

**Associated Papers APC Meeting on 27<sup>th</sup> March 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 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**

<b>Minute</b>	<b>Action</b>	<b>Complete ✓</b>
17/003	Minutes placed on website and notes sent to magazine.	✓
17/007 a	Cheques sent to suppliers.	✓
17/007 b	Precept demand sent to Babergh.	✓
17/007 c	D Gotts notified of contract awards.	✓
17/007 d	Assington Association thanked APC for donation.	✓
17/009	New dog bin installed.	✓
17/009	Quotes to be obtained for sign.	
17/010	Defibrillator installed and now live.	✓
17/014	Proposed street names sent to Babergh.	✓
17/015	Issue re TPO resolved with Babergh.	✓
17/020	Minutes placed on website and notes sent to magazine.	✓
17/022	Planning Application response sent to BDC.	✓
	<b>Clerk's Hours</b>	
	As at 12th March 2017 - 262.25 hours worked / 200 hours paid	

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**Agenda Item 7a Responsible Finance Officer (RFO) Report**

**Receipts & Payments**

Date	Details	Ref	Power	Receipts	Payments
31/01/17	Assington Association - Donation	752	LA 2001 ss 1 to 8	0.00	250.00
27/03/17	CAS - Insurance (Defibrillator)	753	LA 2001 ss 1 to 8	0.00	8.99
27/03/17	JA Griggs - Defibrillator installation	754	LA 2001 ss 1 to 8	0.00	300.00
27/03/17	BDC - Dog & Litter bin emptying	755	LA 2001 ss 1 to 8	0.00	284.80
27/03/17	SCC - Street Lighting	756	LA 2001 ss 1 to 8	0.00	413.77
27/03/17	DF Crimmin - Expenses Set to Feb	757	LA 2001 ss 1 to 8	0.00	227.96
27/03/17	DF Crimmin - Salary Jan to Mar	758	LA 2001 ss 1 to 8	0.00	555.58
27/03/17	DF Crimmin - WFHA Jan to Mar	758	LA 2001 ss 1 to 8	0.00	39.00
27/03/17	HMRC - Clerk Tax	759	LA 2001 ss 1 to 8	0.00	139.00

**Reconciliation**

	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community	28/02/17	£100.00				
Premium Accounts	28/02/17	£12,988.25	£11,119.15	£1,969.10	£0.00	£0.00
Cash	20/03/17	£0.00	£0.00			£0.00
		£13,088.25	£11,119.15	£1,969.10	£0.00	

**Statement of Accounts vs Budget**

	Budget	Actual		Reserves	Budget	Actual
Assets B/Forward		£10,534.70				
<b>Income</b>			<b>Expenditure</b>			
Precept	£7,568.00	£7,568.00	Clerks Salary		£2,200.00	£2,199.50
Grants	£331.40	£1,439.10	Admin		£1,300.00	£689.26
Bank Interest	£5.00	£5.53	Donations		£600.00	£600.00
Loan	£0.00	£0.00	Street Lighting		£350.00	£344.81
Other	£300.00	£360.92	Street Lighting Upgrade		£0.00	£0.00
VAT Repayment	£0.00	£874.33	Insurance		£330.00	£324.03
			Inspection		£100.00	£100.00
			P3 Scheme		£360.00	£360.00
			Licensed Footpaths		£175.00	£80.00
			Contingency		£500.00	£2,356.52
			Maintenance		£600.00	£237.33
			Loan Repayment		£1,417.14	£1,499.73
			Loan Interest		£156.18	£73.59
			Allotments / Conservation		£655.00	£75.00
			VAT Paid		£0.00	£723.66
<b>Total</b>	<b>£8,204.40</b>	<b>£10,247.88</b>	<b>Total</b>	<b>£0.00</b>	<b>£8,743.32</b>	<b>£9,663.43</b>
			Assets C/Forward			£11,119.15
<b>Total</b>		<b>£20,782.58</b>	<b>Total</b>			<b>£20,782.58</b>

**Un-claimed VAT = £723.66**

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**Agenda Item 7a Clerk Expenses**

Date	Description	Postage			No of Calls	Telephone	Printing			Travel
		1st	2nd	Other		Phone Call to	A4 Print	A3 Print	Lams	Miles
02/09/16					3	BDC, S Thorogood, Village Hall				
05/09/16					1	S Thorogood				
06/09/16	Meeting Pack & Distribution						67		4	8
13/09/16	Meeting									6
20/09/16					3	S King, S Thorogood, PWLB				
21/09/16	Meeting Packs & Notices						135		4	8
26/09/16	Meeting				4	BDC, S Thorogood x 2, Village Hall	24			6
27/09/16					4	Village Hall x 2, S Thorogood x 2				
28/09/16							6		6	
29/09/16	Audit Notices									6
03/10/16					1	S King				
05/10/16					1	BDC				
06/10/16	Planning Application				1	S King				5
07/10/16	SALC OneSuffolk update				5	S Thorogood x 2, S King x 2, BDC				6
11/10/16					4	BDC, S King, J Griggs, S Thorogood	67		4	8
17/10/16					1	S King				
18/10/16	Meeting				2	S King x 2	40			6
19/10/16					4	S King x 2, S Thorogood x 2				
24/10/16					1	S King				
16/11/16					1	S King				
21/11/16					1	S Thorogood				
22/11/16	Meeting Pack				2	S King x 2	165		4	
23/11/16	Notices									8
25/11/16					1	J Peacock				
28/11/16					1	S King				
30/11/16					1	S King				
05/12/16					1	S Thorogood				
09/12/16					3	S King, BDC, J Jenkins				
12/12/16	Meeting Pack				1	S King	83		4	
13/12/16	Notices				1	BDC				8
19/12/16							52			
13/01/17					1	S Thorogood				
23/01/17	Meeting Pack						151		6	
24/01/17	Notices									8
25/01/17					1	S King				
30/01/17	Meeting						15			6
31/01/17			3							
01/02/17	Planning Committee				1	BDC				16
07/02/17					2	J Griggs x 2				
08/02/17	Defib to VH						2		2	6
14/02/17					4	BDC x 2, S Thorogood, L Symons	14			
20/02/17	Meeting Pack				2	BDC x 2	112		4	
		0	3		59		933	0	38	111
		£0.00	£1.65	£0.00	£7.08		£37.32	£0.00	£4.56	£49.95

<b>Expenditure on behalf of Assington Parish Council</b>						
Date	Description	Ref	Gross	VAT	Net	Account Heading
04/02/17	Binder for handover	1	£3.59	£0.60	£2.99	Admin
06/02/17	2 Storage boxes for handover	2	£19.99	£3.33	£16.66	Admin
13/02/17	Dog Bin (Glasdon invoice)	3	£103.82	£17.30	£86.52	Maintenance
	Postage		£1.65		£1.65	
	Cost of Calls		£7.08		£7.08	
	Printing		£37.32		£37.32	
	Laminates		£4.56		£4.56	
	Travel Costs		£49.95		£49.95	
	<b>Total</b>		<b>£227.96</b>	<b>£21.23</b>	<b>£206.73</b>	<b>Balanced</b>
	Mileage rate from 6/4/2011		45p			
	1st Class Post		64p			
	2nd Class Post		55p			
	A4 Printing per page		4p			
	A3 Printing per Page		10p			
	Laminator pouch		12p			
	Telephone Calls		0p +VAT			

**Agenda Item 7b      Donation Request**

<b>Past and Current Year Donations</b>	
<b>2014/2015</b>	
Assington PCC	£350.00
CAB	£50.00
Assington Assoc	£50.00
Macmillian Cancer	£50.00
EACH	£50.00
Assington PCC	£50.00
	<b>£600.00</b>
<b>2015/2016</b>	
Assington PCC	£350.00
CAB	£50.00
Assington Association	£50.00
EACH - Donation	£50.00
Alzhemiers Society	£50.00
Macmillan Cancer	£50.00
Assington PCC	£50.00
	<b>£650.00</b>
<b>2016/2017</b>	
Assington PCC	£350.00
Assington Association	£250.00
	<b>£600.00</b>

SARS and Fresh Start, a charity who offer a treatment service for child sexual abuse across Suffolk, Norfolk and North Essex, have written requesting your support.

**Agenda Item 7c      Earmarked Reserves**

	<b>2017 / 18</b>
	<b>Start of year</b>
Asset Replacement	1,250.00
Allotments / Conservation	1,000.00
Election Costs	1,450.00
Clerk Gratuity Fund	675.08
<b>Total Earmarked Reserves</b>	<b>4,375.08</b>

**Agenda Item 8b      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/16/01448	The Barn at Assington, The Street - Application under S73 of the Town and Country Planning Act (1990) - Change of use to caravan and camping site including provision for static, seasonal and touring caravans, tented camping and winter storage of caravans: Variation of condition 6 of consent ref. B/15/01348 to enable varied wording of occupation restriction.	16/122b	Objected	Approved 03/02/2017
B/16/01638	Chestnut Grove, Bures Road - Erection of 1 no. single-storey eco-house, garage and bin store plus associated works including vehicular access and landscaping; demolition of outbuildings and removal of containers; Erection of 1 no. cartlodge, change of use of existing cottage into 2 no. holiday lets, erection of porch and rear extension to cottage (following demolition of front and rear existing extensions), replacement of windows and renovation works.	16/136c	Supported	Approved 01/02/2017
B/16/01671	Tamara, Barracks Road - Erection of summerhouse (retention of).	17/022a	Objected	

**Agenda Item 9      A134 Speed Restrictions**

As contained in the email sent to you on the 12<sup>th</sup> March 2017.

**Agenda Item 10      Open Space consultation**

As contained in the email sent to you on the 12<sup>th</sup> March 2017.

**Agenda Item 12      Defibrillator**

The defibrillator is now live and Stephen King has found 2 residents to undertake governance on behalf of APC. APC now need to consider hosting an awareness session, undertaken by Community Heartbeat Trust, for its residents.

**Agenda Item 14      Suffolk Free Press Job Vacancy advert**

A 100 word (no logo) advert in SFP 7cm by 6cm will cost £320 + VAT.