup> May 2026</b></p>
DC/26/01417	<p>Chilton Woods Mixed Development To North Of, Woodhall Business Park, Sudbury</p> <p>Application for Approval of Reserved Matters pursuant to Outline Planning Permission B/15/01718, Dated 29th March 2018 - Town and Country Planning (Development Planning Procedure) (England) Order 2015 (as amended) - details for matters relating to Appearance, Scale, Layout and Landscaping relating to Open Space, Child Play facilities and associated development, on land adjacent to Phase 1</p> <p>Parish Council recommendation: No comment submitted</p> <p>Planning Authority decision: <b>Awaiting Decision</b></p>
DC/25/04281	<p>Land North of Tye Farm House, Cuckoo Tye, Long Melford, Sudbury</p> <p>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.</p> <p>Parish Council recommendation: Object</p> <p>Planning Authority decision: <b>Awaiting Decision</b></p>
DC/22/05231	<p>Chilton Woods Mixed Development to North of Woodhall Business Park</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: <b>Awaiting decision</b></p>
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.</p> <p>Parish Council recommendation: Support</p> <p>Planning Authority decision: <b>Awaiting decision</b></p>



### APPENDIX 3

Your Ref:

Our Ref: 530/101/02

Date:

Enquiries to: Callum Leslie

Tel: 0345 606 6171

Email [callum.leslie@suffolk.gov.uk](mailto:callum.leslie@suffolk.gov.uk)



## **Suffolk County Council & Acton Parish Council**

### **Acton Public Footpath 2 (Part) – Surface Agreement**

Definitive Statement:

From W of 'The Crown' Inn in a NNE direction passing E of All Saints Church to its junction with footpath No. 4. Recommences on footpath No 4 further north-west and runs in a northerly direction along the eastern boundary of OS field Nos 2394 and 2304 for approximately 260 metres, then along the northern boundary of OS field No 5106 for approximately 80 metres, continues in a northerly direction along the western boundary of OS field No 4929 for approximately 330 metres to the southern side of the grass road leading to Slough Farm. Recommences further east and continues through Slough Farm to a point at its junction with Acton Footpath No. 3.

Section included in agreement:

Agreement to include the Footpath from its commencement at Acton Parish Council's southeastern land boundary approximately 29m north northeast off its commencement from Melford Road for 159m north northeast until its junction with Acton Public Footpath 30 at a width of minimum of 1.2m and maximum of 1.5m.

Surfacing specification:

Surfacing specification to be completed in line with the attached supporting document "A J Smith – Specification & Method Plan" which has been approved by all listed responsible parties. Suffolk Highways to undertake sign-off responsibilities for works on completion.

Responsibilities:

Acton Parish Council – As the landowner and instructing party for works Acton Parish Council will be responsible for the delivery of works through the instructed contractor thereafter responsible for the continual maintenance of the surface to a standard in agreement with the Highway Maintenance Operational Plan (HMOP) or any superseding document with respect to the WMHI Code of Practice and footway hierarchy. This will include undertaking suitable maintenance works on notification of defects from Suffolk Highways in a reasonable time frame under appropriate authorisation and or closure secured from the Public Rights of Way team.

Suffolk County Council Public Rights of Way Team (West) – As the Highways Authority for Public Rights of Way will be responsible for facilitating works and all maintenance to be delivered by Acton Parish Council through appropriate authorisation and or closure.

Suffolk Highways – As the Highway Authority for inspecting bound surface Public Rights of Way will be responsible for undertaking reactive inspections in line with the outlined HMOP standard before notifying Acton Parish Council of any required remedial works including set time frames based on condition as well as notifying all responsible parties should an emergency closure be required.

