

Agenda Item 4 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 HR and Standards Committees

In 2017/2018 Cllrs Betts, Stacey and Symons were appointed as members of the HR Committee and Cllrs King, Wallace and Symonds appointed as members of the Standards Committee.

Agenda Item 7 Representatives

In 2017/2018 Cllr Symons was appointed as representative to Assington Village Charity and Cllr Wallace as representative to the SALC.

Agenda Item 8 Planning applications

In 2017/2018 Cllrs Symonds and King were appointed to review planning applications prior to the meeting for consideration.

Agenda Item 9 Internal Auditor

Awaiting confirmation that Simon White will be happy to be appointed the internal auditor for 2018/2019.

Agenda Item 14 Routine Correspondence

If there is an email that I have circulated which is not included on the agenda or below and you consider it should be discussed, please raise the item at this point.

- James Cartlidge invite to Neighbourhood Plan Meeting attended by Cllrs Wallace and Symons.
- SALC invite to “GDPR Awareness Session” attended by Cllr Stacey.
- Planning Direct Seminar invite to “An introduction to Neighbourhood Planning” in Ipswich on 12th June 2018.
- SLCC invite to “Ensure your Council is compliant” in Norwich on 11th July 2018.
- Suffolk Preservation Society – replied to confirmed interest in their seminar.
- BDC confirmed TPO
- Frances Jannaway regarding appointment of a Tree Warden

Agenda Item 15 Clerks Report

Minute	Action	Complete
	Minutes placed on website and sent to parish magazine and Jennie Jenkins.	✓
	Planning responses sent to Babergh DC	✓
18/034 d	Clerk contacted Highways regarding arranging a meeting to walk the village with Councillors	✓
18/034 e	Clerk contacted BDC recycling to find out when the textile bin would be delivered	✓
18/034 f	Clerk contacted SALC to ask for options regarding a DPO	✓
18/033	Clerk emailed BDC for update	✓
Clerks Hours		
1st April 2018 to 11th May 2018 - 30 hours paid / 37 hours worked		

Agenda Item 16a Internal Auditors Report

**Annual Report by the
Internal Auditor for Assington Parish Council
For the 2017/18 Financial Year**

Carried out by: Simon John White of 20 The Street, Assington, Sudbury, Suffolk, CO10 5LJ.

Report to Assington Parish Council (APC)

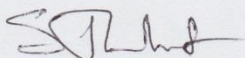
Acting independently and on the basis of an assessment of risk, I carried out a selective assessment of the compliance with the relevant procedures and controls expected to be in operation during the financial year ended 31st March 2018.

In following the process outlined within the Annual Return, I submit the following report:

- Appropriate books of accounts were kept throughout the period under review with all receipts and payments, including VAT, being correctly approved and accounted for in the cashbook.
- Remittances and invoices supported all receipts and payments.
- The Bank reconciliation and budget was regularly monitored throughout the year as well as the Bank Statement being checked against the reconciliation at each council meeting.
- There were no petty cash items in the period reviewed.
- The annual precept requirement was based on a sound budgetary process and agreed at the APC meeting of 27th November 2017.
- The Asset Register has been properly maintained and insurance risk assessed against the total value.
- Salary and allowances paid to the Clerk are in accordance to your approvals and in line with the Inland Revenue dispensation received on 19th December 2005.
- The year-end accounts have been prepared on a correct accounting basis, agreed with the cashbook and supported by an adequate audit trail. The year-end Bank Statement has also been prepared correctly.
- APC does not act as a sole trustee and therefore has no responsibilities as a trustee.
- All APC meetings were carried out correctly with members declaring interests where appropriate.
- The risk assessment is appropriate for the activities of the council.

On the basis of my examination, it is my opinion that the system of internal controls is adequate and effective for Assington Parish Council's needs and planned coverage.

S. J. White



9th May 2018

Agenda Item 16b Section 1 of the Annual Return

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

ASSINGTON PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

	Agreed		"Yes" means that this authority:
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

This Annual Governance Statement is approved by this authority and recorded as minute reference:

MINUTE REFERENCE
dated DD/MM/YY

Signed by the Chairman and Clerk of the meeting where approval is given:

Chairman SIGNATURE REQUIRED
Clerk SIGNATURE REQUIRED

Agenda Item 16c Section 2 of the Annual Return

Section 2 – Accounting Statements 2017/18 for

ASSINGTON PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	10535	11019	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	7568	7800	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	2680	4755	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	2288	3370	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	1573	1573	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	5903	3408	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	11019	15223	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	11019	15223	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	21585	21585	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	3079	1553	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or property present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

[Redacted Signature]

Date

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where approval of the Accounting Statements is given

*

SIGNATURE REQUIRED

Agenda Item 16d Bank Reconciliation and Accounts as at 31st March 2018

ASSINGTON PARISH COUNCIL

Bank Reconciliation for Financial year ending 31st March 2018

Balances per Bank Statements as at 31st March

Barclays Community	£100.00	
Barclays Premium Account	£16,881.40	
		£16,981.40
 Add any Unbanked Cash as at 31 March		 £0.00
 Less Unpresented Cheques as at 31 March		
783	£50.00	
784	£404.34	
785	£284.80	
786	£50.39	
787	£799.77	
788	£169.20	
		£1,758.50
Total Cash		£15,222.90

CASH BOOK

Opening Balance		£11,019.15
Add Receipts in the year		£12,554.96
		£23,574.11
Less Payments in the year		£8,351.21
Total Cash		£15,222.90

ASSINGTON PARISH COUNCIL

Receipts & Payments Account for the year ending 31st March 2018

Receipts

Precept	£7,800.00	
Grants	£437.36	
Bank Interest	£12.01	
Loan	£0.00	
Other	£360.15	
CIL	£3,221.78	
VAT Repayment	£723.66	
		£12,554.96

Payments

Staff Costs	£3,370.24	
Admin	£845.44	
Donations	£400.00	
Street Lighting	£336.95	
CIL	£0.00	
Insurance	£335.02	
Inspection	£100.00	
P3 Scheme	£360.00	
Licensed Footpaths	£100.00	
Contingency	£0.00	
Maintenance	£237.33	
Loan Repayment	£1,573.32	
Loan Interest	£0.00	
Allotments / Conservation	£378.72	
VAT Paid	£314.19	
		£8,351.21

Excess of Receipts over Payments	£4,203.75
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Add Balance Brought Forward	£11,019.15
Balance Carried Forward	£15,222.90

Represented by

Barclays Community	£100.00	
Barclays Premium	£15,122.90	
Cash	£0.00	
		£15,222.90

I have prepared these accounts from the books and records of the Assington Parish Council and certify that they are a true record of the Parish Council's transactions

Agenda Item 16e RFO Report

Receipts and Payments

Date	Details	File Ref	Ref	Minute	Power	Receipts	Payments
Community & Premium Accounts							
01/04/18	Balance Brought Forward					15,222.90	
05/04/18	BDC Precept	1				4,298.47	
30/04/18	HMRC VAT Repayment	2				320.98	
21/05/18	SALC - Annual Subscription	PO1	789		LA 2011 ss 1 to 8		180.87
21/05/18	SLCC - CILCA application fee	PO2	790		LA 2011 ss 1 to 8		250.00
21/05/18	BDC - Conservation Lease	PO3	791		LA 2011 ss 1 to 8		5.00

Bank Reconciliation

	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community	30/04/18	£100.00				
Premium Accounts	30/04/18	£19,421.37	£19,406.48	£435.87	£320.98	£0.00
Cash	16/05/18	£0.00	£0.00			£0.00
		£19,521.37	£19,406.48	£435.87	£320.98	

Statement of Accounts vs Budget

	Budget	Actual		Reserves	Budget	Actual
Assets B/Forward		£15,222.90				
Income			Expenditure			
Precept	£7,800.00	£4,298.47	Clerks Salary		£2,700.00	£0.00
Grants	£331.40	£0.00	Admin		£1,300.00	£430.87
Bank Interest	£5.00	£0.00	Donations		£600.00	£0.00
Loan	£0.00	£0.00	Street Lighting		£350.00	£0.00
Other	£360.00	£0.00	CIL		£0.00	£0.00
CIL	£0.00	£0.00	Insurance		£350.00	£0.00
VAT Repayment	£0.00	£320.98	Inspection		£100.00	£0.00
			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	£5.00
			VAT Paid		£0.00	£0.00
Total	£8,496.40	£4,619.45	Total	£0.00	£9,293.32	£435.87
			Assets C/Forward			£19,406.48
Total		£19,842.35	Total			£19,842.35

Agenda Item 16f Churchyard Maintenance Donation

For the last 7 years APC has donated £350 towards the Churchyard maintenance.

Agenda Item 16g Clerk Hourly Rate

Clerk salary point is between the 18 to 22 range and is currently salary point 18 to be reviewed annually on the 1st June. An increase to salary scales from April 2018 for salary point 18 is from £9.392 per hour to £9.808 per hour which is an annual increase from £2441.92 to £2550.08.

PART-TIME CLERKS - HOURLY RATES April 2018

Salary scales and hourly pay rates for **ALL** part-time clerks are calculated by **pro-rata** reference to the standard NJC working week for all local government staff of 37 hours. To calculate the hourly pay rate for part-time clerks paid between LC1 and LC4, divide the full-time annual salary by 52 weeks and then by 37 hours rounded to the 3rd decimal place.

For part-time clerks in LC1 and part LC2, for example, the hourly rates, payable from 1 April 2018 are:

Scale LC1 and part LC2 (SCP - Spinal Column Point)

SCP	15	£9.341
SCP	16	£9.521
SCP	17	£9.705
SCP	18	£9.808
SCP	19	£10.107
SCP	20	£10.301
SCP	21	£10.676
SCP	22	£10.953
SCP	23	£11.275
SCP	24	£11.643
SCP	25	£12.012
SCP	26	£12.404
SCP	27	£12.815

Agenda Item 17g Status of planning applications

	B/15/01718	Chilton Woods	16/031b	Objected	Granted
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		

Associated Papers APC Meeting on 21st May 2018

27/06/17	DC/17/03117	Erection of extensions to existing production premises and new buildings to Hill Farm, Brick Kiln Hill, Polstead - provide canning line (12,611sqm) warehouse space (7,100sqm) apple processing and juice storage (2,060sqm) and apple processing (1,040sqm) associated vehicle parking, landscaping and drainage infrastructure.	17/081 a	Objected	
17/11/17	DC/17/05638	Erection of two dwellings with garages at 10 The Gurdons, The Street, Assington	17/115b	Objected	Granted
05/01/2018	DC/17/06091	Erection of a detached dwelling & garage at The	18/009b	Supported	Withdrawn
18/01/18	DC/18/00188	Erection of 8 dwellings and new vehicle access on land North of Assington Barn, The Street, Assington	18/009d	Objected	Granted
12/02/18	DC/18/00638	Erection of single storey side and rear extensions to Tamara, Barracks Rd, Assington	18/025c	Supported	Granted
12/02/18	DC/18/00687	Erection of 8 dwellings with garages and new vehicle access on land at The Barn Assington, The Street, Assington	18/035a	Objected	
20/02/2018	DC/18/00567	Replacement of 6 windows and relocation of stairwell window at The Old Workhouse, Further Street, Assington	18/035	Supported	Granted

Agenda Item 18 Licensed Paths, Footpaths and APC's Assets

ASSINGTON PARISH COUNCIL

Asset Register as at 1st April 2017

APC Asset No	Date Purchased	Description	Street Furniture Value	Tag / Reference	Location	Ins Value	Picture No	Notes
		Allotments			Off Meadow Way			Leased from Babergh District Council
		Conservation area			Off Meadow Way			Leased from Babergh 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, Perdom	£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		In Village Hall Playingfield	£410.00	19	
20		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			*
22	Octi 08	Grit Bin	£115.00		Junction of Barracks Lane and Bures Road	£115.00		
23	Octi 08	Dog Bin	£100.00		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		

Associated Papers APC Meeting on 21st May 2018

27	Jan-14	Dog Bin	£108.00	The Street, nr Shop			*
28	Mar-14	Rubbish Bin	£100.00	Bus Shelter, The Street			*
29	Sep-15	Allotment Fencing	£1,425.21	Allotments, Off Meadow Way	£1,425.21		
30	Sep-15	Allotment Shed	£850.00	Allotments, Off Meadow Way	£850.00		
31	Mar-17	Defib & Cabinet	£2,020.00	Village Hall Car Park	£2,020.00		
32	Mar-17	Dog Bin	£87.00	End of Thicks Footpath on Little Cornard boundary			*
33							
34							
		Total	£21,585.21		Total	£20,890.21	

* Not to be included in Asset Insurance as value is equal to insurance excess (Minute 09/012)



Our Ref: 530/pc cut/gwf
 Date: 01 April 2018
 Enquiries to: Glyn French
 Tel: 03456 066 067
 Email: glyn.french@suffolk.gov.uk

Assington Parish Council
 8 Prospect Hill
 Great Cornard
 CO10 0PG

Dear Sirs,

Rights of Way Annual Surface Clearance Programme 2018

Suffolk County Council supports a process whereby your parish can be paid to cut certain paths. For consistency with the rest of our cutting programme, this would only apply to Category 1 paths which would be cut twice a year (the only exceptions to this are the Gipping Valley and Lark Valley long distance paths which will be cut 3 times).

In line with our current tender contract rates and to cover fuel and maintenance costs, the rate we are able to offer is a maximum of 5p per metre on 1.5m wide footpaths and 7p per metre on 3.0m wide bridleways, restricted byways and byways.

Unfortunately, SCC is not currently able to fund additional cuts; however, if the parish wishes to undertake additional cuts (or cuts on category 2 routes) using voluntary labour or their own resources, then this is acceptable, providing it is coordinated with us in advance.

An order covering the 2 cuts on the schedule for your Parish is enclosed. To fall in line with other surface clearance works, the start date is the week commencing 8th May for the 1st cut, with the 2nd cut around the end of July/ beginning of August, depending on weather conditions and growth. Please invoice SCC at the end of each cut to enable us to process the payment in a timely fashion.

In addition to the work detailed above, I am pleased to advise you that paths shown on the second schedule enclosed will be cut by SCC contractors and local landowners during the coming season.

As we cannot cut the whole of the County at the same time, it may take the contractors longer to reach some Parishes than others; therefore, a little understanding and patience would be appreciated.

Yours faithfully

Glyn French

West Area Rights of Way Manager
 Growth, Highways and Infrastructure

Rougham Service Delivery Centre, Moore Road, Rougham Industrial Estate, Rougham, Bury St Edmunds,
 Suffolk, IP30 9ND

Agenda Item 19 General Data Protection Regulation (GDPR)

This is the latest update from nalc:



t: 020 7637 1865
e: nalc@nalc.gov.uk

w: www.nalc.gov.uk
a: 109 Great Russell Street,
London WC1B 3LD

Data protection officer

NALC's legal advice to date has been that parish councils, parish meetings and, in Wales, community councils are required to appoint a Data Protection Officer ("DPO"). This is because under the GDPR and the original version of the Data Protection Bill, a public authority has a duty to appoint a DPO.

If the Government's amendment is successful, this would mean that parish meetings, parish councils, and in Wales, community councils would not have a duty to appoint a DPO.

Lawful bases for processing personal data

Under GDPR and the original version of the Data Protection Bill, the processing of personal data is lawful if at least one of the following conditions are met.

