

Associated Papers APC Meeting on 31st July 2017

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 6 Routine Correspondence

Apart from correspondence included in agenda item no correspondence has been received since the last meeting.

Agenda Item 7 Clerk's Report

Minute	Action	Complete
17/033	No response from Babergh DC to enforcement enquiry	

Agenda Item 8 Responsible Finance Officer (RFO) Report

Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
13/06/17	DF Crimmin - Expenses 28 Feb to 6th June 2017	P05 766	LA 2011 ss 1 to 8	0.00	84.81
30/06/17	DF Crimmin - Salary April to June	P06 767	LA 2011 ss 1 to 8	0.00	959.65
30/06/17	DF Crimmin - WFHA April to June	P06 767	LA 2011 ss 1 to 8	0.00	39.00
30/06/17	HMRC - DFC Clerk Tax	P07 768	LA 2011 ss 1 to 8	0.00	239.80
30/06/17	HMRC - Tax owed 2013 / 2014	P07 768		0.00	0.15
30/06/17	HMRC - JH Clerk Tax	P07 768	LA 2011 ss 1 to 8	0.00	32.40
30/06/17	J Hatton - Salary June	P08 769	LA 2011 ss 1 to 8	0.00	130.39
30/06/17	J Hatton - WFHA June	P08 769	LA 2011 ss 1 to 8	0.00	13.00
22/06/17	Assington Allotments Association rent			180.00	0.00
22/06/17	DF Crimmin repaid tax for 2013 / 2014			0.15	0.00
31/07/17	Anglian Water - allotments April to May	P09 770	LA 2011 ss 1 to 8	0.00	31.23
				0.00	0.00

Reconciliation

	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Premium Accounts	30.6.17	£100.00				
	30.6.17	£18,295.08	£16,864.65	£1,530.43	£0.00	£0.00
Cash	24.6.17	£0.00	£0.00			£0.00
		£18,395.08	£16,864.65	£1,530.43	£0.00	

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Statement of Accounts vs Budget

	Budget	Actual		Reserves	Budget	Actual
Assets		£11,019.15				
B/Forward						
<u>Income</u>			<u>Expenditure</u>			
Precept	£7,800.00	£3,900.00	Clerks Salary	-	£2,240.00	£1,400.19
Grants	£331.40	£0.00	Admin		£1,300.00	£286.55
Bank Interest	£5.00	£0.00	Donations		£600.00	£350.00
Loan	£0.00	£0.00	Street Lighting		£350.00	£0.00
Other	£300.00	£180.15	CIL		£0.00	£0.00
CIL	£0.00	£3,221.78	Insurance		£330.00	£0.00
VAT	£0.00	£723.66	Inspection		£100.00	£0.00
Repayment						
			P3 Scheme		£360.00	£0.00
			Licensed Footpaths		£175.00	£0.00
			Contingency		£500.00	£0.00
			Maintenance		£630.00	£0.00
			Loan Repayment		£1,417.14	£0.00
			Loan Interest		£156.18	£0.00
			Allotments / Conservation		£655.00	£143.35
			VAT Paid		£0.00	£0.00
Total	£8,436.40	£8,025.59	Total	£0.00	£8,813.32	£2,180.09
			Assets C/Forward			£16,864.65
Total		£19,044.74	Total			£19,044.74

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Agenda Item 9d Status of planning applications

Date Received	BDC Ref	Application	APC Ref	APC Response	BDC Response
31/07/08	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	
07/04/17	B/16/01569	The Old Workhouse, Further Street - Application for Listed Building Consent- Removal of cement render and installation of replacement wool wood fibreboards with lime render and wash finish together with associated timber frame repairs.	17/045c	Supported	
07/04/17	B/16/01586	The Old Workhouse, Further Street - Application for Listed Building Consent- Replacement of 2 no. wooden window frames.	17/045d	Supported	Approved 20/07/2107
03/04/17	B/17/00465	The Coach House, Assington Park - Application for Listed Building Consent - Conversion and alterations to outbuilding to form self contained annexe.	17/045h	Supported	
03/04/17	B/17/00464	The Coach House, Assington Park - Conversion and alterations to outbuilding to form self contained annexe.	17/045i	Supported	
	B/17/00947	Adjoining Parish Little Ropers Farm, Assington Road, Bures St Mary - Change use of land to a campsite(retention of).	17/065b		
18/04/17	APP/D3505/W/17/3168591	Appeal by The Hill Farm Assington Partnership B/16/01167 Site Address: Land north of The Hollies, The Street, Assington, SUDBURY, CO10 5LH	17/065a		
	B/17/01119	Cotton Wood, Barracks Road - Erection of decontamination building (retention of).	17/065c	Supported	
13/05/17	B/15/01718	Amendments to Chilton Woods Mixed Use Development, Land North of, Woodhall Business Park, Sudbury - Outline application (with all matters reserved except for access) - Erection of up to 1,150 dwellings (Use Class C3); 15ha of employment development (to include B1, B2 and B8 uses, a hotel (C1), a household waste recycling centre (sui generis) and a district heating network); village centre (comprising up to 1,000m2 Gross Floor Area (GFA) of retail floor space (A1, A2, A3, A4 and A5), village hall (D2), workspace (B1a), residential dwellings (C3), primary school (D1), pre-school (D1) and car parking); creation of new vehicular access points and associated works; sustainable transport links; community woodland; open space (including children's play areas); sustainable drainage (SuDS); sports pavilion (D2) and playing fields; allotments; and associated ancillary works.	17/065d		

Agenda Item 12a APC's Financial Regulations and Standing Orders

Changes to APC's Financial Regulations (copy of which is in your councillor folder) are therefore recommended for adoption

Because of the above change to APC's Financial Regulations, the following changes to Section 18 of APC's Standings Orders (copy of which is in your councillor folder) are recommended for adoption.

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Agenda Item 12b Document Retention Periods

DOCUMENT	PAPER / ELECTRONIC	LOCATION	STANDARD MINIMUM RETENTION PERIOD	PROPOSED MINIMUM RETENTION PERIOD
Administration				
Agendas	E	Computer	3 years	3 years
Clerk's Personnel records	P	Chairman	9 months after ceasing employment	15 months after ceasing employment*
Contracts	P	File	Indefinitely	Indefinitely
Declaration of Office Chairman	P	Admin File	Term of Office plus 1 year	Term of Office plus 1 year
Declaration of Office Councillor	P	Admin File	Term of Office plus 1 year	Term of Office plus 1 year
Election documents	P	Admin File	6 months after Election	6 months after Election
Inspection Reports	P	Admin File	Indefinitely	Indefinitely
Leases	P	File	Indefinitely	Indefinitely
Newsletter	E	Computer	Indefinitely	Indefinitely
Planning Applications & Responses	E	BDC website		
Register of Interests	E	BDC website		
Routine Correspondence	P	Correspondence File	Retain as long as useful	Retain as long as useful
Routine emails	E	email account	Retain as long as useful	Retain as long as useful
Signed Minutes of Annual Parish Meeting	P	Minutes File	Indefinitely	Indefinitely
Signed Minutes of Council Meetings	P	Minutes File	Indefinitely	Indefinitely
Finance				
Annual Return	P	Accounts File by Year	Indefinitely	Indefinitely
Bank paying-in books & Cheque book stubs	P	Finance File	Last completed audit year	2 years
Bank Statements	P	Accounts File by Year	Last completed audit year	12 years
Clerk expenses	P	Accounts File by Year	6 years	12 years
Insurance policies	P	Accounts File by Year	Indefinitely	Indefinitely
Paid Invoices	P	Accounts File by Year	6 years	12 years
PAYE returns including hours paid	P	Accounts File by Year	6 years	12 years
Quotation and tenders	P	Accounts File by Year	12 years	12 years
Receipt & Payment Accounts	P	Accounts File by Year	Indefinitely	Indefinitely
Receipt Books	P	Accounts File by Year	6 years	12 years
VAT records	P	Accounts File by Year	6 years	12 years
Allotments				
Agreements	P	Allotments File	Indefinitely	Indefinitely

* To ensure that an old clerk's personnel file (including Contract of Employment) is available for a year-end audit no matter when he / she left. However, from an employer viewpoint a "personnel record" cannot be deleted lock, stock and barrel and it would be worthwhile following the Information Commissioners Office: "An employer should review the personal data it holds about an individual when that individual leaves the organisation's employment. It will need to retain enough data to enable the organisation to deal with, say, providing references or information about the individual's pension arrangements. However, personal data that is unlikely to be needed again should be removed from the organisation's records – such as the individual's emergency contact details, previous addresses, or death-in-service beneficiary details."