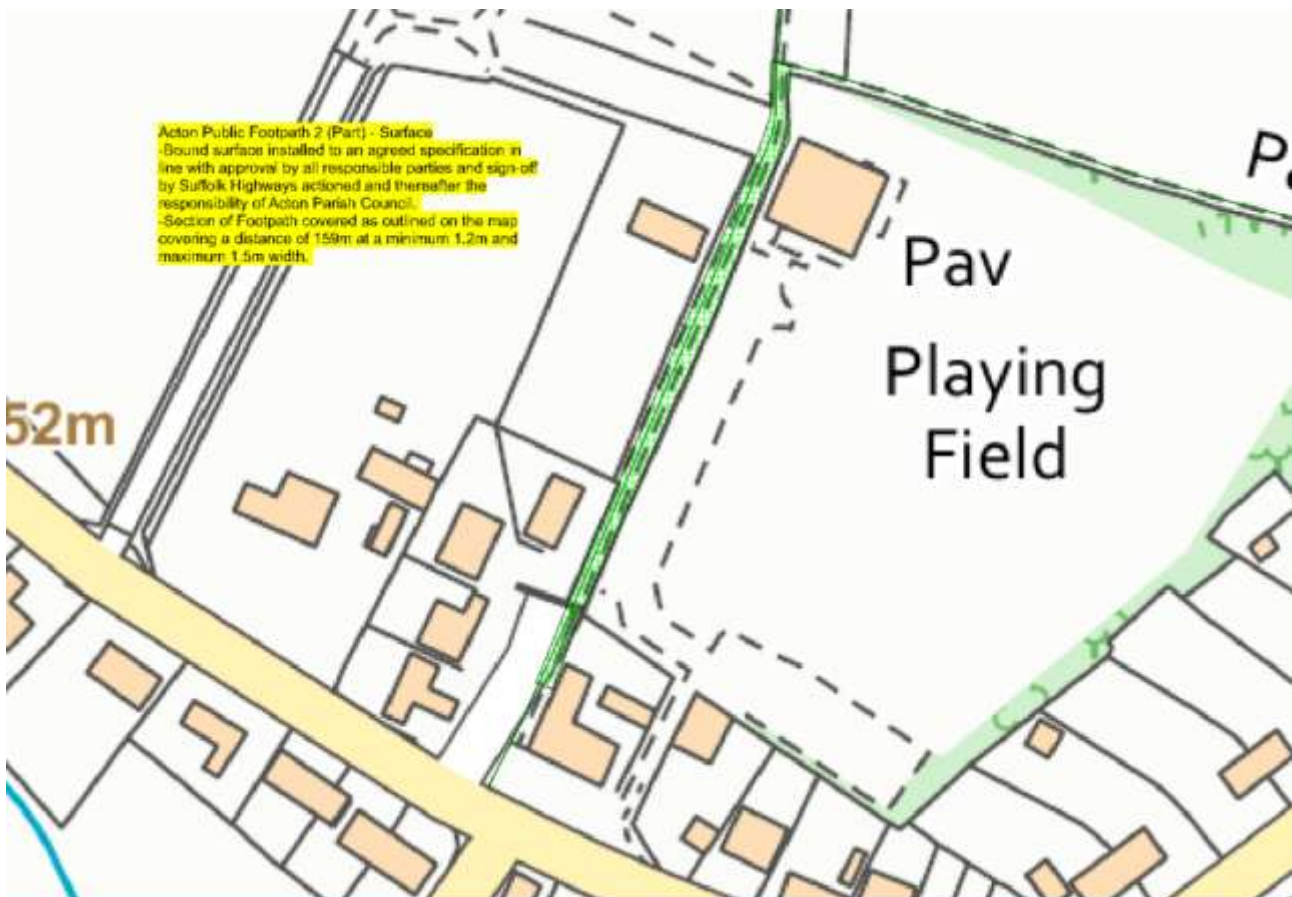
Agreement Period:

The Acton Public Footpath 2 (part) surface agreement will remain in place indefinitely until such a time as all responsible parties agree on a change in line with the below. This includes covering any change to the name of the responsible parties for example as a result of Local Government Reform as long as areas of responsibility remain as outlined. Responsible parties to inform all other parties of any changes to supporting documentation and standards with agreement required before any revisions to the Surface Agreement Document.

-Suffolk County Council's Public Rights of Way Team and Suffolk Highways agree to adopt management of the current surface.

-Acton Parish Council undertake approved works to return the surface to a standard agreeable for adoption by Suffolk County Council's Public Rights of Way team using a provided specification to include an unbound surface.

Supporting map:



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Signed by all parties:


**Suffolk County Council Public Rights of Way**

West Area Rights of Way Manager – James Pickerin:



Date: 05/05/2026

Rights of Way Officer – Callum Leslie:



Date:

**Suffolk Highways**

Asset Validation Engineer (Footways & Street Furniture) – Richard Winter



Date: 05/05/2026

**Acton Parsh Council**

Clerk – Abbie Lee

Date:



## APPENDIX 4

W R Hickford  
19 St Bartholomews Lane  
Sudbury  
Suffolk  
CO10 1LG  
23<sup>rd</sup> March 2026

Acton parish Council

### Quote for Grass cutting 2026

#### **Acton Church**

Minimum 6 cuts @ £175 per cut **£1050**

#### **Lime Tree Green**

Minimum 10 cuts @ £116 per cut **£1160**

2 cuts on **Wildflower area** in Churchyard

@ **£56** per cut **£112**

**Hedges etc** on Lime Tree Green cut as usual **£570**

Any problems drop me an email.

