

## **Nacton Parish Council**

Draft minutes of the Parish Council Meeting on Thursday 15th May 2025 starting at 6.30 pm

### **Present:**

Parish Councillors: Cllr. B. Hunt (Chairman), Cllr. P Warner, Cllr. S Baalham, Cllr. J Mumford, Cllr. A Eaton, Cllr. E Wilson, Cllr. J Leeder  
Mrs C Lucas (Clerk) Mr B Mansfield (RFO)  
District Councillor: Lee Reeves

| <b>Agenda Item</b>                       | <b>Context/Discussion</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Actions and Decisions</b>                  |
|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| <b>NPC/25/1 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.</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>NPC/25/2 Declarations of interest</b> | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                               |
| <b>NPC/25/3 Apologies for absence</b>    | Apologies received and accepted from Cllr. S Godden (personal reasons)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                               |
| <b>NPC/25/4 Councillor Vacancy</b>       | Andrew Waterman introduced himself and stated that he would like to become a parish councillor. All present councillors unanimously voted for Andrew Waterman to                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Actions:</b> Clerk to complete councillors |

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|                                                                                      | become a parish councillor for Nacton by co-option. All paperwork was completed including the declaration of acceptance.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | register of interest and set up a parish council email for Cllr. Waterman.                                                                                    |
| <b>NPC/25/5 Allocation of councillor, clerk and RFO roles for the next 12 months</b> | <p> <b>5.1 <u>Vice Chair</u></b> - Cllr. Warner<br/> <b>5.2 <u>Poors Field</u></b> - Cllr Warner<br/> <b>5.3 <u>Community Council</u></b> - Cllr Hunt<br/> <b>5.4 <u>Finance Advisory Group</u></b> - Cllrs. Leeder, Baalham and Hunt and RFO<br/> <b>5.5 <u>Matters of the moment</u></b> - Cllr. Hunt and clerk<br/> <b>5.6 <u>Emergency Plan</u></b> - Cllr. Eaton, Cllr. Hunt, Cllr. Warner<br/> <b>5.7 <u>Village Hall</u></b> - Cllr. Wilson<br/> <b>5.8 <u>SALC/Sizewell C</u></b> - RFO<br/> <b>5.9 <u>Councillor Inductions</u></b> - Cllr. Hunt<br/> <b>5.10 <u>George Court</u></b> - Judith Wyndham<br/> <b>5.11 <u>Tree Warden</u></b> - Andrew Williams<br/> <b>5.13 <u>Village Recorder</u></b> - Cllr. Warner<br/> <b>5.14 <u>Maintenance Plan Group</u></b> - Cllr. Mumford, Cllr Leeder, Cllr. Wilson<br/> <b>5.15 <u>IT Working Group</u></b> - Cllr. Baalham, Clerk and RFO </p> <p>To feed into the maintenance plan the chair will reach out to councillors individually for areas of responsibility and bring the information back to the next meeting.</p> | <b>Action:</b> Put out a Facebook post asking parishioners to update Cllr. Warner if they have any parish news for it to be recorded by the village recorder. |
| <b>NPC/25/6 Invitation for public to comment on agenda items</b>                     | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                               |

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| <b>NPC/25/7 Minutes and actions of last meeting</b>          | Previous minutes from the 27th March 2025 were agreed upon as a true and accurate reflection and signed by the Chairman.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                               |        |                              |       |                          |        |                     |         |                   |        |                             |        |                                      |         |                     |       |                                             |         |  |
| <b>NPC/25/8 Finances</b>                                     | <p><b>Payments agreed:</b></p> <table><tr><td>Cllr Warner expenses (engraved label / stake) Victoria Field</td><td>£18.00</td></tr><tr><td>Lloyds Bank - service charge</td><td>£4.25</td></tr><tr><td>Clerk Expenses - Mileage</td><td>£19.80</td></tr><tr><td>Clerk Salary Mar-25</td><td>£298.94</td></tr><tr><td>RFO Salary Mar-25</td><td>£99.90</td></tr><tr><td>Village Hall Hire 26-Mar-25</td><td>£35.00</td></tr><tr><td>SALC Membership Subscription 2025-26</td><td>£342.85</td></tr><tr><td>Lloyds Bank charges</td><td>£4.25</td></tr><tr><td>Trevor Brown - Internal Auditor Fee 2024-25</td><td>£200.00</td></tr></table> <p>Total <u>£1,022.99</u></p> <p><u>Payments received since 1<sup>st</sup> April</u></p> <p>CIL Remittance April 24 <b>£922.13</b> received 25-Apr-25</p> | Cllr Warner expenses (engraved label / stake) Victoria Field  | £18.00 | Lloyds Bank - service charge | £4.25 | Clerk Expenses - Mileage | £19.80 | Clerk Salary Mar-25 | £298.94 | RFO Salary Mar-25 | £99.90 | Village Hall Hire 26-Mar-25 | £35.00 | SALC Membership Subscription 2025-26 | £342.85 | Lloyds Bank charges | £4.25 | Trevor Brown - Internal Auditor Fee 2024-25 | £200.00 |  |
| Cllr Warner expenses (engraved label / stake) Victoria Field | £18.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                               |        |                              |       |                          |        |                     |         |                   |        |                             |        |                                      |         |                     |       |                                             |         |  |
| Lloyds Bank - service charge                                 | £4.25                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                               |        |                              |       |                          |        |                     |         |                   |        |                             |        |                                      |         |                     |       |                                             |         |  |
| Clerk Expenses - Mileage                                     | £19.80                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                               |        |                              |       |                          |        |                     |         |                   |        |                             |        |                                      |         |                     |       |                                             |         |  |
| Clerk Salary Mar-25                                          | £298.94                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                               |        |                              |       |                          |        |                     |         |                   |        |                             |        |                                      |         |                     |       |                                             |         |  |
| RFO Salary Mar-25                                            | £99.90                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                               |        |                              |       |                          |        |                     |         |                   |        |                             |        |                                      |         |                     |       |                                             |         |  |
| Village Hall Hire 26-Mar-25                                  | £35.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                               |        |                              |       |                          |        |                     |         |                   |        |                             |        |                                      |         |                     |       |                                             |         |  |
| SALC Membership Subscription 2025-26                         | £342.85                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                               |        |                              |       |                          |        |                     |         |                   |        |                             |        |                                      |         |                     |       |                                             |         |  |
| Lloyds Bank charges                                          | £4.25                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                               |        |                              |       |                          |        |                     |         |                   |        |                             |        |                                      |         |                     |       |                                             |         |  |
| Trevor Brown - Internal Auditor Fee 2024-25                  | £200.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                               |        |                              |       |                          |        |                     |         |                   |        |                             |        |                                      |         |                     |       |                                             |         |  |
| <b>NPC/25/9 Finance Administration</b>                       | <p><b>9.1</b> Bank Account balances £11,901.36 Current account, £7,746.07 Reserve account, £12,010 fixed deposit account (Total £31,657.43)</p> <p><b>9.2</b> CIL update (Annual Report to 31-Mar-25) <b>was signed by Chair and RFO</b></p> <p><b>9.3</b> VAT Reclaim has been submitted for period ended 31-Mar-25 for £289.27 - <b>noted</b></p> <p><b>9.4</b> SALC Payroll services commenced 1-Apr-25</p>                                                                                                                                                                                                                                                                                                                                                                                      | <b>Actions:</b> Clerk to upload relevant documents to website |        |                              |       |                          |        |                     |         |                   |        |                             |        |                                      |         |                     |       |                                             |         |  |

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|                                        | <p><b>9.5</b> Defibrillator replacement pads ordered from Active Med Supplies £178.74 (incl. VAT)</p> <p><b>9.6</b> Financial Regulations - NALC have released a revised document (only 3 sections amended) - <b>noted.</b></p> <p><b>9.7</b> Asset Register - expand document beyond buildings and land (draft circulated 25-Apr-25) - <b>Agreed.</b></p> <p>Cllr. Eaton asked a question regarding insurance which was answered by RFO</p> <p><b>9.8</b> Present Internal Auditors Report for year ended 31-Mar-25 - Chairman and councillors congratulated RFO on outstanding report.</p> <p><b>9.9</b> Audit - Approve Certificate of Exemption (AGAR Form 2, page 3) <b>Chair and RFO signed.</b></p> <p><b>9.10</b> Audit - Approve Annual Governance Statement (AGAR Form 2, page 5) <b>The RFO read this out. The chair and clerk signed.</b></p> <p><b>9.11</b> Audit - Approve Accounting Statements 2024-25 (AGAR Form 2, page 6) (Signed by RFO - copy circulated 25-Apr-25)</p> <p><b>9.12</b> Audit - Approve Notice of Public Rights for Accounts 2024-25 <b>(to be uploaded on the website by 30th may by clerk)</b></p> <p><b>9.13</b> Audit - Website documentation update</p> |  |
| <b>NPC/25/10 Planning Applications</b> | Reference DC/25/1232/FUL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |

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|                                              | <p>Application Received Thu 20 Mar 2025<br/> Application Validated Thu 20 Mar 2025<br/> Address Glengariff Finneys Drift Nacton Ipswich Suffolk IP10 0HF<br/> Proposal Extensions to bungalow to create one-and-a-half storey dwelling.<br/> Creation of annex<br/> <b>Status Awaiting decision</b></p> <p>Reference: DC/24/4039/FUL<br/> Appeal by: Mr Marcus Armitage<br/> Site at: Weardale, Mill Piece, Nacton, Ipswich, Suffolk IP10 0HQ<br/> Planning application</p> <p><b>Status Awaiting decision</b></p>                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                    |
| <b>NPC/25/12 Parish Documents for review</b> | <p><b>11.1</b> Standing Orders - <b>ADOPTED</b><br/> <b>11.2</b> Financial regulations - 3 sections slightly amended from the previous version - <b>ADOPTED</b><br/> <b>11.3</b> Asset Schedule - <b>ADOPTED</b><br/> <b>11.4</b> Parish Risk Assessment - <b>ADOPTED</b><br/> <b>11.5</b> Asset risk assessment - <b>ADOPTED</b><br/> <b>11.6</b> Complaints procedure - <b>ADOPTED</b> - amend to include a complaint about RFO<br/> <b>11.7</b> Filming at meetings protocol - <b>ADOPTED</b><br/> <b>11.8</b> Training and development policy - <b>ADOPTED</b> - Cllr. Waterman to feedback<br/> <b>11.9</b> Action Plan - <b>ADOPTED</b><br/> <b>11.10</b> Emergency Plan - <b>ADOPTED</b> - Amend needed to include informing the clerk in an emergency.<br/> <b>11.11</b> Maintenance Plan - <b>ADOPTED</b></p> | <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• Amend complaints procedure and circulate to councillors</li> <li>• Cllr. Waterman to feedback any alterations of Training and development policy to next meeting</li> <li>• Cllr. Eaton to add clerk into Emergency Plan and circulate.</li> </ul> |

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|                                    | <b>11.12</b> IT Policy - to carry forward to next meeting<br><b>11.13</b> Village Hall safeguarding policy - <b>AGREED</b> to comply                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <ul style="list-style-type: none"> <li>• RFO to bring an IT Policy to next meeting</li> <li>• Clerk to publish all policies on the website</li> </ul> |
| <b>NPC/25/13 Parish documents</b>  | <b>12.1</b> Emergency Plan - <b>11.10 minute refers above</b><br><b>12.2</b> Maintenance Plan - <b>11.11 minute refers above</b><br><b>12.3</b> Action Plan - <b>11.9 minute refers above</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                       |
| <b>NPC/25/13 Chairman's Update</b> | <p>The council benefits from two excellent employees: Clare Lucas (Clerk) and Brian (RFO), both praised for their efficiency and positive approach.</p> <p>A positive auditors' report reflects strong management of the council.</p> <p>The Tree Warden has been active, clearing parts of Paupers' Wood and replacing damaged hedging with fencing around Victoria Field.</p> <p>A new information board has been installed in Victoria Field, and improvements to the field are now complete.</p> <p>Refurbishment of council property continues. Next on the list are updates to the bus shelter.</p> <p>The 2020 Five-Year Action Plan has been completed; a new plan is being finalised and suggestions are welcomed from parishioners.</p> <p>District and county councillors have been supportive, attending meetings and providing funding for some projects.</p> |                                                                                                                                                       |

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|                                                               | <p>Gratitude was expressed to parish councillors for their unseen contributions beyond public meetings.</p> <p>The parish council is in a strong financial and procedural position.</p> <p>Plans for future projects are in place, with implementation beginning this year.</p>                                                                                                                                                                                   |  |
| <b>NPC/25/14 Parish Matters</b>                               | <p><b>14.1</b> Beacon Brazier - Cllr. Hunt proposed to give the Community Council further monies towards the Beacon Brazier. The majority of councillors said this was not necessary and instead money needed to go into the maintenance budget. <b>AGREED</b> that this was the way forward.</p> <p><b>14.2</b> Welcome to Nacton Guide - complete</p> <p><b>14.3</b> Newsletter - articles for the summer edition to be with the clerk by <b>10th June</b>.</p> |  |
| <b>NPC/25/15 Matters raised by and reports by councillors</b> | Cllr. Warner contact about whether assistance can be given with a possible new information board in Paupers Wood                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>NPC/25/16 Public question time</b>                         | None                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |