

Acton Parish Council

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Minutes of the Annual Parish Council Meeting Held at 7:00 pm on Wednesday 20th May 2026 at Acton Village Hall

Present: Cllrs, Christine Johnson, Nick Antill, Roberta Caradine, Steve Le Grys, John Gibbens, Merian Davis, and Graham Round (Chairman)

In attendance: District Cllr Malvisi, District Cllr John Nunn, Abbie Lee (Clerk), and 3 members of the public

MINUTES

ELECTION

- 1.1 Cllrs **ELECTED** Graham Round as Chairman of Acton Parish Council. **AIF**
Cllr Round and the Clerk **SIGNED** his Declaration of Acceptance of Office.
- 1.2 Cllrs **ELECTED** Christine Johnson as Vice Chair of Acton Parish Council. **AIF**
Cllr Johnson and the Clerk **SIGNED** her Declaration of Acceptance of Office.

APOLOGIES

- 2 Cllr McSweeney sent her apologies. Cllrs **RESOLVED** to **APPROVE** her reason for absence. **AIF**.

MINUTES

- 3 Cllrs **RESOLVED** to **AGREE** the minutes of the meeting held on 18th March 2026 and authorised the Chairman to **SIGN** as a true and accurate record of the meeting. **AIF**.

DECLARATION OF INTEREST

- 4.1 Cllr Antill declared an interest in item 7.1a.
- 4.2 There were no written requests for a dispensation prior to the meeting.

CLERK'S REPORT

- 5.1 Cllrs **NOTED** the Clerk's report on significant matters not on the agenda and not already drawn to Cllrs' attention.
- 5.2 Cllrs noted the following actions taken under delegated powers since the last meeting:
 - Purchase of new printer and ink to replace broken printer
 - Purchase of new basketball net to replace broken 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

PUBLIC FORUM

- 6.1 No County Councillor report was received.
- 6.2 Report by District Councillors:
 - A full report was emailed in advance of the meeting.
 - There is an extra Babergh District Council meeting to discuss the Babergh and Mid Suffolk joint local plan and the scoping. It is recommended that people check Babergh website to see timetable for achieving joint local plan.
 - There are voluntary joint committees for the joint local plan, who will pull together the constitution and code of conduct.
- 6.3 Members of the public

Two members of the public commented on item 7.1a and stated their objections to the proposal.

PLANNING

- 7.1 Cllrs **CONSIDERED** the following planning applications :
- 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).
Cllrs voted to object to this application (Cllr Antill abstained).
 - 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.
Object on grounds of inadequate access. **No comments to be submitted.**
 - 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 28th May 2026. Object on grounds of inadequate access. **No comments to be submitted.**
- 7.2 Cllrs **NOTED** any planning validations, parish council recommendations and local planning authority decisions made since the last meeting.
- 7.3 DC/25/04285 Change of use of field at Cuckoo Tye: Cllrs **CONSIDERED** if further representation from the PC should be made. No further representation will be made but concerns were elevated to District Councillors during the meeting and requested they push BDC Planning for determination to be made ASAP.

ENVIRONMENT

- 8.1 Cllrs **RECEIVED** the following update on PRoW2: Council has received the contract from Suffolk County Council. Once submitted, a date for the work will be agreed.
- 8.2 Cllrs **AUTHORISED** the Clerk to sign the Suffolk County Council & Acton Parish Council Public Footpath 2 (Part)-Surface Agreement. **AIF**.
- 8.3 Cllrs **RECEIVED** an update on the Lime Tree Green play equipment upgrade:
Now received a third quote. Need to review all quotes and seek community engagement and further meeting with BDC Grants Officer.
- 8.4 Cllrs **RESOLVED** to **APPROVE** the annual grass cutting quote from Wayne Hickford. **AIF**
- 8.5 Cllrs **REVIEWED** the options for a replacement village litter picker and resolved to **APPROVE Option 1**. **AIF**
- 8.6 Cllrs **RESOLVED** to **APPROVE** advertising the post of village litter picker locally on social media, noticeboards and word of mouth. **AIF**
- 8.7 Cllrs **NOTED** Suffolk Tree Services received confirmation from BDC to proceed with essential maintenance work on unhealthy trees with TPOs in closed churchyard.
- 8.8 Cllrs **NOTED** 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 PC.
- 8.9 Cllrs **NOTED** that following March's incident with a lorry getting stuck and tearing up the verge at the Newman's Green-Cuckoo Tye junction, 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 **NOTED** the Council has received the annual Lime Tree Green play area inspection report and there are no medium or high risk issues.
- 8.11 Other environmental or rights of way issues and any works arising:
 - The waypost at the junction of PRoW 2 and PRoW 30 the churchyard has rotted.

