

Acton Parish Council

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

MEMBERS OF THE PARISH COUNCIL:

You are summoned to the **PARISH COUNCIL MEETING** of Acton Parish Council, which will take place on **WEDNESDAY 15TH JULY 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 17th June 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: Suffolk Tree Services have been authorised to fell the dead tree on Jennens Way that overhangs the school grounds in accordance with section 5.18 of the Council's Financial Regulations: *In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.* Estimated cost for work is **£1,800 + VAT (Appendix 2)**.

PUBLIC FORUM (ITEM 5.3 LIMITED TO 10 MINUTES)

- 5.1 Report by County Councillor
- 5.2 Report by District Councillors

5.3 Members of the public

PLANNING

- 6.1 To **CONSIDER** planning applications and resolve to submit comments where appropriate. Please note that any applications received following the issue of this agenda will be considered.
- 6.2 To **NOTE** planning application validations, Parish Council recommendations and local planning authority decisions made since the last meeting (**Appendix 3**).

ENVIRONMENT

- 7.1 To **APPROVE** Suffolk Tree Services as the supplier for the 2026 village Christmas Tree at £975 + VAT for 18ft Nordman fir with light installation, noting Cox's did not respond to the Clerk's requests to quote (**Appendix 4**).
- 7.2 To **NOTE** a new litter picker has been selected and will commence duties imminently.
- 7.3 To **NOTE** that BDC's admin charge for booking the play inspections and sending the reports will increase from 10% of the inspection cost (£5.80 last year) to a flat fee of £25, also noting that this is still cheaper than if APC were to go direct to the Paly Inspection Company.
- 7.4 To **AGREE** a working group for the Community Christmas Event.
- 7.5 To **NOTE** the current streetlight electricity contract is due for renewal on 31st July and to **REVIEW** and **ACCEPT** one of three quotes (as summarised below; full quotes **Appendix 5**), noting all quotes are based on forecasted annual usage of 1875 kWh, all use SSE Energy for supply, and all are based on a three-year contract. Also to **NOTE** Cardinal Energy is the cheapest supplier:

	Utility Aid	Cardinal Energy	SSE
2026-27	£ 1,308.09	£ 1,167.57	£ 1,187.40
2027-28	£ 1,307.03	£ 1,144.95	£ 1,182.23
2028-29	£ 1,323.53	£ 1,158.60	£ 1,203.01

- 7.6 To **NOTE** the Clerk attended the routine play area course conducted by the Play Inspection Company and passed the practical examination. Also to **NOTE** it was advised by the Play Inspection Company that there should be a sign at the Lime Tree Green play area with the address or W3W location in the event the emergency services need to be called. Clerk to look into pricing.
- 7.7 To **DISCUSS** options regarding poor service level of PRow maintenance by Suffolk County Council.
- 7.8 To **RECEIVE** a report regarding a tree at the Wildlife Reserve overhanging a neighbouring property.
- 7.9 To **APPROVE** felling of decaying horse chestnut tree in the churchyard noting that Suffolk Tree Services recommend the tree is felled for safety reasons and that BDC's Tree Officer has given permission for the tree to be removed under a Five Day Notice of Intent. Also to note that due to the TPO, a replacement will need to be planted. Total cost to fell **£1,800 + VAT (Appendix 6)**. Awaiting quote for replacement.
- 7.10 To **CONSIDER** any other environmental rights of way issues and any works arising.

ACTON FIELD TRUST

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

FINANCE

- 9.1 To **REVIEW** and **APPROVE** schedule of payments and items of expenditure for June 2026 and **AUTHORISE** the Chairman to **SIGN** the Schedule of Payments (**page 4 of agenda**).
- 9.2 To **REVIEW** the bank reconciliation at 30th June 2026 (**page 3 of agenda**).
- 9.3 To **APPROVE** setting up a standing order for the litter picker's monthly invoice of £120 per month, consistent with the arrangements in place with the previous litter picker.

