

Associated Papers APC Meeting on 26th March 2018

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

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.

- Onesuffolk regarding the update of the website
- SCC Highways regarding the new lengths of 40mph
- The Boundary Commission regarding the proposals for new wards. Consultation closes 30th April 2018.
- SCC Highways regarding the survey which closed on the 19th March and no availability for an officer to carry out a walk of the village as requested
- Babergh Recycling regarding the relocation of the recycling bins
- DPO Centre regarding whether to proceed with them providing a Data Protection Officer

Agenda Item 7 Clerks Report

Minute	Action	Complete
		✓
	Minutes placed on website and sent to parish magazine and Jennie Jenkins.	✓
	Planning responses sent to Babergh DC	✓
	Clerk thanked Carroll Reeve for his talk	✓
18/004	Clerk contacted Newton and Little Cornard Parish Councils regarding working together on the NP	✓
18/006 a	Clerk contacted Highways regarding arranging a meeting to walk the village with Councillors	✓
18/008	Clerk sent the precept to BDC	✓
18/009 a	In addition to sending the planning responses BDC, the clerk asked separately for a meeting with the applicant	✓
18/009 a	Clerk investigated the request for a TPO on the Oak Tree	✓
18/010 a	Clerk confirmed the grass cutting contract with David Gotts	✓
18/011	Clerk informed SALC that the PC had expressed an interest to use The DPO Centre to appoint a data protection officer	✓
18/012	Clerk emailed enforcement at BDC regarding the restrictions in place at the Breakers Yard	✓
18/012	Clerk emailed Breakers Yard with concerns of residents	✓
18/024	Clerk emailed all those interested in the Neighbourhood Plan the date of the village meeting on the 12th March	✓
18/026	Clerk emailed enforcement at BDC regarding the restrictions in place at the Breakers Yard again and copied in Jennie Jenkins	✓
18/026	Clerk emailed Highways again regarding arranging a meeting to walk the village with Councillors and copied in James Finch and Jane Storey	✓
Clerks Hours		
1st June 2017 to 2nd March 2018 - 188 hours worked/141 hours paid		
188 hours includes 19 hours for training (which include meetings on Data Protection and webinar on HMRC)		

Agenda Item 9a Finance

ASSINGTON				Receipts	Payments
Date	Details	File Ref	Ref		
11/01/18	PWLB - repayment	P24	DD	0.00	786.66
11/01/18	SALC Transparency Grant	9		106.16	0.00
26/03/18	Sudbury Newstalk - Donation	P25	783	0.00	50.00
26/03/18	SCC - Street Lighting	P26	784	0.00	404.34
26/03/18	BDC - Dog & Litter Bin emptying	P27	785	0.00	284.80
26/03/18	Anglian Water to allotments Dec	P28	786		50.39
29/03/18	J Hatton - Salary Jan to March	P29	787		676.08
29/03/18	J Hatton - WFHA Jan to March	P29	787		39.00
31/03/18	J Hatton - Expenses 1 Nov to 28	P30	787		84.69
31/03/18	HMRC - JH Clerk Tax	P29	788		169.20

	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Premium Accounts	28/02/18	£100.00	£15,214.11	£1,758.50	£0.00	£0.00
Cash	28/02/18	£0.00	£0.00			£0.00
		£16,972.61	£15,214.11	£1,758.50	£0.00	

	Budget	Actual	Reserves	Budget	Actual
Assets B/Forward		£11,019.15			
Income			Expenditure		
Precept	£7,800.00	£7,800.00	Clerks Salary	£2,240.00	£3,222.23
Grants	£331.40	£437.36	Admin	£1,300.00	£993.45
Bank Interest	£5.00	£3.22	Donations	£600.00	£400.00
Loan	£0.00	£0.00	Street Lighting	£350.00	£336.95
Other	£300.00	£360.15	CIL	£0.00	£0.00
CIL	£0.00	£3,221.78	Insurance	£330.00	£335.02
VAT	£0.00	£723.66	Inspection	£100.00	£100.00
Repayment			P3 Scheme	£360.00	£360.00
			Licensed Footpaths	£175.00	£100.00
			Contingency	£500.00	£0.00
			Maintenance	£630.00	£237.33
			Loan Repayment	£1,417.14	£1,573.32
			Loan Interest	£156.18	£0.00
			Allotments / Conservation	£655.00	£378.72
			VAT Paid	£0.00	£314.19
Total	£8,436.40	£12,546.17	Total	£0.00	£8,813.32
			Assets C/Forward		£15,214.11
Total		£23,565.32	Total		£23,565.32

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Clerk Salary and Expenses

Payroll No 1	Name DF Crimmin	NI No *****
01/04/17	208 hours at £9.743 per hour	£2,026.54 pa £168.88 pm £506.64 pq
30/06/17	Gratuity	£692.81
WFHA	£3 per week	£39 p quarter

