

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 21st OCTOBER 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 16th September 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 Cllrs 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 Cllrs to **RECEIVE** the Clerk's report on any decisions taken under delegated powers since the last meeting:
 - Instructed LM Groundcare to tighten cable tension on zipwire as it was below manufacturer's guidance.
 - Ordered replacement chute & lid for broken dog waste bin at Waldingfield Road/PRoW29 and instructed LM Groundcare to fit.

PUBLIC FORUM (ITEM 5.3 LIMITED TO 10 MINUTES)

- 5.1 County Councillor Report
- 5.2 District Councillors Report
- 5.3 Members of the public

PLANNING

- 6.1 Cllrs 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/26/04428 6 Tots Gardens, Barrow Hill: Works to Trees subject to Tree Preservation Order BT380/T1 - Reduce 1 No. Oak (T1) to previous reduction points by removing around 1.3 metres all over. Consultation deadline 03/11/2026.
- b DC/26/04426 The Barn, Cuckoo Tye, Acton, CO10 0AE: Householder Application - Erection of detached studio/gym. Consultation deadline 04/11/2026.
- 6.2 Cllrs to **NOTE** planning application validations, Parish Council recommendations and local planning authority decisions made since the last meeting (**Appendix 2**).

ENVIRONMENT

- 7.1 Cllrs to **RECEIVE** an update on PROW2.
- 7.2 Cllrs to **RECEIVE** an update on the Lime Tree Green play equipment upgrade.
- 7.3 Cllrs to **CONSIDER** any suggestions regarding the information from Lavenham PC regarding Local Authority Bus Grants(**Appendix 3**).
- 7.4 Cllrs to **CONSIDER** planned significant increases for street bin emptying (**Appendix 4**).
- 7.5 Cllrs to **APPROVE** access improvements to the surface at the pedestrian safety barrier on Jennens Way as per the quotation from AJ Smith Ltd (**Appendix 5**) to excavate and lay level tarmac base and finish with gravel colour resin top surface. Approximately 9 square metres. Install wooden post. **£2,000 + VAT. NOTE** only one quotation obtained.
- 7.6 Cllrs to **RECEIVE** an update on correspondence with Babergh DC Officers regarding repurposing Babergh owned land at Queensway
- 7.7 Cllrs to **RECEIVE** an update on progress regarding parking restrictions High St- Barrow Hill junction and to **CONSIDER** any response to consultation (**Appendix 6**).
- 7.8 Cllrs to **CONSIDER** safety concerns raised by drivers and pedestrians that conifer tree growth reduces pavement width along the High Street and reduces driver visibility from onto Barrow Hill onto the High Street. (**Appendix 7**).
- 7.9 Cllrs to **REVIEW** and **NOTE** the Wildlife Reserve task list (**Appendix 8**).
- 7.10 Cllrs to **APPROVE** BDC's quote for the annual play inspection to be carried out by the Play Inspection Company in February 2026 at a cost of **£62.31 +VAT** and admin fee of **£25 +VAT (Appendix 9)**.
- 7.11 Cllrs to **CONSIDER** any other environmental rights of way issues and any works arising.

ACTON FIELD TRUST

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

COMMUNITY CHRISTMAS EVENT

- 9 To **RECEIVE** an update from the working party.

FINANCE

- 10.1 To **REVIEW** and **APPROVE** schedule of payments and items of expenditure for September 2026 and **AUTHORISE** the Chairman to **SIGN (page 4 of agenda)**.
- 10.2 Cllrs to **REVIEW** the bank reconciliation at 30th September 2026 (**page 3 of agenda**).
- 10.3 Cllrs to **REVIEW** items of expenditure above £500 (website).
- 10.4 Cllrs to **REVIEW** and approve the Council's reserves, including the rationale for each reserve (**website**).
- 10.5 Cllrs to **NOTE** a VAT reclaim has been submitted and paid for the period 01/04/2026–30/09/2026 for £7,063.63.
- 10.6 Cllrs to **NOTE** two allotment tenants who have recently given up plots due to ill health have kindly donated their £10 deposits towards the Community Christmas Event.

GOVERNANCE

- 11.1 Cllrs to **REVIEW** and **APPROVE** the appointment of the Council's Internal Auditor for the 2026-27 financial year, as the current internal audit arrangements have remained the same for several years:
Option A: SALC, who have carried out the internal audit for a number of years and were **£342** for the 2025-26 financial year.
Option B: Heelis & Lodge, a local recommended firm that carry out internal audits for a number of local PCs and have quoted **£285** for the 2026-27 financial year.
- 11.2 Cllrs to **NOTE** the July-September internal controls compliance check was carried out and signed off by Cllr Antill (**website**).

- 12 **ITEMS FOR FUTURE AGENDAS OR ANY OTHER BUSINESS**
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 18TH NOVEMBER 2026

Acton Parish Council Bank Reconciliation

1 April 2026 - 30 September 2026

Opening balance 1 April 2026	266,821.10
Movement in balances	
Receipts	65,632.28
Payments	65,050.38
Receipts less payments	581.90
Closing balance	267,403.00

Bank accounts

Lloyds Treasurers	25,959.55
Lloyds savings (BusBankInstant)	65,396.32
Skipton Building Society	85,000.00
Unity Trust Savings	91,047.13
TOTAL bank balances	267,403.00

SCHEDULE OF PAYMENTS

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

▪ Suffolk Tree Services: PRoW2 Foliage Clearance	£960.00
▪ Post Office: Stamps	£21.84

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 SEPTEMBER 2026

Date	Description	Supplier / customer	Net	VAT	Total
07/09/2026	Precept Balancing Paymer	Babergh District Council	30,500.00	0.00	30,500.00
15/09/2026	Dividend	Lloyds shares	7.22	0.00	7.22
22/09/2026	Path to Vicagarage	St Edmundsbury & Ipswich D	250.00	0.00	250.00
01/09/2026	Homeworking Allowance	Clerk	-26.00	0.00	-26.00
01/09/2026	Litter Picking	Litter picker	-120.00	0.00	-120.00
04/09/2026	Streetlight Maintenance	Pearce and Kemp	-19.50	-3.90	-23.40
07/09/2026	Mobile Phoneq	EE	-7.50	-1.50	-9.00
15/09/2026	SID Rotation	Leigh Martin/LM Groundcare	-50.00	0.00	-50.00
15/09/2026	Tree Felling	Suffolk Tree Services	-1,400.00	-280.00	-1,680.00
15/09/2026	PRoW2 Clearance	Suffolk Tree Services	-800.00	-160.00	-960.00
15/09/2026	Work in Churhyard	Suffolk Tree Services	-1,550.00	-310.00	-1,860.00
15/09/2026	Work in Churhyard	Suffolk Tree Services	-1,550.00	-310.00	-1,860.00
15/09/2026	Bank Charges	Lloyds Banking Group	-4.25	0.00	-4.25
15/09/2026	Annual Cut Jennens Way	Suffolk Tree Services	-1,000.00	-200.00	-1,200.00
16/09/2026	Resurfacing PRoW2	A J Smith	-22,370.00	-4,474.00	-26,844.00
17/09/2026	Stamps	Post Office	-21.84	0.00	-21.84
24/09/2026	Streetlight Electricity	SSE Energy Solutions	-83.69	-4.18	-87.87
25/09/2026	MS365	Microsoft Limited	-11.34	-2.27	-13.61
29/09/2026	Clerk Salary	Clerk	-1,565.59	0.00	-1,565.59
29/09/2026	Annual Insurance	Clear Councils	-1,107.87	0.00	-1,107.87
30/09/2026	Homeworking Allowance	Clerk	-26.00	0.00	-26.00
30/09/2026	Litter Picker	Litter picker	-120.00	0.00	-120.00
09/09/2026	Interest Received	Lloyds Bus Bank Savings	31.52	0.00	31.52
30/09/2026	Interest Received	Unity Trust	445.31	0.00	445.31

These payments are to be **AUTHORISED** at the Parish Council Meeting dated 21st October 2026.

Councillor Signature: _____

Presented to the Parish Council at the meeting on 21st October 2026

Tasks Completed:

- Sent out allotment tenancy renewal letters.
- Hedge letter sent.
- Submitted CiLCA Unit 4 for assessment.
- Working on CiLCA Unit 5.
- Posted on social media to remind residents not to let their dogs foul in the play area.
- Clerk booked on a free Digital AGAR training course on 10th November.
- Sought new tenants for vacant allotment plots and carried out inspections and handovers.
- Sourced new chute and lid for dog waste bin on Waldingfield Road
- Posted on social media to remind residents that dogs are to remain on leads on Lime Tree Green and are not allowed in the fenced area.
- Updated social media and website.
- Sorted through files, emails and documents to keep on top of GDPR compliance.
- Contact all donation beneficiaries to advise of donation and to confirm bank details.
- Topped up the poo bag dispenser.
- Emailed all circular correspondence to councillors.
- Kept Councillors informed of ongoing planning consultations.
- Chased up broken way post on PRoW2.
- Booked Councillors on NALC and Local Government events.
- Monthly check that defibs are operational. Reported on Circuit website.
- Conducted regular safety checks of Lime Tree Green play area and updated spreadsheet.
- Deleted and blocked over 20 junk email senders. There was an unusually high volume this month.
- Unsubscribed from over 30 companies or individuals sending marketing or spam emails.

Outstanding Tasks:

- CiLCA Unit 5.

APPENDIX 2: Planning Decisions

PRESENTED TO THE PARISH COUNCIL AT THE MEETING ON 21ST OCTOBER 2026

DC/26/04426	The Barn, Cuckoo Tye, Acton, CO10 0AE Householder Application - Erection of detached studio/gym. Parish Council recommendation: Planning Authority decision: Awaiting Decision
DC/26/04428	6 Tots Gardens, Barrow Hill, Acton, CO10 0DJ Application for Works to Trees subject to Tree Preservation Order BT380/T1 - Reduce 1 No. Oak (T1) to previous reduction points by removing around 1.3 metres all over. Parish Council recommendation: Planning Authority decision: Awaiting Decision
DC/26/04095	Kimberley, Newmans Green, Acton, CO10 0AB Erection of single storey rear extension, replacement of garage door with window, insertion of new door opening, demolition of side door and rear wall. Parish Council recommendation: No comment submitted Planning Authority decision: Awaiting Decision
DC/26/03109	Unit 1, Woodview, Bull Lane Industrial Estate, Bull Lane, Acton Full Planning Application - Change of use of the unit from the existing Class E (Commercial, Business and Service) to Class F1(a) (Provision of Education) use. Parish Council recommendation: Support Planning Authority decision: Approved
DC/26/01841	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: No comment submitted Planning Authority decision: Awaiting Decision
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. Parish Council recommendation: No comment submitted Planning Authority decision: Awaiting Decision
DC/26/01417	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
DC/22/05231	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

DC/23/04007	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
-------------	--

The Local Authority Bus Grant

From Andrew Smith <andrew.smith@lavenham-pc.gov.uk>

Date Wed 23/09/2026 12:48 PM

To clerk@actonparishcouncil.gov.uk <clerk@actonparishcouncil.gov.uk>

Dear Acton Parish Council,

As you may be aware Suffolk has been awarded £27m of funding for bus services from the government's Local Authority Bus Grant (LABG), this can be used for routes, ticketing or improving infrastructure like bus stops and shelters.

Previously known as the Bus Services Improvement Grant, communities in Suffolk will be able to suggest improvements in their area and 'bid' for funding.

Because funding is spread over three years, there is no deadline as such.

Previous funding rounds in past two years were far smaller - of the order of only £5m – but secured extra services on various routes. Here in Lavenham, working with other Councils, we managed to obtain a bus service in the evenings and also a Sunday bus service.

I gather also that Babergh Council has had a bid accepted for £250,000 to fund improvements at Sudbury Bus Station which should add to the appeal of travelling by bus and then there is the return to a £2 fare cap next January.

And so:

I should be grateful if you could let me know whether you have submitted bids for any of this £27m and if so:

- a. What have you bid for
- b. How is your bid progressing
- c. Whether you have learned anything through this bid process which we could learn from
- d. Whether you would be interested in working with Lavenham Parish Council concerning such matters as Bus Timetable Improvements, improved or additional Bus Shelters, better provision of accurate Service Information etc.

With best wishes

Andrew Smith

Clerk to Lavenham Parish Council

APPENDIX 4

STREET BINS IN ACTON (DOG WASTE AND LITTER)

Babergh District Council's fee for street bin emptying is increasing substantially year on year.

Should Acton accept these higher charges, which must be reflected in the annual precept (council tax)?

Should the Parish Council reduce the number of bins or move to monthly collections?

Acton has 18 dog waste bins and 8 litter bins.

APC has found it necessary to increase the number of bins in recent years.

Parish councils are required cover the cost of purchase and installation of bins.

Babergh DC charge APC a fee for bin emptying.

Bins are emptied weekly.

Annual Charges per bin:

2024/25 £69.00 x 26 = £1,794

2025/26 £83.00 x 26 = £2,158

20 26/27 £108.00 x 26 = £2,808

*2027/28 £140.00 x 26 = £3,640

*2028/29 £175.00 x 26 = £4,524

*Estimated

BDC advise that the current unsubsidised annual fee should be £175 per bin. Their aim is to increase the fee to full recovery of their cost. An estimated 27/28 fee will be £140 per bin and 28/29 £175 per bin (excluding any inflation costs).

NOTE: The litter bin within the Wildlife Resave is emptied monthly at £25 per annum.

ACT01 Dog bin	Vicarage Lane / Jennens Way
ACT02 Litter bin	Lime Tree Green inside fenced area
ACT03 Dog bin	Barrow Hill Opposite no.13 entrance to wildlife area
ACT04 Litter bin	Lime Tree Green outside fence area
ACT05 Dog bin	Marsh Walk
ACT06 Litter bin	Limetree Green / Lambert Drive by school
ACT07 Dog Bin	Vicarage Lane / PRoW 15
ACT08 Litter bin	Village Hall - Green/Car park
ACT09 Dog bin	Waldingfield Road /Byway 29
ACT10 Litter bin	High Street /Queensway bus stop
ACT11 Dog bin	Queensway Outside no.35 by footpath
ACT12 Litter bin	Queensway on green by benches
ACT13 Dog bin	Lime Walk / Jennens Way
ACT14 Litter bin	Wildlife Reserve Barrow Hill
ACT15 Dog bin	Lime Tree Green / Lambert Drive near school
ACT16 Dog bin	Waldingfield Road Entrance to FP16 adjacent to Cherry Trees
ACT17 Dog bin	Lambert Drive On green by school in play area
ACT18 Dog bin	Village Hall - Green/Car park
ACT19 Dog bin	Barrow Hill / PRoW 9
ACT20 Dog bin	Lime Tree Walk / Babergh Close
ACT21 Dog bin	Clay Hall Lane /PRoW 3
ACT22 Dog bin	Tamage Rd in front of new estate
ACT23 Dog Bin	Vicarage Lane / Waldingfield Rd
ACT24 Dog bin	Cobblers Way / Nr Garages
ACT25 Dog Bin	Village Hall / PRoW 2
ACT26 Litter bin	Lime Tree Green near picnic tables
Dog Bag Dispenser	Lime Tree Green near Lambert Drive
Reference ID	Location Description





