

Associated Papers APC Meeting on 28th November 2016

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 other than that listed in this pack has been received since the last meeting. If there is an email that I have circulated which is not included on the agenda and you consider it should be discussed, please raise the item at this point.

Agenda Item 6 Clerk's Report

Minute	Action	Complete ✓
16/006	Plans for reduced speed limits on A134 have now changed.	
16/094	Minutes placed on website and notes sent to magazine.	✓
16/098 a	External Audits placed on notice boards and website.	✓
16/098 d	Cheques sent to suppliers.	✓
16/099	Planning Application responses sent to BDC.	✓
16/109	Minutes placed on website and notes sent to magazine.	✓
16/111	Planning Application response sent to BDC.	✓
16/112	Defibrillator, cabinet & electrical supply ordered.	✓
	Clerk's Hours	
	As at 20th November 2016 - 152 hours worked / 136 hours paid	

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Agenda Item 7a Responsible Finance Officer (RFO) Report

Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
05/09/16	Bank Interest 6 June to 4 Sept	BS 236		1.74	0.00
26/09/16	SCC Locality Grant			1,000.00	0.00
04/11/16	SCC P3 Scheme			331.20	0.00
04/11/16	Assington Allotments Assoc rent			90.00	0.00
28/11/16	CAS - Website Hosting	747	LA 2001 ss 1 to 8	0.00	60.00
31/12/16	DF Crimmin - Salary Oct to Dec	748	LA 2001 ss 1 to 8	0.00	401.44
31/12/16	DF Crimmin - WFHA Oct to Dec	748	LA 2001 ss 1 to 8	0.00	39.00
31/12/16	HMRC - Clerk Tax	749	LA 2001 ss 1 to 8	0.00	100.20

Reconciliation

	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Premium Accounts	31/10/16	£100.00				
	31/10/16	£17,130.28	£17,050.84	£600.64	£421.20	£0.00
Cash	22/11/16	£0.00	£0.00			£0.00
		£17,230.28	£17,050.84	£600.64	£421.20	

Statement of Accounts vs Budget

	Budget	Actual	Reserves	Budget	Actual
Assets B/Forward		£10,534.70			
Income			Expenditure		
Precept	£7,568.00	£7,568.00	Clerks Salary	£2,200.00	£1,504.92
Grants	£331.40	£1,331.20	Admin	£1,300.00	£530.05
Bank Interest	£5.00	£3.36	Donations	£600.00	£350.00
Loan	£0.00	£0.00	Street Lighting	£350.00	£0.00
Other	£300.00	£360.92	Street Lighting Upgrade	£0.00	£0.00
VAT Repayment	£0.00	£874.33	Insurance	£330.00	£315.04
			Inspection	£100.00	£100.00
			P3 Scheme	£360.00	£0.00
			Licensed Footpaths	£175.00	£0.00
			Contingency	£500.00	£0.00
			Maintenance	£600.00	£0.00
			Loan Repayment	£1,417.14	£746.60
			Loan Interest	£156.18	£40.06
			Allotments / Conservation	£655.00	£5.00
			VAT Paid	£0.00	£30.00
Total	£8,204.40	£10,137.81	Total	£0.00	£8,743.32
			Assets C/Forward		£17,050.84
Total		£20,672.51	Total		£20,672.51

Agenda Item 7b Budget Proposal

Income

Income sources for 2017 / 2018 have been based on those for 2016 / 2017. The assumption is that there will be a P3 grant from SCC for cutting the footpaths and that £300 will be received from the Assington Allotment Association.

Expenditure

The following should be noted

- The Clerk's is due a 1% increase on the 1st April 2017.
- Appendix A shows the full rationale for the 2017 / 18 budget.
- APC is asked to consider **a total expenditure budget of £8,813.32 for 2017 / 18.**

Please find below tables which show a comparison between 2015 / 16 budget and actual, 2016 / 17 budget, actual to date and that **anticipated at year end** and that anticipated in 2017 / 18.

	2015 / 16		2016 / 17			2017 / 18
	Budget	Actual	Budget	Actual to Date	To year end	Budget
<u>Income</u>						
Grants	331.40	4,939.53	331.40	1,331.20	1,331.20	331.40
Bank Interest	5.00	6.02	5.00	3.36	5.00	5.00
Loan	0.00	0.00	0.00	0.00	0.00	0.00
Other	200.00	181.83	300.00	360.92	360.92	300.00
VAT Repayment	0.00	144.08	0.00	874.33	874.33	0.00
Total Income	536.40	5,271.46	636.40	2,569.81	2,571.45	636.40
Precept		7,646.64			7,568.00	
<u>Expenditure</u>						
Clerks Salary	2,011.00	2,177.62	2,200.00	1,504.92	2,200.00	2,240.00
Admin	1,260.00	814.11	1,300.00	530.05	1,260.00	1,300.00
Donations	600.00	650.00	600.00	350.00	600.00	600.00
Street Lighting	425.00	308.63	350.00	0.00	350.00	350.00
Insurance	330.00	301.17	330.00	315.04	315.04	330.00
Inspection	100.00	0.00	100.00	100.00	100.00	100.00
P3 Scheme	360.00	360.00	360.00	0.00	360.00	360.00
Licensed Footpaths	175.00	0.00	175.00	0.00	175.00	175.00
Contingency	500.00	0.00	500.00	0.00	1,270.00	500.00
Maintenance	575.00	237.33	600.00	0.00	600.00	630.00
Loan Repayment	1,417.14	1,473.82	1,417.14	746.60	1,417.14	1,417.14
Loan Interest	156.18	99.50	156.18	40.06	156.18	156.18
Allotments / Conservation	455.00	3,805.73	655.00	5.00	655.00	655.00
VAT Paid	0.00	874.33	0.00	30.00	100.00	0.00
Total Expenditure	8,364.32	11,102.24	8,743.32	3,621.67	9,558.36	8,813.32

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Appendix A

	2017 / 18	
	Budget	Notes on Budget Next Year
Income		
Grants	331.40	P3 Scheme
Bank Interest	5.00	
Loan	0.00	
Other	300.00	Allotments £300
VAT Repayment	0.00	
Total Income	636.40	
Precept		
Expenditure		
Clerks Salary	2,240.00	1% cost of living increase 228 hours at £9.743 = £2,221.40 + 3 months Gratuity @3.5% = £17.73
Admin	1,300.00	SALC £195 / VH Hire £200 / Councillor Training £350 / Expenses inc Travel £275 / Clerk WFH £156 / ICO £35 / OneSuffolk £50
Donations	600.00	Church £350 / Other £250
Street Lighting	350.00	
Insurance	330.00	£300 + £30 membership
Inspection	100.00	BDO LLP
P3 Scheme	360.00	6 cuts @ £60
Licensed Footpaths	175.00	
Contingency	500.00	Project £500
Maintenance	630.00	Dog Bin Collection 5 x £65 (4 APC's and 1 at Village Hall) 1 rubbish @ £55 / Asset Maint £250
Loan Repayment	1,417.14	
Loan Interest	156.18	
Allotments / Conservation	655.00	Rent £205 / Maintenance £250 / Water £200
VAT Paid	0.00	
Total Expenditure	8,813.32	

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Agenda Item 7c Transparency Fund

Please find attached the grant application form that requires to be approved by councillors before it is submitted to SALC.

Agenda Item 8f Status of planning applications

BDC Ref	Application	APC Ref	APC Response	BDC Response
B/08/00316	Enforcement Reference following APC's question re vehicular access at 8 The Gurdons		Raised	
B/15/01718	Chilton Woods	16/031b	Objected	
B/16/01056	Land south of 1, Woodfield - Erection of 2 no. 3-bedroom detached dwellings and construction of vehicular access.	16/089a	Objected	Approved 29/09/2016
B/16/01204	Land East Of Pump Farm, The Street - Change of use of field to enclosed dog walking and exercise area.	16/099a 16/111b	Supported Objected	Approved 18/11/2016
B/16/01167	Land North of The Hollies, The Street - Outline: Erection of up to 10 dwellings. (all matters reserved).	16/111a	Objected	REFUSED 11/11/2016

Agenda Item 9 Permissive Path and Allotments

The cost of cutting the Permissive Footpath in 2016 is £70. The quotation for 2017 is for 3 cuts at £40 per cut.

The Assington Allotment Association has paid for the 9 allotments used in 2016.

Agenda Item 11 SALC and Police Consultations

As per the emails circulated to you on the 25th September 2016 and the 21st November 2016.

Agenda Item 12 Pensions Regulator

APC's Staging Date as far as the Pensions Regulator is concerned is the 1st May 2017. Because of the criteria established by the PR and reviewing my details against these, APC is an employer who doesn't have to provide a pension but still has duties. The duties are as follows:

1. Confirm who is APC's Contact - already complete and is DF Crimmin.
2. Check that nothing has changed - do this 3 months before Staging Date (1st February 2017).
3. On Staging Date + 6 weeks check criteria again and write to the Clerk as per template below.
4. Declare your compliance to Pension Regulator within 5 months of Staging Date (31st September 2017).

Dear

To help people save more for their retirement, all employers are now required by law to provide a workplace pension scheme for certain staff and pay money into it.

We must enrol any of our staff who meet all of the following criteria:

- You earn over £192 per week (or £833 per month)
- You are aged 22 or over and
- You are under state pension age

Because you did not meet these criteria, you have not become a member of the scheme automatically, but you can ask to join it if you want to. If you do join, each month you will put money into the pension directly from your pay and the government will also contribute through tax relief. If you earn over £112 a week (or £486 a month), the minimum amount you will put into the scheme each pay period will be 1% of your earnings.

If you earn over £112 when you ask to join, we will also contribute to the pension scheme on your behalf. If you earn less than £112 a week we are not obliged to contribute to the scheme as well. If you want to join the pension scheme, tell us in writing by sending a letter which has to be signed by you. Or if you send it electronically, please include the phrase, 'I confirm I personally submitted this notice to join a workplace pension scheme.'

In the future if you earn more than £192 per week (or £833 per month) or turn 22, and you have not joined the scheme, we will automatically enrol you and tell you we have done this.

Yours sincerely,

APC will also have to consider a scheme should your employee wish to contribute to a scheme even if APC is not. In this circumstance, I would recommend the NEST scheme which is the one specifically set up by the Government to meet the criteria of the Pensions Regulator.

Agenda Item 13 Meeting Dates in 2017

2017	Assington
Jan	30th - Meeting
Feb	
Mar	27th - Meeting & APM
Apr	
May	22nd - Annual Meeting
Jun	
Jul	31st - Meeting
Aug	
Sep	25th - Meeting
Oct	
Nov	27th - Meeting
Dec	