ACTON FIELD TRUST

- 9.1 Cllrs **RESOLVED** to **APPROVE** the appointment of Acton Field Trust committee members as Nick Antill, Christine Johnson, Jenny Antil, Julie Black, Barry Caradine and John Gibbens. **AIF**
- 9.2 Cllrs **RECEIVED** the following update from Acton Field Trust:
- As turnover was under £10,000 for the 2025-26 financial year, the reporting procedure is different. Accounts do not need independent assessment or to be filed with charity commission. Just need to complete online return.
 - Some stumps have been removed.
 - The new noticeboard has been erected.
 - A survey of plants has been carried out by the Lavenham Natural History Trust.
- 9.3 Cllrs **RECEIVED** the Acton Field Trust Charity Commissions Trustee's Annual Report, which was **SIGNED** by two trustees.
- 9.4 Cllrs **RESOLVED** to **APPROVE** the Acton Field Trust annual accounts, which were **SIGNED** by two trustees. **AIF**

FINANCE

- 10.1 Cllrs **REVIEWED** and **RESOLVED** to **APPROVE** the schedule of payments and items of expenditure for March and April and **AUTHORISED** the Chairman to **SIGN** the schedule of payments. **AIF**
- 10.2 Cllrs **REVIEWED** and **RESOLVED** to **APPROVE** the 2025-26 end of year accounts with variance report. **AIF**.
- 10.3 Cllrs **REVIEWED** the 2025-26 end of year bank reconciliation.
- 10.4 Cllrs **RESOLVED** to **APPROVE** the CIL Reporting Form for 2025-26 and **AUTHORISED** the Chairman and Clerk to **SIGN**. **AIF**
- 10.5 Cllrs **NOTED** the 2025-26 VAT claim was made and received for 2025-26 financial year for £3,247.60.

GOVERNANCE

- 11.1 Cllrs **RECONFIRMED** that the Council has appointed the Clerk to be the Responsible Financial Officer and Proper Officer.
- 11.2 Cllrs **NOTED** the annual subscription to the ICO (Information Commissioner's Office) has been renewed for another year, paid by annual direct debit.
- 11.3 Cllrs **REVIEWED** and **CONFIRMED** lead Councillors, noting the limitations on councillor authority:
- a Suffolk Association of Local Councils area meetings: Cllr Antill
 - b Wildlife Reserve: Cllr LeGrys
 - 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 Cllrs **REVIEWED** and **CONFIRMED** Acton Parish Councillors for representation on APFVH committee as Cllrs Round & LeGrys.
- 11.5 Cllrs **NOTED** the Parish Council was incorrectly registered with HMRC. 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 the necessary changes and that these changes have now been made.
- 11.6 Cllrs **NOTED** the Pension Declaration of Compliance was made on 20th April 2026 in compliance with employment law.
- 11.7 Cllrs **ADOPTED** and **RESOLVED** to **APPROVE** the Equality & Diversity Policy. **AIF**
- 11.8 Cllrs **ADOPTED** and **RESOLVED** to **APPROVE** the IT Policy. **AIF**

ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR)

- 12.1 Cllrs **NOTED** the internal audit was scheduled to be carried out the week commencing 4th May 2026 but was submitted week commencing 13th April.
- 12.2 Cllrs **AGREED** the Annual Governance Statement Section 1 of the 2025-26 Annual Governance & Accountability Return and **AUTHORISE** the Chairman to **SIGN**. **AIF**

- 12.3 Cllrs **AGREED** the Accounting Statement in Section 2 of the Annual Governance and Accountability Return and **AUTHORISED** the Chairman to **SIGN. AIF**
- 12.4 Cllrs **RECEIVED** the signed 2025-26 Internal Audit Report.
- 12.5 Cllrs **RECEIVED** the 2025-26 Full Internal Audit Report and **NOTED** the recommendations and actions: Cllrs Antil & Davis to work with the Clerk on the actions.
- 12.6 Cllrs **RESOLVED** to **SET** the 30 day period of Exercise of Public Rights as 3rd June to 14th July (inclusive).
- 12.7 Cllrs **RECEIVED** and **AGREED** the explanation of variances for the external audit. **AIF**
- 12.8 Cllrs **RECEIVED** and **AGREED** the annual bank reconciliation for the external audit. **AIF**

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.
 - Litter bin in reserve £25 for monthly emptying.
 - PRow6 is overgrown. When is first cut due?
 - Clerk to check with Suffolk Tree Services that the large tree overhanging PROW2 and burial ground is safe.

Meeting closed by the Chair at 8.24 pm

Date of next meeting: Wednesday 17th 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

Schedule of Payments & Receipts 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 Close	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 Machin	-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 Lc	-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 Groun	-216.90	0.00	-216.90
31/03/2026	March Homeworking Allowanc	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 were **AUTHORISED** at the Parish Council Meeting dated **20th May2026**.

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
APFVH:	Acton Playing Fields & Village Hall	TPO:	Tree Preservation Order
SCC:	Suffolk County Council	AIF:	All in favour
NIF:	None in favour		