

Acton Parish Council

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MEMBERS OF THE PARISH COUNCIL:

You are summoned to the **PARISH COUNCIL MEETING** of Acton Parish Council, which will take place on **WEDNESDAY 17TH JUNE 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 20th May 2026. To be **SIGNED** by the Chairman as a true and accurate record of the meeting.

DECLARATION 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.

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:

- a Re-consultation of DC/26/01841 Chilton Woods Mixed Development to North of, Woodhall Business Park, Sudbury due to change in proposal description - now to read 'one entry' as opposed to 'two entries' to relate to pupil admittance.
- 6.2 To **NOTE** planning application validations, Parish Council recommendations and local planning authority decisions made since the last meeting (**Appendix 2**).

ENVIRONMENT

- 7.1 To **NOTE** that work is scheduled to begin on resurfacing of PRow2 at the beginning of September.
- 7.2 To **RECEIVE** an update on a new village litter picker.
- 7.3 To **RECEIVE** an update on the Lime Tree Green play equipment upgrade.
- 7.4 To **RECEIVE** an update on the Village Hall heating upgrade project (**Appendix 3**).
- 7.5 To **RECEIVE** an update on Anglian Water regarding the High Street.
- 7.6 Barrow Hill-High Street parking restrictions: To **NOTE** that Suffolk Highways are due to begin working on the waiting restrictions Traffic Regulation Order imminently. An informal consultation with stakeholders and residents will take place, lasting four weeks. The legal process and design is expected to take approximately nine months to complete, which will take us to March 2027.
- 7.7 To **CONSIDER APPROVING** a charge of £25 per annum from BDC for monthly emptying the litter bin at the wildlife reserve.
- 7.8 To **CONSIDER** any other environmental rights of way issues and any works arising.

ACTON FIELD TRUST

- 8.1 To **RECEIVE** an update report from Acton Field Trust.

FINANCE

- 9.1 Cllrs to **REVIEW** and **APPROVE** schedule of payments and items of expenditure for May 2026 and **AUTHORISE** the Chairman to **SIGN** the schedule of payments (**page 4 of agenda**).
- 9.2 Cllrs to **REVIEW** the bank reconciliation at 31st May 2026 (**page 5 of agenda**).
- 9.3 Cllrs to **REVIEW** the year to date actual expenditure compared to budgeted expenditure (**Appendix 4**).
- 9.4 To **REVIEW** and **APPROVE** regular contractual payments, direct debits and standing orders:
 - BACS: Staff salaries, (variable, contractual)
 - BACS: Hickford grass cutting (annual contract)
 - BACS: APFVH room hire for meetings (variable)
 - BACS: LM Groundcare for annual village maintenance contract (annual contract)
 - BACS: LM Groundcare SID rotations & data download (every three weeks)
 - BACS: Suffolk Tree Services for annual weed spraying of Jennens Way (annual contract)
 - BACS: SALC payroll services bi-annually (variable)
 - DD: Pension, NIC and PAYE (contractual)
 - DD: Information Commissioners Office (ICO) annual registration fee (legal requirement)
 - DD: SSE Electricity for streetlighting (variable, contractual)
 - DD: Microsoft 365 subscription (monthly)
 - DD: EE Ltd (monthly contract)
 - SO: Pearce and Kemp streetlight maintenance (fixed three-year contract until March 2029-paid monthly)
 - SO: APFVH Charity Manager grant (annual grant paid quarterly)
 - SO: Clerk's homeworking allowance (fixed monthly cost)
- 9.5 To **REVIEW** and **APPROVE** the Council's regular subscriptions to the following organisations:
 - a Suffolk Association of Local Councils (SALC): Currently £720.55 (VAT is not applied).
 - b Society of Local Council Clerks (SLCC): Currently £240 (VAT is not applied)
- 9.6 To **REVIEW** and **APPROVE** the annual IT services from the following companies:
 - a Parish Council Websites for annual website and email hosting, as well as ad hoc support: £314.64 +VAT from July 2026-June 2027.
 - b EasyPC accounting software: Currently £108 (VAT is not applied).
- 9.7 To **APPROVE** the Council's continued use of BACS transfers for online payments in line with Financial Regulation 7.10.
- 9.8 To **APPROVE** the Clerk's future mileage claims at the new government mileage rate of £0.55 per mile for the first 10,000 miles.

