

Nacton Parish Council

Nacton Parish Councillors are summoned to a meeting of the Parish Council on **Wednesday 27 May 2026** at Nacton Village Hall **starting at 6:30 pm**

ANNUAL GENERAL MEETING AGENDA

Chair's announcement:

Welcome to this meeting of the Nacton Parish Council. The Council, members of the public and the press may record/film this meeting when the public and the press are not lawfully excluded. Any member of the public who attends a meeting and objects to being filmed should advise the Parish Clerk. Please switch all mobile phones off or to silent. May I remind all those present to be courteous and not to have private conversations whilst the meeting is in progress. Thank you.

NPC/26/1 Election of Chairman

NPC/26/2 Declarations of interest

Councillors to declare if they have a pecuniary interest in any agenda item.

NPC/26/3 Apologies for absence

NPC/26/4 Allocation of Councillor/Clerk roles for the next 12 months:

- 5.1 Vice Chair
- 5.2 Poors Field
- 5.3 Community Council
- 5.4 Finance Advisory Group
- 5.5 Matters of the moment
- 5.6 Emergency Plan working group
- 5.7 Village Hall
- 5.8 SALC
- 5.9 Induction for new Councillors
- 5.10 George Court
- 5.11 Tree Warden
- 5.12 Almshouses
- 5.13 Village Recorder
- 5.14 Maintenance Plan working group
- 5.15 IT and Social Media working group

NPC/26/5 Invitation for public to comment on agenda items (maximum 10 minutes):

NPC/26/6 Minutes and actions of the last meeting

To agree the minutes of the Meeting of the Parish Council held on 11th March 2026.

NPC/26/7 Finances

7.1 Payments since the last meeting:

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
13.04.26	Cllr Warner - Grass Cutting petrol	21.05
16.04.26	Internal Auditor Fee 2025-26	200.00
17.04.26	Lloyds Bank charges	4.25
28.04.26	Clerk Salary	384.42
07.05.26	HMRC PAYE / NI	75.38
18.05.26	Lloyds Banks charges	4.25

7.2 Payments received since last meeting:

09.04.26	VAT Reclaim for 2025-26	529.06
29.04.26	Precept 2026-27 first instalment	6,005.00

7.3 Payments requiring authorisation:

None received

NPC/26/8: Finance and Administration:

8.1 Bank Account balances / Savings update

8.2 CIL update (Annual Report to 31-Mar-26 requires signing by Chair/RFO)

8.3 VAT Reclaim has been submitted for period ended 31-Mar-26 for £529.06

8.4 SALC Payroll services continue for 2026-27

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
- 8.12** Audit - Approve Certificate of Exemption (AGAR Form 2, page 3) (Chair/RFO to sign)
- 8.13** Audit - Approve Annual Governance Statement 2025-26 (AGAR Form 2, page 5) (Chair/Clerk to sign)
- 8.14** Audit - Approve Accounting Statements 2025-26 (AGAR Form 2, page 6) (Signed by RFO - copy circulated 16-Apr-2026) – (Chair to sign)
- 8.15** Audit - Approve Notice of Public Rights for Accounts 2025-26
- 8.16** Audit - Website documentation update for year-end audit

NPC/26/9 Planning Applications

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

NPC/26/10 Parish documents for annual review May 2026

- 10.1** Action Plan
- 10.2** Asset Register
- 10.3** Asset Risk Assessment
- 10.4** Complaints Procedure
- 10.5** Disciplinary Procedure
- 10.6** Document Retention Policy
- 10.7** Document Review Schedule
- 10.8** Emergency Plan
- 10.9** Filming at meetings protocol
- 10.10** Financial Regulations
- 10.11** Grievance Procedure
- 10.12** Internet Banking Policy
- 10.13** IT and Social Media Policy
- 10.14** LGA Code of Conduct
- 10.15** Maintenance Plan
- 10.16** Publication Scheme
- 10.17** Parish Risk Assessment
- 10.18** Standing Orders

10.19 Training and Development Plan

NPC/26/11 Chairman's update

NPC/26/12 Parish matters / Working Groups

- 12.1** Finance Advisory Group
- 12.2** IT and Social Media working group
- 12.3** Website
- 12.4** Victoria Field
- 12.5** Paupers Wood
- 12.6** Poor's Field
- 12.7** War Memorial
- 12.8** Email database expansion
- 12.9** Emergency Plan working group
- 12.10** Maintenance Plan working group
- 12.11** Action Plan

NPC/26/13 Matters raised by and reports by Councillors

Copies of any briefing notes or draft documents issued to Councillors will be held by the Clerk/RFO and are available to view electronically. As required, details will be available on the website <http://nacton.suffolk.cloud/>

A handwritten signature in black ink that reads "B Mansfield". The signature is written in a cursive style and is underlined with a single horizontal line.

Brian Mansfield – Parish Clerk/RFO to Nacton Parish Council

Date: 21st May 2026