Month	Salary	Tax Deducted	NI Deducted	Net	HMRC
1	£0.00	£0.00	£0.00	£0.00	£0.00
2	£0.00	£0.00	£0.00	£0.00	£0.00
3	£1,199.45	£239.80	£0.00	£959.65	£239.80
4				£0.00	£0.00
5				£0.00	£0.00
6				£0.00	£0.00
7				£0.00	£0.00
8				£0.00	£0.00
9				£0.00	£0.00
10				£0.00	£0.00
11				£0.00	£0.00
12				£0.00	£0.00
Totals	£1,199.45	£239.80		£959.65	£239.80

Payroll No 2	Name J Hatton	NI No *****
01/05/17	208 hours at £9.392 per hour	£1,953.54 pa £162.79 pm £488.38 pq
01/01/2018	260 hours at £9.392 per hour	£2,441.92 pa £610.48pq
WFHA	£3 per week	£39 per quarter
Additional Hours	25 hours at £9.392 per hour	£234.80

Month	Salary	Tax Deducted	NEST Pension Deducted	NI Deducted	Net	Ee's HMRC
1	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
2	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3	£162.79	£32.40	£0.00	£0.00	£130.39	£32.40
4	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
5	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
6	£488.38	£97.60	£0.00	£0.00	£390.78	£97.60
7	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
8	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
9	£488.38	£97.60	£0.00	£0.00	£390.78	£97.60
10	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
11	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
12	£845.28	£169.20	£0.00	£0.00	£676.08	£169.20
Totals	£1,984.83	£396.80	£0.00	£0.00	£1,588.03	£1,588.03

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EXPENSES CLAIM FORM

NAME JANE HATTON	MONTH(S)/YEAR* 1 st November 2017 to 28 th February 2018
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Date	Journey details (to from, one-way or return)	Reason for journey (e.g. meeting name)	Miles	Car parking	Other
6 th Nov	Assington	Parish Council Meeting	11		
21 st Nov	Assington	Agenda on Notice Boards	11		
27 th Nov	Assington	Parish Council Meeting	11		
30 th Nov	Claydon	Cllca Training	48		
5 th Jan	Assington	Agenda on Notice boards	11		
11 th Jan	Assington	Parish Council Meeting	11		
24 th Jan	Assington	Agenda on Notice boards	11		
29 th Jan	Assington	Parish Council Meeting	11		
16 th Feb	Assington	Agenda on Notice boards	11		
21 st Feb	Assington	Parish Council Meeting	11		
Total Miles for month:			147		
Column total:					

Note, current mileage rate is 45p/mile

Sub total: 66.15

Date	Expenditure incurred on behalf of APC	Net	VAT	Total
7 th Nov	Stamps	1.68		1.68
23 rd Nov	Stationery	13.12	2.62	15.74
5 th Feb	Stamps	1.12		1.68

Sub total: £18.54

**TOTAL
RECLAIM £84.69**

Agenda Item 9b Donation requests

Past and Current Year Donations	
2014/2015	
Assington PCC	£350.00
CAB	£50.00
Assington Assoc	£50.00
Macmillan Cancer	£50.00
EACH	£50.00
Assington PCC	£50.00
	£600.00
2015/2016	
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
	£650.00
2016/2017	
Assington PCC	£350.00
Assington Association	£250.00
	£600.00

2017/18	
Assington PCC	£350.00
Sudbury Newstalk	£ 50.00
Further requests received:	
<ul style="list-style-type: none"> • Brain Tumour Research • Suffolk Accident Rescue Service • AONB 	

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Agenda Item 9c Earmarked Reserves

	End of year 2017 /2018
Asset Replacement	1,500.00
Allotments / Conservation	1,500.00
Election Costs	1,500.00
Clerk Gratuity Fund	0.00
Total Earmarked Reserves	4,500.00

Agenda Item 9e Status of planning applications

	B/15/01718	Chilton Woods	16/031b	Objected	
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		
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	
08/08/2017	DC/17/04046	Change of use of existing ground floor farm workshop and store to farm shop and store at Little Ropers Farm, Assington Road, Bures St. Mary, Bures, Suffolk CO8 5JX	17/094 a	Supported	
17/11/17	DC/17/05638	Erection of two dwellings with garages at 10 The Gurdons, The Street, Assington	17/115b	Objected	
28/11/17	DC/17/05753	Change of use of land to garden curtilage at former gain store at Hill Farm, The Street, Assington		Supported	Granted
13/12/17	DC/17/06079	Conversion of existing detached yard buildings to two units of holiday accommodation to be occupied as permanent dwellings	17/135a	Objected	Granted
19/12/17	DC/17/06170	Erection of 10 dwellings at The Street, Assington	18/009a	Objected	Granted
02/01/18	DC/17/06240	Erection of 2 two storey 5 bedroom dwellings and new vehicular accesses at land opposite Hill Farm, The Street Assington	17/135b	Objected	Refused

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05/01/2018	DC/17/06091	Erection of a detached dwelling & garage at The	18/009b	Supported	
12/01/18	DC/17/06237	Erection of 1 two storey dwelling with access and landscaping on site adjacent The Street, Assington	18/009c	Objected	Refused
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	