

# ASSINGTON PARISH COUNCIL

Clerk: Dave Crimmin, Cragston, Sudbury Road, Newton, Sudbury, Suffolk CO10 0QH  
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## AGENDA FOR THE ANNUAL MEETING TO BE HELD ON 23<sup>rd</sup> MAY 2016 AT 7.30pm

1. **Election of Chairman** and to receive Declaration of Acceptance of Office
2. Apologies for absence
3. **Election of Vice Chairman**
4. Receive **declarations of interests** and request for dispensation from Councillors
5. **Agree minutes** of Parish Council meeting held on 14<sup>th</sup> April 2016
6. To appoint members to the **HR** and **Standards committees**
7. To **appoint representatives** to the:
  - a. Assington Village Charity
  - b. Suffolk Association of Local Councils (SALC)
8. **Appointment of councillors** to review planning applications ahead of meeting for consideration
9. To consider the appointment of **Mr White as Internal Auditor**
10. To consider payment of **annual subscriptions** to SALC and Community Action Suffolk
11. County and District Councillor reports and public forum
12. Presentation from Community Heartbeat Trust on **how a defibrillator can be installed in Assington**
13. Agree any action required on the **Routine Correspondence received and emails circulated** to councillors since the last scheduled meeting of the council
14. Agree any action required after reviewing the **Clerk's Report**
15. Finance
  - a. To consider the **Internal Auditor's Report as at 31<sup>st</sup> March 2016** and agree actions on any matters arising
  - b. To approve the **Bank Reconciliation and the Receipts and Payments Account** for the year ending 31st March 2016
  - c. To approve **Section 1 of the Annual Return** for the year ending 31st March 2016
  - d. To approve **Section 2 of the Annual Return** for the year ending 31st March 2016
  - e. To approve the explanation of the **quantified significant variances** in relation to Section 2 of the Annual Return
  - f. From the **RFO Report** authorise payments made / to be made and note income received since the last meeting, review Reconciliation of Accounts against Bank Statements and the Statement of Accounts vs Budget
  - g. Consider a **donation to the Churchyard Maintenance Fund**.
16. Planning
  - a. Consider **Planning Application B/16/00448 Field 1, Barracks Road** - Construction of 20m x 40m menage.
  - b. Consider **Planning Application B/16/00499 Land south of 1, Woodfield** - Erection of 2 no. three bedroom detached dwellings and construction of vehicular access.
  - c. Consider **Planning Application B/16/00564 Pump Farm, Bures Road** - Erection of a detached single storey timber building to provide teaching area.
  - d. Consider any planning application received **since the agenda was posted**
  - e. **Status of planning applications** previously reviewed by Parish Council.
17. Review any issues raised for the **Licensed Path, Footpaths and APC's Assets** including the maintenance of the allotments and conservation area
18. Consider survey and process to obtain residents views on **future development in village**.
19. Appoint representatives for **BDC meeting** with Town & Parish Councils on the 7<sup>th</sup> June
20. **Questions to the Chair**
21. Next scheduled meeting will be held on **Monday 25<sup>th</sup> July 2016** starting at 7.30pm