

Acton Parish Council

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Minutes of the Annual Parish Council Meeting held at 7:00pm on Wednesday 20 July 2022 in Acton Village Hall

Present: Councillors (Cllrs) John Gibbens, Christine Johnson, Steve Le Grys, Katie McSweeney, Graham Round (Chairman),
In attendance: Fiona Mullins (Clerk), Sadie Clark (Assistant Clerk), County Cllr Philip Faircloth-Mutton and 4 members of the public.

Minutes

Apologies

- 1(i) Cllrs received Cllr Nick Antill's apologies and resolved to approve his reason for absence. AIF. Cllrs noted apologies from District Cllrs Malvisi and Nunn.
- 1(ii) Cllrs welcomed Sadie Clark to the post of assistant clerk.

Minutes

- 2 Cllrs resolved to agree the minutes of the meeting held on 22 June 2022 as a true record. AIF. The minutes were signed by the Chairman.

Declaration of interest

- 3 There were no declarations of interest or requests for dispensation

Neighbourhood Plan

- 4 Lee Adams, chair of the Neighbourhood Plan steering group reported that the group drafted a response to the Great Waldingfield Neighbourhood Plan pre-submission version; that AECOM has reported on their technical work on a Design Code and the steering group has responded with further questions; that a zoom meeting was held with Locality regarding a Housing Needs Assessment; that a workshop on policy ideas will be held in August; and on 2 October draft policies will be presented in a public exhibition for consultation with residents; that parish council funds set aside for the Neighbourhood Plan will be used to purchase 4-5 banners to promote consultation (budget £500).

District and County reports

- 5(i) Cllrs received the County Councillor's report which included: the county council supports putting the additional power supply required by the National Grid undersea or underground; the records office at Bury St Edmunds will possibly be moved to another location; Cllr Faircloth Mutton is pursuing the Vicarage Lane extended road closure and confirmed that builders contracted by Bloor Homes parking in the road is contrary to planning conditions; and Cllr Faircloth Mutton thanks Sadie Clark for information regarding the new bench at Cuckoo Tye. Cllr Faircloth-Mutton also confirmed that paper copies of records need to be retained but that many records are now also digital.

5(ii) There was no report from the District Cllrs.

Clerk's report

- 6(i) Cllrs received the clerk's progress report on actions and significant matters or items of correspondence not on the agenda and not already drawn to councillors' attention (Appendix 1).
- 6(ii) Cllrs received the clerk's report on decisions taken under delegated powers since the last meeting which were:
- Clerk – Office stationery £33.06
 - Clerk and Chair – signature of employment contracts
 - Cllr McSweeney and Clerk – payment of wildlife reserve expenses
 - Clerk and Cllrs Round, Gibbens and Le Grys – discussion with 3 potential website providers, selection of preferred provider
 - Clerk – request to SCC to bring forward the extra cut of PRowS that the parish council pays for.
- The chair moved to adjourn the meeting for the public forum at 7:25pm*

Public Forum

- 7
- A resident noted the excellent work by volunteers to maintain footpath 16. Cllrs asked the clerk to send letters of thanks to those involved.
 - A resident reported that parking has been problematic on Tamage Road due to tarmacking work which was delayed and then only partially completed due to the heat. Residents were not informed.
 - A resident noted that private contractors who are doing work for residents should be able to park on the Bloor estate and not Tamage Road. Another resident reported that the on-site staff car parking has now been converted to materials storage.
 - A resident noted that Acton remains a hinterland village as the joint Local Plan was criticised at inspection on method used to designate core versus hinterland villages and further work was required.
 - A resident requested a larger litter bin on the village hall car park.
 - Cllr Gibbens reported that the attenuation pond on the Tamage Road estate has not drained despite the record dry hot weather. Cllrs asked the clerk write to environmental health copying Babergh planning enforcement.
 - Cllr Round reported that he is getting quotations for work on the Marsh Walk hedge to send to Cllr Faircloth Mutton. A resident noted that regular maintenance of the path is also needed as it becomes overgrown with nettles.

The chair reopened the meeting at 7:35pm

Planning

- 8(i) Cllrs considered the following planning applications and resolved to submit comments as noted:
- 8(i)a DC/22/03291 Land On The East Side Of Clay Hall Lane Application relating to DC/21/06303 for the variation of Condition 2 (Approved Plans and Documents) to amend Plots 2 and 4. No comment. AIF
- 8(i)b DC/ 22/ 02328 Chilton Woods Taylor Wimpey heating hub. Support Chilton Parish Council's objection with particular concern over the loss of public open space. AIF

- 8(ii) Cllrs noted planning application validations, parish council recommendations and local planning authority decisions made since the last meeting (Appendix 2).

Environment

- 9(i) Cllrs resolved to invite Acton Wombles to carry out their activities as parish council volunteers. AIF
- 9(ii) Cllrs heard Cllr Gibbens report on safety issues from residents parking near the Barrow Hill junction, noting that the problem has not recurred in the last 10 days and that the police have been asked to monitor parking in this area.
- 9(iii) To consider any environmental or rights of way issues and to consider approving any work arising.
- 9(iii)a The hedge at 1 Lime Walk is very high and overhanging on the Cedar Walk side. The hedge at 1 Queensway is blocking the path. Cllrs asked the clerk to write to the householders as previously agreed (ref minutes 21/09 12d and 21/10 7(i)d).

Finance

- 10(i) Cllrs approved the Council's standing order and direct debit payments as follows: AIF
- 10(i)a
- Pearce and Kemp – SO for street light maintenance
- 10(i)b
- British Telecoms – DD for phone and broadband, clerk's office
- 10(i)c
- NEST – DD for pension contributions (contractual)
- 10(i)d
- NPOWER – DD for electricity for street lighting
- 10(i)e
- Information Commissioner – DD for annual data protection fee
- 10(ii) Cllrs approved the Council's regular subscriptions to the following organisations: AIF
- 10(ii)a
- Suffolk and National Associations of Local Councils 2022/23 subscription £639.10
- 10(ii)b
- Countryside Protection for Rural England £36.00 in 2021/22
- 10(ii)c
- Society of Local Council Clerks £372 for the clerk and assistant clerk 2022/23
- 10(ii)d
- GeoXphere Parish mapping subscription £78.00 in 2021/22
- 10(iii) Cllrs approved the Council's continued use of BACS transfers for online payments in line with its Financial Regulations (see website Financial Reg 6.9). AIF
- 10(iv) Cllrs approved the Council's continued use of a pre-paid card for online payments. AIF
- 10(v) Cllrs approved the Community Infrastructure Levy Reporting Form for submission to BDC (Appendix 3) subject to any items that were subsequently funded by SCC or BDC being removed. AIF

Governance

- 11(i) Cllrs approved a budget of £700 to prepare parish council minutes from 1997/98 to 2019/20 for archiving.
- 11(ii) To review and either confirm or adopt the following policies: AIF
- 11(ii)a
- Bullying and Harrassment (Appendix 5) with the amendment of "purposefully" on p1 to "on purpose".
- 11(ii)b
- Grievance (website)
- 11(ii)c
- Disciplinary (website)

- 11(ii)d • Health and Safety, Safeguarding, Equal Opportunities (website)
- 11(iii) Cllrs received a progress report on the new parish council website and asked the clerk to circulate information on progress to all Cllrs.
- 11(iv) Cllrs appointed Cllrs Round, McSweeney and Le Grys to form a working group to bring forward further consultation for an updated Acton Action Plan. AIF
- 11(v) Cllrs approved the parish council's response to the Great Waldingfield Neighbourhood Parish Pre-Submission Consultation prepared by the Neighbourhood Plan steering group. AIF

Councillors' reports and items for future agendas

- 13 Cllr Gibbens reported on his continued liaison with Bloor Homes site manager: the fence next to the staff carpark which Bloor Homes confirms is temporary; making sure that the bins are emptied; Bloor's undertaking to minimise nuisance to neighbours such as parking on the grass.

Cllr McSweeney reported:

- a significant area of grass is left between the verge that is maintain by Highways and the Bloor Homes fencing. This area should be maintained by Bloor and in time the management company.
- The BDC trees and wildflower scheme deadline is 31 August. The parish council needs to notify BDC that Acton is still interested as notified last year and/or re-apply if this is a new scheme.

The Chairman closed the meeting at 8:35pm

Acronyms used:

AIF All in favour
Cllr Councillor

BDC Babergh District Council