# Nacton Parish Council

**DRAFT Minutes** of the Parish Council Meeting on Wednesday 30th September 2026 starting at 7:00 pm

Parish Councillors: Cllr. P Warner (Chair), Cllr. B. Hunt, Cllr. J Leeder, Cllr. J Mumford, and Cllr. S Baalham

District Cllr Mike Ninmey, Brian Mansfield (Clerk/RFO) and three members of the public.

| Agenda Item | Context / Discussion | Actions and Decisions |
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| **NPC/26/26**<br>**Apologies for Absence** | Cllr S Godden, Cllr E Wilson, Cllr A Waterman, Cllr A Eaton (apologies received and accepted). | |
| **NPC/26/27**<br>**Declarations of interest** | Cllr P Warner expressed an interest in a Finance item to be discussed later. | |
| **NPC/26/28**<br>**Invitation for Public to comment on Agenda** | No Comments | |
| **NPC/26/29**<br>**Correspondence Received** | 29.1 Tree donation from Suffolk Design Festival<br>**Tree Warden has collected 4 trees and will look to plant these in November – locations to be advised nearer the time.**<br>29.2 Bulb donation from East Suffolk Blooms<br>**Chair will reach out to Councillors around dates for planting around the Parish.**<br>Additionally, the Chair has received further correspondence around NPC/26/23 (noise from refrigeration units) – this states dates and times, so a useful record for future. | **ACTION: Add Agenda item to November meeting to agree new Tree locations.** |
| **NPC/26/30**<br>**Minutes of the last meeting** | Previous minutes from the 29 July 2026 were agreed as a true and accurate reflection and signed by the Chair. | |
| **NPC/26/31**<br>**Update on outstanding Actions from previous meetings** | **NPC/25/79:** Pauper's Wood - Board that says 'Paupers Wood' needs repairing.<br>**Action:** Maintenance Working Group to review (OUTSTANDING)<br>**NPC/25/79:** Pauper's Wood - Request to have a re-blessing ceremony - no objections.<br>**Action:** Cllr Warner to speak to Rector re blessing of Paupers Wood **(COMPLETE)** | |

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<td><u>NPC/26/12.3:</u> Website - Clerk and Cllr. Baalham are meeting on 9th June to review the website and streamline the updating process. Action: Ongoing review / updates <u>(COMPLETE)</u><br><u>NPC/26/12.8:</u> Email database expansion - Community Council contact list can be shared. Action: Clerk awaiting list <u>(COMPLETE)</u><br><u>NPC/26/20.3</u> Payments requiring authorisation: Cllr Hunt requested approval to purchase 6 additional Road Marker posts – approx. cost including delivery would be £207. <u>Action:</u> Marker Posts Ordered, delivered and installed in Paupers Wood <u>(COMPLETE)</u><br><u>NPC/26/21.4</u> Finance Advisory Report meeting report: RFO presented the report and asked for approval to change the Internet Banking Policy / Bank Mandate to TWO SIGNATURE authorisation for payments.<br><u>Action:</u> RFO has updated the Authorisation at Lloyds Bank to require TWO signatories to release future payments <u>(COMPLETE)</u><br><u>Action:</u> RFO has amended the Internet Banking Policy ready for adoption on 30-Sep-26 <u>(COMPLETE)</u><br><u>NPC/26/21.5</u> Register of Interests (remove residential address of Councillors).<br><u>Action:</u> Changes made on ROI system with East Suffolk Council <u>(COMPLETE)</u><br><u>NPC/26/23</u> The topic of noise coming from refrigerator units at Home Farm has been report by several residents. <u>Action:</u> The Chair will contact the farm and report back <u>(COMPLETE)</u><br><u>NPC26/24.2</u> – Closure of Parish Council Facebook page. <u>Action:</u> Clerk to close FB page (COMPLETE)<br><u>NPC/26/25</u> – Matters raised by Councillors: Cllr. Hunt suggested that a school visit should be arranged, as in previous years. <u>Action:</u> Chair to contact the school to arrange visit <u>(COMPLETE)</u></td>
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<td>NPC26/32<br>Reports</td>
<td>32.1 Suffolk County Council – no reports received<br><br>32.2 East Suffolk Council – report received and circulated<br><br>32.3 Nacton Village Hall – verbal update by Brian Mansfield</td>
<td>ACTION: Clerk to reach out to County Councillor for better engagement.</td>
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<td>NPC/26/33<br>Finances</td>
<td><u>33.1 Payments since the last meeting:</u><br><br>
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<tr><td>27.07.26</td><td>ICO Fee</td><td>47.00</td></tr>
<tr><td>28.07.26</td><td>Clerk Salary</td><td>384.22</td></tr>
<tr><td>04.08.26</td><td>Clerk mileage expenses</td><td>56.79</td></tr>
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| | 05.08.26 | Village Hall hire fee | 35.00 | | |
| | 11.08.26 | Road Marker Posts for Paupers Wood path | 207.12 | | |
| | 17.08.26 | Lloyds Banks charges | 4.25 | | |
| | 02.09.26 | Clerk Salary | 384.42 | | |
| | 15.09.26 | Lloyds Banks charges | 4.25 | | |

33.2 Payments received since last meeting:

None received

33.3 Payments requiring authorisation:

None

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| **NPC/26/34**<br>**Finance and Administration** | 34.1 Bank Account balances / Savings update<br>**Current £1,977.69**<br>**Reserve £8,184.09**<br>**Savings £18,255.95**<br>**Total £28,417.73**<br>34.2 Community Infrastructure Levy (CIL) update<br>**No change – running total is £1,077**<br>34.3 VAT update<br>**Running total for this year is £66.42**<br>34.4 Bank Mandate changes update (adopt Internet Banking Policy)<br>***Proposed: Cllr Leeder Seconded: Cllr Warner Vote: Unanimous***<br>34.5 Payroll – approve national pay award for Clerk (already circulated)<br>***Proposed: Cllr Hunt Seconded: Cllr Leeder Vote: Unanimous***<br>34.6 Approve Ansvar Insurance renewal of £741.69 (already circulated)<br>***Proposed: Cllr Warner Seconded: Cllr Leeder Vote: Unanimous***<br>34.7 Summary of Councillor suggestions on Spending Review<br>**Clerk read out the list of spending suggestions received – Fence around Victoria Field, Extend Trim Trail, Oak Tree Replacement, Information Board in Paupers Wood, Improve entrance to Paupers Wood.**<br>34.8 To Note: Parish Clerk passed ILCA Qualification via SLCC | **ACTION: RFO to update adopted Internet Banking Policy on website.**<br><br>**ACTION: RFO to update SALC Payroll with pay rise approval.**<br><br>**ACTION: RFO to release Insurance renewal payment.**<br><br>**ACTION: Chair to organise quotes for new fencing around Victoria Field.** |

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| | 34.9 Suffolk Archive (The Hold) records update<br>**Clerk has deposited legacy paper records with Suffolk Archive – website will be updated with details once available.**<br>34.10 Newsletter Latest Edition update<br>**Clerk will update MailerLite with additional recipient email addresses and circulate the draft Newsletter during October.**<br>34.11 Councillor thoughts on Elections ahead of 2027<br>**Clerk reminded Councillors to send any comments by end of 2026.**<br>34.12 Remembrance Sunday plans<br>**Wednesday 11th November 2026 11am at the War Memorial.**<br>34.13 Agree Parish Council meeting dates for 2027:<br>- Wednesday 13th January 2027<br>- Wednesday 24th March 2027<br>- Wednesday 26th May 2027 (APM and AGM)<br>- Wednesday 28th July 2027<br>- Wednesday 22nd September 2027<br>- Wednesday 24th November 2027<br>**Duly noted by Parish Councillors – the Village Hall has been booked to host these meetings.** | **ACTION: Clerk to release latest Newsletter by end of October.**<br><br>**ACTION: Clerk to add 2027 dates to website.** |
| **NPC/26/35**<br>**Planning** | **35.1 Application no.: DC/26/2893/TPO**<br>Proposal: TPO No. 20 / 1985 - 1no. Holm oak (T1 on plan) - Fell<br>**Site address: Broke Hall, Broke Hall Park, Nacton, Ipswich, Suffolk IP10 0ET** | No Action proposed |
| **NPC/26/36**<br>**Chairman's Update** | Request to purchase new Mower blade for £29.95<br>***Proposed: Cllr Leeder Seconded: Cllr Mumford Vote: Unanimous***<br><br>New temporary Vice Chair required as Cllr A Eaton is moving house and likely to officially resign soon – Cllr Hunt agreed to step in to assist until May 2027.<br><br>Comments received concerning water leaking from hedge irrigation system at White Gates (The Street). A resident has already reported this to Anglian Water.<br><br>Given that the Council wish to press ahead with the new Victoria Field fencing project, perhaps our Community Police Officer could visit the area to speak with residents. There are around 16 sections of the hedge damaged by improper access. Considering recent national news, access to play areas is an important topic. | **ACTION: Clerk to post a polite notice to the property.**<br><br>**ACTION: Clerk to contact Community Police Officer to speak with residents / school parents about field access and parking.** |

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| **NPC/26/37**<br>**Parish Matters and Working Groups** | **37.1** Finance Advisory Group<br>**Finance Working Group should meet in early November to discuss Budget Review, Precept for 2027-28.**<br>**37.2** IT and Social Media Working Group<br>**Nothing to Report.**<br>**37.3** Website<br>**Clerk has carried out a reorganisation of the website files/folders/pages. Gallery remains offline whilst this section is redesigned.**<br>**37.4** Victoria Field<br>**Nothing to Report.**<br>**37.5** Paupers Wood<br>**Marker posts have been installed and the fly tipping removed.**<br>**37.6** Poor's Field<br>**Nothing to Report.**<br>**37.7** War Memorial<br>**Repairs are under discussion.**<br>**37.8** Emergency Plan working group<br>**Recent meeting has finalised the Plan – 2-page flyer is being created to distribute across the Parish. The Parish Council wished to thank Cllr Eaton for his efforts in getting the Plan updated.**<br>**37.9** Maintenance Plan working group<br>**Nothing to Report.**<br>**37.10** Action Plan<br>**Nothing to Report.** | **ACTION: RFO to schedule next Finance Working Group meeting.**<br><br>**ACTION: Clerk to await further details around two-page flyer for distribution.** |
| **NPC/26/38**<br>**Matters raised by and reports by Councillors** | Cllr Leeder commented that hedges in The Street need cutting back. | **ACTION: Clerk to contact Estate Manager to raise this point.** |
| **Time of Meeting closed** | Meeting closed at 8:15pm | |
| **Date for next Parish Council meeting** | Wednesday 25th November 2026 at 7:00pm<br>Venue: Nacton Village Hall, The Street, Ipswich IP10 OEU | |