GOVERNANCE

- 10.1 To **REVIEW** and **APPROVE** Council Standing Orders, noting there are no changes (**website**).
- 10.2 Cllrs to **NOTE** the internal controls and bank reconciliation compliance review for the 2025-26 financial year has been completed and signed off by Cllr Antill and the bank reconciliation signed by the Clerk and posted on the website in accordance with Financial Regulation 2.6 and as per internal auditor's recommendation.
- 10.3 Cllrs to **REVIEW** and **APPROVE** the Internal Control Statement (**website**).
- 10.4 Cllrs to **REVIEW** and **APPROVE** Financial Regulations, noting the following changes:
- **Regulation 2.6:**
Previous: The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this.
Changed to: The member shall sign and date the internal controls and bank reconciliation compliance review as evidence of this and post on the Accounts page of the website.
 - **Regulation 7.7:**
Previous: Evidence shall be retained showing which members approved the payment online.
Changed to: A record shall be retained showing which members approved the payment online.
- 10.5 Cllrs to **ADOPT** and **RESOLVE** to **APPROVE** the Data Breach Policy (**website**).
- 10.6 To **REVIEW** and **APPROVE** the following policies (**website**), noting there have been no changes:
- a Social Media Policy
 - b Press and Media Policy
 - c Donations and Grants Policy
- 10.7 To **REVIEW** and **APPROVE** supplier accounts held by the Council:
- a Huws Grey Ridgeons (Sudbury)
 - b Clarkes of Walsham (Bury St Edmunds)
 - c Sudbury Office Supplies (Sudbury)
 - d Ernest Doe and Sons (Sudbury)

ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR)

- 11 To **NOTE** the Clerk has submitted all required documents to the external auditor, PKF Little John, for review.

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.

DATE OF NEXT MEETING: WEDNESDAY 15TH JULY 2026

SCHEDULE OF PAYMENTS

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

| | |
|---|---------|
| ▪ Amazon: Magnets for noticeboard | £10.68 |
| ▪ eBay: Rope for basketball net | 9.07 |
| ▪ Online Playgrounds: Replacement basketball net | £28.04 |
| ▪ Cartridge Save: Toner | £31.94 |
| ▪ Sovereign Design Play Systems: Replacement steps for play tower | £301.31 |

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 MAY 2026

| Date | Description | Supplier / customer | Net | VAT | Total |
|------------|-----------------------------|---------------------------------------|-----------|---------|-----------|
| 26/05/2026 | Annual Dividend | Lloyds shares | 11.11 | 0.00 | 11.11 |
| 01/05/2026 | Litter Picking | Litter picker | -91.67 | 0.00 | -91.67 |
| 26/05/2026 | ICO | ICO | -47.00 | 0.00 | -47.00 |
| 05/05/2026 | Annual Spraying Jennens Way | Suffolk Tree Services | -150.00 | -30.00 | -180.00 |
| 05/05/2026 | Streetlight Maintenance | Pearce and Kemp | -19.50 | -3.90 | -23.40 |
| 05/05/2026 | Accounting Software | Easy PC Accounts | -108.00 | 0.00 | -108.00 |
| 05/05/2026 | Magnets for Noticeboard | Amazon - Shenzhen Shi Wei Da Le Ke | -10.68 | 0.00 | -10.68 |
| 11/05/2026 | Rope for Basketball Net | Ebay | -9.07 | 0.00 | -9.07 |
| 11/05/2026 | Replacement Basketball Net | Online Playgrounds | -23.37 | -4.67 | -28.04 |
| 11/05/2026 | Mobile Phone Charges | EE | -7.50 | -1.50 | -9.00 |
| 18/05/2026 | Bank Charges | Lloyds Banking Group | -4.25 | 0.00 | -4.25 |
| 26/05/2026 | Ink Cartridge | Cartridge Save | -26.62 | -5.32 | -31.94 |
| 26/05/2026 | MS365 | Microsoft Limited | -10.08 | -2.02 | -12.10 |
| 28/05/2026 | Streetlight Electricity | SSE Energy Solutions | -73.48 | -3.67 | -77.15 |
| 28/05/2026 | Pension | NEST | -255.63 | 0.00 | -255.63 |
| 28/05/2026 | Steps for Play Tower | Sovereign Design Play Systems | -251.09 | -50.22 | -301.31 |
| 29/05/2026 | SALC Annual Membership | Suffolk Association of Local Councils | -600.46 | -120.09 | -720.55 |
| 29/05/2026 | Meeting Room Hire | Acton Playing Fields and Village Hall | -24.00 | 0.00 | -24.00 |
| 29/05/2026 | Clerk Salary | Clerk | -1,381.58 | 0.00 | -1,381.58 |
| 19/05/2026 | Mileage | Clerk | -4.95 | 0.00 | -4.95 |
| 11/05/2026 | Bank Interest Received | Lloyds Bus Bank Savings | 36.26 | 0.00 | 36.26 |

These payments are to be **AUTHORISED** at the Parish Council Meeting dated 17th June 2026.