Thanks

W R Hickford



## APPENDIX 5

### REPORT TO MEETING OF ACTON PARISH COUNCIL TO BE HELD ON 20<sup>TH</sup> MAY 2026 LITTER PICKING IN THE VILLAGE & REPLACEMENT LITTER PICKER

Acton's litter picker has decided to retire after 11 years of working on a self-employed basis. The 2025-26 contract was £1100 per annum for two hours of litter picking each week, paid in 12 monthly instalments.

Each week, litter is collected from a different area of the village, with approximately two bin bags of rubbish are filled per shift. Wine bottles have been known to be found in large numbers, but hopefully this will decline when the new recycling laws come into effect in June 2026.

In addition to the paid contractor, there is also a community litter-picking volunteer group, The Acton Wombles, who meet on an ad-hoc basis.

After consulting with Parish Councils locally and nationally, many have active volunteer groups who carry out litter picks on a regular basis. Those Parish Councils employing litter pickers on a PAYE basis pay between MNW (National Minimum Wage) (£12.71 per hour for employees aged 21 and over and £10.85 per hour for 18-20 year-olds) and £13.60 an hour. Calculating a mean of £12.71+ £13.60 is £13.15 per hour. In some villages, Parish Councils use their general maintenance contractors/handyman for litter picking at rates in excess of £15 per hour. Acton's general maintenance contractor charges £25 per hour.

#### **Below are three options for managing litter in Acton:**

##### **Option 1:**

The Council seeks to hire a contractor on a self-employed basis for two hours per week, 48 weeks per year for up to £15 per hour, which is £1,440 annum, billed monthly. The contractor should provide the following:

- Safety clothing and litter grabber
- Adequate insurance

Acton Parish Council to provide refuse sacks, as they do for the current contractor.

Total **annual** cost to the Council: **£1,440**, plus refuse sacks.

##### **Option 2:**

The Council seeks to employ a litter picker on a PAYE (Pay as You Earn) basis through payroll at the mean rate of £13.51 per hour on an annual salary of £1,368.12, which is £114.01 gross salary per month, noting that this is below the minimum earnings requirement for both employer and employee national insurance contributions. There would also be the possibility of additional hours should any large amounts of litter be reported.

As an employer, Acton Parish Council will have statutory obligations to fulfil. These are, at a minimum:

- Statutory leave of 5.6 weeks per annum
- Statutory sick pay

## APPENDIX 5

- Provision of all equipment required to do the job
  - Hi-vis waterproof coat £22.49 plus VAT (Amazon)
  - Hi-vis vest £5.82 plus VAT (Amazon)
  - Heavy duty litter grabber £10.82 plus VAT (Amazon)
  - 12 pack safety gloves £20.53 plus VAT (Amazon)

There would also be a monthly payroll processing charge from SALC of £5.

Total **annual** cost to the Council: **£1,487.78**, plus refuse sacks.

### Option 3:

The litter picking is left to the community volunteer group.

The Parish Council would purchase the following equipment:

- Hi vis vest – one per volunteer £5.82, plus VAT (Amazon)
- Heavy duty litter picker £10.82 plus VAT (Amazon)
- Safety gloves £1.71 plus VAT per pair (Amazon) purchased in a pack of 12

Cost **per volunteer** to Acton Parish Council: **£18.35**

Summary of Annual Costs*	
Option 1:	£1,440
Option 2:	£1,478.78
Option 3:	£18.35

\*Costs exclude refuse sacks

### Summary of Research

Whilst the ad-hoc collections by local volunteers (Acton Wombles) are greatly appreciated and support community building and litter awareness, the volume of litter collected on a weekly basis by the current contractor suggests support for continuing with some form of paid weekly litter picking, which also successfully contributes to the wellbeing of the village environment.

### Recommendation

The amount of litter collected in the village is too much for an ad-hoc volunteer group, therefore **Option 3** is not recommended.

The cost difference between **Options 1 and 2** is £38.78 per annum. As the Council must seek to obtain the best value for money, and based on the statutory obligations required for **Option 2**, a contractor as detailed in **Option 1** would be the most suitable option.



