

Nacton Parish Council

Minutes of the Parish Council Meeting (AGM) on Wednesday 27th May 2026 starting at 6:30 pm

Parish Councillors: Cllr. P Warner (Chair), Cllr. A Eaton (Vice Chair) – (arrived 6:40pm), Cllr. B. Hunt, Cllr. S Baalham, Cllr. J Leeder, Cllr. S Godden, Cllr. J Mumford, Cllr. E Wilson and Cllr. A Waterman

Mr Brian Mansfield (Clerk/RFO)

Agenda Item	Context / Discussion	Actions and Decisions
NPC/26/1 Election of Chairman	Cllr. P Warner was nominated by Cllr. J Leeder and seconded by Cllr. E Wilson to remain in office as Chairman. All Councillors present voted in favour and Cllr. P Warner was duly elected. The Declaration of Acceptance of Office was signed and witnessed by the Clerk. Cllr. A Eaton was nominated by Cllr. P Warner and seconded by Cllr. J Leeder to remain as Vice Chairman. All Councillors present voted in favour.	
NPC/26/2 Declarations of interest	None	
NPC/26/3 Apologies for Absence	None	
NPC/26/4 Allocation of Councillor / Clerk roles for 2026-27	4.1 Vice Chair – Cllr. Eaton 4.2 Pools Field – Cllr. Warner 4.3 Community Council – Cllr. Hunt 4.4 Finance Advisory Group – Clerk, Cllrs. Hunt, Leeder, Baalham 4.5 Matters of the moment – Clerk, Cllr. Warner 4.6 Emergency Plan working group – Cllrs. Eaton, Hunt, Warner, Waterman 4.7 Village Hall – Cllr. Wilson	

	4.8 SALC - Clerk 4.9 Induction for new Councillors – Cllr. Hunt 4.10 George Court – Judith Wyndham 4.11 Tree Warden – Andrew Williams 4.12 Almshouses – Cllr. Mumford 4.13 Village Recorder – Cllr. Warner 4.14 Maintenance Plan working group – Cllrs. Mumford, Leeder, Waterman, Godden 4.15 IT and Social Media working group – Clerk, Cllrs. Baalham, Wilson	
NPC/26/5 Invitation for Public to comment on Agenda	Two topics were raised by residents: 1) Can the school and parents be reminded to use the gates when accessing Victoria Field (damage being caused to fencing / hedging) – also No Dogs allowed. 2) Increase in Learner Drivers on our local roads.	Action: Clerk to contact School.
NPC/26/6 Minutes and Actions from last meeting	Previous minutes from the 11 March 2026 were agreed upon as a true and accurate reflection and signed by the Chairman. One minor amendment to NPC/25/79 – average speed amended from 38mph to 32.9mph. NPC/25/76: Thriving Places funding for small communities is open - worth consideration by NPC. NPC/25/77: Approved moving £18k in Lloyds Bank 95-day notice account. COMPLETE NPC/25/77: SALC Payroll awaits confirmation of new employment arrangements and will adjust payroll accordingly COMPLETE NPC/25/77: Bank Mandate changes underway. NPC/25/77: Expenditure approval - new Clerk laptop, Microsoft 365 and accessories - EMR £1,000 but expect costs (ex-VAT) to be around £800. COMPLETE	Action: Include in Spending Review. Action: RFO to review Authority levels.

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	NPC/25/78: Cllr Leeder requested £100 for the Church for an Exhibition on the Open Gardens Day. NPC/25/79: AGM & APM preparation - clerk to send out requests for reports. COMPLETE NPC/25/79: Litter pick - Date agreed 9th May 10 am Camilla Court. COMPLETE NPC/25/79: Pauper's Wood - Board that says 'Paupers Wood' needs repairing. NPC/25/79: Pauper's Wood - Request to have a re-blessing ceremony - no objections.	Action: Ongoing item RFO and Community Council Treasurer Action: Maintenance working group to review. Action: Cllr. Warner in discussion with Vicar.																																													
Reports	Reports are not on Agenda for AGM as they will be presented at the APM which follows this meeting at 8pm.																																														
NPC/26/7 Finances	7.1 Payments since the last meeting: <table border="1"> <tr> <td>12.03.26</td><td>Cllr Warner - leaving gift for CL and thanks gift for BH</td><td>95.74</td></tr> <tr> <td>12.03.26</td><td>Clerk mileage expenses</td><td>79.20</td></tr> <tr> <td>12.03.26</td><td>RFO stationery expenses</td><td>5.75</td></tr> <tr> <td>12.03.26</td><td>War Memorial marker posts and reflectors</td><td>226.20</td></tr> <tr> <td>13.03.26</td><td>SALC Payroll 6 months</td><td>78.00</td></tr> <tr> <td>16.03.26</td><td>Windows HP Laptop</td><td>781.15</td></tr> <tr> <td>16.03.26</td><td>Microsoft 365 Personal subscription</td><td>84.99</td></tr> <tr> <td>16.03.26</td><td>Laptop Bag</td><td>18.47</td></tr> <tr> <td>16.03.26</td><td>Wired HP Mouse</td><td>19.48</td></tr> <tr> <td>16.03.26</td><td>Mouse Mat</td><td>4.99</td></tr> <tr> <td>17.03.26</td><td>Lloyds Bank charge</td><td>4.25</td></tr> <tr> <td>30.03.26</td><td>Clerk Salary</td><td>169.86</td></tr> <tr> <td>30.03.26</td><td>RFO Salary</td><td>221.17</td></tr> <tr> <td>10.04.26</td><td>Village Hall hire fee</td><td>35.00</td></tr> <tr> <td>13.04.26</td><td>SALC Membership 2026-27</td><td>357.15</td></tr> </table>	12.03.26	Cllr Warner - leaving gift for CL and thanks gift for BH	95.74	12.03.26	Clerk mileage expenses	79.20	12.03.26	RFO stationery expenses	5.75	12.03.26	War Memorial marker posts and reflectors	226.20	13.03.26	SALC Payroll 6 months	78.00	16.03.26	Windows HP Laptop	781.15	16.03.26	Microsoft 365 Personal subscription	84.99	16.03.26	Laptop Bag	18.47	16.03.26	Wired HP Mouse	19.48	16.03.26	Mouse Mat	4.99	17.03.26	Lloyds Bank charge	4.25	30.03.26	Clerk Salary	169.86	30.03.26	RFO Salary	221.17	10.04.26	Village Hall hire fee	35.00	13.04.26	SALC Membership 2026-27	357.15	
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NPC/26/8 Finance and Administration	8.1 Bank Account balances / Savings update Current £7,021.52 Reserve £8,170.54 Savings £18,096.20 Total £33,288.26 8.2 CIL update Annual Report to 31-Mar-26 Signed by RFO and Chair. 8.3 VAT Reclaim has been submitted for period ended 31-Mar-26 for £529.06 Credit received into bank account on 9-Apr-26 8.4 SALC Payroll services continue for 2026-27 SALC advised that Brian Mansfield is the only employee going forwards. 8.5 Financial Regulations – updated to reflect Clerk/RFO changes (see NPC/26/10.10) 8.6 Standing Orders – updated to reflect new sections 14 and 18 (see NPC/26/10.18) 8.7 Asset Register - expand document beyond buildings and land (see NPC/26/10.2) 8.8 IT and Social Media Policy – new Assertion 10 requirement (see NPC/26/10.13) 8.9 Internet Banking Policy – updated to reflect Savings Account (see NPC/26/10.12) 8.10 Document Retention Policy – new document for adoption (see NPC/26/10.6) 8.11 Audit - Note Internal Auditors Report for year ended 31-Mar-26 RFO highlighted the two recommendations (item 2.4 and 2.13) and suggested review by the Finance Working Group for item 13.7	Action: RFO to send CIL Report to East Suffolk Council																								

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	8.12 Audit - Approve Certificate of Exemption (AGAR Form 2, page 3) Signed by RFO and Chair. 8.13 Audit - Approve Annual Governance Statement 2025-26 (AGAR Form 2, page 5) RFO read out the areas covered by this form - Signed by Clerk and Chair. 8.14 Audit - Approve Accounting Statements 2025-26 (AGAR Form 2, page 6) RFO approved and signed Form – Chair added signature at meeting. 8.15 Audit - Approve Notice of Public Rights for Accounts 2025-26 RFO explained dates for Notice Period. 8.16 Audit - Website documentation update for year-end audit Clerk will update website by 14th June 2026 for all Year End audit documents.	Action: Clerk to send Certificate of Exemption to External Auditor Action: Clerk to publish documents to website
NPC/26/9 Planning	9.1 Application no. DC/26/1130/TEL – Proposal – now Granted. Prior Notification - Removal of the existing 15m lattice tower (17.4m to top), 3 no. antennas, equipment cabin and timber fence, and the installation of a new 22m lattice tower with a 3m high headframe (25m to top), 6 no. antennas, 2 no. transmission dishes, 1 no. equipment cabinet and ancillary development thereto. Site address: Walk Barns Foxhall Near Ipswich, Bucklesham Wood, Walk Barn Lane, Nacton, Suffolk IP10 0D 9.2 Application no. DC/26/1223/FUL – Proposal: Alterations and two storey rear extension Site address: Chez Nous, The Street, Nacton, Ipswich, Suffolk IP10 0EU	No Action – already Granted No Action – no objection
NPC/26/10 Parish Documents for annual review May 2026	10.1 Action Plan - ADOPTED 10.2 Asset Register - ADOPTED 10.3 Asset Risk Assessment - ADOPTED 10.4 Complaints Procedure - ADOPTED 10.5 Disciplinary Procedure - ADOPTED 10.6 Document Retention Policy - ADOPTED 10.7 Document Review Schedule - ADOPTED 10.8 Emergency Plan - ADOPTED 10.9 Filming at meetings protocol - ADOPTED 10.10 Financial Regulations - ADOPTED 10.11 Grievance Procedure - ADOPTED	Action: Clerk to publish all documents (as appropriate) on website

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	10.12 Internet Banking Policy - ADOPTED 10.13 IT and Social Media Policy - ADOPTED 10.14 LGA Code of Conduct - ADOPTED 10.15 Maintenance Plan - ADOPTED 10.16 Publication Scheme - ADOPTED 10.17 Parish Risk Assessment - ADOPTED 10.18 Standing Orders - ADOPTED 10.19 Training and Development Plan - ADOPTED Most of the Chair's update comments are noted in other areas of the Minutes. Additionally, Home Farm are organising Open Farm Sunday on 7th June – free tickets booked in advance are required to attend.	
NPC/26/11 Chairman's Update		
NPC/26/12 Parish Matters and Working Groups	12.1 Finance Advisory Group RFO to organise a meeting over the summer (to include a review of the Internet Banking Policy) 12.2 IT and Social Media working group Cllr Baalham requested any photos relating to local events. 12.3 Website Clerk and Cllr. Baalham are meeting on 9th June to review the website and streamline the updating process. 12.4 Victoria Field Dead tree, tidy Spring bulbs and grass cutting being monitored. 12.5 Paupers Wood Maintenance Plan working group to consider new Yew Trees, Path Markers, repairs to stone plinth, gate access, sign repairs and bench (anti-theft). Separate litter pick not required. 12.6 Poor's Field Old entrance to be blocked and new entrance off farm track with gate to be installed. Land Registry topic still under discussion (potential to use new solicitor to conclude this matter). 12.7 War Memorial Clerk and Cllr. Hunt replaced one post and around 20 reflectors. Spare posts and reflectors are stored for future use. Cllr. Warner discussing repair work to Memorial wording and brickwork. 12.8 Email database expansion Community Council contact list can be shared, and this will improve the Parish Newsletter distribution. 12.9 Emergency Plan working group Minor updates to the document are being drafted.	Action: RFO to organise Finance Working Group meeting Action: Website feedback to be provided at next Parish Council meeting. Action: Paupers Wood work feedback to be provided at next Parish Council meeting. Action: Clerk to update records, once list received.

	12.10 Maintenance Plan working group Schedule next years litter pick earlier to avoid problems with hedges being overgrown. 12.11 Action Plan Nothing to report.	
NPC/26/13 Matters raised by and reports by Councillors	Cllr. Hunt will action painting gates over the summer – and remove sandbag from Bus layby on Felixstowe Road. Cllr. Wilson has checked the Village Hall Defibrillator (pads are fine) and thanked Councillors for letting her know when the Speed Camera batteries need charging. Cllr. Leeder suggested that the bus shelter opposite the exit from The Street into Felixstowe Road required cleaning (just outside our Parish boundary) but should be include next time. Cllr. Leeder also asked if Highways could be advised that event signs at the crossroads of Felixstowe Road and The Street should not block visibility for cars exiting The Street. Cllr. Baalham mentioned the Parish Council website link shown in the Agenda needs updating.	Action: Clerk to contact Highways Action: Clerk to amend details.
Time of Meeting closed	Meeting closed at 7:28pm	
Date for next Parish Council meeting	Wednesday 29th July 2026 at 7:00pm Venue: Nacton Village Hall, The Street, Ipswich IP10 0EU	