Councillor Signature: _____

Acton Parish Council May 2026 Bank Reconciliation

1 April 2026 - 31st May 2026

| | |
|-------------------------------|-------------------|
| Opening balance 1 April 2026 | 266,821.10 |
| Movement in balances | |
| Receipts | 33,843.16 |
| Payments | 8,867.34 |
| Receipts less payments | 24,975.82 |
| Closing balance 31st May 2026 | 291,796.92 |

Bank accounts

| | |
|-----------------------------------|-------------------|
| Lloyds Treasurers | 21,385.37 |
| Lloyds savings (BusBankInstant) | 95,248.07 |
| Skipton Building Society | 85,000.00 |
| Unity Trust Savings | 90,163.48 |
| TOTAL bank balances 31st May 2026 | 291,796.92 |

ABBREVIATIONS:

| | | | |
|----------|---------------------------------------|--------|-------------------------------------|
| Cllr(s): | Councillor(s) | BDC: | Babergh District Council |
| SO: | Standing Order | APC: | Acton Parish Council |
| BACS: | Bankers Automated Clearing Service | PRoW: | Public Right of Way |
| DD: | Direct Debit | APFVH: | Acton Playing Fields & Village Hall |
| SID: | Speed Indicator Device | SCC: | Suffolk County Council |
| PAYE: | Pay as You Earn | NIC: | National Insurance Contributions |
| SALC: | Suffolk Association of Local Councils | SLCC: | Society of Local Council Clerks |



CLICK ON THE QR CODE TO VIEW ALL MEETING DOCUMENTS ON OUR WEBSITE

Presented to the Parish Council at the meeting on 17th June 2026**Tasks Completed:**

- Responded to planning consultations.
- Completed Unit One CiLCA learning outcomes for submission.
- Working on Units Two and Three for CiLCA.
- Seeking quotations for electricity contract.
- Reported rotting waypost by churchyard.
- Updated social media and website.
- Added bin collection information to Facebook.
- Updated wording and layout on website.
- Emailed all circular correspondence to councillors.
- Kept Cllrs informed of ongoing planning consultations.
- Added an additional section to the website for internal controls compliance reviews.
- Placed orders to contractors to proceed with decisions made at previous meeting.
- Assisted with Cllr IT issues.
- Monthly check that defibs are operational. Reported on Circuit website.
- Started registration process with SLCC for CiLCA but next intake isn't until August 2026.
- Conducted regular safety checks of Lime Tree Green play area and updated spreadsheet.
- Responded to resident enquiries on bin collections.
- Unsubscribed from over 20 companies or individuals sending marketing or spam emails.
- Responded to two emails sent to APC intended for APFVH.
- Responded to resident correspondence on weed spraying.
- Responded to resident correspondence on tree maintenance.
- Responded to resident correspondence on hedge cutting.

Decisions taken under delegated authority:

- Ordered ink cartridges
- Instructed LM Groundcare to remove broken steps to play tower and fit new ones.

Outstanding Tasks:

- None

APPENDIX 2: Planning Decisions

Presented to the Parish Council at the meeting on 17th June 2026

| | |
|-------------|--|
| DC/26/01496 | <p>Kimberley, Newman's Green, Acton Full Planning Application - Change of use of existing residential dwelling (C3) to Residential Children's Home (C2) Parish Council recommendation: Object Planning Authority decision: Approved</p> |
| DC/26/01841 | <p>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 one form 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. Reason(s) for re-consultation: Need to reconsult due to change in proposal description - now to read 'one entry' as opposed to 'two entries' to relate to pupil admittance Parish Council recommendation: Planning Authority decision: Awaiting Decision</p> |
| DC/25/05426 | <p>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. Parish Council recommendation: No comment submitted Planning Authority decision: Awaiting Decision</p> |
| DC/26/01417 | <p>Chilton Woods Mixed Development To North Of, Woodhall Business Park, Sudbury 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 Parish Council recommendation: No comment submitted Planning Authority decision: Awaiting Decision</p> |
| DC/25/04281 | <p>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</p> |
| DC/22/05231 | <p>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</p> |
| DC/23/04007 | <p>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</p> |

Appendix 3

ACTON PLAYING FIELDS AND VILLAGE HALL HEATING CONTROL PANEL UPGRADE - PROJECT UPDATE

JANUARY 26 PARISH COUNCIL MEETING

Cllrs resolved to approve the proposal for APFVH to upgrade the heating system control panel at a total cost of £14,632.80 including VAT, using a combination of APC Neighbourhood CIL funds and a BDC district CIL grant. If unsuccessful in obtaining a grant from BDC, the full amount will be sought from APC Neighbourhood CIL funds. Budget to be set at £15,000. Cllr McSweeney abstained from voting. MIF.

The project costing allows for the supply and install of a new control unit with remote access, to include an after-sales service contract and data connection service for 60 months.

UPDATE AS OF JUNE 26

Universal Control Systems Ltd has commenced work on the upgrade and BDC has awarded APFVH a £10,000 grant towards the project costs.

Within the programme for the project, the Village Hall have substituted the GPRS mobile data connection for a Gigaclear fibre data connection. The fibre data service provides an enhancement and has potential for the hall to be properly connected to the internet. The fibre connection (subject to survey) will allow future opportunities, such as remote access to a solar power installation and keypad door entry system.

The APC budget for this project was set at £15,00. However, as the village hall committee have successfully secured a £10,000 grant from BDC, APFVH will only be seeking the lower sum of £4,633 from Acton Parish Council Neighbourhood CIL funds on completion of the project

APPENDIX 4

ACTON PARISH COUNCIL

Budget vs Actual 1 April - 31 May 2026 (figures exclude VAT)

PAYMENTS

| | Budget | Actual |
|-------------------------------|------------------|-----------------|
| Administration | | |
| Community Events | 1,300.00 | 0.00 |
| Elections | 100.00 | 0.00 |
| Subscriptions | 1,086.00 | 647.46 |
| Training and Publications | 1,300.00 | 0.00 |
| Audit | 850.00 | 0.00 |
| Administration | 2,000.00 | 438.92 |
| Room Hire | 396.00 | 48.00 |
| Insurance | 1,096.44 | 0.00 |
| Chairmans Allowance | 50.00 | 0.00 |
| Bank Charges | 51.00 | 8.50 |
| Total Administration | 8,229.44 | 1,142.88 |
| Staff costs | | |
| Staff Costs | 24,218.25 | 4,116.53 |
| Total Staff costs | 24,218.25 | 4,116.53 |
| Environment | | |
| Paths Maintenance | 500.00 | 0.00 |
| Hedge and Tree Maintenance | 5,000.00 | 150.00 |
| Community Wardens | 0.00 | 0.00 |
| Other Environmental Costs | 2,100.00 | 10.68 |
| Play Area Maintenance | 4,000.00 | 283.53 |
| Refuse Collection | 4,000.00 | 183.34 |
| Health and Safety Inspections | 100.00 | 0.00 |
| Wildlife Reserve | 1,200.00 | 368.92 |
| SIDS and Village Maintenance | 2,247.00 | 308.00 |
| Total Environment | 19,147.00 | 1,304.47 |
| Street lighting | | |
| Streetlighting - Electricity | 1,250.00 | 157.42 |
| Streetlight - Maintenance | 1,500.00 | 39.00 |
| Total Street lighting | 2,750.00 | 196.42 |
| Other | | |
| Grants | 5,500.00 | 1,375.00 |
| Closed Churchyard Maintenance | 0.00 | 0.00 |
| Allotments | 100.00 | 0.00 |
| Donations | 3,550.00 | 350.00 |
| CIL Funds | 0.00 | 0.00 |
| Total Other | 19,150.00 | 1,725.00 |
| Total Payments | 73,494.69 | 8,485.30 |

RECEIPTS

| | Budget | Actual |
|-------------------------------|-------------------------|-------------------------|
| Other Receipts | | |
| VAT Repayments | 10,000.00 | 3,247.60 |
| Community Infrastructure Levy | 0.00 | 0.00 |
| Other Grants or Donations | 0.00 | 0.00 |
| Allotment Rents | 340.00 | 17.50 |
| Bank Interest | 2,000.00 | 66.95 |
| Other Income | 20.00 | 11.11 |
| Total Other Receipts | <u>12,360.00</u> | <u>3,343.16</u> |
| Precept | | |
| Precept | 61,000.00 | 35,000.00 |
| Total Precept | <u>30,500.00</u> | <u>30,500.00</u> |
| Total Receipts | <u>42,860.00</u> | <u>33,843.16</u> |