## Trustees' Annual Report for the period

From **1 April 2025** To **31 March 2026**

Charity name: **Acton Field Trust**

Charity registration number: **1208011**

### Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<b>To manage the field which is registered at HM Land Registry under Title No SK 265123.</b>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<b>An oak that had been cut back by a neighbour was checked. Issues relating to entrance from neighbours are being addressed. Saplings have been removed from the meadow and a programme of rotational cutting has been established.</b>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>Acton Parish Council is sole Trustee. It is aware of the guidance and has taken it into account when making decisions to which the guidance is relevant.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	<b>The management committee entirely consists of volunteers and there are opportunities for community volunteering on the site.</b>

Other		
-------	--	--

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p><b>The purpose of the charity is to maintain a meadow for the support of wildlife and as an amenity for the residents of Acton Parish and potential visitors to the parish.</b></p> <p><b>A summary of the main achievements of the charity is provided above. In addition, a notice board providing information relating to the field has been installed, as has a photo-point and two benches for the benefit of those walking in the field.</b></p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>Aim to generate adequate income to fund annual spending needs while maintaining real value of financial investments.</b>
Amount of reserves held	Para 1.22	
Reasons for holding zero reserves	Para 1.22	<b>Not applicable.</b>
Details of fund materially in deficit	Para 1.24	<b>Not applicable.</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>Not applicable.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	<b>Terms of Reference agreed by Acton Parish Council October 2023 (minute 23/10 10(ii)).</b>
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	<b>Unincorporated association.</b>
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<b>Acton Parish Council is sole Trustee of Acton Field Trust.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

### Reference and Administrative details

Charity name	Acton Field Trust
Other name the charity uses	
Registered charity number	1208011
Charity's principal address	101 Egremont Street, Glemsford, Sudbury, Suffolk, CO10 7SG

**Names of the charity trustees who manage the charity**

	<b>Trustee name</b>	<b>Office (if any)</b>	<b>Dates acted if not for whole year</b>	<b>Name of person (or body) entitled to appoint trustee (if any)</b>
1	Acton Parish Council	101 Egremont Street, Glemsford, Sudbury, Suffolk, CO10 7SG		
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

**Corporate trustees – names of the directors at the date the report was approved**

<b>Director name</b>		
<b>Nicholas Antill</b>		
<b>Roberta Caradine</b>		
<b>Merian Davis</b>		
<b>Carol Dyer</b>		
<b>John Gibbens</b>		
<b>Christine Johnson</b>		
<b>Stephen le Grys</b>		
<b>Katie McSweeney</b>		
<b>Graham Round</b>		

**Name of trustees holding title to property belonging to the charity**

<b>Trustee name</b>	<b>Dates acted if not for whole year</b>	
<b>Acton Parish Council</b>		


**Funds held as custodian trustees on behalf of others**

Description of the assets held in this capacity	Not applicable.
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	Not applicable.
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	Not applicable.

**Additional information (optional)**

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address
-----------------	------	---------


**Name of chief executive or names of senior staff members (Optional information)**

--

**Exemptions from disclosure**

Reason for non-disclosure of key personnel details

--

**Other optional information**

--

## Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

<b>Signature(s)</b>		
<b>Full name(s)</b>		
<b>Position (eg Secretary, Chair, etc)</b>		
<b>Date</b>		





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Acton Field Trust

1208011

## Receipts and payments accounts

CC16a

For the period from	01 04 2025	To	31 03 2026
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Donations	491	-	-	491	-
Dividends	4,041	-	-	4,041	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>4,532</b>	<b>-</b>	<b>-</b>	<b>4,532</b>	<b>-</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>4,532</b>	<b>-</b>	<b>-</b>	<b>4,532</b>	<b>-</b>
<b>A3 Payments</b>					
Insurance	162	-	-	162	-
Clerical	129	-	-	129	-
Legal	-	-	-	-	-
Environment Agency	-	-	-	-	-
Bank Charges	76	-	-	76	-
Maintenance	2,145	-	-	2,145	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>2,512</b>	<b>-</b>	<b>-</b>	<b>2,512</b>	<b>-</b>
<b>A4 Asset and investment purchases, (see table)</b>					
<b>Asset purchases</b>	<b>944</b>	<b>-</b>	<b>-</b>	<b>944</b>	<b>-</b>
	-	-	-	-	-
<b>Sub total</b>	<b>944</b>	<b>-</b>	<b>-</b>	<b>944</b>	<b>-</b>
<b>Total payments</b>	<b>3,456</b>	<b>-</b>	<b>-</b>	<b>3,456</b>	<b>-</b>
<b>Net of receipts/(payments)</b>	<b>1,077</b>	<b>-</b>	<b>-</b>	<b>1,077</b>	<b>-</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>1,077</b>	<b>-</b>	<b>-</b>	<b>1,077</b>	<b>-</b>

**Section B Statement of assets and liabilities at the end of the period**

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Bank account	5,601	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>5,601</b>	<b>-</b>	<b>-</b>
(agree balances with receipts and payments account(s))		Agreement Error	OK	OK

