

BACTON PARISH COUNCIL

Chair Person: David Ryding

Clerk: Tina Newell

Meadow View, Oak Farm Lane

Mendlesham

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07767163706

Councillors: You are hereby summoned, and members of the press and public are hereby invited, to attend a meeting of the Parish Council on Monday 13 July 2026 at 7.00pm in Bacton Village Hall to consider the items set out below.

Any person who may find difficulty in access to the meeting through disability is asked to advise the Clerk at least 24 hours before the meeting so that every effort can be made to provide access.

AGENDA

1. Apologies for absence:

- a. Councillors to receive any apologies for absence.
- b. Councillors to vote on acceptance to apologies for absence.

2. Declarations of Interest and Dispensations:

- a. To receive any Councillors Interests in subsequent agenda items.
- b. To receive and consider any requests for dispensations.

3. Minutes of previous meeting: [Councillors to approve the minutes of the Parish Council meeting held on 8 June 2026.](#)

4. Public Forum:

- a. [Councillors are asked to raise any questions resulting from the receipt of Andrew Mellen District Councillors monthly report.](#)
- b. Councillors are invited to ask Andrew Stringer County Councillor questions further to receipt of the monthly report.
- c. To receive comments or questions from members of the public

5. Planning:

- a. Councillors to note there have been no planning applications made to the District Council relating to Bacton since the last meeting.
- b. Councillors to note determinations made by the District Council relating to Bacton since the last meeting.
- c. Councillors to receive an update on all outstanding CIL liabilities relating to Bacton.

- d. Councillors to note meetings with land owners who have submitted sites in the recent call for sites exercise held by the District Council are still being planned.
 - e. Councillors to receive an update on the site formerly offered for Community Use on the Bellway estate.
 - f. [Councillors to consider a response to the Babergh Mid Suffolk joint local plan scoping consultation.](#)
6. To receive updates and reports from working groups and consider further action:
- a. **Beacon Green:** Councillors to note the land will be transferred to the Parish Council in September/October 2026.
 - b. **Cemetery:**
 - i. To consider Installing water on site.
 - ii. To note a letter of support for the footpath redirection has been sent to the Primary School.
 - iii. To receive an update on the purchase of a double bin store.
 - iv. To consider a working party to clean up the older, less visited graves.
 - c. **Community Engagement:**
 - i. To receive feedback from the recent 'open door' event.
 - ii. To consider ideas for the Parish Council stand at the Bacton Fayre.
 - iii. To discuss other ideas following a meeting of the working group on 10 July 2026.
 - d. **Community Infrastructure Levy:**
 - I. To receive an update on the request for funding from the Bacton Bowls Club.
 - II. To consider purchasing an additional two streetlights from the railway bridge to the junction with Broad Road.
 - e. **North Close:** To receive an update on the insurance claim for work carried out previously.
 - f. **Neighbourhood Plan:** To note the draft plan is still being worked on.
 - g. **Open Spaces:** To consider work required to the play equipment at St Marys Playing field following the [Annual Safety Inspection](#) at a cost of [£2,915.48](#) plus VAT.
 - h. **Road/Pedestrian Safety:** To receive an update on locations and agree the design/s of village entrance gates.
 - i. **Parish Warden:** To receive a monthly report.
7. Finance (all supporting paperwork appended):
- a. To approve the finance report for the quarter ended 30 June 2026:
 - I. Bank reconciliation

- II. Budget vs Actual
 - III. Reserves
 - b. To note receipts since the last meeting.
 - c. To approve payments to be made and ratify any payments made since the last meeting.
 - d. To receive an update on the addition of DR, MB, JD and MH to the Unity Trust bank mandate and the removal of JK.
 - e. To consider subscribing to 'Scribe Accounting' an accounts package at a cost of £37 per month plus a one off set up fee of £299.00.
8. **Governance:** To note the consultation on the Community Governance Review has ended and is with the working group at the District Council to discuss the outcome of the initial consultation and details about the request.
 9. **Correspondence:** Councillors to agree action on correspondence received.
 10. **Councillors to consider other matters for inclusion on a future agenda.**
 11. **Councillors to note the date of the next meeting as 10 August 2026.**
 12. **Councillors to resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting due to the commercially sensitive and confidential staffing business to be discussed**
 13. **Bacton Green:** Councillors to consider the future use of the agricultural land.
 14. **Parish Warden:** Councillors to note the resignation of the Parish Warden and consider recommendations from the staffing committee.
 15. **Close the meeting.**

