Agenda Item 2 Councillor Dispensation

If there is an item on this agenda for which you have a pecuniary interest you will not be able to take part in any of the discussion or vote on a resolution. However, if you wish the council to consider your request for dispensation **you need to write to the Clerk ahead of the meeting** stating your reasons on why you should be given a dispensation.

Agenda Item 5 Routine Correspondence

No correspondence received by post.

Agenda Item 6 Clerk's Report

Minute	Action	Complete ✓
15/035	BDC are to change Further Street road sign by end of October 2015	
15/063	Minutes placed on website and notes sent to magazine.	✓
15/067 a	Cheques sent to suppliers.	✓
15/068	Planning Application responses sent to BDC.	✓
15/069	Wrote to SCC Highways with request to extend 30mph zone.	
15/070	Met with D Gotts and awaiting quotation.	
15/071	Allotment community shed installed.	✓
15/073	Scattered Orchard project updated with APC plans.	✓
15/073	Ryes School to look at junction.	✓
	Clerk Hours	
	As at 30th August 2015 - 98.25 hours worked / 88 hours paid.	

Prepared by: Dave Crimmin Page 1 of 8

Agenda Item 7a External Audit



Tel: +44 (0)23 8088 1700 Fax:+44 (0)23 8088 1701 DX 2008 Southampton www.bdo.co.uk Arcadia House Maritime Walk Ocean Village Southampton SO14 3TL

Mr D Crimmin Cragston Sudbury Road Newton SUDBURY Suffolk CO10 OQH 11 August 2015

our ref: 2015/F6/ASSI01/FINAL

Dial: 023 8088 1700

Email: councilaudits@bdo.co.uk

Dear Mr Crimmin

Assington Parish Council - Audit for the year ended 31 March 2015

We have now completed the above audit. Please find enclosed the following documents;

- Fee Note
- Notice of Conclusion of Audit
- Notes regarding the advertisement of the Conclusion of the Audit
- Date selection form for 2015/16
- Contact details
- Survey 2014/15
- Annual Return

There were no matters which came to our attention which required the issuing of a separate additional issues arising report.

The enclosed annual return should be presented to the council/body/board, now that our audit opinion has been given, and a minute should be made to show that the annual return has been approved and accepted by the council/body/board. The annual return and notice of conclusion of audit should be displayed in a conspicuous place(s) for 14 days as soon as reasonably possible and before the 30 September 2015.

If you have any questions please contact Louise Caplen in the first instance.

Yours sincerely

Mrs Emma Prince

For and on behalf of BDO LLP

Enc.

BDO LLP, a UK limited liability partnership registered in England and Wales under number OC305127, is a member of BDO International Limited, a UK company limited by guarantee, and forms part of the international BDO network of independent member firms. A list of members' names is open to inspection at our registered office, 55 Baker Street, London W1U 7EU. BDO LLP is authorised and regulated by the Financial Conduct Authority to conduct investment business





Section 3 – External auditor certificate and report 2014/15 Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Audit Commission Act 1998 as transitionally saved, for the year ended 31 March 2015 in respect of:

Council/Meeting

Respective responsibilities of the body and the auditor

The body is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The body prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2015; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to review the annual return in accordance with guidance issued by the Audit Commission (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

External auditor report

/F 1.5	
and information in the annual return is in accord	basis of our review of the annual return, in our opinion ance with proper practices and no matters have come elevant legislation and regulatory requirements have
(continue on a separate sheet if required)	*
Other metters not offer.	
Other matters not affecting our opinion which w	e draw to the attention of the council:
(continue on a separate sheet if required)	
	2
xternal auditor signature	
xternal auditor name United KI	Date 7/8/5
	gaoiii
BDO LLP is a limited liability partnership registered in Engl	and and Wales (with registered number 0C305127)
	(Marregistered Hamber Ocsositz),

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Agenda Item7b Asset Register

ASSING	TON PAR	ISH COUNCIL						
leeat R	onistor as	at 1st Septemb	ner 2015					
isset iv	egister as	at 1st Septem	2013					
APC Asset No	Date Description Street Furniture Value Value		Location	Location Ins Value		Notes		
		Allotments			Off Meadow Way			Leased from Baberg District Council
		Conservation area			Off Meadow Way			Leased from Baberg District Council
18	Apr-12	Street Light	£970.00	1	Entrance to Coach House	£970.00	18	
26	Apr-12	Street Light	£970.00	3	The Street, outside L'Ecole	£970.00	22	
16	Apr-12	Street Light	£970.00	4	The Street, opposite The Hollies	£970.00	16	
15	Apr-12	Street Light	£970.00	5	The Street, opposite pub	£970.00	15	
14	Apr-12	Street Light	£970.00	7	The Street, 22	£970.00	14	
9	Apr-12	Street Light	£970.00	8	The Street, 27	£970.00	9	
8	Apr-12	Street Light	£970.00	9	The Street, Winstons	£970.00	8	
7	Apr-12	Street Light	£970.00	10	The Street, Centuries	£970.00	7	
6	Apr-12	Street Light	£970.00	11	The Street, Farm Shop	£970.00	6	
5	Apr-12	Street Light	£970.00	12	The Street, The Orchard	£970.00	5	
3	Apr-12	Street Light	£970.00	13	The Street, 3 The Gurdons	£970.00	3	
2	Apr-12	Street Light	£970.00	14	The Street, 8 The Gurdons	£970.00	2	
1	Apr-12	Street Light	£970.00	15	Barracks Road / Bures Road junction	£970.00	1	
17	Apr-12	Street Light	£970.00	17	Barracks Road, Perdorn	£970.00	17	
27	Apr-12	Street Light	£970.00	19	Vicary Estate, outside 15	£970.00	23	
4	Apr-12	Street Light	£970.00	24	The Street, outside 1 Gurdons	£970.00	4	
19	Mar-03	Wooden Bench	£410.00	27	In Village Hall Playingfield	£410.00	19	
20	IVIAI-03	Wooden Bench	£400.00		The Street, by Bus Shelter	£400.00	20	
21		Notice Board	£170.00		The Street, by Bus Shelter	£170.00	21	
28	May-12	Notice Board	£100.00		Village Hall Car Park	2170.00	21	*
20	Iviay-12	Notice Board	£100.00		Junction of Barracks Lane and Bures			
22	Octi 08	Grit Bin	C11E 00		Road	£115.00		
23	Octi 08	Dog Bin	£115.00 £100.00			£115.00		*
24					Vicary Estate footpath			*
24	Octi 08	Dog Bin	£100.00		The Thicks footpath			
25	Octi 08	Dog Bin	£100.00		Assington Mill footpath			*
26	Dec-11	Grit Bin	£180.00		Top of Daddy Do's Hill, Bures Road	£180.00		
27	Jan-14	Dog Bin	£108.00		The Street, nr Shop	2100.00		*
28	Mar-14	Rubbish Bin	£100.00		Bus Shelter, The Street			*
29	IVIGIT IT	TODOGT DIT	۵،۰۰۰		Das Choller, The Olifet			
30								
		Total	£17,403.00		Total	£16,795.00		
		70141			Total			
	*	Not to be included i	n Asset Insu	rance as va	lue is equal to insurance excess (Minute	09/012)		

Prepared by: Dave Crimmin Page 4 of 8

Agenda Item 7c Insurance



Mr Dave Crimmin
Assington Parish Council
Craigston
Sudbury Road
Newton
SUDBURY
Suffolk
CO10 0QH

select

Local Council Policy Schedule

The Policy, the Policy Schedule, Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number YLL 272004 1953

Insured Assington Parish Council

Business Town/Parish Council

Period of Insurance

From 01/10/2015 To 01/10/2016

and any other period for which cover has been agreed.

Annual Premium £287.42

Premiums are inclusive of Insurance Premium Tax (IPT)

Long Term Agreement Expiry Date 30/09/2018

Schedule Number 01

Effective Date 01/10/2015

Preparation Date 08/09/2015

Prepared by Loma Hart (Business Services at CAS Ltd)

Prepared by: Dave Crimmin

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Community Action Suffolk Insurance

Policy Number: YLL 272004 1953 Policy Type: Parish Council

Period of Insurance: 01/10/2015 - 30/09/2016

Insured: Assington Parish Council, CO10 0QH

Mr Dave Crimmin Assington Parish Council

Craigston Sudbury Road Newton SUDBURY Suffolk CO10 0QH



Summary

Effective Date: 01/10/2015

Prepared: 08/09/2015

	Period of Cover	Sum Insured	Premium	To Pay
Business Interruption (
F1	01/10/2015 - 30/09/2016	£500.00		
Employers Liability (Co	ne) 01/10/2015 - 30/09/2016	C+0 000 000 00		
Public Liability (Core)	01/10/2015 - 30/09/2016	£10,000,000.00		
rubiic Liability (core)	01/10/2015 - 30/09/2016	£6.000.000.00		
Employee Dishonesty (20,000,000.00		
Emproyee Distronesty (01/10/2015 - 30/09/2016	£25,000.00		
Libel and Slander (Core	•)			
	01/10/2015 - 30/09/2016	£250,000.00		
Personal Accident (Core	e)			
	01/10/2015 - 30/09/2016	See Policy Book / Full Policy Schedule		
Legal Expenses (Core)				
	01/10/2015 - 30/09/2016	£100,000.00		
Money (Core)	04/40/2045 20/20/2040	0 - D.F D L.E. # D.F O-L L.		
Hirers Liability (Core)	01/10/2015 - 30/09/2016	See Policy Book / Full Policy Schedule		
milers Liability (Core)	01/10/2015 - 30/09/2016	£2.000.000.00		
Public Liability for Skate		22,000,000.00		
Not Selected	panti Dini			
Public Liability for Plays	ground Equipment			
Not Selected				
All Risks				
(Core)Office Equipment	01/10/2015 - 30/09/2016	£2,500.00		
16 Street Lights	01/10/2015 - 30/09/2016	£15,520.00		
1 Wooden Bench	01/10/2015 - 30/09/2016	£410.00		
1 Wooden Bench	01/10/2015 - 30/09/2016	£400.00		
Noticeboard Grit Bin - Barracks	01/10/2015 - 30/09/2016 01/10/2015 - 30/09/2016	£170.00 £115.00		
Grit Bin - Daddys Hill	01/10/2015 - 30/09/2016	£180.00		
On Dir - Daddys All	0 I/ 10/20 10 - 30/06/20 10	2100.00		

Premium + Administration £273.34 £273.34 Insurance Premium Tax: £14.08 £14.08 Total: £287.42 £287.42

5 YEAR LONG TERM UNDERTAKING. YEAR 3. CEASES 30/09/2018

Agenda Item 7d Responsible Finance Officer (RFO) Report Receipts & Payments

Date	Details Ref	Power	Receipts	Payments
11/08/15	ICO - Data Protection D/Dr	LA 2011 ss 1 to 8	0.00	35.00
10/09/15	BDC Precept		3,823.32	0.00
25/09/15	SCC P3 Grant		165.75	0.00
28/09/15	CR Heseltine - Fence allotments 715	LA 2011 ss 1 to 8	0.00	1,710.25
28/09/15	Homefield Sheds - Allotment Shed 716	LA 2011 ss 1 to 8	0.00	780.00
28/09/15	Community Action Suffolk - 717	LA 2011 ss 1 to 8	0.00	287.42
28/09/15	DF Crimmin - Expenses Mar to Aug 718	LA 2011 ss 1 to 8	0.00	149.51
28/09/15	BDO - Audit Fee	LA 2011 ss 1 to 8	0.00	0.00
30/09/15	DF Crimmin - Salary July to Sept 719	LA 2011 ss 1 to 8	0.00	397.25
30/09/15	DF Crimmin - WFHA July to Sept 719	LA 2011 ss 1 to 8	0.00	39.00
30/09/15	HMRC - Clerk tax 720	LA 2011 ss 1 to 8	0.00	99.40

Reconciliation

	Statement	Statement	Actual	Unpresented	Credits not	
	Date	Balance	Balance	Cheques	shown	Difference
Community	28/08/15	£100.00				
Premium Accounts	28/08/15	£9,401.93	£10,028.17	£3,462.83	£3,989.07	£0.00
Cash	22/09/15	£0.00	£0.00			£0.00
		£9,501.93	£10,028.17	£3,462.83	£3,989.07	

Statement of Accounts vs Budget

	Budget	Actual		Reserves Budget	Actual
Assets B/Forward		£8,718.84			
<u>Income</u>			<u>Expenditure</u>		
Precept	£7,646.64	£7,646.64	Clerks Salary	£2,011.0	0 £993.30
Grants	£331.40	£915.75	Admin	£1,260.0	0 £592.31
Bank Interest	£5.00	£1.59	Donations	£600.0	0 £350.00
Loan	£0.00	£0.00	Street Lighting	£425.0	0 £0.00
Other	£200.00	£181.83	Street Lighting Upgrade	£0.0	0 £0.00
VAT Repayment	£0.00	£144.08	Insurance	£330.0	0 £287.42
			Inspection	£100.0	0 £0.00
			P3 Scheme	£360.0	0 £0.00
			Licensed Footpaths	£175.0	0 £0.00
			Contingency	£500.0	0 £0.00
			Maintenance	£575.0	0 £0.00
			Loan Repayment	£1,417.1	4 £733.70
			Loan Interest	£156.1	
			Allotments / Conservation	£750.00 £455.0	
			VAT Paid	£0.0	
Total	£8,183.04	£8,889.89	Total	£750.00 £8,364.3	
_				<u>, , , , , , , , , , , , , , , , , , , </u>	·
			Assets C/Forward		£10,028.17
Total	_	£17,608.73	Total		£17,608.73

Prepared by: Dave Crimmin

Agenda Item 8c Status of planning applications

BDC Ref	Application	APC Ref	Date of	APC Response	BDC Response
			Response		
B/08/00316	Enforcement Reference following APC's question re vehicular access at 8 The Gurdons			Raised	
	Heritage enquiry re Bambridge Hall	12/115		Raised	
B/15/00736	The Old School House, The Street - Change of use of land from agricultural to residential & erection of detached double garage with first floor attic store, extension of vehicular access & associated works.	15/068a	28/07/15	Support	Approved 06/08/2015
B/15/00715	12 The Street - Application for Listed Building Consent - Installation of replacement white UPVC windows and rear door.	15/068b	28/07/15	Support	

Prepared by: Dave Crimmin Page 8 of 8