GOVERNANCE

- 10.1 To **REVIEW** and **APPROVE** the following policies (**website**), noting there are no changes unless otherwise stated:
- a Privacy Policy
 - b Publication Scheme
 - c Training Policy
 - d Anti-harassment and Bullying Policy

- e Reserves Policy, noting the following change in paragraph 4.1:
Previous: The current policy for the level of general reserves to be held by the Council is between **45%** and **65%** of annual precept (**£58,000 in 2025/26**) to cover 6 to 9 months running costs.
New: The current policy for the level of general reserves to be held by the Council is between **55%** and **75%** of annual precept (**£61,000 in 2026/27**) to cover 6 to 9 months running costs.
- f Grievance Policy
- g Disciplinary Policy
- h Investment Strategy, noting the following change to paragraph 2:
Previous: The parish council's financial regulations encourage the parish council to consider an investment strategy (**clause 8.5**). The parish council should ideally limit funds in any one UK bank to £85,000 per bank in order to stay within the Financial Services Compensation Scheme guarantee which has been available to smaller local authorities since 2015
New: The parish council's financial regulations encourage the parish council to consider an investment strategy (**section 12.3**). The parish council should ideally limit funds in any one UK bank to £120,000 per bank in order to stay within the Financial Services Compensation Scheme guarantee which has been available to smaller local authorities since 2015 **and increased from £85,000 to £120,000 in December 2025.**
- i Complaints Procedure
- j Data Protection & Information Management Policy
- k Subject Access Requests Policy, noting the addition of the following line:
 Upon receipt of an SAR, the Council Will: (a) Check if the information requested is already publicly available (in accordance with Section 21 of the Freedom of Information Act 2000 (information accessible by other means)).

ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)

- 11 To **RECEIVE** and **APPROVE** the revised explanation of variances for the external audit report, noting the total income figure has been corrected and that despite not being required, the external auditor has requested an explanation regarding the difference in value of total assets between 2024-25 and 2025-26 (**Appendix 7**).

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.

Acton Parish Council June 2026 Bank Reconciliation

1 April 2026 - 30th June 2026

Opening balance 1 April 2026	266,821.10
Movement in balances	
Receipts	34,319.34
Payments	13,513.94
Receipts less payments	20,805.40
Closing balance 30th June 2026	287,626.50

Bank accounts

Lloyds Treasurers	16,738.77
Lloyds savings (BusBankInstant)	95,285.91
Skipton Building Society	85,000.00
Unity Trust Savings	90,601.82
TOTAL bank balances 30th June 2026	287,626.50

SCHEDULE OF PAYMENTS

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

▪ Cartridge Save: Ink Cartridges	£74.25
▪ Tesco: Batteries for handheld speed gun	£17.00
▪ Tesco: Printer paper	£4.90
▪ Fuel for Wildlife Reserve Machinery	£17.04

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 JUNE 2026

Date	Description	Supplier / customer	Net	VAT	Total
09/06/2026	Interest Received	Lloyds Bus Bank Savings	37.84	0.00	37.84
01/06/2026	Litter Picker	Litter picker	-91.67	0.00	-91.67
01/06/2026	Homeworking Allowance	Clerk	-26.00	0.00	-26.00
04/06/2026	Streetlight maintenance	Pearce and Kemp	-19.50	-3.90	-23.40
09/06/2026	Mobile Phone	EE	-7.50	-1.50	-9.00
16/06/2026	Bank Charges	Lloyds Banking Group	-4.25	0.00	-4.25
17/06/2026	Pension	NEST	-282.50	0.00	-282.50
18/06/2026	Ink Cartridge	Cartridge Save	-74.25	-14.85	-89.10
22/06/2026	Paper and Batteries	Tesco	-18.25	-3.65	-21.90
22/06/2026	Fuel for Machinery	Karan Sudbury (BP Service :	-14.20	-2.84	-17.04
24/06/2026	Streetlight Electricity	SSE Energy Solutions	-70.85	-3.54	-74.39
25/06/2026	MS365	Microsoft Limited	-10.08	-2.02	-12.10
26/06/2026	2025-26 Audit Fee	Suffolk Association of Loca	-342.00	-68.40	-410.40
26/06/2026	CiLCA Registration Fee	Society of Local Council Cl	-495.00	0.00	-495.00
26/06/2026	Meeting Room Hire	Acton Playing Fields and Vil	-24.00	0.00	-24.00
26/06/2026	Barrow Hill/High St Parking	Suffolk County Council	-1,582.06	0.00	-1,582.06
26/06/2026	SID Rotations	Leigh Martin/LM Groundcar	-100.00	0.00	-100.00
30/06/2026	Clerk Salary	Clerk	-1,357.79	0.00	-1,357.79
30/06/2026	Homeworking Allowance	Clerk	-26.00	0.00	-26.00
30/06/2026	Interest Received	Unity Trust	438.34	0.00	438.34

These payments are to be **AUTHORISED** at the Parish Council Meeting dated 15th July 2026.

