

Acton Parish Council

Minutes of the Parish Council Meeting held at 7:45pm in the Village Hall, The Green, Acton on Monday 16 March 2020

Present: Councillors (Cllrs) Nick Antill (Chairman), Graham Round, Teresa Farley, Christine Johnson, Carol Dyer

In attendance: Fiona Mullins (Clerk) and 12 members of the public

The agenda, with appendices 1 to 12, will be appended to the signed minutes.

1. Apologies

Apologies were received from Parish Councillors John Gibbens, Margaret Maybury and Brian Grimsey who were absent due to health and COVID19 concerns. Apologies were received from County Councillor Colin Spence and District Councillor John Nunn.

2. Declarations of Interest

Cllr Dyer declared a non-pecuniary local interest in the Gotsfield Close chat bench agenda item.

There were no requests for dispensation.

3. Minutes

The minutes of the Parish Council meeting dated 20 January 2020 were agreed to be a true record and signed by the Chair.

4. County, District and Community reports

(i) District Councillor Malvisi sent a written report. The report covered Civil Parking Enforcement which will start on 6th April with officers from West Suffolk, advice from Babergh District Council on COVID19, a taskforce working on the District's carbon footprint, Siam Gardens which have opened in Sudbury known as "Weavers Piece".

(ii) County Councillor Spence sent Suffolk County Councillor's Town/Parish Newsletter February 2020. The parish council noted in particular the plan to replace all street lighting with LEDs.

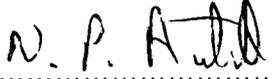
5. Clerk's report

(i) Cllrs noted Appendix 1 detailing the actions taken since the last meeting.

(ii) The Clerk commented on the following matters of significance not on the agenda:

- Coffee mornings are held at the Village Hall every second Wednesday 10-12 and the organisers have asked if councillors could attend to give information;
- The Wildlife Reserve received a grant of £600 from Project Seven;
- A resident has raised a concern over cars parking outside the village shop blocking driveways. Councillors asked the clerk to encourage residents to personally report the matter to Highways.

(iii) The Clerk advised the following delegated decisions made since the last meeting.

Signed:  Chairman  Page 23

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- In consultation with the chair, decisions regarding training and equipment essential to the role: Clerk's training: Preparing for CILCA
- Responses to planning consultations (see Appendix 3)
- Purchase of chipper and associated safety equipment for the wildlife reserve within a budget previously agreed and following receipt of a grant from Suffolk County Council.

6. Public Forum

Members of the public commented as follows:

- The Babergh District Council planning committee meeting on 11th March deferred a decision on the Tamage Road application;
- Campaign Tamage thanked Cllr Round for taking the time to prepare persuasive arguments against the Tamage Road application;
- There is a fallen tree on Marsh Walk which is unsightly and could be dangerous, it is not a parish council tree. Cllr Round will notify the landowner Suffolk Highways.
- A resident suggested that those who are inconvenienced by village shop related parking could contact Highways to request white lines to clearly show the dropped kerbs.

7. Acton Village Hall

The parish council resolved to award a grant of £5,440 to Acton Village Hall for capital items and urgent repairs and a grant of £1,600 as Acton Village Hall's contribution to the cost of a new mower for the playing field as requested by the cricket club.

The council recognised the need for it to support the village hall with regard to maintenance and capital expenditure but is concerned that the Hall should generate sufficient revenue to cover operating costs.

The parish council asked Cllr Grimsey to keep it informed of progress on village hall governance, management and finance.

8. Planning

- (i) The following consultations on planning applications were considered: none
- (ii) Cllrs noted the Planning Authority's decisions at appendix 2.

9. Environment

- (i) Cllrs thanked Cllr Gibbens for taking on the weekly play area inspection and reporting
- (ii) Cllrs asked the clerk to clarify location and costs for two additional defibrillators and bring a proposal to the next meeting
- (iii) Cllrs asked the clerk to research and cost alternatives for purchase and installation of a memorial bench at Gotsfield Close and bring a proposal to a future meeting
- (iv) The parish council resolved that it will fund up to £150 from the budget for "other environmental costs" for a speed device in the event that the current device stops functioning and £50 for speedwatch signs

Signed: N. P. A. T. J. L. Chairman

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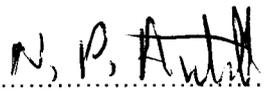
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10. Finance and Administration

- (i) Cllrs noted the report of the Responsible Finance Officer at appendix 5 and approved bills for payment.
- (ii) Cllrs noted the accounts, budget and bank reconciliation for the period to 29 February 2020 at appendix 6.
- (iii) Cllrs received a report on the review of the Council's financial regulations by Cllrs Antill and Maybury, with two proposed changes given the experience of the clerk handover period and potential disruption in the next 4-6 months and asked the clerk to bring the proposed changes to the May meeting for adoption:
 - Para 2.2 review of the bank reconciliations by a councillor who is not the chair "on a regular basis, ~~at least once in each quarter and~~ at least 3 times per year including at year end"
 - Para 4.1. "Expenditure on revenue items may be authorised Such authorisation may be made by email."
- (iv) Cllrs received a report on the review of the accounting and governance statements for the Annual Return by Cllrs Antill and Maybury and confirmed that the Council can meet the requirements of the annual governance statements as its business is conducted within the law and in accordance with proper practices. Cllrs thanked Cllrs Maybury and Antill and the Clerk for undertaking this review.
- (v) Cllrs received a report from a review of the fixed asset register by Cllrs Antill and Maybury which is updated on an ongoing basis.
- (vi) Cllrs received a report from a review of the risk management plan by Cllrs Antill and Maybury and asked the clerk to add the wildlife reserve chipper and bring the proposed changes to the May meeting for adoption.
- (vii) The parish council agreed to renew the street lighting maintenance contract with Pearce and Kemp for a period of 3 years
- (viii) The parish council agreed to pay the Council's BT phone bill by direct debit.

11. Governance

- (i) The Council agreed the parish council meeting dates proposed in appendix 9 and asked the clerk to post these on the website.
- (ii) The Council agreed the Annual Parish Meeting date and agreed the agenda at appendix 10.
- (iii) Councillors received a verbal report from Cllr Antill of a review of the parish council's standing orders, protection and document retention policy by Cllrs Antill and Maybury and agreed that they are fit for purpose and have been adhered to. The clerk was asked to amend the standing orders to select items where there are options in square brackets and bring the amended version to the May meeting for adoption. The optional items and suggested selection are:
 - page7 EITHER i [~~A person shall stand when requesting to speak and when speaking (except 8 when a person has a disability or is likely to suffer discomfort)~~] OR [A person shall raise his hand when requesting to speak and stand when speaking (except when a person

Signed:  Chairman

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has a disability or is likely to suffer discomfort)]. The chairman of the meeting may at any time permit a person to be seated when speaking.

- page 17 g Subject to standing orders 13(d) and (f), a dispensation request shall be considered EITHER [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] ~~OR [at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].~~
- (iv) Councillors noted the need to review the council's GDPR practices to ensure that they are up to date with the latest requirements and asked the clerk to arrange a review and bring this to a future parish council meeting
- (v) Councillors agreed to allocate specific roles as set out in appendix 11. Councillors noted that all decisions need to be brought to a council meeting for approval.
- (vi) Councillors agreed to encourage new councillors to fill the vacancy that exists at the annual parish meeting, through the newsletter and through the facebook page.
- (vii) Councillors showed interest in joining the SALC Councillor training with neighbouring parishes on 20th May 2020 and agreed in principle to share the cost subject to clarification of the amount.
- (viii) Councillors noted the daily advice from Suffolk Association of Local Councils relating to COVID 19 and that Acton's Good Neighbours Scheme is in place to support people.

12. Councillors' reports and items for future agendas

- (i) There were no reports on meetings attended.
- (ii) No future agenda items were proposed.
- (iii) Cllrs raised the following matters of information not elsewhere on the agenda:
 - Cllr Round briefed Councillors on the report he presented to the 11 March planning committee on the Tamage Road development. The clerk was asked to forward this to District Councillors and to inform them that the parish council received and noted this report from Cllr Round
 - Cllr Round noted that a number of matters have been reported to Highways, including Clay Hall lane potholes and verges, vehicle overrun, 2 abandoned vehicles in Vicarage Lane
 - Cllr Round reminded Councillors that the white lines on High street near the bollards have yet to be actioned and the clerk was asked to check on this.
 - Cllr Round offered to ask County to investigate why the retention pond at Marsh Walk has been taking longer than normal to drain and to assess the risk regarding open access to deep water.
 - Cllr Round informed Councillors of the results of using the speed indication sign for 1 week at two locations. Mitigation ideas will be considered at a future meeting, such as a village gateway that would have a bigger impact on drivers.

The meeting closed at 9:40pm.

Signed:

N. P. Antill

Chairman

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Fiona Mullins, Clerk, Old Hall, Rectory Hill, East Bergholt, Suffolk CO7 6TG
Tel: 07931 381751 Email: actonparishcouncil@gmail.com

6 March 2020

Members of the Council

You are hereby summoned to a meeting of Acton Parish Council to be held at 7.45pm on Monday 16 March 2020 in the Village Hall, The Green, Acton, CO10 0AT for the purpose of transacting the business below.

Members of the public

Members of the public are welcome to attend and may address the Council during the Public Forum (Item 6).

Reporting on Meetings

Except where members of the public have been excluded due to the confidential nature of the business, any person may film, photograph, audio record or use social media to report on meetings of the Council, including any public comment and/or questions.

Persons intending to record/report on the meeting are requested to give notice before the start of the meeting to the Clerk or Chairman of the Council to enable reasonable facilities to be afforded.



Fiona Mullins
Clerk

Agenda

1 Apologies

To receive apologies and to approve the reason for absence.

2. Declarations of Interest

- (i) to receive any declarations of interest in items on the agenda;
- (ii) to consider any written requests for a dispensation received by the Clerk prior to the commencement of the meeting.

3. Minutes

To consider adopting the minutes of the Parish Council meeting dated 20 January 2020.

4. District, County and Community reports

- (i) to receive the District Councillor's report;
- (ii) to receive the County Councillor's report.

5. Clerk's report

- (i) to report progress on actions arising from prior meetings (Appendix 1);
- (ii) to advise any significant matters or items of correspondence not on the agenda and not already drawn to councillors' attention;

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(iii) to advise decisions taken under delegated powers since the last meeting.

6. Public Forum

To invite comments and questions from members of the public on issues on this agenda and to suggest matters for future consideration.

7. Acton Village Hall

- (i) to consider Acton Village Hall's request for a grant (Appendix 2-1)
- (ii) to consider the cricket club request for £1,600 towards the cost of a new mower for the playing field. (Appendix 2-2)

8. Planning

- (i) to consider the following planning applications (none to consider)
- ii) to note planning application validations, parish council recommendations and local planning authority decisions made since the last meeting (Appendix 3):

9. Environment

- (i) to agree the play area inspection regime
- (ii) to consider purchasing two additional defibrillators
- (iii) to consider a budget for a memorial bench at Gotsfield Close (Appendix 4)
- (iv) to consider buying speedwatch team in operation signs for up to £50 and speed device budget up to £150

10. Finance and administration

- (i) to receive the payments and receipts report of the Responsible Finance Officer and to approve bills for payment (Appendix 5);
- (ii) to consider the accounts, budget and bank reconciliation for the period to 29 February 2020 (Appendix 6);
- (iii) to receive a report on a review of the Council's financial regulations and agree they are fit for purpose and have been adhered to (on website)
- (iv) to receive a report from Councillors Antill and Maybury on the Council's compliance with the accounting and governance statements within the Annual Return;
- (v) to review and agree the Parish Council fixed asset register (on website)
- (vi) to review and agree the Parish Council risk management plan (on website)
- (vii) to agree renewal of the street lighting maintenance contract (Appendix 7)
- (viii) to agree to pay the Parish Council's phone bill by direct debit (Appendix 8)

11. Governance

- (i) to agree the 2020/21 Parish Council meeting dates (Appendix 9)
- (ii) to agree the date of the 2020 Annual Parish Meeting and to consider agenda items (Appendix 10)

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- (iii) to receive a verbal report on a review of the parish council's standing orders, protection and document retention policy and agree they are fit for purpose and have been adhered to
- (iv) to agree to review GDPR requirements
- (v) to agree to allocate specific roles for councillors (Appendix 11)
- (vi) to note that a vacancy exists and invite councillors to seek interested parties
- (vii) to consider SALC Councillor training jointly with neighbouring parishes 20th May 2020 and agree the Council's contribution to the fees (Appendix 12)
- (viii) to consider COVID 19 contingency planning based on advice from Suffolk Association of Local Councils

12. Councillors' reports and items for future agendas

Councillors may use this opportunity to:

- (i) report on meetings attended;
- (ii) agree the attendance of councillors at forthcoming meetings;
- (iii) add future agenda items;
- (iv) report matters of information not included elsewhere on the agenda.

Acton Parish Council

Appendix 1: Actions arising from prior meetings Presented to Parish Council meeting dated 16 March 2020

Ref	Action	Who	Done
Actions from meeting dated 20 January 2020			
6(ii)	Write to Chambers Coaches noting the Council's concern that the last service on the Bury–Sudbury route 753 has been removed.	Clerk	Yes
8(i)	Accept W Hickford quote for grass cutting and ask for clarification of minor arithmetic error	Clerk	Yes
8(ii)	Research the necessary permissions and obtain a quotation for a circular bench at Gotsfield Close	Clerk	No
9(iv)	Arrange pension provision and check employer liability insurance cover	Clerk Clerk	Yes No
9(v)	Set up online banking	Clerk	No
10(iii)	Review Annual return documents, risk management and asset register	Clerk, Cllrs Antill & Maybury	Yes
10(v)	Check that notification of councillor vacancy was given to the District Council monitoring officer.	Clerk	Yes

Significant matters not on the agenda

Delegated decisions made since our last meeting

- In consultation with the chair, decisions regarding training and equipment essential to the role: Clerk's training: Preparing for CILCA
- Responses to planning consultations (see Appendix 3)
- Purchase of chipper and associated safety equipment for the wildlife reserve, within a budget previously agreed, following successful grant application to Suffolk County Council.

Acton Playing Field & Village Hall Association

Lascelles Barn
Clay Hall Lane
Acton C010 0AQ

30th January 2020

Dear Councillors,

The village hall is going through a period of increased expenditure. Various items which date back to when the hall was built or before have come to the end of their lives and need replacing namely: the gang mower, range and water heater in the kitchen and the control board for the heating system. In addition our maintenance costs are increasing; we have recently had to pay £900 for pot hole repair on our approach road.

The village hall has a regular monthly deficit; we intend to discuss raising hire charges at our next meeting but are keen to remain competitive.

I am asking for a grant from the Parish Council of approximately £5,000 to cover the above items of capital expenditure. More detailed figures can be obtained.

I am hoping that councillors will look favourably on our request. The Village hall is a well used and important asset for the village and as such deserves support.

Yours Sincerely
Susan Chaplin
Chair, Acton Playing Field & Village Hall Association

Appendix 2-1

On Mon, 9 Mar 2020 at 16:49, Susan Chaplin <susanchaplin97@gmail.com> wrote:

Dear Fiona,

Following my letter to the Parish Council on 30th January asking for a grant for the Village Hall I would like to provide more detail of the sums involved.

Improvements to the kitchen include a replacement cooker (£425) a replacement water heater (estimates £2036 and £1962) and a new table top freezer £115.

We will probably need a new control board for the heating this year as the one we have at present is unreliable.

Total capital costs: £3,502

We also have an annual deficit as our income is not keeping pace with the rising costs of maintaining the hall. The heating, especially, has been a drain on resources both of time and money since a new boiler was installed in February 2017. This month we are having to pay £500 for a replacement water pump and filter. With £900 for repairing pot holes and £500 for essential repairs to the fabric of the hall it is difficult to see, even if we raise our letting fees, how we can carry on without support.

We would be grateful for any financial help that the Parish Council sees fit to provide.

With best wishes

Susan Chaplin

Chair, Acton Playing Field & Village Hall Association

Clerk's summary:

Item	estimated cost
cooker	£425
water heater	£2,000
freezer	£115
heating control board	£1,000
essential repairs	£500
water pump and filter	£500
repairing potholes	£900
Total	£5,440

Appendix 2-2 Cricket Club grant request

Sent: Thursday, 20 February 2020, 13:35:05 GMT

FAO Fiona Mullins

Fiona

Good afternoon, Fiona, I am Chris Miller, Chairman of Acton Cricket Club.

Having spoken with Susan Chaplin this morning, she suggested I contact you regarding the purchase of new mowers, required to cut the playing field.

As you are no doubt aware, the Cricket Club, use the tractor and gangmowers, which are owned by the Village Hall, to cut the field, throughout the year. Something, that suits all parties. Unfortunately, the gangs are no longer fit for purpose and as such, we have been investigating the purchase of a much newer and more suitable set of ride on, triple mowers. This is something we have discussed at the recent Village Hall Committee meetings.

Having visited Upson's, a company that supply a number of local cricket clubs and Local Authorities, we identified a mower, that would suit the needs of all those using the playing field. The cost including VAT, being £7,800. To put towards this, we have managed to sell, with the Village Halls permission, the tractor for £3000 and with our funds and those from our sponsor, we have a further £3,200. This left a shortfall of £1600, which we were hopeful the Village Hall would provide. However, e-mail correspondence since, has suggested they have limited funds and are unable to contribute?

Susan has therefore suggested that I approach the Parish Council, via yourself to request the aforementioned contribution. Whilst I appreciate that this is not an insignificant sum of money, the purchase of the mowers, should really be viewed as a long term project, with only a yearly service, costing approx. £150 and our fees, currently £300, as any on going cost.

The alternative to purchasing new equipment, is that, due to the condition of the current gangmowers, we as the Cricket Club. hand back the cutting of the field to the Village Hall. As well as not suiting either party, the costs of employing an outside contractor, far outweigh the £300 per year, we currently receive for these works. Each cut being in the region of £100 and with 20 or 30 cuts per year, this would very soon be over and above the £1600 required towards the new mower and of course this would be needed year upon year.

Can I ask that our request is put forward to the Parish Council at the earliest opportunity, so we are in a position of confidence in respect of the funding for this new and much needed equipment.

Should you need to discuss this further I can be contacted on [redacted]

Regards
Chris Miller

Acton Parish Council

Appendix 3: Planning applications and decisions

From 10 January 2019 to 6 March 2020

Prepared on 6th March 2020 and presented to Parish Council meeting dated 16 March 2020

DC/19/03126	Land south of Tamage Road, Acton	
	Erection of 100 dwellings, vehicular access, open space and associated infrastructure.	
	Parish Council recommendation	Recommend refusal - delegated decision 26 Feb 2020 <i>Previous responses:</i> <i>Recommend refusal – full meeting 24 July 2019</i> <i>Recommend refusal – delegated decision 3 Dec 2019</i>
	Planning Authority decision	Awaiting decision
DC/20/00627	Land North East Of Commodore Barrow Hill Acton	
	Application for Permission in Principle - Erection of a self build single storey detached dwelling.	
	Parish Council recommendation	Recommend refusal - delegated decision 6 March <i>Previous responses:</i> <i>Recommend refusal – 12th November 2018</i>
	Planning Authority decision	Awaiting decision
DC/19/05668	Church Of All Saints Melford Road Acton Suffolk	
	Installation of Natsol Composting Toilet with associated soakaway and wheelchair accessible footpath	
	Parish Council recommendation	Support – delegated decision
	Planning Authority decision	Granted
DC/20/00060	Land East Of Appleshaw Newmans Green Acton Suffolk	
	Submission of details (Reserved Matters Application) for outline planning application DC/17/03990, Allowed following Appeal D3505/W/18/3196882 - Appearance, Landscaping, Layout and Scale for 2no detached dwellings, vehicular accesses and hard/soft landscaping.	
	Parish Council recommendation	No response submitted
	Planning Authority decision	Granted
AP/19/00226	Land Off Clay Hall Lane Acton Sudbury Suffolk CO10 0AQ	
	Erection of 4no traditional dwellings with detached garages	
	Parish Council recommendation	Further points to oppose – delegated decision
	Planning Authority decision	Appeal In Progress
AP/19/00225	Land South Of Vicarage Lane, Heath Farm Waldingfield Road Acton CO10 0AG	
	Outline Planning Application (Access to be considered) Erection of detached single storey dwelling and new vehicular access.	
	Parish Council recommendation	No further comments – delegated decision
	Planning Authority decision	Appeal In Progress
APP/D3505/W/19/3239726	Old Oaks, Lavenham Road, Acton CO10 0BH	
	New Dwelling - DC/19/03488.	
	Parish Council recommendation	<i>Previous response:</i> <i>Recommend refusal</i>
	Planning Authority decision	Appeal Dismissed

Appendix 4

Acton Parish Council

PROJECT INITIATION DOCUMENT

Project Name	Memorial bench Gotsfield Close
Project Lead	Fiona (clerk)
Councillor support	Carol and Margaret
Version	6 March 2020

Background

At its meeting on 20th January 2020, Acton Parish Council asked the clerk to research the necessary permissions and obtain a quotation for a circular chat bench at Gotsfield Close for consideration at the 16th March parish council meeting.

Project objectives and expected benefits

- Reduce isolation: A spot to sit and chat for anyone but particularly Gotsfield Close residents, many of whom are elderly
- Memorial: give residents the option of placing a brass plaque on the seat as a memorial for anyone living in the Close who has died.
- Low maintenance and durable

Proposal



Example: Teak Circular Tree Bench

<https://www.corido.co.uk/teak-circular-tree-bench-circular-tree-seat.html> 04 LT055

Grade-A teak, virtually impervious to the effects of weather, designed to be left outdoors all year round.

Internal Diameter: 104cm

External Diameter: 220cm

Height: 91cm.

Sustainable grade-A teak

SVLK certificate certifying that the teak has been legally harvested.

Business Case

Councillor Dyer has spoken to all of the residents about this bench and has identified demand for it. There are 26 dwellings on the Close and about 45 people would benefit, many of them elderly. There have been 8 requests for a memorial plaque.

Appendix 4

Acton Parish Council

Location: around the tree in the centre of Gotsfield Close



Key Deliverables and timescale

1. Permission from Babergh DC March 2020
2. Budget agreed by parish council 16 March 2020
3. Bench design consulted on with neighbours May 2020
4. Bench ordered June 2020
5. Bench built October 2020
6. Memorial plaques agreed (who, how many) after installation

Indicative Budget

	Estimate	Comment
Total Budget	£1000	The council may be able to obtain a lower cost bench than the example provided. The council could ask Babergh District Council to install it, including wood chippings for a level and low maintenance base. There may be a cost for this which could be funded from CIL receipts.

Risk Management

Open spaces group to check installation, identify risks if any, add to fixed asset register

Communication Management Strategy

Neighbours (Carol) District Council (clerk) Parish Council minutes (clerk) newsletter (clerk)

**Appendix 5: Acton Parish Council March 2020 RFO report
Presented to the Parish Council meeting dated 16 March 2020**

January 2020 receipts and payments for approval

Chq / credit	Payment Date	Payer / Payee	Details	Receipts	Gross Payments	VAT	Net Payments
65	02/01/2020	Allotment deposits and rental	Plots 3c and 9a	-30.00			-30.00
1688	06/01/2020	Colin Muddimer	Wildlife Area expenses		213.62	0.00	213.62
1689	20/01/2020	Fiona Mullins	Expenses 25 Nov to 12 Jan		421.34	0.00	421.34
1690	20/01/2020	Fiona Mullins	Salary month ending 31 Jan 2020		680.28	0.00	680.28
1691	20/01/2020	Community Action Suffolk	Website training		48.00	8.00	40.00
1692	20/01/2020	Leo Office Supplies	Telephone, Laminator, Scanner		337.50	56.25	281.25
1693	20/01/2020	Acton PF&VH Assoc	Room hire 2 Dec		15.00	0.00	15.00
1694	20/01/2020	BT	Phone line and broadband		145.91	24.32	121.59
1695	20/01/2020	MobilitySmart	Speed Indicator Device batteries		81.77	13.63	68.14
1696	20/01/2020	S. Capstaff	Wildlife Area wetland		300.00	0.00	300.00
1697	20/01/2020	Colin Muddimer	Wildlife Area expenses		30.00	0.00	30.00
1699 a	20/01/2020	WR Hickford	7 churchyard cuts		931.00	0.00	931.00
1699 b	20/01/2020	WR Hickford	10 Lime Tree Green cuts		860.00	0.00	860.00
1699 c	20/01/2020	WR Hickford	2 wild flower area cuts		82.00	0.00	82.00
1699 d	20/01/2020	WR Hickford	Lime Tree Green hedges		530.00	0.00	530.00
1700	20/01/2020	Turner Hire	Wildlife Area chipper hire		175.80	26.80	149.00
DD	20/01/2020	Sovereign	Gold Play Area Maintenance		47.99	8.00	39.99
DD	15/01/2020	Eon	lighting to 31/12/18		169.10	8.05	161.05
SO	27/01/2020	Pearce and Kemp	Street light maintenance		31.13	5.19	25.94
Int	09/01/2020	Lloyds Bank	Interest	-0.88			-0.88
Jan-20				-30.88	5,100.44	150.24	4,919.32

**Appendix 5: Acton Parish Council March 2020 RFO report
Presented to the Parish Council meeting dated 16 March 2020**

February 2020 receipts and payments for approval

Chq / credit	Payment Date	Payer / Payee	Details	Receipts	Gross Payments	VAT	Net Payments	
1701	05/02/2020	BT	Phone line and broadband		91.57	15.26	76.31	
1702	05/02/2020	Colin Muddimer	Wildlife Area expenses		206.84	0.00	206.84	
1703	11/02/2020	Community Action Suffolk	Website hosting annual sub		60.00	0.00	60.00	
65	14/02/2020	Suffolk County Council	Locality Grant Wildlife Reserve	-1,000.00			-1,000.00	
1704	24/02/2020	Genpower Ltd	Chipper for Wildlife Reserve		799.99	133.33	666.66	
1705	24/02/2020	Fire Safety Store	Fire Extinguisher Wildlife Reserve		40.20	6.70	33.50	
1706	24/01/2020	Fiona Mullins	Salary month ending 29 Feb 2020		680.28	0.00	680.28	
1707	24/02/2020	Sudbury Town Council	Dog bin and Litter bin		60.63	10.11	50.52	
DD	20/02/2020	Sovereign	Gold Play Area Maintenance		47.99	8.00	39.99	
DD	17/02/2020	Eon	lighting to 31/01/19		169.10	8.05	161.05	
SO	25/02/2020	Pearce and Kemp	Street light maintenance		31.13	5.19	25.94	
Int	10/02/2020	Lloyds Bank	Interest	-0.91			-0.91	
				Feb-20	-1,000.91	2,187.73	186.64	1,000.18

Payments to be authorised and cheques to be issued at the meeting

1708	BT	Phone line and broadband	£42.79
1709	Babergh District Council	Litter and dog bin emptying	£618.00
1710	Suffolk Assn of Local Councils	Clerks training "preparing for CILCA"	£60.00
1711	Fiona Mullins	Expenses	£120.05
1712	Colin Muddimer	Wildlife Area expenses	£219.26
1713	Richard Fish	Litter picking 6 months to 31 March	£500.00

Contractual commitments prior to the next meeting

Fiona Mullins	Monthly salary payments	Pearce and Kemp	Monthly street light maintenance
Fiona Mullins	Reimbursement of expenses	BT	Monthly phone bill
Fiona Mullins	Monthly pension payments		Other payments arising from Parish Council decisions
Eon	Monthly street lighting		
Sovereign	Monthly play equipment maintenance		

**Appendix 6: Acton Parish Council Statement of Receipts and Payments to 29 February 2020
Presented at the Parish Council meeting dated 16 March 2020**

Actual to 31/03/2019		Actual to 29/02/2020	Original 2019/20 budget	2019/20 Virements	Nov 2019 Budget adjustments	Updated 2019/20 budget
45,000.00	Precept	45,000.00	45,000.00			45,000.00
2,787.08	Community Infrastructure Levy	13,024.62	5,000.00		8,025	13,025.00
0.00	SCC Locality Grant	1,000.00	0.00			
0.00	Other grants / donations	0.00	0.00			
255.00	Allotment rents	260.00	200.00			200.00
622.98	Bank interest	11.33	360.00		260	620.00
5,830.84	VAT reclaimed	3,987.99	4,926.21		-938	3,988.00
0.00	Section 106 receipts	0.00	0.00			
14.26	Other income	14.90	20.00		-5	15.00
54,510.16	Total Receipts	63,298.84	55,506.21	0.00	7,341.79	62,848.00
9,206.90	Employment costs	9,705.26	9,260.00		900	10,160.00
0.00	Chairman's expenses	0.00	50.00			50.00
1,758.04	Insurance	977.55	1,800.00		-822	978.00
123.00	Hire of rooms	203.00	160.00		40	200.00
1,455.42	Administrative costs	1,889.93	1,200.00		-450	750.00
557.00	Audit costs	567.00	600.00		-30	570.00
0.00	Legal Costs	0.00	1,000.00		-1,000	
61.00	Training and Publications	225.00	100.00			100.00
830.09	Subscriptions	836.14	845.00			845.00
0.00	Elections	107.78	2,422.84	-2,300.00	-15	108.00
372.00	Newsletter	99.00	315.00		-115	200.00
0.00	Bank charges	0.00	0.00			
0.00	Miscellaneous costs	0.00	0.00			
14,363.45	Administration	14,610.66	17,752.84	-2,300.00	-1,491.84	13,961.00
337.85	Paths maintenance	327.85	300.00		40	340.00
7,410.00	Hedge and Tree maintenance	1,390.00	6,400.00	-2,000.00	-2,500	1,900.00
157.72	Other Environmental costs	95.00	2,000.00		-1,400	600.00
3,961.62	Play Area Maintenance	3,040.52	3,350.00			3,350.00
1,588.12	Refuse collection	500.00	1,525.00			1,525.00
1,018.60	Conservation Area costs	2,065.96	600.00	500.00		1,100.00
595.38	Health & Safety inspections	557.39	600.00			600.00
15,069.29	Recreation and Environment	7,976.72	14,775.00	-1,500.00	-3,860.00	9,415.00
5,098.47	Lighting - Energy	-66.94	5,112.00		188	5,300.00
311.28	Lighting - Maintenance	285.34	312.00			312.00
5,409.75	Street lighting	218.40	5,424.00	0.00	188.00	5,612.00
0.00	Village Hall and Playing field	0.00	0.00		3,150	3,150.00
2,517.00	Churchyard maintenance	931.00	925.00			925.00
20.00	Allotments	0.00	200.00			200.00
0.00	LGA 1972 section 137 payments	0.00	0.00			
2,567.00	Donations under specific powers	2,467.00	2,270.00			2,270.00
0.00	Fixed Assets	6,263.11	0.00	3,800.00	2,000	5,800.00
0.00	CIL Payments	0.00	0.00		2,500	2,500.00
3,987.99	VAT on payments	1,681.17	3,950.80		-801	3,150.00
43,934.48	Total Payments	34,148.06	45,297.64	0.00	1,685.36	46,983.00
10,575.68	Surplus / Deficit	29,150.78	10,208.57	0.00	5,656.43	15,865.00

**Appendix 6: Acton Parish Council Bank Reconciliation and Funds Movement at 29 February 2020
Presented at the parish council meeting dated 16 March 2020**

Bank Reconciliation at 31 March 2019

Treasurer's account at 31 March 2019	28,639.60	
Less outstanding cheques	-932.95	
Plus outstanding interest	612.54	
Reserve Fund Treasurer's Account at 31 March 2019	20,785.85	
Nationwide Building Society at 31 March 2019	75,000.00	
Bank balances at 31 March 2019		124,105.04
Year to date Receipts	62,267.05	
Year to date Payment	-29,262.89	
Year to Date Surplus / (Deficit)		33,004.16
Year to Date Funds		157,109.20

Treasurer's account at 28 February 2020	59,125.98	
Less outstanding cheques	-1,581.10	
Plus outstanding credit	0.00	
Reserve Fund Treasurer's Account at 28 February 2020	20,797.18	
Nationwide Building Society at 28 February 2020	75,000.00	
Bank balances at 28 February 2020		153,342.06

Funds Movement	Fund at 31/03/2019	2019/20 Movement	Fund at 28/02/2020
General Fund*	52,167.96	16,126.16	68,294.12
Community Infrastructure Fund	2,787.08	13,024.62	15,811.70
Footpaths Maintenance	5,000.00	0.00	5,000.00
Hedge and Tree Maintenance	27,000.00	0.00	27,000.00
Community Hall Support	3,150.00	0.00	3,150.00
Play Equipment Maintenance	18,000.00	0.00	18,000.00
Street Lighting Repair and Replacement	11,000.00	0.00	11,000.00
Churchyard Maintenance	5,000.00	0.00	5,000.00
	124,105.04	29,150.78	153,255.82

* General Fund Movement includes all VAT

Funds Movement	Fund at 31/03/2019	2019/20 Movement	Year end Fund Adjustments	Fund at 31/03/2020
General Fund*	52,167.96	8,690.38	-6,950.00	53,908.34
Community Infrastructure Fund	2,787.08	10,324.62		13,111.70
Footpaths Maintenance	5,000.00	0.00	150.00	5,150.00
Hedge and Tree Maintenance	27,000.00	0.00	800.00	27,800.00
Community Hall Support	3,150.00	-3,150.00	3,000.00	3,000.00
Play Equipment Maintenance	18,000.00	0.00	2,500.00	20,500.00
Street Lighting Repair and Replacement	11,000.00	0.00	350.00	11,350.00
Churchyard Maintenance	5,000.00	0.00	150.00	5,150.00
	124,105.04	15,865.00	0.00	139,970.04

* General Fund Movement includes all VAT

2020/21 PIIP projects	Earmarked Fund	Neighbourhood Infrastructure Fund	General Fund	District Council
Replace Junior Multiplay (May 2020)	10,000.00	2,500.00		12,500.00
Edna's Drift - raise beds (Oct 2020)		3,000.00	4,000.00	3,000.00
NATSOL toilet in churchyard (Oct 2020)	2,500.00			2,500.00
	10,000.00	5,500.00	4,000.00	15,500.00

Acton Parish Council
Appendix 6: Budget projections for 2019/20 and 2020/21
Presented to the Parish Council meeting dated 18 November 2019

(0) 2019/20

	2019/20 year to date	Nov 19 forecast	Dec 19 forecast	Jan 20 forecast	Feb 20 forecast	Mar 20 forecast	2019/20 updated budget	2020/21 budget
Lighting - Energy	-66.94	427.00	455.00	455.00	455.00	455.00	5,300.00	5,460.00
Lighting - Maintenance	285.34	25.94	25.94	25.94	25.94	25.94	312.00	312.00
Street lighting	218.40	452.94	480.94	480.94	480.94	480.94	5,612.00	5,772.00
* Village Hall and Playing field	0.00					3,150.00	3,150.00	0.00
Churchyard Maintenance	931.00	950.00				925.00	925.00	1,500.00
Allotments	0.00					200.00	200.00	200.00
LGA 1972 section 137 payments	0.00							0.00
Donations under specific powers	2,467.00	20.00					2,270.00	2,500.00
Fixed Assets	6,263.11						5,800.00	1,000.00
CIL Payments						2,500.00	2,500.00	0.00
VAT on Payments	1,681.17	300.00	100.00	200.00	400.00	258.55	3,150.00	5,433.40
Total Payments	34,148.06	4,107.93	2,050.93	1,925.93	3,283.77	8,979.48	46,983.00	48,990.00
Surplus / Deficit	29,150.78	-4,097.13	-2,040.13	-1,925.13	-3,282.97	-8,369.48	15,865.00	0.00

APPENDIX 7

PEARCE & KEMP

LIMITED

ELECTRICAL & LIGHTING CONTRACTORS

Unit 20, Halesworth Business Centre, Norwich Road.

Halesworth, Suffolk IP19 8QJ

Tel: 01986 872130 Fax: 01986 875045

E-mail: enquiries@pearce-kemp.co.uk



Acton Parish Council

11th February 2020

Dear Sirs

Re: Street Lighting Maintenance

Your street lighting maintenance contract is due for renewal 31.3.20, I have taken this opportunity to enclose an agreement for you to consider, should you wish to continue with us for your street lighting maintenance.

Please find enclosed the contract agreement, if it is acceptable to you, please sign, once this is returned we will sign it ourselves and return a copy to you for your records.

I would like to thank your council for your business over the last few years and look forward to continuing a good working relationship.

Yours Sincerely

A handwritten signature in cursive script, appearing to read 'L Sewell'.

Louise Sewell
On behalf of Pearce and Kemp Ltd.

APPENDIX 7

PEARCE & KEMP LIMITED

ELECTRICAL & LIGHTING CONTRACTORS

Unit 20, Halesworth Business Centre, Norwich Road,
Halesworth, Suffolk IP19 8QJ

Tel: 01986 872130 Fax: 01986 875045

E-mail: enquiries@pearce-kemp.co.uk



All Inclusive Maintenance Agreement

Contract Terms

The following items are included in our maintenance charge:

- All outages will be attended to in 10 working days.
- Annual Clean and Visual inspection of all lighting units
- Change all lamps at the end of manufacturers recommended lamp life
- Repair and replacement of: Lamps, Chokes, Capacitors, Ignitors, Photocells, Fuses, and Lamp Holders, Wiring (excluding mains electricity service faults)
- The Parish Council will report all outages by fax or Email on 'Damage Report' forms provided by Pearce & Kemp Limited.

Exclusions from the contract will be:

- Vandalism or Impact Damage, Columns, Lanterns, Upgrading, Age Related Deterioration, Doors, Pole or Wall Brackets, Refitting Doors, upright and Reconsolidation of Columns, Timeclocks (these will be reported directly to 24Seven), All others items not specified in the 'Inclusions' list above.

Contd...



APPENDIX 7

PEARCE & KEMP LIMITED

ELECTRICAL & LIGHTING CONTRACTORS

Unit 20, Halesworth Business Centre, Norwich Road,
Halesworth, Suffolk IP19 8QJ

Tel: 01986 872130 Fax: 01986 875045

E-mail: enquiries@pearce-kemp.co.uk



Agreement

We *Acton Parish Council* as the client authorise Pearce & Kemp Limited as the contractor to carry out 'all-inclusive Maintenance works to the Street Lighting Installations under our ownership.

We agree to pay £22.50 per month inc VAT for our 83No. LED lighting units only

Please note the above allows for 1 yearly visit to your Led units to inspect, report and clean the LED Lanterns

If the above is acceptable please could you provide a list of the updated led units so we can amend our lighting inventory for your parish

Please enclose your most recent 'Energy Statement' from your supplier when this agreement is returned.

We agree with the conditions listed on this document and confirm this agreement will commence 1st April 2020 and terminate 31st March 2023

Signed:

Position:

Date:

For and on behalf of *Acton Parish Council*

Signed:

Position: *Director*

Date: 10/2/20

For and on behalf of: *Pearce & Kemp Limited*





Instruction to your Bank or Building Society to pay by Direct Debit

The original can be posted to the following address:

BT PLC
Correspondence Centre
Durham
DH98 1BT

Originator's Identification Number

Name and full postal address of your Bank or Building Society branch

To the Manager

Bank or Building Society name *Lloyds BANK PLC*

Address *Business Banking
PO Box 1000*

Postcode *BX1 1LT*

For British Telecommunications PLC official use only
This is not part of the instruction to your Bank or Building Society

BT Customer Name

ACTON PARISH COUNCIL

BT Customer Email Address

actonparishcouncil@gmail.com

BT Customer Phone Number

01206 299111

Any queries contact Onebill Credit management at:

Tel: 0800 671 041

Fax: 01908 860 181

Email: cfb.onebill.collections@bt.com

Privacy Policy: Please note that British Telecommunications PLC will only use your email address to communicate important matters to you regarding your account. It will not be used for any sales or marketing purposes and not given to a third party.

Reference: Invoice Reference number (BT Account number)

Name(s) of account holders

Bank or Building Society account number

00012385

Branch sort code

309831

Instruction to your Bank or Building Society

Please pay British Telecommunications PLC Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with British Telecommunications PLC and, if so, details will be passed electronically to my Bank or Building society.

Signature(s)	Print Name
1)-----	1)-----
2)-----	2)-----
Date	-----

Banks and Building Societies may not accept Direct Debit Instructions for some types of account.

-----This guarantee should be detached and retained by the payer-----

The Direct Debit Guarantee

- This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society

Acton Parish Council

Appendix 9

Parish Council meetings 2020 / 2021

Acton Parish Council usually meets bi-monthly.

The dates of the 2020-21 year meetings are shown below:

- Monday 27 April 2020 - Annual Parish Meeting – 7:30pm
- Monday 18 May 2020 - Annual Parish Council Meeting
- Monday 20 July 2020 - bi-monthly Council Meeting
- Monday 21 September 2020 - bi-monthly Council Meeting
- Monday 16 November 2020 - bi-monthly Council Meeting
- Monday 18 January 2021- bi-monthly Council Meeting
- Monday 15 March 2021 - bi-monthly Council Meeting

The meetings are held in the Village Hall and begin at 7.45 pm unless stated otherwise.

Time is set aside at each meeting for residents and other village stakeholders to ask questions, make comments or to request that a specific item is discussed by the Parish Council at a future meeting.

Agendas, which set out the business to be conducted at the meeting, are published at least three clear days ahead of each meeting. You can find them on the Parish Council website and on Parish Council notice boards outside the convenience store on Acton High Street and at Newman's Green.

The draft minutes of Parish Council meetings will be published on the Parish Council website and on Parish Council notice boards within 30 days of each meeting.

APPENDIX 10

Acton Parish Council

Fiona Mullins, Clerk, Old Hall, Rectory Hill, East Bergholt, Suffolk CO7 6TG
Tel: 07931 381751 Email: actonparishcouncil@gmail.com

ANNUAL PARISH MEETING

Acton Village Hall

Monday 27 April 2019 at 7.30pm

AGENDA

1. Welcome from the Chairman
2. Apologies for absence
3. Presentation: Acton Wildlife Reserve
4. Presentation: Acton Speedwatch
5. To approve the minutes of the last Annual Parish Meeting held on 29 April 2019
6. Chairman's Annual Report
7. District Councillor's report
8. County Councillor's report
9. Open session – to hear from residents in attendance wishing to report or raise matters of local interest

Signed

Date.....

Nick Antill
Chairman, Acton Parish Council

Acton Parish Council

Appendix 11

Councillor roles

The following roles are put forward for consideration by the clerk following informal discussion among some of the Councillors on 2 December 2019

Nick Antill: SALC representative, Newmans Green notice board.

Brian Grimsey: Village Hall, Acton Village notice board.

Graham Round: Highways.

Carol Dyer and or Christine Johnson: Allotments, wildlife area.

John Gibbens: Lime Tree Green.

Margaret Maybury: Environment.

Teresa Farley: Community links.

Rota. Planning. As for 2019/20

APPENDIX 12

Joint Councillor training with Great Waldingfield

On Thu, 20 Feb 2020 at 12:44, Susan Clements <greatwaldingfieldpc@btconnect.com> wrote:
Dear Colleagues

I refer to my earlier email. The Parish Council has agreed for the Training to take place with SALC on Wednesday 20th May 2020 from 6-8pm at Great Waldingfield Village Hall.

Many thanks.

Kind regards.

Sue

Susan Clements Assoc. CIPD FSLCC (CiLCA)
Parish Clerk

From: Susan Clements
Sent: 11 February 2020 18:59
To: Acton Parish Council <actonparishcouncil@gmail.com>; clerk.chiltonpc@outlook.com
<clerk.chiltonpc@outlook.com>; Little Waldingfield Parish Council
<clerk.littlewaldingfieldpc@hotmail.co.uk>
Subject: Tailored Training

Dear Colleagues

At the Parish Council Meeting last evening (10th February) the Council agreed that it would like to contact SALC to arrange some Tailored Training one evening at the Village Hall in Great Waldingfield for a 2 hour session, covering 1.a) and 3. a).

I do not have a date set as yet, but the Parish Council asked if any of your Councils would like to join in such a session in order that we may share the cost of £220.

I look forward to hearing from you again in due course.

Many thanks.

Kind regards.

Sue

Susan Clements Assoc. CIPD FSLCC (CiLCA)
Parish Clerk



TAILORED TRAINING

Training For YOUR Council's Needs

You choose the modules and venue and we deliver

- ⊗ Training delivered in your parish or town ✓
- ⊗ Receive the training you want ✓
- ⊗ Arrange a date that suits you ✓
- ⊗ Provide a venue that is convenient for you ✓
- ⊗ Make it easier for your clerk and councillors to attend ✓
- ⊗ Develop together as a council ✓
- ⊗ Ensure everyone is informed ✓
- ⊗ Target training for your council and committee chairs ✓
- ⊗ Save travelling time and mileage costs ✓
- ⊗ Invite other councils to attend to share costs and ideas ✓

See over for available training modules, which include:

Dealing with Disorder

Roles of Councillors/Chairs/Councils and Clerks

Powers, Duties and Expenditure

Code of Conduct

Planning

Fees are listed below and include the trainer, equipment and material for all delegates.

1 evening	(2 hrs)	£220 + VAT
1 evening/ ½ day	(3 hrs)	£270 + VAT
1 day	(4 hrs)	£370 + VAT
2 day	(8 hrs)	£640 + VAT
2 evenings	(4hrs)	£430 + VAT
4 evenings	(8 hrs)	£640 + VAT

Where the training is required on a Saturday, add £25.

Should you wish to invite neighbouring parishes to help share costs it would be your responsibility to administer this, as well as booking the venue and providing any refreshments. Once your council has agreed to proceed with a local training package, please contact the SALC office to arrange suitable dates with our trainers.

Training Modules		Duration
1. ROLES AND RESPONSIBILITIES		
a.	What Makes a Good Council? <i>An overview of the roles of chairs, clerks, councillors and the council as a corporate body</i>	1 hr
b.	The Role of the Chairman <i>A comprehensive session on Council and Committee chairmanship</i>	1 hr
c.	Employment <i>The role of the council as an employer</i>	30 mins
d.	Terms and Conditions of Employment <i>The essential elements for council's reviewing salaries and contracts</i>	1 hr
2. POWERS, DUTIES AND EXPENDITURE		
a.	Councils and the Law <i>Explains the legal framework and the differences between powers and duties</i>	1 hr
b.	Managing and Monitoring the Budget <i>The essential steps of planning and reviewing expenditure, incorporating important safeguards</i>	1 hr
c.	'A Plan of Action' <i>A case study exercise about setting the budget and financial management</i>	45 mins
3. PRODUCTIVE MEETINGS		
a.	Contributing to Effective Meetings <i>Use of the agenda and the importance of rules for council meetings</i>	1 hr
b.	Standing Orders <i>An understanding of the rules covering a range of council business, including meetings protocol and conduct issues</i>	2 hrs
c.	An Introduction to Standing Orders <i>An overview of key provisions and the importance of rules of procedure</i>	45 mins
d.	Dealing with disorder <i>An overview of tools available to keep order and prevent business from being disrupted by the public, councillors or employees</i>	45 mins
e.	Code of Conduct <i>Learn what you can and cannot do as a councillor</i>	45 mins
f.	Annual Meetings <i>An understanding of the significance of and differences between the Annual Parish Meeting and the Annual Meeting of the Council</i>	2 hrs
4. WORKING WITH THE COMMUNITY		
a.	The Planning System <i>Understand how to make effective recommendations on planning matters</i>	2 hrs
b.	Neighbourhood Planning <i>An introduction to the pros & cons, essential steps, getting help and the difference between neighbourhood and parish plans</i>	30 mins
c.	The Media and Public Relations <i>Handling the local press and embracing social media. This module includes the PUBLIC RIGHT TO REPORT</i>	1 hr 30 mins