- a. The data subject has given consent to the processing of his personal data for specific purpose(s);
- b. Processing is for contractual necessity;
- c. Processing is necessary for compliance with the data controller's legal obligation(s). This criterion includes processing for the performance of legal and statutory obligations which are not contractual;
- d. Processing is necessary in order to protect the data subject or another individual's vital interests (e.g. in a medical emergency);
- e. Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller or
- f. Processing is necessary for the purposes of the legitimate interests pursued by the data controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.

NALC's legal advice to date has been that parish meetings, parish councils, and in Wales, community councils may rely on conditions (a) - (e) above, but they cannot rely on condition (f).

If the Government's amendment in the Data Protection Bill is successful, this would mean that parish meetings, parish councils, and in Wales, community

councils may process personal data by relying on any of the conditions in (a) to (f) above.

Next steps

Once the Data Protection Bill is enacted, we will review relevant previous legal guidance and NALC's model standing order relating to the appointment of a DPO to ensure any changes in respect of the new UK legislation are incorporated.

Agenda Item 20 Babergh's CIL Fund

Email from Christine Thurlow as per email and attachments circulated 1st May 2018:

From: Christine Thurlow
Sent: 27 April 2018 13:26
Subject: FW: MSDC Council report April 2018 and Appendices for CIL Expenditure

All

Following on from the Parish workshops in February, The Community Infrastructure Levy (CIL) Expenditure Framework, the CIL Communication Strategy and the Timeline for implementation and review were approved by Babergh at their Council meeting on the 24th April 2018 and by Mid Suffolk at their Council meeting on the 26th April 2018. These documents are attached for you and your Parish to read together with the Councils "123 lists" which list the type of infrastructure the CIL 123 Fund monies can be spent on. .

As such the process is **now live** and the first Bid round will start on the **1st May 2018** and will be open until the **31st May 2018**. All Infrastructure providers (such as Suffolk County Council and the Health Authority, Infrastructure providers at Babergh Mid Suffolk) all Town and Parish Councils (including Meetings) and your Parish's Community groups are able to submit Bids for infrastructure projects listed in the Councils 123 lists..

Guidance forms , an application form and a flow chart to help you understand the process are all attached for your use. Please submit your fully documented Bid for CIL monies to:-

CILexpenditure@baberghmidsuffolk.gov.uk

Also attached to help you is a document called **Parish Investment Infrastructure Plan (PIIP)**. This was launched at the Parish workshops held at the end of February and if you read this document it encourages some consultation with your parishioners and also suggests that any infrastructure projects which your Parish want to see provided can be prioritised according to your Parish's choice of which is more important to your Parish. **If these are completed and returned to us it will help us to understand what is important to your community and we can start a conversation about how this can be achieved.**

As you are all aware when CIL is collected the Council delivers the **neighbourhood portion** of the money (15% of the Councils CIL receipts where there is no Neighbourhood Plan made [and subject to a cap, see below*] and 25% with no cap where there is a Neighbourhood Plan that is made [fully adopted]). These payments to the Parishes occur every 6 months (April and October). The first 2018 payment of CIL to Parishes has been made this month, so some of your Parishes will have recently received monies through this. Your Parish may have already received monies in earlier Parish pay-outs and these monies can be added together for your Parishes use. If you want to remind yourselves of what you can spend your Parish money on there is a hyperlink below which takes you to a Guidance document for Parish Councils which sets this out. If you have not yet received any Parish monies (through the neighbourhood portion), it is important to note that CIL only becomes calculated at the point when development is approved and only becomes payable at the point when development commences. With larger developments the CIL Regulations allow for staged payments ; as such when development commences do not expect that all of the monies that are due will be received immediately or in totality.