Tina

Tina Newell I Clerk Bacton Parish Council

8 July 2026

Item 6c i

Bacton Parish Council

Open Door including Rural Coffee Caravan 1 July 2026

23 attended

Questions raised/issues expressed:

- What is happening with the Broad Road development? It looks unsightly!
- Has there been a planning application to grant access to the land to the rear of Woodward Avenue? Residents heard rumours an access was being applied for.
- Why is there not a rail station or a stop at Bacton?
- When is the work commencing on the entrance to Cow Green
- Ponds at Cow and Shop Green have a number of bullrushes and could do with being 'looked at'.
- When is the North Close patio area going to be rectified?
- The walkway between the houses and bungalows at North Close is very overgrown.
- Residents were pleased to see Councillors photos in the Parish Council Update however there were a few spelling errors and a larger error in which the update says call for sites *are* given planning permission when they are not.
- It was suggested an area is given over for a public Orchard.
- What is the cost of the security at the former Middle School and who is paying this bill?
- The hedge on the Taylor Wimpey estate is dangerous for pulling out of the junction.
- Has there been reports of hare coursing locally? A resident has found a lot of dead hares in the field. I have sent a request to join the Suffolk Farmwatch network.
- 'Meet up Mondays' – the Rural Coffee Caravan suggested the pub join this network – it doesn't have to be on a Monday; it is about opening up for a couple of hours with coffee and cake as a way of the community coming together and giving the elderly or vulnerable a safe space.
- When is Beacon Green being handed over and could this be a site for community gatherings? Does the site have access to water?
- Many residents expressed pleasure at living in the village.

Item 7a i

Bacton Parish Council BANK RECONCILIATION 2026/27

	Unity		Flagstone				TOTAL
	Instant Access	Current	HSBC	OakNorth	Aldermore	Holding acct	
Opening balance 01 04 2024		£ 7,284.77	£ 85,039.13	£ 112,177.76	£ 30,014.38	£ 50,131.32	£ 284,647.36
ADD Receipts (01 04 2026 - 30 06 2026)		£ 54,955.60	£ 713.16	£ 690.25	£ 557.58	£ 303.22	£ 57,219.81
LESS Payments (01 04 2026 - 30 06 2026)		£ 25,155.93	£ -	£ -	£ -	£ -	£ 25,155.93
Transfers OUT			£ -	£ -	£ -	£ 50,434.54	£ 50,434.54
Transfers In			£ -	£ -	£ 50,434.54	£ -	£ 50,434.54
b/f as per cash book 30 06 2026	£ -	£ 37,084.44	£ 85,752.29	£ 112,868.01	£ 81,006.50	£ -	£ 316,711.24

As presented by:	Unity		Flagstone				TOTAL
	Instant Access	Current	HSBC				
b/f as per bank statements 30 06 2026	£ -	£ 37,084.44	£ 85,752.29	£ 112,868.01	£ 81,006.50	£ -	£ 316,711.24
	TRUE		TRUE	TRUE	TRUE	TRUE	
	£ -		£ -				