Councillor Signature: _____

ABBREVIATIONS:

Cllr(s):	Councillor(s)	BDC:	Babergh District Council
TPO:	Tree Preservation Order	PRoW:	Public Right of Way

Date of Next Meeting: Wednesday 16th September 2026

Presented to the Parish Council at the meeting on 15th July 2026**Tasks Completed:**

- Attended CiLCA Unit 4 online training course.
- Responded to correspondence on allotment tenancies.
- Working on CiLCA Units 2, 3 and 4.
- Reported fly tipping to BDC.
- Updated social media and website.
- Added bin collection information to Facebook.
- Topped up the bag dispenser.
- Emailed all circular correspondence to councillors.
- Kept Councillors informed of ongoing planning consultations.
- Spent several hours on the phone to Unity Trust to resolve access issues.
- Placed orders to contractors to proceed with decisions made at previous meeting.
- Checked defibrillator and put it back online after it was taken offline by the ambulance service.
- Booked Councillors' attendance at seminars.
- Monthly check that defibs are operational. Reported on Circuit website.
- Competed Playground Routine Inspection Course with the Play Inspection Company.
- Conducted regular safety checks of Lime Tree Green play area and updated spreadsheet.
- Contacted SCC Highways regarding the removed parking restrictions on the High Street/Malford Road.
- Unsubscribed from over 20 companies or individuals sending marketing or spam emails.
- Responded to 1 email sent to APC intended for APFVH.
- Responded to resident correspondence on trees.
- Responded to resident correspondence on fly tipping.
- Responded to resident correspondence on PRoW maintenance.
- Purchased fuel for Wildlife Reserve machinery.
- Arranged replacement steps for play tower but delivery was short one step. Awaiting delivery and will arrange installation.
- Purchased batteries for hand-held speed gun.

Outstanding Tasks:

- Continuing to work on actions from internal audit.

APPENDIX 2



SUFFOLK TREE SERVICES LTD
THE WOODYARD
BRENT ELEIGH ROAD
LAVENHAM
SUFFOLK CO10 9PE
TEL: 01787 319200
info@suffolktreeservices.co.uk
www.suffolktreeservices.co.uk

Abbie Lee– Acton Parish Council Clerk
101 Egremont Street
Glensford
Sudbury
CO10 7SG

30th June 2026

Dear Abbie

ESTIMATE

TO CARRY OUT THE FOLLOWING WORKS AT ACTON CEVC PRIMARY SCHOOL,
LAMBERT DRIVE, ACTON, SUFFOLK, CO10 0YS:

To fell to ground level/coppice to an approximately 2ft stump x1 dead/dying Lime tree

To remove all arisings from site leaving it clean and tidy

To liaise with the School and cordon off the area below the crown for the duration of the works

To erect footpath closed signs and manage any pedestrian traffic

To inform Babergh District Council of the works and enquire about replacement tree

Labour	£1400.00
Hire of the Mobile Elevated Working Platform	£400.00

ALL THE ABOVE PRICES ARE SUBJECT TO V.A.T AT 20%

The price for this work is valid for 3 months from the date above. Please see overleaf for our terms and conditions

For any stump grinding operations please refer to section 6 Sub-surface Structures in our terms and conditions overleaf regarding utility services below the ground

All Suffolk Tree Services Limited tree works are carried out to BS 3998: 2010 Standard Recommendations for tree works

Suffolk Tree Services Ltd are pleased to submit an application to the relevant Council Authority where the work is in a Conservation Area or the tree is subject to a Tree Preservation Order. This service is free of charge if the job is completed by Suffolk Tree Services Ltd or else a fee of £100.00 plus value added tax will be charged

