

## Nacton Parish Council

Draft minutes of the Parish Council Annual General Meeting on Wednesday 22 May 2024 starting at 6.30 pm

**Present:**

Parish Councillors: Cllr. B Hunt (Chairman), Cllr. P Warner (Vice Chair), Cllr. J Leeder, Cllr. J Mumford, Cllr. A Eaton, Cllr. S Baalham, Cllr. S Godden  
Mrs C Lucas (Clerk) Mr B Mansfield (RFO)

<b>Agenda Item</b>	<b>Context/Discussion</b>	<b>Actions and Decisions</b>
<b>1. Election of Chairman</b>	<p>Cllr. Brian Hunt was nominated by Cllr. Paula Warner and seconded by Cllr. Jos Leeder to remain in office as Chairman. Cllr. Hunt agreed to stay as Chairman until January 2025 when he will stand down.</p> <p>All members present voted in favour and Cllr. Hunt was duly elected. He signed the Declaration of Office and the Clerk signed as a witness.</p> <p>Cllr. Paula Warner was nominated by Cllr. Brian Hunt and seconded by Cllr. Jos Leeder to take up office as Vice-Chairman.</p> <p>All members present voted in favour and Cllr. Warner was duly elected. She signed the Declaration of Office and the Clerk signed as witness.</p>	
<b>2. Declarations of interest</b>	None.	
<b>3. Apologies for</b>	Apologies were not received from Cllr. Hatfield for the second month running –	<b>Action: Clerk to</b>

absence	Cllr. Hunt to speak with him to discuss.	investigate rules around councillor non-attendance of meetings
4. Allocation of councillor/clerk roles for the next 12 months	<ul style="list-style-type: none"> <li>• <u>Vice Chair</u> – Cllr. Paula Warner</li> <li>• <u>Poors Field</u> – Cllr. Paula Warner</li> <li>• <u>Community Council</u> – Cllr. Brian Hunt</li> <li>• <u>Finance Advisory Group</u> – Cllr. Sally Baalham/Cllr. Jos Leeder/RFO Brian Mansfield/ Cllr. Brian Hunt</li> <li>• <u>Matters of the Moment</u> – Clerk Clare Lucas/Cllr. Paula Warner/Cllr. Brian Hunt</li> <li>• <u>Emergency Plan Group</u> – Cllr. Angus Eaton/Cllr. Paula Warner/Cllr. Brian Hunt (with input from Allan Sugg – Priory Court)</li> <li>• <u>Village Hall</u> – Cllr. Emma Wilson</li> <li>• <u>SALC</u> – RFO Brian Mansfield</li> <li>• <u>Induction</u> – Cllr. Brian Hunt</li> <li>• <u>George Court</u> – Judith Wyndham</li> <li>• <u>Tree Warden</u> – Andrew Williams</li> <li>• <u>Levington Almshouses</u> – Cllr. Jane Mumford</li> <li>• <u>Village Recorder</u> – Cllr. Paula Warner</li> <li>• <u>Maintenance Plan Group</u> – Cllr. Emma Wilson/Cllr. Jos Leeder/Cllr. Jane Mumford/Cllr. Steve Godden</li> </ul>	

	<ul style="list-style-type: none"> <li>• <u>VAR</u> – Cllr. Emma Wilson</li> <li>• <u>Felixstowe Communities</u> – Cllr. Hunt</li> <li>• <u>Social media and website</u> – Cllr. Sally Baalham/Cllr. Jos Leeder/RFO Brian Mansfield/Clerk Clare Lucas</li> </ul>																					
<b>5. Invitation for public to comment on agenda items</b>	No comments																					
<b>6. Minutes and actions of the last meeting</b>	Previous actions complete. Previous minutes agreed for accuracy and signed by the Chairman.																					
<b>7. Finances</b>	<p><b>7.1 – Payments agreed:</b></p> <table> <tr> <td>Clerk’s salary (June and July)</td> <td>£573.30</td> </tr> <tr> <td>Clerk’s expenses (mileage – 3 trips to the notice boards)</td> <td>£15.26</td> </tr> <tr> <td>RFO salary (June and July)</td> <td>£192.24</td> </tr> <tr> <td>CS Watts Landscaping Victoria Field stakes/fencing</td> <td>£176.00</td> </tr> <tr> <td>Village Hall rental for meeting May</td> <td>£35.00</td> </tr> <tr> <td>Village Hall rental for meeting July</td> <td>£35.00</td> </tr> <tr> <td>SALC membership 2024-25</td> <td>£341.06</td> </tr> <tr> <td>Suffolk Cloud Subscription</td> <td>£120.00</td> </tr> <tr> <td>Cllr Hunt expenses – Information Board</td> <td>£33.50</td> </tr> <tr> <td>CW Services – Gate and sleeper planter (Victoria Field)</td> <td>£535.40</td> </tr> </table> <p><u>Total £2056.76</u></p> <p><u>Payments received since 1<sup>st</sup> April</u></p> <p>CIL Remittance April 24 <b>£60.75</b> received 17-Apr-24</p>	Clerk’s salary (June and July)	£573.30	Clerk’s expenses (mileage – 3 trips to the notice boards)	£15.26	RFO salary (June and July)	£192.24	CS Watts Landscaping Victoria Field stakes/fencing	£176.00	Village Hall rental for meeting May	£35.00	Village Hall rental for meeting July	£35.00	SALC membership 2024-25	£341.06	Suffolk Cloud Subscription	£120.00	Cllr Hunt expenses – Information Board	£33.50	CW Services – Gate and sleeper planter (Victoria Field)	£535.40	
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	<p>Precept 2024-25 first instalment of <b>£5750</b> received 30-Apr-24          Locality Grant from ESDC <b>£150</b> received 10-May-24          VAT Reclaim 01 Dec 23 – 30 Apr 24 <b>£832.70</b> received 10-May-24</p> <p><b>7.2 – Bank accounts – current balances</b></p> <p>Current account £4907.89          Reserve account £24,384.22</p> <p><b>7.3 CIL Money current balance</b></p> <p>£1631.72 is the CIL balance and this money has been accounted for.</p> <p><b>7.4 - CIL Report for Financial Year ended 31-Mar-24</b></p> <p>This was signed by the RFO and Chairman and will be published on the website by 31<sup>st</sup> May 2024.</p> <p><b>7.5 – Auditor Report</b></p> <p>The RFO discussed the recent full internal audit report with councillors and went through the end-of-year figures. There was only one recommendation regarding numbering the pages of the minutes consecutively from May - March.</p> <p><b>The AGAR was read by the Chairman, signed and will be submitted.</b></p>	<p><b><u>Action:</u> CIL report to be published on the website and RFO to lodge CIL form with ESDC</b></p> <p><b><u>Action:</u> Clerk to number the minutes pages going forward</b></p>
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	<p>The Chairman thanked the RFO for all his work getting the report prepared.</p> <p><b><u>7.6 - Notice of Public Rights</u></b></p> <p>The notice of public rights must be on the website by the 31<sup>st</sup> of March – RFO and Clerk to action.</p> <p><b><u>7.7 - Publication of financial documents to website</u></b></p> <p>The RFO confirmed that he will send the documents to the clerk to upload.</p> <p><b><u>7.8 - Quotes for new noticeboard</u></b></p> <p>Two quotes have now been obtained and will be sent to councillors for discussion at the next meeting.</p>	<p><b><u>Action:</u> Clerk to add the notice of public rights and financial documents to the website</b></p> <p><b><u>Action:</u> Clerk to send quotes to all councillors and add as an agenda item for next meeting</b></p>
<p><b>8 Correspondence</b></p>	<p><b>8.1 Play area operational inspection</b> – Agreed an annual inspection is needed – clerk to get quotes</p> <p><b>8.2 Rural Development Supplementary</b> – (ESDC) was sent to councillors for their reference</p> <p><b>8.3 Custom and Self Build Planning Document</b> (ESDC) – sent to councillors for reference</p> <p><b>8.4 Sizewell C Community Fund</b> – It has now been confirmed that the freight management facility will no longer be opposite the crematorium, but instead at Orwell Lorry Park.</p>	<p><b><u>Action:</u> Clerk to get inspection quotes and present at the next meeting</b></p>

<p><b>9 Planning Applications</b></p>	<p><b>9.1 Reference</b> DC/24/1185/TPO</p> <p>Application Received Thu 28 Mar 2024  Application Validated Thu 28 Mar 2024  Address Shollond Hill Levington Road Nacton Ipswich Suffolk IP10 0EW  Proposal W1 of TPO No. 28/1955  2no. Yew (1 &amp; 2 on plan) - Reduce to a finished height of 3 metres  <b>Status Awaiting decision</b></p> <p><b>9.2 Reference</b> DC/23/4256/FUL</p> <p>Application Received Thu 02 Nov 2023  Application Validated Thu 14 Dec 2023  Address Broke Hall Broke Hall Park Nacton Ipswich Suffolk IP10 0ET  Proposal Erection of Storage Shed  Status Permitted  Decision <b>Application Permitted</b>  Decision Issued Date Wed 10 Apr 2024</p> <p><b>9.3 Reference</b> DC/23/4320/FUL</p> <p>Application Received Wed 08 Nov 2023  Application Validated Wed 08 Nov 2023  Address Broke Hall Lodge Broke Hall Park Nacton Ipswich Suffolk IP10 0ES  Proposal Provide a reconstructed dwelling on site, demolish the 1980's extension, returning Broke Hall Lodge to its original form, demolish the garage annexe, install one new set of external double doors to the Lodge and provide</p>	

	<p>new driveway access.  Status Refused  Decision     <b>Application Refused</b>  Decision Issued Date     Mon 15 Apr 2024</p> <p><b>9.4 Reference</b>     DC/23/4321/LBC</p> <p>Application Received     Wed 08 Nov 2023  Application Validated     Wed 08 Nov 2023  Address     Broke Hall Lodge Broke Hall Park Nacton Ipswich Suffolk IP10  0ES  Proposal     Listed Building Consent - Demolish the 1980's extension,  returning Broke Hall Lodge to its original form and install one new set of  external double doors to the Lodge  Status Permitted  Decision     <b>Application Permitted</b>  Decision Issued Date     Mon 15 Apr 2024</p>	
<p><b>10 Parish documents</b></p>	<p>Documents adopted by Nacton Parish Council and to be updated for the website:</p> <p>10.1 Standing orders  10.2 Financial regulations – to be reviewed with the finance committee and then brought back to the next meeting  10.3 Asset schedule  10.4 Parish risk assessment  10.5 Asset risk assessment  10.6 Complaints procedure  10.7 Filming at meetings protocol</p>	<p><b><u>Action:</u> Financial regulations to be added to the next agenda.</b></p> <p><b><u>Action:</u> Clerk to add action plan to the next</b></p>

	<p>10.8 Training and Development Policy  10.9 Action Plan – to discuss at the next meeting  10.10 Emergency Plan – all to review and approve at the next meeting  10.11 Maintenance Plan – Litter pick date agreed – 19<sup>th</sup> October 10 am</p>	<p><b>agenda</b></p> <p><b><u>Action:</u> Clerk to contact Suffolk Environmental Projects about borrowing litter-picking equipment</b></p>
<p><b>11 Chairman’s update and Parish Matters</b></p>	<p>11.1 Memorial Bench – request is outside of parish  11.2 Nacton Primary School – lunch has been arranged at the primary school for the 27<sup>th</sup> of June at 11 am.  11.3 Suffolk Cloud Administration – stick with them for now  11.4 County Councillor sickness policy – Cllr. Hunt to send an email to make a recommendation that a policy is needed  11.5 Newsletter – articles to be with the clerk no later than 15<sup>th</sup> of June. Agreed maximum paper copies to be printed in total – 20. Thank SCC for their small contribution of £150 for the planter for the village sign.  11.6 Mobile signal – bad signal in the village highlighted by Cllr. Baalham that will only get worse next year once copper is removed. Web and socials committee to create a survey to go in the newsletter.  11.7 Victoria Field has had a new gate and sleepers around the bottom of the new village sign. <u>Councillors agreed to purchase compost and bulbs for £100.</u></p>	<p><b><u>Action:</u> Councillors to let the Chairman know if they will attend lunch at NPS</b></p> <p><b><u>Action:</u> Cllr. Hunt to email the Head of Governance at SCC re sickness policy</b></p> <p><b><u>Action:</u> All to advise clerk of any newsletter articles</b></p> <p><b><u>Action:</u> Web and social committee to</b></p>



		<b>meet re-signal survey</b>
<b>12 Matters raised by and reports by Councillors</b>	<ul style="list-style-type: none"> <li>• Cllr. Hunt – Information Board – 3 quotes have been obtained. <b><u>Councillors agreed to the purchase of the information board using CIL money.</u></b> Add to the action plan to consider purchasing a smaller board in the future to explain the village sign.</li> <li>• Cllr. Wilson – Bus stop Felixstowe Rd – The paint is peeling – add to maintenance plan</li> <li>• Cllr. Baalham – Drains – they are full to the top with dirt and don't drain – SCC responsibility.</li> <li>• Cllr. Warner – Sewerage treatment plant tanker has been parked dangerously for 2 days – Cllr. Hunt to speak to Anglian Water</li> <li>• Cllr. Hunt – Ordnance survey map – get quotes for framing</li> </ul>	
<b>13 Public question time</b>	None	

**Date of the next meeting: Wednesday 31<sup>st</sup> of July 2024 at 7pm**