

Acton Parish Council

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

Minutes of the Parish Council Meeting

Held at 7:00 pm on Wednesday 17th June 2026 at Acton Village Hall

Present: Cllrs Christine Johnson, Nick Antill, Roberta Caradine, Steve Le Grys, Carol Dyer and Graham Round (Chairman)

In attendance: Abbie Lee (Clerk). There were no members of the public in attendance.

MINUTES

APOLOGIES

- 1 Cllr Davis sent their apologies. Cllrs **RESOLVED** to approve their reason for absence.
Cllr McSweeney sent their apologies. Cllrs **RESOLVED** to approve their reason for absence.
Cllr Gibbens sent their apologies. Cllrs **RESOLVED** to approve their reason for absence.

MINUTES

- 2 Cllrs **RESOLVED** to **AGREE** the minutes of the meeting held on 20th May 2026 and authorised the Chairman to **SIGN** as a true and accurate record of the meeting. **AIF**.

DECLARATION OF INTEREST

- 3.1 There were no declarations of interest.
- 3.2 There were no written requests for a dispensation prior to the meeting.

CLERK'S REPORT

- 4.1 Cllrs **NOTED** the Clerk's report on significant matters not on the agenda and not already drawn to Cllrs' attention.
- 4.2 Cllrs **NOTED** the following actions taken under delegated powers since the last meeting:
Ink cartridges ordered.
Instructed LM Groundcare to remove broken steps from play tower and fit new ones. Cllrs to note the work will be carried out later this month.
Overhanging horse chestnut tree in the closed churchyard has been raised above head height and the pathway cleared; millennium oak in churchyard driveway has been raised where high-sided vehicles were hitting it. This was done free of charge in consultation with the Clerk by Suffolk Tree Services while they were completing maintenance work in the churchyard.

PUBLIC FORUM

- 5.1 The County Councillor report was received by email after the meeting and can be found in the News section of the Parish Council website.
- 5.2 District Cllrs Malvisi and Nunn sent apologies for absence. There was no District Councillor report.
- 5.3 There were no members of the public.

PLANNING

- 6.1 Cllrs **CONSIDERED** the following planning application(s):
 - 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.
As this is a change in how the entry is made, Acton PC will not make a comment on the application.
AIF
 - b Application received on date of meeting: DC/26/02525 Fernlea, Newmans Green, Acton. Erection of a single storey extension, two storey side extension and a detached single garage. Acton Parish Council **RESOLVED** to support this application. **AIF**

- 6.2 Cllrs **NOTED** any planning validations, parish council recommendations and local planning authority decisions made since the last meeting.

ENVIRONMENT

- 7.1 Cllrs **NOTED** that work is scheduled to begin on resurfacing of PRoW2 at the beginning of September.
- 7.2 Cllrs **RECEIVED** the following update on a new village litter picker:
The application process has closed and interviews will take place at the soonest suitable date.
- 7.3 Cllrs **RECEIVED** the following update on the Lime Tree Green play equipment upgrade:
Community engagement is required, meetings with suppliers to be arranged, followed by a further meeting with the SCC grants officer.
- 7.4 Cllrs **RECEIVED** the update on the Village Hall heating upgrade project.
- 7.5 Cllrs **RECEIVED** an update on Anglian Water regarding the High Street: The leak appears to have been rectified.
- 7.6 Barrow Hill-High Street parking restrictions: Cllrs **NOTED** 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 are expected to take approximately nine months to complete, which will take the start date to March 2027.
- 7.7 Cllrs **CONSIDERED** and **APPROVED** a charge of £25 per annum from BDC for monthly emptying of the litter bin at the wildlife reserve. **AIF**.
- 7.8 There were no other environmental rights of way issues to be considered.

ACTON FIELD TRUST

- 8.1 Cllrs **RECEIVED** the following update from Acton Field Trust:
- The HMRC self-assessment notice was sent to the former Clerk's address and only recently received by the Parish Council. A penalty of £100 has been charged for late filing of the 2024-25 accounts.
 - Another dividend has been received from Schroders.

FINANCE

- 9.1 Cllrs **REVIEWED** and **RESOLVED** to **APPROVE** the schedule of payments and items of expenditure for May and **AUTHORISED** the Chairman to **SIGN** the schedule of payments. **AIF**
- 9.2 Cllrs **RESOLVED** to **APPROVE** the May bank reconciliation. **AIF**
- 9.3 Cllrs **REVIEWED** the year to date expenditure compared to budgeted expenditure.
- 9.4 Cllrs **REVIEWED** and **RESOLVED** to **APPROVE** the following regular contractual payments, direct debits and standing orders: **AIF**
- 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 Cllrs **REVIEWED** and **RESOLVED** to **APPROVE** the Council's regular subscriptions to the following organisations: **AIF**
- 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 Cllrs **REVIEWED** and **RESOLVED** to **APPROVE** the annual IT services from the following companies: **AIF**
 - 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 Cllrs **RESOLVED** to **APPROVE** the Council's continued use of BACS transfers for online payments in line with Financial Regulation 7.10. **AIF**
- 9.8 Cllrs **RESOLVED** 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. **AIF**

GOVERNANCE

- 10.1 Cllrs **REVIEWED** and **RESOLVED** to **APPROVE** Council Standing Orders, noting there were no changes. **AIF**
- 10.2 Cllrs **NOTED** 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 **REVIEWED** and **RESOLVED** to **APPROVE** the Internal Control Statement. **AIF**
- 10.4 Cllrs **REVIEWED** and **RESOLVED** to **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 **RESOLVED** to **ADOPT** and **APPROVE** the Data Breach Policy.
- 10.6 Cllrs **REVIEWED** and **RESOLVED** to **APPROVE** the following policies, noting there were no changes:
 - a Social Media Policy
 - b Press and Media Policy
 - c Donations and Grants Policy
- 10.7 Cllrs **REVIEWED** and **RESOLVED** to **APPROVE** supplier accounts held by the Council: **AIF**
 - 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 Cllrs **NOTED** the Clerk 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.
Cllr Antill attended a Babergh SALC forum on 2 June. Presentations were made about Local Government Reform (LGR) and Devolution.

LGR: Suffolk County Council (SCC) has formally challenged the government over the process that led to the decision to move to three Suffolk Unitary Authorities. If the government does not respond positively, SCC intends to launch a judicial review. If this process delays the legislation sufficiently then, legally, the existing District Councils would have to hold elections next year.

Devolution: The legislation relating to Devolution was amended in the House of Lords such that the creation of Mayoral Authorities requires approval by the relevant County Councils. Although Norfolk is likely to vote in favour, Suffolk may not, casting the process of Devolution to Norfolk and Suffolk into doubt.

Cllr Le Grys: Suggested to review hedges that are growing quickly.

Cllr Le Grys: Raised concerns by resident that a tree at the Wildlife Reserve is causing a nuisance
Cllrs Dyer, LeGrys and Round to assess and report to the next meeting.

Cllr LeGrys: To attend a workshop on flooding organised by James Cartlidge MP.

Meeting closed by the Chair at 7.35 pm

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 were **AUTHORISED** at the Parish Council Meeting dated **17th June 2026**.

ABBREVIATIONS:

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