Signed: _____
Signed: _____

Item 7a ii					
Bacton Parish Council Detailed Receipts & Payment by Budget Heading 31 03 2027					
As at 30 June 2026					
2025/26		2026/27			
Actual	Receipts	Actual	Annual Budget £	Variance 2025/6 £	
480	Bacton Green	-	-	-	
2,090	Cemetery Fees	-	-	-	
63,369	CIL	15,250.12	-	15,250.12	
460	Donation	-	-	-	
8,633	Interest	2,264.21	-	2,264.21	
2,000	Locality	-	-	-	
200	Miscellaneous	300.00	-	300.00	
46,733	Precept	24,521.60	46,733.06	(22,211.46)	
2,500	Rent	500.00	750.00	(250.00)	
-	Stewardship (Bacton Green)	-	-	-	
9,567	VAT	14,383.88	-	14,383.88	
3,175	Warden Grant	-	-	-	
139,207	Total Receipts	57,219.81	47,483.06	9,736.75	
Actual	Payments	Actual Year to Date £	Annual Budget £	Variance 2025/6 £	Forecast
-	Advertising	-	65.00	65.00	-
-	Asset replacement	-	2,000.00	2,000.00	-
846	Audit	432.22	827.00	394.78	-
1,546	Bacton Green	-	-	-	300.00
243	Beacon Green	-	-	-	-
73	Bank Charges	21.00	84.00	63.00	84.00
64	Bin Emptying	-	1,015.13	1,015.13	700.00
841	Broadband	-	-	-	-
859	Cemetery	60.00	240.00	180.00	240.00
58,603	CIL	10,850.26	116.00	(10,734.26)	-
294	Clerks office allowance	-	312.00	312.00	312.00
209	Clerks mileage	-	95.04	95.04	66.00
24,450	Clerks Salary	9,415.91	22,038.16	12,622.25	27,069.00
788	Community engagement	-	500.00	500.00	500.00
308	Defibrillator	260.00	327.75	67.75	520.00
-	Election	-	100.00	100.00	-
444	Garden of reflection	-	-	-	-
-	Gen Office & Admin	-	250.00	250.00	-
959	General Maintenance	-	2,250.00	2,250.00	-
-	Grants	-	258.00	258.00	-
6,884	Grass maintenance	1,599.99	3,625.00	2,025.01	3,733.31
522	Hall hire	170.00	432.00	262.00	340.00
47	ICO	-	35.00	35.00	35.00
958	Insurance	-	856.00	856.00	856.00
1,499	Legal & Professional fees	-	40.00	40.00	-
-	Mileage (Councillors)	-	25.00	25.00	-
199	Miscellaneous	-	-	-	-
3,173	Neighbourhood Plan	153.00	1,800.00	1,647.00	2,000.00
-	North Close	-	-	-	-
-	Parish Warden Expenses	-	150.00	150.00	100.00
-	Parish Warden Pay	518.67	3,447.60	2,928.93	4,162.50
208	Payroll	-	192.00	192.00	96.00
1,842	Streetlight Power/Maintenance	-	1,151.61	1,151.61	900.00
700	Rent	-	700.00	700.00	700.00
125	S137	-	100.00	100.00	100.00
393	Shop Green	-	-	-	-
-	Signage	-	-	-	100.00
333	Stationery	100.57	100.00	(0.57)	150.00
-	Stewardship Scheme	-	2,419.64	2,419.64	350.00
622	Subscriptions	635.39	631.13	(4.26)	631.13
145	Training	35.00	100.00	65.00	35.00
-	Traffic calming	-	-	-	-
1,724	Tree Works	-	1,000.00	1,000.00	1,000.00
-	Warden mileage	-	-	-	264.00
-	Warden PPE	-	-	-	150.00
-	Warden supplies	-	-	-	-
341	Website and emails	-	200.00	200.00	250.00
14,384	VAT	903.93	-	(903.93)	-
124,626	Total payments	25,155.93	47,483.06	22,327.13	45,743.94

Item 7a iii

Bacton Parish Council RESERVES 2026/27

As at 30 June 2026

Name	Opening balance	Receipts	Virements	Payments	Virements	Closing balance
Asset replacement	3,310.10					3,310.10
Bacton green	12,369.09	500.00				12,869.09
Cemetery	6,262.00			-		6,262.00
CIL	216,525.01	15,250.12		1,032.36		230,742.77
CIL Interest	-					-
Election	1,250.00					1,250.00
Footpath redirection	-					-
Garden of Reflection	2,896.80					2,896.80
General	24,264.36	41,469.69		24,123.57		41,610.48
Hall hire	-					-
Memorial repairs	6,610.00					6,610.00
Neighbourhood Plan	-					-
Pot holes Shop Green	-					-
Primary School path	660.00					660.00
Strategic Reserves - legal fees unlawful encampments	10,000.00					10,000.00
Streelighting elec and maint	-					-
Parish wide Tree work	500.00					500.00
	284,647.36	57,219.81	-	25,155.93	-	316,711.24

Monthly 'working capital' 3,894.42

Number of months of 'working capital' 22.07

Signed as representing a true reflection of the Councils finances

Dated: _____

Item 7b

Compensation for poor customer service	Unity	£100.00
Compensation for poor customer service	Unity	£200.00

Item 7c									
red = ratify black = to approve									
				Nest	34		Unity	Clerks Salary	£ 98.89
15 06 2026				Scribe	35		Unity	Cemetery	£ 24.00
23 06 2026	na			Trevor Brown	36	na	Unity	Audit	£ 432.22
23 06 2026	SI0445597	080626/63		Clarkes of Walsham COW G	37	102099210	Unity	CIL	£ 38.85
23 06 2026	BVH.006/26		NA	Bacton Village Hall	38	na	Unity	Hall Hire	£ 170.00
29 06 2026				Defib Supplies			Unity	Defibrillator	£ 312.00
30 06 2026				Tina Newell June			Unity	Clerks Salary	£ 1,710.11
30 06 2026				Andy May			Unity	Parish Warden Pay	£ 172.89
30 06 2026				Unity			Unity	Bank Charges	£ 7.00
		080626/29		Paul Goshawk				Cemetery and Beacon	
				MSDC				Garden waste bin col	£ 66.00
				J Lawes				CC GOR gate and Bea	£ 18.30
				J Lawes				Grafitti	£ 45.35
				J Lawes				CC GOR gate	£ 4.95
				J Lawes				CC to confirm	£ 113.90
				Polstead Press				Close gate signs	£ 72.00
	80035	130426/28		Gipping Press				A5 PC Updates	£ 297.00

Item 7e

Business Case: Transitioning from
Spreadsheets to Scribe Accounts

1. Executive Summary

Many councils across England and Wales are already demonstrating sound financial management using spreadsheets. These tools have provided flexibility and familiarity, particularly in the early stages of council growth. However, as responsibilities increase and regulatory requirements tighten, spreadsheet-based systems begin to strain under the weight of complexity, risk, and inefficiency.

Scribe Accounts offers a purpose-built, cloud-based solution designed specifically for parish and town councils. It modernises financial workflows, reduces error risk, and saves time through automation and integrated compliance features. Councils switching from spreadsheets typically save **5 hours per month** and significantly reduce audit stress.

By adopting Scribe, councils can reduce administrative burden, enhance financial transparency, and ensure robust compliance with AGAR and VAT requirements — all in a secure, centralised platform accessible by unlimited users.

Current Operational Risks:

- **Loss of knowledge** if key personnel leave
- **Data duplication**, such as entering the same figures in different files

Current Compliance Risks:

- **Manual VAT submissions** risk delays or errors
- **Lack of secure audit trails**, which auditors increasingly expect

Solution: Scribe Accounts

Features and Benefits:

Feature	Benefit
Budgeting and Forecasting Reports	Real-time view of financial position, helping plan and track spend
Compliant VAT Returns	Submit through MTD or generate VAT126 instantly

Unlimited Users	Share access with councillors, auditors, or finance committees
Secure, Cloud-Based Access	Work from anywhere, with daily backups and full audit trail
Dedicated Reports	Over 15 specialised reports including Section 137, Committed Spend, Balance Sheet, and Trial Balance

Quantifiable Improvements:

- **Improved councillor confidence** with clear, professional financial reporting

5. Conclusion

Moving from spreadsheets to Scribe Accounts is a strategic investment in operational resilience, regulatory compliance, and efficiency. It reduces reliance on manual processes, protects against knowledge loss, and ensures that financial management keeps pace with modern expectations.

Scribe gives councils confidence that finances are well-managed, compliant, and transparent — without the administrative burden that spreadsheets create.

For councils currently using spreadsheets, the case for change is clear: less time on admin, fewer errors, and a better experience for everyone involved in financial governance.