Clarecote
Bradfield St Clare
Bury St Edmunds
Suffolk, IP30 0EF

07773 343454
VAT REG NO 115390337
Joannasmith404@yahoo.com

Mr Graham Round
Acton Parish Council

5th October 2026

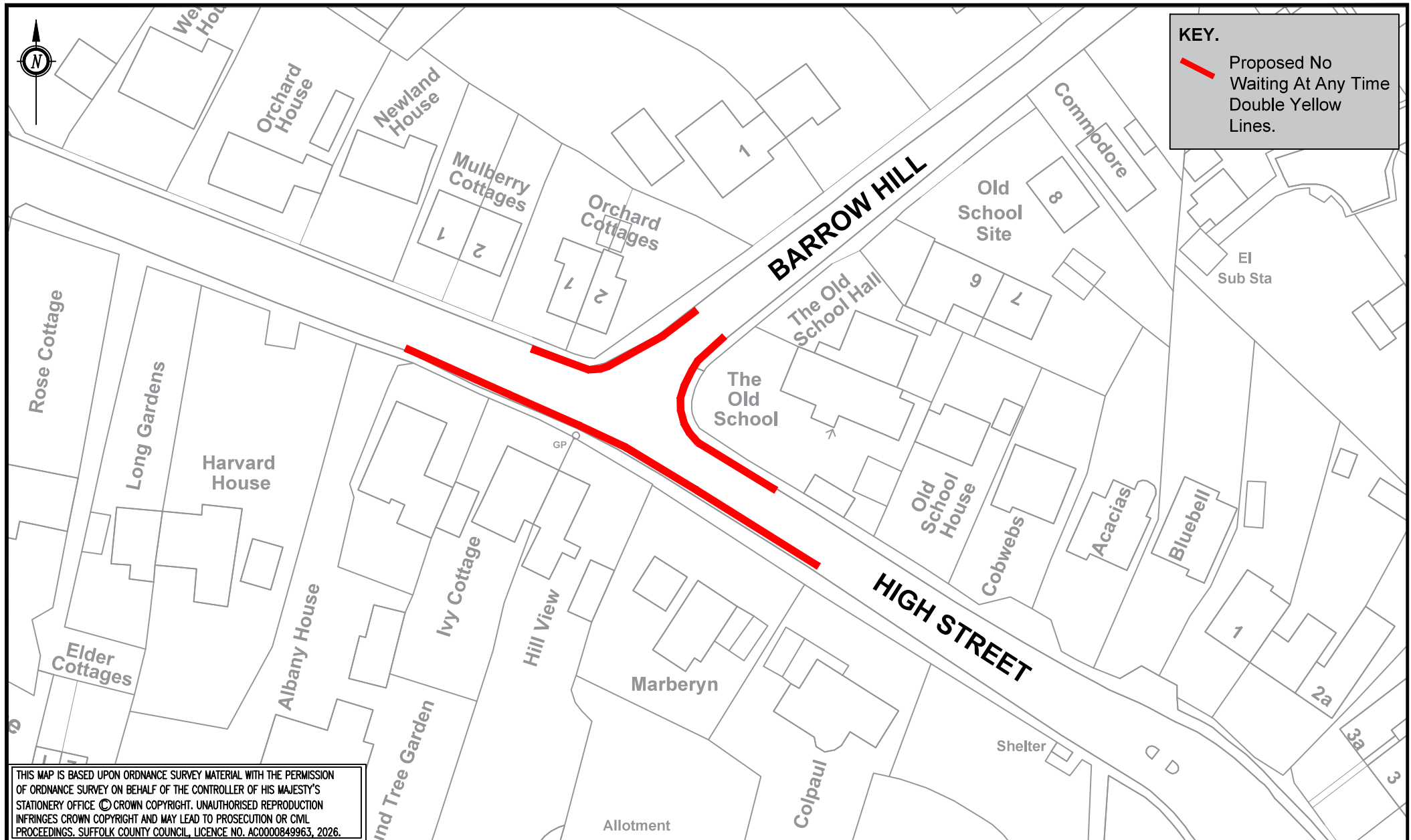
QUOTATION

To install Resin Bound Hardstand and re-set Safety Rails
Approx. area of 9.00sm

£ 2000.00

VAT £ 400.00

TOTAL £ 2400.00



THIS MAP IS BASED UPON ORDNANCE SURVEY MATERIAL WITH THE PERMISSION OF ORDNANCE SURVEY ON BEHALF OF THE CONTROLLER OF HIS MAJESTY'S STATIONERY OFFICE © CROWN COPYRIGHT. UNAUTHORISED REPRODUCTION INFRINGES CROWN COPYRIGHT AND MAY LEAD TO PROSECUTION OR CIVIL PROCEEDINGS. SUFFOLK COUNTY COUNCIL, LICENCE NO. AC0000849963, 2026.



Follow us on social media
 report a fault: <https://www.suffolk.gov.uk/highwaysreporting>
 what's happening in my area? <https://www.suffolk.gov.uk/whatshappeninginmyarea>

Working together to build a positive legacy for Suffolk

Phoenix House, 3 Goddard Road, Ipswich, Suffolk IP1 5NP.
 Highways enquiries: 0345 606 6171 www.suffolk.gov.uk/highways

CLIENT

REVISION(S)

DESCRIPTION

REV. DATE INTL.

ORIGINATOR

PC

DESIGNER

PW

SCALE(S)

N.T.S

CHECKER

SLB

REVIEWER

SLB

PROJECT TITLE

HIGH STREET, ACTON
 PROPOSED PARKING RESTRICTIONS.

DRAWING TITLE

Proposal Plan

DATE

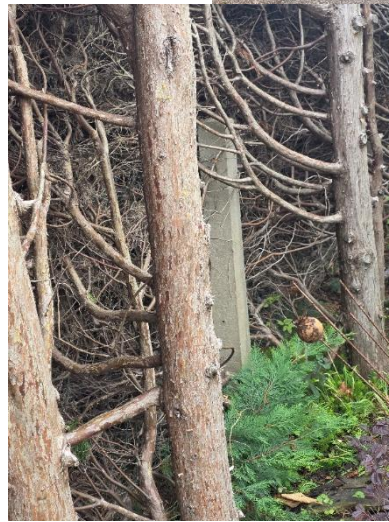
03/08/2026

DRAWING NUMBER

4782/HiStAct/PW/001

REVISION

Appendix 7



Appendix 8

WORK TO BE CARRIED OUT AT THE NATURE RESERVE

- Removal of all old, rotten rail fences that line the path
- Mark saplings prior to annual clearance work
- Ask the Scouts if they wish to continue to use the reserve for their nature activities
- Consult Wayne Hickford on the best method to dispose of vegetation cuttings: Green waste disposal service or skip?
- Check owl boxes. There are two tawny owl and two barn owl boxes. One of the barn owl boxes is in a poor state of repair and will need to be removed.
- Check bat boxes
- Propose a plan to replace any damaged owl and bat boxes. This will involve the use of a cherry picker to place the boxes in trees
- The entrance gateway may need maintenance in the future
- Ensure reserve entrance signs are in a good state of repair
- Ask LM Ground Care to clean the information display
- Consider a plan to improve the main pathway throughout the reserve. This may be with the use of road plannings or road stone

Dear Parish Clerk,

Annual Play Inspection 2026/27

I am writing to ask whether you would like us to organise your Annual Play Inspection for this year, which is scheduled to take place around **February 2027**.

As part of our annual programme of play area inspections, the District Council appoints an independent specialist contractor to undertake inspections of play areas owned and managed by the Council.

Whilst the inspection and maintenance of play equipment remains the responsibility of the individual owner or managing authority, we recognise that many Town/Parish Councils and committees may wish to take advantage of the contractor's presence in the area.

Therefore, we offer the opportunity to commission inspections of your play areas through the same contractor. We will make the arrangements and then invoice you once the reports are returned. Please note this can take up to 4-8 weeks after the inspection.

As in previous years, we will be using **The Play Inspection Company** for inspections across both **Babergh and Mid Suffolk District Councils**. The Play Inspection Company offers a comprehensive package that includes a play inspection, risk assessment, and disability discrimination assessment, all for **£62.31 + VAT per play area**. An additional £25 per play area will be added to cover our administration costs. The inspection includes perimeter fencing, gates, ancillary equipment (such as benches and litter bins), equipment and surfacing - site photographs will be provided.

They also offer the following **optional extras**:

- Full DDA Assessment – £17.50 per play area
- Play Value Assessment – £17.50 per play area
- Estimated Life Expectancy Assessment – £9.50 per play area

The reports focus on the overall safety of the equipment and site, assessing compliance with current standards. Any failures will be detailed along with recommended actions. A risk assessment will be provided for each item and the overall site.

If your Council would like to be included in this year's inspection programme, please confirm your interest by **Friday 30th November 2026**. Please note we **cannot** accept any late additions due to The Play Inspection Company's scheduling. Alternatively, if we do not hear from you, we will assume you have made alternative arrangements.

Kindly provide all the following details of the play area(s) you wish to be inspected for the booking to be confirmed:

- Full address of play area:
- What3words of play area:
- Any additional extras required:
- E-mail address for report to be sent to:

If you have any questions, please do not hesitate to contact us.

Kind regards,

Administration Team – Public Realm