# Nacton Parish Council

**DRAFT Minutes** of the Parish Council Meeting on Wednesday 29th July 2026 starting at 7:00 pm

Parish Councillors: Cllr. P Warner (Chair), Cllr. A Eaton (Vice Chair), Cllr. B. Hunt, Cllr. J Leeder, Cllr. S Godden, Cllr. J Mumford, Cllr. E Wilson and Cllr. A Waterman, District Cllr Lee Reeves, District Cllr Mike Ninmey, Brian Mansfield (Clerk/RFO) and two members of the public.

| Agenda Item | Context / Discussion | Actions and Decisions |
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| **NPC/26/13**<br>**Apologies for Absence** | Cllr S Baalham (apologies received and accepted) | |
| **NPC/26/14**<br>**Declarations of interest** | None | |
| **NPC/26/15**<br>**Invitation for Public to comment on Agenda** | No Comments | |
| **NPC/26/16**<br>**Correspondence Received** | 16.1 Email from resident regarding woodland creation project.<br>**The Parish Council has limited land for this project – potential for new trees to Paupers Wood.**<br>16.2 Email from resident regarding Santander bank account.<br>**RFO confirmed that the Parish Council banks with Lloyds and can't identify any historic arrangement with Santander.** | **ACTION: Cllr. Waterman to contact the resident to discuss.** |
| **NPC/26/17**<br>**Minutes of the last meeting** | Previous minutes from the 27 May 2026 were agreed as a true and accurate reflection and signed by the Chair. | |



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| **NPC/26/18**<br>**Update on outstanding Actions from last meeting** | **NPC/26/5:** Public comment – 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.<br><br>**Action:** Clerk has contacted School Headteacher, and a reminder will be included in the School September Newsletter **(COMPLETE)**<br><br>**NPC/26/8.2:** CIL update Annual Report to 31-Mar-26.<br><br>**Action:** RFO sent signed report to East Suffolk Council on 28-May-26 – acknowledged 1-Jun-26 **(COMPLETE)**<br><br>**NPC/26/8.11:** Internal Audit comment 13.7 review by Finance Advisory Group.<br><br>**Action:** Already discussed under NPC/26/20.4 **(COMPLETE)**<br><br>**NPC/26/8.12:** Audit - Approve Certificate of Exemption (AGAR Form 2, page 3).<br><br>**Action:** RFO sent Form to External Auditor on 28-May-26. No further action response received 29-May-26 **(COMPLETE)**<br><br>**NPC/26/8.16:** Audit - Website documentation update for year-end audit<br><br>**Action:** Clerk uploaded all required documentation 9-Jun-26 **(COMPLETE)**<br><br>**NPC/26/10:** Parish Policies and Documentation.<br><br>**Action:** Clerk created separate area on website and uploaded all documents **(COMPLETE)**<br><br>**NPC/26/12.1:** Finance Advisory Group RFO to organise a meeting over the summer.<br><br>**Action:** Meeting held 7th July 2026 and report given under NPC/26/20.4 **(COMPLETE)** | |



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| | **NPC/26/12.3:** Website - Clerk and Cllr. Baalham are meeting on 9th June to review the website and streamline the updating process.<br><br>**Action:** Ongoing review / updates (ONGOING)<br><br>**NPC/26/12.8:** Email database expansion - Community Council contact list can be shared.<br><br>**Action:** Clerk awaiting list (OUTSTANDING)<br><br>**NPC/26/13:** 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.<br><br>**Action:** Clerk has contacted Highways to raise this topic **(COMPLETE)** | |
| **NPC26/19**<br>**Reports** | 19.1 Suffolk County Council – no reports received<br>19.2 East Suffolk Council – report received and circulated<br>19.3 Nacton Village Hall – verbal update by Brian Mansfield | |
| **NPC/26/20**<br>**Finances** | 20.1 Payments since the last meeting: | |

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| 28.05.26 | Clerk Salary | 384.42 |
| 01.06.26 | Clerk Expenses - printer ink | 42.99 |
| 03.06.26 | Cllr Leeder - Exhibition costs NPC/25/78 | 100.05 |
| 08.06.26 | HMRC PAYE / NI | 75.38 |
| 16.06.26 | Cllr Warner Expenses - petrol for grass cutting | 23.47 |
| 16.06.26 | Cllr Warner Expenses - Litter Pick bin bags | 18.75 |
| 16.06.26 | Village Hall hire fee | 35.00 |
| 16.06.26 | Lloyds Banks charges | 4.25 |
| 24.06.26 | Pear Space (Suffolk Cloud) website hosting | 120.00 |
| 28.06.26 | Clerk Salary | 384.42 |
| 07.07.26 | HMRC PAYE / NI | 75.38 |
| 10.07.26 | SLCC Course enrolment - ILCA | 168.00 |



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| | 10.07.26 | Annual Contribution - Nacton Community Council | 700.00 | |
| | 10.07.26 | Annual Contribution - St Martins Church | 700.00 | |
| | 10.07.26 | Annual Contribution - Nacton Village Hall | 700.00 | |
| | 20.07.26 | Lloyds Banks charges | 4.25 | |
| | 20.2 Payments received since last meeting:<br><br>None received<br><br>20.3 Payments requiring authorisation:<br><br>Cllr Hunt requested approval to purchase 6 additional Road Marker posts – approx. cost including delivery would be £207.<br>***Proposed: Cllr Hunt Seconded: Cllr Waterman Vote: Unanimous*** | | | **ACTION: RFO to arrange purchase and delivery** |
| **NPC/26/21**<br>**Finance and Administration** | 21.1 Bank Account balances / Savings update<br>**Current £3,053**<br>**Reserve £8,177**<br>**Savings £18,178**<br>**Total £29,408**<br>21.2 Community Infrastructure Levy (CIL) update<br>**No change – running total is £1,077**<br>21.3 VAT update<br>**Running total for this year is £31.90**<br>21.4 Finance Advisory Report meeting report<br>**RFO presented the report and asked for approval to change the Internet Banking Policy / Bank Mandate to TWO SIGNATURE authorisation for payments.**<br>***Proposed: Cllr Hunt Seconded: Cllr Eaton Vote: Unanimous***<br>21.5 Register of Interests (remove residential address of Councillors)<br>**Clerk to recirculate the email and update ROI accordingly.**<br>21.6 Newsletter Summer Edition<br>**Councillors to submit information for newsletter by end of August.**<br>**Target date for release 18th September 2026** | | | **ACTION: RFO to amend Internet Banking Policy.**<br><br>**ACTION: RFO to instruct Lloyds Bank to update Mandate.**<br><br>**ACTION: Clerk to update Register of Interests** |
| **NPC/26/22**<br>**Planning** | **22.1 Application: Proposal: DC/26/1450/FUL.** | | | No Action proposed |



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| | Replacement of front door, and steps, and installation of handrails on steps to front and rear doors, and along driveway.<br>Site address: 46 Priory Court, Priory Park, Nacton, Ipswich, Suffolk IP10 0JU 13 July 2026<br><br>**22.2 Application: Proposal: DC/26/2214/TPO.**<br>W1 of TPO 28/1955 2no. Yew (1 and 2 on plan) - Reduce in height by up to 50% and shape 1no. Mixed species (3-12 on plan) - Overall crown reduction by up to 2 metres.<br>Site address: Shollond Hill, Levington Road, Nacton, Ipswich, Suffolk IP10 0EW<br><br>**22.3 Application: Proposal: DC/26/2241/FUL.**<br>Rear extension, moving side French door and kitchen window change to front elevation.<br>Site address: Fenny Bentley, Finney's Drift, Nacton, Ipswich, Suffolk IP10 0HF | No Action proposed<br><br>No Action proposed |
| **NPC/26/23**<br>**Chairman's Update** | Most of the Chair's update comments are noted in other areas of the Minutes.<br>The topic of noise coming from refrigerator units at Home Farm has been report by several residents. The Chair will contact the farm and report back. | **ACTION: Chair to contact Home Farm.** |
| **NPC/26/24**<br>**Parish Matters and Working Groups** | 24.1 Finance Advisory Group<br>**Meeting held on 7th July 2026 and the report presented under NPC/26/21.4**<br>24.2 IT and Social Media working group<br>**Most email traffic is now going through the new Gov.uk email address. The legacy Out of Office message has been deleted. The Council agreed to shut down the Parish Council FB page (only 92 followers). Going forward the Nacton Village Community page (1.4k members) should be used for important notifications and provides wider coverage.**<br>24.3 Website<br>**New Policies section and Finance Archive sections have been added. Clerk and Cllr. Baalham will work on further updates.**<br>24.4 Victoria Field<br>**Nothing new to report.**<br>24.5 Paupers Wood<br>**Nothing new to report.** | **ACTION: Clerk to close FB page and update website.** |



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| | 24.6 Poor's Field<br>**Land Registry topic still under discussion (potential to use new solicitor to conclude this matter). It is unlikely that the previous legal expenses can be reclaimed, but the Council wished to try one last time.**<br>24.7 War Memorial<br>**Cllr. Warner is in discussions around organising the repair work.**<br>24.8 Emergency Plan working group<br>**Minor updates to the document are being drafted. Cllr. Eaton wishes to add additional topics to the Plan (Wildfire risk and Water Shortage risk).**<br>24.9 Maintenance Plan working group<br>**The verges have now been cut back.**<br>24.10 Action Plan<br>**The Clerk asked for Councillors to consider potential larger projects around the Parish, such as permanent fencing around Victoria Field. Suggestion to be received by mid-August.** | |
| **NPC/26/25**<br>**Matters raised by and reports by Councillors** | Cllr. Wilson stated that she wished to step down as Parish Councillor next April.<br>**The Council were sorry to hear this news and thanked Cllr. Wilson for her support over the years.**<br><br>Cllr. Hunt suggested that a school visit should be arranged, as in previous years. | **ACTION: Chair to contact the school to arrange visit** |
| **Time of Meeting closed** | Meeting closed at 8:28pm | |
| **Date for next Parish Council meeting** | Wednesday 30th September 2026 at 7:00pm<br>Venue: Nacton Village Hall, The Street, Ipswich IP10 OEU | |

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