SUFFOLK TREE SERVICES LIMITED ARE FULLY INSURED AGAINST THIRD PARTY AND PROPERTY DAMAGE

APPENDIX 3: Planning Decisions

Presented to the Parish Council at the meeting on 15th July 2026

DC/26/02525	<p>Fernlea, Newmans Green, Acton, Sudbury, CO10 0AB Erection of single storey rear extension, two storey side extension and a detached single garage.</p> <p>Parish Council recommendation: Support</p> <p>Planning Authority decision: Awaiting Decision</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</p> <p>Parish Council recommendation: No comment submitted</p> <p>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.</p> <p>Parish Council recommendation: No comment submitted</p> <p>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</p> <p>Parish Council recommendation: No comment submitted</p> <p>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</p> <p>Parish Council recommendation: Support</p> <p>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.</p> <p>Parish Council recommendation: Support</p> <p>Planning Authority decision: Awaiting decision</p>

APPENDIX 4



SUFFOLK TREE SERVICES LTD
THE WOODYARD
BRENT ELEIGH ROAD
LAVENHAM
SUFFOLK CO10 9PE
TEL: 01787 319200
info@suffolktreeservices.co.uk
www.suffolktreeservices.co.uk

Abbie Lee– Acton Parish Council Clerk
101 Egremont Street
Glensford
Sudbury
CO10 7SG

12th June 2026

Dear Abbie

ESTIMATE

To supply, deliver and install Nordman Fir Christmas tree, inclusive of the light installation:

18ft Nordman Fir (this is the same size as December 2025)	£975.00
or	
27/28ft Nordman Fir (same size as Long Melford in December 2025)	£1250.00

ALL THE ABOVE PRICES ARE SUBJECT TO V.A.T AT 20%

The price for this work is valid for 3 months from the date above. Please see overleaf for our terms and conditions

For any stump grinding operations please refer to section 6 Sub-surface Structures in our terms and conditions overleaf regarding utility services below the ground

All Suffolk Tree Services Limited tree works are carried out to BS 3998: 2010 Standard Recommendations for tree works

Suffolk Tree Services Ltd are pleased to submit an application to the relevant Council Authority where the work is in a Conservation Area or the tree is subject to a Tree

Preservation Order. This service is free of charge if the job is completed by Suffolk Tree Services Ltd or else a fee of £100.00 plus value added tax will be charged

SUFFOLK TREE SERVICES LIMITED ARE FULLY INSURED AGAINST THIRD PARTY AND PROPERTY DAMAGE

APPENDIX 5

Quotation Summary

Energy Type	Meter Location	Meter Type	Quantity
Electricity	See Attached Quotation	Electricity : 00 Profile	1

Annual Consumption

Day	Night	Eve/Wknd	Total
1,874	0	0	1,874

Supplier Offers

Current Estimated Annual Spend £1,011.27

SSE, Term:31/07/2028, Product:SSE Protect, Fuel:HH	£1,307.03
Estimated Annual Increase	£295.76
Estimated Percentage Increase	-29.25%

SSE, Term:31/07/2027, Product:SSE Protect, Fuel:NHH	£1,308.09
Estimated Annual Increase	£296.82
Estimated Percentage Increase	-29.35%

SSE, Term:31/07/2029, Product:SSE Protect, Fuel:HH	£1,323.53
Estimated Annual Increase	£312.25
Estimated Percentage Increase	-30.88%

Ecotricity, Term:31/07/2028, Product:Fixed, Fuel:NHH	£1,913.86
Estimated Annual Increase	£902.58
Estimated Percentage Increase	-89.25%

Ecotricity, Term:31/07/2027, Product:Fixed, Fuel:NHH	£1,917.60
Estimated Annual Increase	£906.33
Estimated Percentage Increase	-89.62%

SSE, Term:31/07/2028, Product:SSE Protect, Fuel:HH

Meter Number	Address	Start Date	Day Rate	Night Rate	Other Rate	FITS	Standing Charge	Standing Charge Frequency	KVA	Annual KVA Cost	Day AQ	Night AQ	Other AQ	Total AQ	Estimated Annual Spend
1040000002576	Pi:009033, Street Lighting, Ac	01/08/2026	32.208	0	0	0	192.727	Pence per day	0	£0.00	1,874	0	0	1,874	£1,307.03

SSE, Term:31/07/2029, Product:SSE Protect, Fuel:HH

Meter Number	Address	Start Date	Day Rate	Night Rate	Other Rate	FITS	Standing Charge	Standing Charge Frequency	KVA	Annual KVA Cost	Day AQ	Night AQ	Other AQ	Total AQ	Estimated Annual Spend
1040000002576	Pi:009033, Street Lighting, Ac	01/08/2026	32.967	0	0	0	193.352	Pence per day	0	£0.00	1,874	0	0	1,874	£1,323.53

Ecotricity, Term:31/07/2027, Product:Fixed, Fuel:NHH

Meter Number	Address	Start Date	Day Rate	Night Rate	Other Rate	FITS	Standing Charge	Standing Charge Frequency	KVA	Annual KVA Cost	Day AQ	Night AQ	Other AQ	Total AQ	Estimated Annual Spend
1040000002576	Pi:009033, Street Lighting, Ac	01/08/2026	35.910	0	0	0	341.000	Pence per day	0	£0.00	1,874	0	0	1,874	£1,917.60

Ecotricity, Term:31/07/2028, Product:Fixed, Fuel:NHH

Meter Number	Address	Start Date	Day Rate	Night Rate	Other Rate	FITS	Standing Charge	Standing Charge Frequency	KVA	Annual KVA Cost	Day AQ	Night AQ	Other AQ	Total AQ	Estimated Annual Spend
1040000002576	Pi:009033, Street Lighting, Ac	01/08/2026	35.710	0	0	0	341.000	Pence per day	0	£0.00	1,874	0	0	1,874	£1,913.86

SSE, Term:31/07/2027, Product:SSE Protect, Fuel:NHH

Meter Number	Address	Start Date	Day Rate	Night Rate	Other Rate	FITS	Standing Charge	Standing Charge Frequency	KVA	Annual KVA Cost	Day AQ	Night AQ	Other AQ	Total AQ	Estimated Annual Spend
1040000002576	Pi:009033, Street Lighting, Ac	01/08/2026	32.384	0	0	0	192.114	Pence per day	0	£0.00	1,874	0	0	1,874	£1,308.09

Electricity Supply Contract

Customer Name	Acton Parish Council
Customer Address	101 Egremont Street, Glemsford, Sudbury, Suffolk, COLCHESTER, CO10 7SG
Organisation Number	
Customer Account Number	880000142369
Micro Business Status	MBC

Sales Contact	Paul Newton
Contact Phone Number	01738351418
Contact Email Address	Paul.Newton@sse.com

Start Date	01/08/2026
Termination Date	31/07/2027
Contract Period	12 Months 0 days
Agreement ID	AGR5814893
Quotation ID	QP00638010
Quotation Date	03/07/2026

Product Type	Choice	Quote Level	MSP
Energy Type	SSE GREEN	Payment Method	NONDD
Tariff	Half Hourly unrestricted	Payment Terms	14 days

Site Address	PI:009033, STREET LIGHTING, ACTON PARISH COUNCIL, THE PARISH OF ACTON, Acton, UM5	MPAN Prefix	350
		MPAN	1040000002576
		Measurement Class	D
		Voltage Classification	Low Voltage
Annual Consumption kWh	1,875	Agreed Supply Capacity (KVA)	0
Contractual Term Consumption kWh	1,875		

Item	Value	Units	Quantity	Units	Forecast Cost
Standing Charge	151.018096	p/day	365	Days	£551.22
Unrestricted Units	33.372134	p/kWh	1,875.00	kWh	£625.73
Direct Debit Discount	-0.5	p/kWh	1875	kWh	£-9.38
Contract cost including Direct Debit discount (excl. VAT & CCL)					£1,167.57

Electricity Supply Contract

Customer Name	Acton Parish Council
Customer Address	101 Egremont Street, Glemsford, Sudbury, Suffolk, COLCHESTER, CO10 7SG
Organisation Number	
Customer Account Number	880000142369
Micro Business Status	MBC

Sales Contact	Paul Newton
Contact Phone Number	01738351418
Contact Email Address	Paul.Newton@sse.com

Start Date	01/08/2026
Termination Date	31/07/2028
Contract Period	24 Months 0 days
Agreement ID	AGR5819524
Quotation ID	QP00638010
Quotation Date	03/07/2026

Product Type	Choice	Quote Level	MSP
Energy Type	SSE GREEN	Payment Method	NONDD
Tariff	Half Hourly unrestricted	Payment Terms	14 days

Site Address	PI:009033, STREET LIGHTING, ACTON PARISH COUNCIL, THE PARISH OF ACTON, Acton, UM5	MPAN Prefix	350
		MPAN	1040000002576
		Measurement Class	D
		Voltage Classification	Low Voltage
Annual Consumption kWh	1,875	Agreed Supply Capacity (KVA)	0
Contractual Term Consumption kWh	3,756		

Item	Value	Units	Quantity	Units	Forecast Cost
Standing Charge	151.631463	p/day	731	Days	£1,108.43
Unrestricted Units	32.55771	p/kWh	3,756.00	kWh	£1,222.87
Direct Debit Discount	-0.5	p/kWh	3756	kWh	£-18.78
Contract cost including Direct Debit discount (excl. VAT & CCL)					£2,312.52

Electricity Supply Contract

Customer Name	Acton Parish Council
Customer Address	101 Egremont Street, Glemsford, Sudbury, Suffolk, COLCHESTER, CO10 7SG
Organisation Number	
Customer Account Number	880000142369
Micro Business Status	MBC

Sales Contact	Paul Newton
Contact Phone Number	01738351418
Contact Email Address	Paul.Newton@sse.com

Start Date	01/08/2026
Termination Date	31/07/2029
Contract Period	36 Months 0 days
Agreement ID	AGR5819526
Quotation ID	QP00638010
Quotation Date	03/07/2026

Product Type	Choice	Quote Level	MSP
Energy Type	SSE GREEN	Payment Method	NONDD
Tariff	Half Hourly unrestricted	Payment Terms	14 days

Site Address	PI:009033, STREET LIGHTING, ACTON PARISH COUNCIL, THE PARISH OF ACTON, Acton, UM5	MPAN Prefix	350
		MPAN	1040000002576
		Measurement Class	D
		Voltage Classification	Low Voltage
		Agreed Supply Capacity (KVA)	0
Annual Consumption kWh	1,875		
Contractual Term Consumption kWh	5,666		

Item	Value	Units	Quantity	Units	Forecast Cost
Standing Charge	152.256164	p/day	1096	Days	£1,668.73
Unrestricted Units	32.310662	p/kWh	5,666.00	kWh	£1,830.72
Direct Debit Discount	-0.5	p/kWh	5666	kWh	£-28.33
Contract cost including Direct Debit discount (excl. VAT & CCL)					£3,471.12

Electricity Supply Contract

Customer Name	Acton Parish Council
Customer Address	101 Egremont Street, Glemsford, Sudbury, Suffolk, COLCHESTER, CO10 7SG
Organisation Number	
Customer Account Number	880000142369
Micro Business Status	MBC

Sales Contact	Jayshree Wilson
Contact Phone Number	0800 3894466
Contact Email Address	smedirectsales@sse.com

Start Date	01/08/2026
Termination Date	31/07/2027
Contract Period	12 Months 0 days
Agreement ID	AGR5656694
Quotation ID	QP00616088
Quotation Date	20/05/2026

Product Type	Protect	Quote Level	MSP
Energy Type	SSE GREEN	Payment Method	NONDD
Tariff	Half Hourly unrestricted	Payment Terms	14 days

Site Address	PI:009033, STREET LIGHTING, ACTON PARISH COUNCIL, THE PARISH OF ACTON, Acton, UM5	MPAN Prefix	350
		MPAN	1040000002576
		Measurement Class	D
		Voltage Classification	Low Voltage
		Agreed Supply Capacity (KVA)	0
Annual Consumption kWh	1,874		
Contractual Term Consumption kWh	1,874		

Item	Value	Units	Quantity	Units	Forecast Cost
Standing Charge	151.018096	p/day	365	Days	£551.22
Unrestricted Units	34.447527	p/kWh	1,874.00	kWh	£645.55
Direct Debit Discount	-0.5	p/kWh	1874	kWh	£-9.37
Contract cost including Direct Debit discount (excl. VAT & CCL)					£1,187.40

Electricity Supply Contract

Customer Name	Acton Parish Council
Customer Address	101 Egremont Street, Glemsford, Sudbury, Suffolk, COLCHESTER, CO10 7SG
Organisation Number	
Customer Account Number	880000142369
Micro Business Status	MBC

Sales Contact	Jayshree Wilson
Contact Phone Number	0800 3894466
Contact Email Address	smedirectsales@sse.com

Start Date	01/08/2026
Termination Date	31/07/2028
Contract Period	24 Months 0 days
Agreement ID	AGR5656696
Quotation ID	QP00616088
Quotation Date	20/05/2026

Product Type	Protect	Quote Level	MSP
Energy Type	SSE GREEN	Payment Method	NONDD
Tariff	Half Hourly unrestricted	Payment Terms	14 days

Site Address	PI:009033, STREET LIGHTING, ACTON PARISH COUNCIL, THE PARISH OF ACTON, Acton, UM5	MPAN Prefix	350
		MPAN	1040000002576
		Measurement Class	D
		Voltage Classification	Low Voltage
Annual Consumption kWh	1,874	Agreed Supply Capacity (KVA)	0
Contractual Term Consumption kWh	3,753		

Item	Value	Units	Quantity	Units	Forecast Cost
Standing Charge	151.631463	p/day	731	Days	£1,108.43
Unrestricted Units	34.105268	p/kWh	3,753.00	kWh	£1,279.97
Direct Debit Discount	-0.5	p/kWh	3753	kWh	£-18.77
Contract cost including Direct Debit discount (excl. VAT & CCL)					£2,369.63

Electricity Supply Contract

Customer Name	Acton Parish Council
Customer Address	101 Egremont Street, Glemsford, Sudbury, Suffolk, COLCHESTER, CO10 7SG
Organisation Number	
Customer Account Number	880000142369
Micro Business Status	MBC

Sales Contact	Jayshree Wilson
Contact Phone Number	0800 3894466
Contact Email Address	smedirectsales@sse.com

Start Date	01/08/2026
Termination Date	31/07/2029
Contract Period	36 Months 0 days
Agreement ID	AGR5657064
Quotation ID	QP00616088
Quotation Date	20/05/2026

Product Type	Protect	Quote Level	MSP
Energy Type	SSE GREEN	Payment Method	NONDD
Tariff	Half Hourly unrestricted	Payment Terms	14 days

Site Address	PI:009033, STREET LIGHTING, ACTON PARISH COUNCIL, THE PARISH OF ACTON, Acton, UM5	MPAN Prefix	350
		MPAN	1040000002576
		Measurement Class	D
		Voltage Classification	Low Voltage
		Agreed Supply Capacity (KVA)	0
Annual Consumption kWh	1,874		
Contractual Term Consumption kWh	5,662		

Item	Value	Units	Quantity	Units	Forecast Cost
Standing Charge	152.256164	p/day	1096	Days	£1,668.73
Unrestricted Units	34.126078	p/kWh	5,662.00	kWh	£1,932.22
Direct Debit Discount	-0.5	p/kWh	5662	kWh	£-28.31
Contract cost including Direct Debit discount (excl. VAT & CCL)					£3,572.64



SUFFOLK TREE SERVICES LTD
THE WOODYARD
BRENT ELEIGH ROAD
LAVENHAM
SUFFOLK CO10 9PE
TEL: 01787 319200
info@suffolktreeservices.co.uk
www.suffolktreeservices.co.uk

Abbie Lee– Acton Parish Council Clerk
101 Egremont Street
Glensford
Sudbury
CO10 7SG

30th June 2026

Dear Abbie

ESTIMATE

TO CARRY OUT THE FOLLOWING WORKS AT ALL SAINTS CHURCH ACTON:

This picture shows the decay and open cavity in the main stem. The sides of this where the tree had been compartmentalising the wound are also now decaying. The wall thickness of the rear section is also very thin. There is probably only 25% and maybe less structurally sound wood left here. And the decay also extends for a metre both up and down the stem.



Picture showing the wound in the main stem. Looking at the age of the wound and the re-growth from when the tree was pollarded it is likely that this was where the tree had a twin forked main stem and one half of it snapped out. Very probably in the 1987 storm.



This picture is the area above the open wound in the main stem. The green lines show the extent of the decay that extends upwards towards where the fork is.



To fell to ground level x1 Horse Chestnut tree	£1400.00
Hire of the Mobile Elevated Working Platform	£400.00

All arisings to be removed from site leaving it clean and tidy
ALL THE ABOVE PRICES ARE SUBJECT TO V.A.T AT 20%

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, DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
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	30,147	174	0.58%	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	50,778	-59,957	54.14%	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	266,821				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		No assets have been sold but the asset register was reviewd and found to be out of date and contained asstets that did not belong to the PC but to other organisations within the vilage or were disposed of previously.
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable