

## **Nacton Parish Council**

Draft minutes of the Parish Council Meeting on Wednesday 30th July 2025 starting at 7.00 pm

### **Present:**

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

| <b>Agenda Item</b>                                                         | <b>Context/Discussion</b>                                                                                                                                                                                                                                                                                                                                                          | <b>Actions and Decisions</b>                                 |
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| <b>NPC/25/17</b><br><b>Apologies for absence</b>                           | Apologies received and accepted from Cllr. S Godden. No apologies received from Cllr. J Mumford                                                                                                                                                                                                                                                                                    | <b>Action:</b> Cllr. Hunt to get in touch with Cllr. Mumford |
| <b>NPC/25/18</b><br><b>Declarations of interest</b>                        | None                                                                                                                                                                                                                                                                                                                                                                               |                                                              |
| <b>NPC/25/19</b><br><b>Invitation to public to comment on agenda items</b> | None                                                                                                                                                                                                                                                                                                                                                                               |                                                              |
| <b>NPC/25/20</b><br><b>Minutes and actions of meetings</b>                 | Previous minutes from the AGM and APM on the 15th of May 2025 were agreed upon as a true and accurate reflection and signed by the Chairman.                                                                                                                                                                                                                                       |                                                              |
| <b>NPC/25/21</b><br><b>Chairman's update</b>                               | Paupers Wood visited and these are the proposed actions: <ul style="list-style-type: none"><li>• Dead tree needs removing</li><li>• Mulch to be spread - by Owen Akers</li><li>• Memorial stone cleaned and are cleared</li><li>• Pathway tree boundaries replaced where necessary</li><li>• Need to dispose of waste tree guards</li><li>• Plant new trees in September</li></ul> | <b>Action:</b> Cllr. Hunt to speak to Owen Akers             |

|                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |          |              |        |          |            |        |          |                              |       |          |                                          |        |          |                                              |        |          |                     |      |  |
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|                                                  | <ul style="list-style-type: none"> <li>• Paupers Wood sign to be repaired and painted</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |          |              |        |          |            |        |          |                              |       |          |                                          |        |          |                                              |        |          |                     |      |  |
| <b>NPC/25/22</b><br><b>Planning applications</b> | All current applications awaiting decision. Nothing to note.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |          |              |        |          |            |        |          |                              |       |          |                                          |        |          |                                              |        |          |                     |      |  |
| <b>NPC/25/23</b><br><b>Reports</b>               | <ul style="list-style-type: none"> <li>• <b>Suffolk County Council</b> – report sent by email</li> <li>• <b>East Suffolk District Council</b> – report shared with councillors by email prior to the meeting</li> </ul> <p>Councillors:</p> <ul style="list-style-type: none"> <li>○ Explained current situation with Devolution</li> <li>○ Reported on a successful multi agency 'Impact Day'</li> </ul> <ul style="list-style-type: none"> <li>• <b>Village Hall</b> – Bookings and the finances remain healthy. The NB Under fives will be carrying out a major tidy up of the play area behind the hall, introducing artificial grass</li> </ul> |          |              |        |          |            |        |          |                              |       |          |                                          |        |          |                                              |        |          |                     |      |  |
| <b>NPC/25/24</b><br><b>Finances</b>              | <p><b>Payments agreed:</b></p> <p><b>a. Payments made since the last parish meeting:</b></p> <table> <tr> <td>28.04.25</td><td>Clerk Salary</td><td>243.21</td></tr> <tr> <td>28.04.25</td><td>RFO Salary</td><td>101.38</td></tr> <tr> <td>28.04.25</td><td>HMRC PAYE/NIC (SALC Payroll)</td><td>60.80</td></tr> <tr> <td>12.05.25</td><td>Active Med Supplies - Defibrillator pads</td><td>178.74</td></tr> <tr> <td>12.05.25</td><td>Donation to Community Council - Fire Brazier</td><td>300.00</td></tr> <tr> <td>19.05.25</td><td>Lloyds Bank charges</td><td>4.25</td></tr> </table>                                                          | 28.04.25 | Clerk Salary | 243.21 | 28.04.25 | RFO Salary | 101.38 | 28.04.25 | HMRC PAYE/NIC (SALC Payroll) | 60.80 | 12.05.25 | Active Med Supplies - Defibrillator pads | 178.74 | 12.05.25 | Donation to Community Council - Fire Brazier | 300.00 | 19.05.25 | Lloyds Bank charges | 4.25 |  |
| 28.04.25                                         | Clerk Salary                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 243.21   |              |        |          |            |        |          |                              |       |          |                                          |        |          |                                              |        |          |                     |      |  |
| 28.04.25                                         | RFO Salary                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 101.38   |              |        |          |            |        |          |                              |       |          |                                          |        |          |                                              |        |          |                     |      |  |
| 28.04.25                                         | HMRC PAYE/NIC (SALC Payroll)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 60.80    |              |        |          |            |        |          |                              |       |          |                                          |        |          |                                              |        |          |                     |      |  |
| 12.05.25                                         | Active Med Supplies - Defibrillator pads                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 178.74   |              |        |          |            |        |          |                              |       |          |                                          |        |          |                                              |        |          |                     |      |  |
| 12.05.25                                         | Donation to Community Council - Fire Brazier                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 300.00   |              |        |          |            |        |          |                              |       |          |                                          |        |          |                                              |        |          |                     |      |  |
| 19.05.25                                         | Lloyds Bank charges                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 4.25     |              |        |          |            |        |          |                              |       |          |                                          |        |          |                                              |        |          |                     |      |  |

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|  | 28.05.25                                          | Clerk Salary                             | 243.01   |  |
|  | 28.05.25                                          | RFO Salary                               | 101.18   |  |
|  | 28.05.25                                          | HMRC PAYE/NIC (SALC Payroll)             | 61.20    |  |
|  | 29.05.25                                          | Suffolk Cloud website fees               | 120.00   |  |
|  | 04.06.25                                          | Village Hall Hire                        | 35.00    |  |
|  | 17.06.25                                          | Lloyds Bank charges                      | 4.25     |  |
|  | 20.06.25                                          | Orwell Stores - Petrol for grass cutting | 49.43    |  |
|  | 24.06.25                                          | Gold Windscreens - bus shelter repairs   | 900.00   |  |
|  | 30.06.25                                          | Clerk Salary                             | 243.01   |  |
|  | 30.06.25                                          | RFO Salary                               | 101.38   |  |
|  | 30.06.25                                          | HMRC PAYE/NIC (SALC Payroll)             | 61.00    |  |
|  | <b><u>Total £2807.84</u></b>                      |                                          |          |  |
|  | <b>b. Receipts since the last parish meeting:</b> |                                          |          |  |
|  | 28.04.25                                          | VAT Reclaim 1-May-24 to 31-Mar-25        | 289.27   |  |
|  | 30.04.25                                          | Precept 2025-26 (part 1)                 | 6,005.00 |  |

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|                                                        | <p>02.07.25 Suffolk County Council Locality Grant 1,000.00</p> <p><b><u>Total £7294.27</u></b></p> <p><b>C . Payments requiring Approval:</b></p> <p>Clerks mileage £19.80 - <b>Approved.</b></p> <p><b>d - Financial update from RFO:</b></p> <ul style="list-style-type: none"> <li>• Bank Account balances – Current account £2770.01/Reserve account £14,762.84/Fixed deposit account £12,010 (fixed until 6th August)</li> <li>• CIL money - £1077.94 (to be spent by 2029)</li> <li>• VAT reclaim £201.22 to claim back after year end</li> <li>• NALC payrise bands have been updated - £9.75 per month for the clerk and £3.24 per month for the RFO - All agreed. - <b><u>RESOLVED.</u></b></li> </ul> |                                                                             |
| <p><b>NPC/25/25</b></p> <p><b>Parish documents</b></p> | <p><b>a. Emergency Plan</b> – Nothing to report</p> <p><b>b. Maintenance Plan:</b> - Nothing to report</p> <p><b>c. Action Plan</b> - Meeting to be arranged ( Cllrs. Baalham, Warner and Hunt) - present the plan to the full parish council at the next meeting.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                          | <p><b>Action:</b> Action plan working group to meet before next meeting</p> |
| <p><b>NPC/25/26</b></p> <p><b>Parish matters</b></p>   | <p><b>a. Trim Trail</b> - The Chairman asked the clerk for a ‘thank you’ to be minuted to Paul Tattersall who checked and tightened the bolts on the Trim Trail.</p> <p><b>b. Paupers Wood</b> - Cllr Hunt to talk to Owen Akers about the work he is going to do (cut down a tree to prevent an accident). ESDC councillors said that there are free trees we can apply for with the Woodland Trust.</p>                                                                                                                                                                                                                                                                                                       |                                                                             |

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|  | <p><b>c.</b> Working groups have been agreed as follows:</p> <ul style="list-style-type: none"> <li>i. Victoria Field -Cllr. Warner, Cllr. Eaton, Cllr. Hunt</li> <li>ii. Defibrillator - Cllr. Wilson</li> <li>iii. War memorial - Cllr. Eaton and Cllr. Hunt</li> <li>iv. The Street - Cllr. Waterman and Cllr. Hunt</li> <li>v. Bus shelters and bike racks - Cllr. Leeder, Cllr Eaton and Cllr. Godden</li> <li>vi. Paupers Wood - Cllr. Hunt, Cllr. Waterman and Andrew Williams</li> <li>vii. Grit Bins - Cllr. Waterman and Cllr. Hunt</li> <li>viii. Action Plan - Cllr. Leeder, Cllr Warner, Cllr. Eaton, Cllr Baalham, and Cllr. Hunt</li> <li>ix. VAR - Cllr. Wilson</li> </ul> <p>Litter pick date to be agreed at the next meeting.</p> <p>Each group to report back at each meeting, however if anything urgent is needed email to all councillors in between meetings</p> <p><b>d.</b> Nacton Guide - done and circulated.</p> <ul style="list-style-type: none"> <li>i. Stand alone email to residents (August)</li> <li>ii. Create a copy of the front page with a QR code for the next coffee morning</li> <li>iii. Add to the website</li> <li>iv. Put a link to it in the Autumn newsletter</li> <li>v. Send a copy to Allan Sugg at Priory Court for distribution to residents</li> </ul> <p><b>e.</b> Website - IT policy to be sent around to councillors for approval at next meeting. Formally adopt at AGM</p> <p><b>f.</b> Cllr. Wilson raised an email she had received from a parishioner regarding whether the bus service to Felixstowe could be diverted through the village. Cllr. Wilson to respond.</p> | <p><b>Action:</b> Clerk to do all associated actions regarding Nacton Guide</p> <p><b>Action:</b> Cllr. Baalham to email IT policy to all</p> <p><b>Action:</b> Cllr. Wilson to reply to parishioner email re- buses</p> |
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| <b>NPC/25/27</b><br><b>Matters raised by and reports by councillors</b> | <p>Cllr. Warner commented that the white lines at the junction of Felixstowe Road have almost faded away. Clerk to contact highways.</p> <p>Cllr. Warner to talk to the vicar and Rosemary Cook re: Poor Field Charity Trustees.</p> | <p><b>Action:</b> Clerk to contact highways.</p> <p><b>Action:</b> Cllr. Warner to contact the vicar</p> |
| <b>NPC/25/28</b><br><b>Public question time</b>                         | None                                                                                                                                                                                                                                 |                                                                                                          |