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>	Cazenove Charity Equity Value Fund	Unrestricted	91,000	103,765
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	Signs, posts and benches	Unrestricted	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval

## APPENDIX 8

### Acton Parish Council Year End & Variance Report 2025-26

**Note: A negative variance means actual expenditure greater than budgeted expenditure.**

**Note: Variances are considered significant if greater than 15% and greater than £200.**

#### Payments

	Budget	Actual	Variance	% Variance	Explanation of significant variance
<b>Administration</b>					
Community Events	£ 1,300.00	£ 1,203.95	£ 96.05	7.39	
Newsletter	£ 600.00	£ -	£ 600.00	100.00	No call on budget
Elections	£ 100.00	£ -	£ 100.00	100.00	No call on budget
Subscriptions	£ 950.00	£ 1,048.93	-£ 98.93	-10.41	
Training and Publications	£ 1,000.00	£ 401.00	£ 599.00	59.90	CILCA Training went into 2026-27
Audit	£ 850.00	£ 827.00	£ 23.00	2.71	
					Previous years had transactions coded to Administration budget that should have been coded to other budget lines. From 2025-26, transactions have been coded according to specific budget line.
Administration	£ 3,500.00	£ 1,216.06	£ 2,283.94	65.26	
Room Hire	£ 450.00	£ 306.00	£ 144.00	32.00	Neighbourhood Planning committee closed
Insurance	£ 1,000.00	£ 1,096.44	-£ 96.44	-9.64	
Chairmans Allowance	£ 60.00	£ 33.66	£ 26.34	43.90	
Bank Charges	£ -	£ 51.42	-£ 51.42	-100.00	
<b>Total Administration</b>	<b>£ 9,810.00</b>	<b>£ 6,184.46</b>	<b>£ 3,625.54</b>	<b>36.96</b>	
<b>Staff costs</b>					
Staff Costs	£ 22,000.00	£ 20,815.68	£ 1,184.32	5.38	
<b>Total Staff costs</b>	<b>£ 22,000.00</b>	<b>£ 20,815.68</b>	<b>£ 1,184.32</b>	<b>5.38</b>	
<b>Environment</b>					
Paths Maintenance	£ 300.00	£ -	£ 300.00	100.00	No work carried out
Hedge and Tree Maintenance	£ 3,000.00	£ 3,835.00	-£ 835.00	-27.83	In addition to scheduled work, a tree was felled due to light reduction to properties.
Other Environmental Costs	£ 2,100.00	£ 1,256.33	£ 843.67	40.17	Spring bulbs were not purchased this year
Play Area Maintenance	£ 2,300.00	£ 3,150.00	-£ 850.00	-36.96	Play area inspection report picked up a lot of issues that needed attention.
Refuse Collection	£ 1,300.00	£ 2,594.04	-£ 1,294.04	-99.54	BDC increased prices after budget was set. Further increases planned.
Health and Safety Inspections	£ 100.00	£ 69.92	£ 30.08	30.08	
Wildlife Reserve	£ 1,500.00	£ 1,207.50	£ 292.50	19.50	Due to invoice dispute, one of the 2025-26 invoices was paid in 2026-27
					Maintenance contract with Sudbury Wardend was terminated in favour of a cheaper contractor and the Clerk undertaking some of the tasks.
SIDS and Village Maintenance	£ 3,500.00	£ 1,790.01	£ 1,709.99	48.86	
<b>Total Environment</b>	<b>£ 14,100.00</b>	<b>£ 13,902.80</b>	<b>£ 197.20</b>	<b>1.40</b>	
<b>Street lighting</b>					
Streetlighting - Electricity	£ 1,800.00	£ 1,237.17	£ 562.83	31.27	New contract with cheaper prices.
Streetlight - Maintenance	£ 300.00	£ 897.79	-£ 597.79	-199.26	Replacement parts required for Barrow Hill and Coblers Way
<b>Total Street lighting</b>	<b>£ 2,100.00</b>	<b>£ 2,134.96</b>	<b>-£ 34.96</b>	<b>-1.66</b>	



**Other**

Grants	£ 7,000.00	£ 11,110.00	-£ 4,110.00	-58.71	A grant of £5610 was given to APFVH for urgent repairs to the village hall
Closed Churchyard Maintenance	£ 1,100.00	£ 1,169.00	-£ 69.00	-6.27	
Allotments	£ 100.00	£ 20.00	£ 80.00	80.00	
Donations	£ 3,500.00	£ 3,400.00	£ 100.00	2.86	
CIL Funds	£ -	£ 9,612.92	-£ 9,612.92		Budget for CIL always 0
<b>Total Other</b>	<b>£ 13,500.00</b>	<b>£ 25,311.92</b>	<b>-£ 11,811.92</b>	<b>-87.50</b>	
<b>Total Payments</b>	<b>£ 61,510.00</b>	<b>£ 68,349.82</b>	<b>-£ 6,839.82</b>	<b>-11.12</b>	

**Receipts**

	Budget	Actual	Variance	
<b>Other Receipts</b>				
Community Infrastructure Levy	£ -	£ 9,812.57	£ 9,812.57	Budget for CIL always set at 0
Other Grants or Donations	£ 350.00	£ 1,300.00	£ 950.00	73.08 Received £1300 locality grant for tree at Daniels Close
Allotment Rents	£ 340.00	£ 352.50	£ 12.50	3.55
Bank Interest	£ 2,000.00	£ 5,282.53	£ 3,282.53	62.14 Underbudgeted as difficult to budget
Other Income	£ 20.00	£ 9.64	-£ 10.36	-107.47
<b>Total Other Receipts</b>	<b>£ 12,710.00</b>	<b>£ 16,757.24</b>	<b>£ 4,047.24</b>	<b>24.15</b>
<b>Precept</b>				
Precept	£ 58,000.00	£ 58,000.00	£ -	0.00
<b>Total Precept</b>	<b>£ 58,000.00</b>	<b>£ 58,000.00</b>	<b>£ -</b>	<b>0.00</b>
<b>Total Receipts</b>	<b>£ 70,710.00</b>	<b>£ 74,757.24</b>	<b>£ 4,047.24</b>	<b>-5.72</b>



## Appendix 9

### Acton Parish Council End of Year Bank Reconciliation 1 April 2025 - 31st March 2026

Opening balance 1 April 2025	250,267.68
<b>Movement in balances</b>	
Receipts	88,146.68
Payments	71,593.26
Receipts less payments	16,553.42
Closing balance (28th February 2026)	<b>266,821.10</b>

#### Bank accounts

Lloyds Treasurers	16,476.50
Lloyds savings (BusBankInstant)	75,181.12
Skipton Building Society	85,000.00
Unity Trust Savings	90,163.48
Nationwide Building Society (now closed)	-
<b>TOTAL bank balances (28th February 2026)</b>	<b>266,821.10</b>





## Neighbourhood CIL Expenditure Report

Town or Parish Council: Acton Parish Council  
1 April 2025 to 31 March 2026

<b>A</b>	<b>Total CIL income balance carried over from previous year</b>	<b>£83,196.68</b>
<b>B</b>	<b>Total CIL income received in reporting year (receipts received in April and October)</b>	<b>£9,812.57</b>
<b>C</b>	<b>Total CIL spent within reporting year (expenditure, net amount if VAT recoverable)</b>	<b>-£9,612.92</b>
<b>D</b>	<b>Total CIL retained at year end (A+B-C)</b>	<b>£83,396.33</b>

### Neighbourhood CIL Expenditure – Details of Spent Funds

Items to which CIL funds have been spent:	(Net amount if VAT recoverable)
Dog Waste Bins x 2	£517.84
Installation of Dog Waste Bins x 2	£125
Bus Shelter Panels	£435.08
Installation of Bus Shelter Panels	£75
Grant to Village Hall for LED Lighting	£6210
Parish Noticeboard	£2000
Installation of Parish Noticeboard	£250
<b>Total Allocated</b>	<b>£9,612.92</b>

Has the expenditure report been uploaded onto the Parish’s website: (Y)

**This form needs to be signed by two representatives of the Parish/Town Council  
(electronic signatures are not acceptable)**

**Signed: ..... Position: .....**

**Verified: ..... Position: .....**

**Please scan and email this form to the following email address**

**[infrastructure@babberghmidsuffolk.gov.uk](mailto:infrastructure@babberghmidsuffolk.gov.uk)**

We acknowledge as the members of:

Acton Parish Council

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓		<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.actonparishcouncil.gov.uk

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS



## Section 2 – Accounting Statements 2025/26 for

Acton Parish Council


ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
<b>1.</b> Balances brought forward	291415	250267.68	Total balances and reserves at the beginning of the year as recorded in the financial records. Value <b>must</b> agree to Box 7 of previous year.
<b>2.</b> (+) Precept or Rates and Levies	56000	58000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
<b>3.</b> (+) Total other receipts	29973	25902.51	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
<b>4.</b> (-) Staff costs	16385	20815.68	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
<b>5.</b> (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
<b>6.</b> (-) All other payments	110735	50777.26	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
<b>7.</b> (=) Balances carried forward	250268	266821	Total balances and reserves at the end of the year. <b>must</b> equal (1+2+3) - (4+5+6).
<b>8.</b> Total value of cash and short term investments	250268	266821	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
<b>9.</b> Total fixed assets plus long term investments and assets	196237	170054	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
<b>10.</b> Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	
	<b>11</b> Do the figures in the accounting statements above exclude any trust transactions?	✓	

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval.**

SIGNATURE REQUIRED  
  
 Date 26/04/2026

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED



## APPENDIX 13

### Internal Audit Recommendations and Actions

<b>Recommendation:</b>	<b>Action:</b>
Whilst the Council holds a significant level of Earmarked Reserves (£186,874.03) for specific future commitments, it is recommended that the Council formally reviews the level of General Reserves as part of its budget-setting process, to ensure alignment with its Reserves Policy and to consider whether any surplus funds should be allocated to Earmarked Reserves or used to support future projects or reduce the precept.	To review reserves and Reserves Policy and individual reserves.
The Clerk may wish to consider presenting comprehensive financial reports to the Council on a regular basis, which include both income and expenditure. This will ensure that members have a complete and transparent view of the Council's financial position and can exercise effective oversight in accordance with Proper Practices.	To discuss if this is necessary in addition to the list of transactions reviewed at every meeting.
<b>Recommendation:</b>	<b>Action:</b>
The Council should ensure that bank reconciliations are signed and dated by the Responsible Financial Officer and independently verified by an appointed member in accordance with Financial Regulation 2.6. Supporting documentation should be presented alongside the reconciliation to provide a clear audit trail, with this activity reported to and noted by the Council.	Financial Regulation 2.6 does not require the RFO to sign and date the bank reconciliation. Regular financial checks are carried out and have been minuted but evidence of this was not requested by the auditor. Councillor check forms will be submitted instead of bank reconciliations presented at the meeting.
<b>Recommendation:</b>	<b>Action:</b>
The Council should ensure that bank reconciliations, particularly at the financial year end, are supported by bank statements (or equivalent evidence) that reflect the balance at the same reporting date. Where statements are not available for the exact date, alternative evidence such as transaction listings or interim statements should be obtained to confirm the closing balance.	Skipton Building Society send their bank statement annual once interest has been paid. Statements can be requested by phone after the financial year end, but this will delay the audit.
<b>Recommendation:</b>	<b>Action:</b>
The Council should review and amend the Accounting Statements prior to approval to ensure that: 7 Annual Governance & Accountability Return (AGAR) SALC Internal Audit Report template (v.11) Last reviewed: 25th March 2026 16` • the response relating to trust transactions is completed correctly • all figures agree to the underlying accounting records • the Accounting Statements balance in accordance with the required	Wrong box was checked. This has been updated and was submitted to the internal auditor prior to completion of audit.

calculation • figures are stated in whole pounds, rounded to the nearest £1 This will ensure that the AGAR is completed accurately and in accordance with Proper Practices.	
<b>Recommendation:</b>	<b>Action:</b>
The Council should ensure that: <ul style="list-style-type: none"> <li>• asset values are recorded on a consistent basis year to year</li> <li>• any changes in valuation methodology are clearly documented</li> <li>• a reconciliation is maintained explaining movements in total asset value between financial years.</li> </ul>	Clerk to ensure consistency is maintained.
<b>Recommendation:</b>	<b>Action:</b>
The Council may wish to enhance its asset register by including additional detail for land and property assets, such as HM Land Registry title numbers where registered. Where land is unregistered, the Council should ensure that appropriate evidence of ownership (such as title deeds or conveyancing documents) is securely retained and appropriately referenced within the asset register.	Land owned by the council is: <ul style="list-style-type: none"> <li>• Allotments &amp; Wildlife Reserve</li> <li>• Land at Jennens Way</li> <li>• Land at Lime Tree Green</li> </ul> Council to discuss if they wish to enhance the asset register.
<b>Recommendation:</b>	<b>Action:</b>
The Council should undertake a Data Audit and establish and maintain a record of processing activities. The Council should also ensure that Data Protection Impact Assessments are completed where required and may wish to consider providing periodic data protection training for Councillors and staff.	To look into data protection training.
<b>Recommendation:</b>	<b>Action:</b>
The Council should ensure that website accessibility testing is undertaken at least annually and that appropriate evidence is obtained and retained, such as testing reports 14 Website Accessibility Regulations 2018 SALC Internal Audit Report template (v.11) Last reviewed: 25th March 2026 23 ` or confirmation from the website provider, together with records of any issues identified and actions taken. This should be made available to the internal auditor upon request to support verification of compliance with accessibility regulations and ongoing monitoring of the website.	Clerk to obtain quote from current website provider, Parish Council Accounts for annual testing and provision of report.
<b>Recommendation:</b>	<b>Action:</b>
The Council should proceed with the formal adoption of the IT Policy at the earliest opportunity and ensure it is subject to periodic review.	This is item 11.9 of this agenda.

<b>Recommendation:</b>	<b>Action:</b>
The Council should implement a system of consecutive numbering for its minutes, particularly where these are maintained in loose-leaf format, to ensure the completeness and integrity of the official record.	As the current numbering system does not cause any confusion to the PC and is in line with legislation, suggest no action on this. The date and page number of pages in set. For example: Page 1 of 7 indicates to the auditor that pages are or are not missing.
<b>Recommendation:</b>	<b>Action:</b>
The Council should ensure that the Annual Governance Statement is completed accurately, with Assertion 9 completed appropriately to reflect its role as sole trustee.	Wrong box was checked. . This has been updated and was submitted to the internal auditor prior to completion of audit.
<b>Recommendation:</b>	<b>Action:</b>
The Council should ensure that Terms of Reference are formally adopted for all committees and that these are reviewed periodically. Where committees have been disbanded, this should be formally resolved and clearly recorded in the minutes to provide a clear audit trail.	There are no committees. Clerk to ascertain if disbanded committees have been recorded correctly. Internal Auditor was advised there are no active committees.



APPEDIX 14

Explanation of variances – pro forma

Name of smaller authority: [REDACTED]

County area (local councils and parish meetings only): [REDACTED]

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- variances of £100,000 or more require explanation regardless of the % variation year on year;
- **New from 2025/26 onwards:** variances of £500,000 or more in Box 3 require explanation regardless of the % variation year on year for smaller authorities with income and/or expenditure exceeding £6,500,000

	2024/25 £	2025/26 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, <b>DO NOT OVERWRITE THESE BOXES</b>	Explanation from smaller authority ( <u>must include narrative and supporting figures</u> )
1 Balances Brought Forward	291,415	250,268				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	56,000	58,000	2,000	3.57%	NO		
3 Total Other Receipts	29,973	25,903	-4,070	13.58%	NO		
4 Staff Costs	16,385	20,816	4,431	27.04%	YES		The Assistant Clerk resigned in June 2024 and was not replaced. This was a saving of £5733. Previous Clerk & RFO was on a higher pay grade to current Clerk & RFO. Clerk's employer pension contributions were 3% in 2024/25 but increased to 6% in 2025/26. Employer's NI contributions increased from 13.8% after £9,100 in 2024/25 to 15% from £5,000 in 2025/26.
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	110,735	50,777	-59,958	54.15%	YES		A number of community assets were purchased in 2024/25, including: Village Gateways £15,850; Speed Indicator Devices £3,668; Streetlights £14,616; Boiler for village hall £4,238; Bench £671; a brushcuytter for the nature reserve £5,625. Significant work was carried out on a footpath £10,170. A grant was given to the village hall for repairs £5,760. A transfer of funds held for Acton Field Trust was transferred to the Trust £3,629
7 Balances Carried Forward	250,268	262,578				VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	250,268	266,821				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	196,237	170,054	-26,183	13.34%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable



**APPENDIX 15**

**Bank reconciliation – pro forma**

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Box 8 in “Year ending 31 March 2026” in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payn complete the highlighted boxes, remembering that unrepresented cheques should be entered as negative figures.

Name of smaller authority: **Acton Parish Council**

County area (local councils and parish meetings only): **Suffolk County Council**

**Financial year ending 31 March 2026**

Prepared by (Name and Role): **Abbie Lee, Clerk & RFO**

Date: **03/05/2026**

	£	£
<b>Balance per bank statements as at 31/3/2026:</b>		
Lloyds Treasurers	16,476.5	
Lloyds Savings	75,181.1	
Nationwide	-	
Skipton Building Society	85,000.0	
[add more accounts if necessary] Unity Trust	90,163.5	
account 6		
account 7		
account 8		
		266,821.1
Petty cash float (if applicable)		-
Less: any unrepresented cheques as at 31/3/2026 <b>(enter these as negative numbers)</b>		
item 1		
item 2		
item 3		
item 4		
[add more lines if necessary] item 5		
item 6		
item 7		
item 8		
		-
Add: any un-banked cash as at 31/3/2026		
		-
<b>Net balances as at 31/3/2026 (Box 8)</b>		<b><u>266,821.1</u></b>