Guidance document <https://www.midsuffolk.gov.uk/planning/community-infrastructure-levy-and-section-106/community-infrastructure-levy-cil/parish-support/>

The CIL Expenditure Framework also encourages collaborative spend (the provision of infrastructure projects with monies from different funding sources). On this basis if your Parish or Community groups have some existing funds but there are insufficient funds to allow the project to be delivered, a Bid to secure CIL funds for the remaining monies to deliver the project would be entirely appropriate. All Bids will be judged and prioritised against validation screening and prioritisation criteria.

Finally all of the CIL expenditure information is also available on the Councils website under Planning and then under CIL and s106 and then under CIL and then under spending CIL. The link is below:-

<https://www.midsuffolk.gov.uk/planning/community-infrastructure-levy-and-section-106/community-infrastructure-levy-cil/spending-cil/>

I appreciate there is a lot of information in this email together with a lot of attachments. These are to help you access funds for your infrastructure project. If you need any further help please email the infrastructure team on infrastructure@baberghmidsuffolk.gov.uk and we will contact you.

***Cap**

* 25% of Neighbourhood CIL is paid where permissions are granted on or after the Neighbourhood Plan is made. 15% Neighbourhood CIL is paid where a Neighbourhood Plan is not made. There is a financial cap which relates to the total amount of the 15% Neighbourhood CIL receipts passed to a parish council. Any payment must not exceed an amount equal to £100 per council tax dwelling in that parish in each financial year. This financial cap does not apply in Parishes where a Neighbourhood Plan is made.

Agenda Item 21 APC's Standing Orders

NALC has made changes to their Model Standing Orders as per the email circulated with the new version on the 18th April 2018.

6 APRIL 2018

L04-18 | 2018 MODEL STANDING ORDERS

Introduction

NALC has published new model standing orders. These replace the model standing orders contained in Local Councils Explained (© 2013 NALC).

NALC's new model standing orders incorporate or reference the requirements of new legislation that has been introduced since the last model standing orders were published in 2013.

Due to greater divergence in the legislation in England and Wales, there are now separate model standing orders for parish councils in England and community councils in Wales.

2018 model standing orders - what's new?

The 2018 model standing orders incorporate or reference the requirements of new legislation introduced after 2013. The relevant legislation is listed below.

1. Amendments to the Public Bodies (Admission to Meetings) Act 1960 which provides the right to report at council and committee meetings (England).
2. Amendments to the Local Government Act 1972 which permit electronic service of summons and agendas on councillors (England).
3. Amendments to the Local Government Act 1972 which require advance public notice of a council meeting to be published electronically (Wales).
4. The Smaller Authorities (Transparency Requirements) (England) Regulations 2015 which require councils in England with a gross annual income or expenditure (whichever is higher) that does not exceed £25,000 to publish certain information electronically.
5. The Local Government (Transparency Requirements) (England) Regulations 2015 which requires councils in England with a gross annual income or expenditure (whichever is the higher) that exceeds £200,000 to publish certain information electronically.
6. The Public Contracts Regulations 2015 which introduced requirements for the tendering and award of contracts (i) with an estimated value over £25,000 in England and (ii) with an estimated value which exceeds the thresholds in the Public Contracts Directive which are currently £4,551,413 for a public works contract and £181,302 for a public service and public supply contract in England and Wales.
7. Utilities Contracts Regulations 2016 which introduced requirements for the tendering and award of a contract for a utility activity with an estimated value which exceeds the relevant financial thresholds, currently £363,424 for a supply, services or design contract, £4,551,413 for a works contract and £820,370 for a social and other specific services contract.
8. Changes to data protection legislation introduced by the General Data Protection Regulation (GDPR) which will come into force on 25 May 2018. The Data Protection Act 1998 is expected to be repealed and replaced by the Data Protection Act 2018 by this date.

2018 model standing orders - what else has changed?

There are a few very minor drafting improvements. In addition, relevant standing orders now encourage corporate responsibilities in relation to the provision and management of information (including personal data).

Aside from model standing orders which incorporate or reference new statutory requirements, the majority of standing orders from 2013 remain unchanged.

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