

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 |
|---------------------|--------------------------------------------------------------------------------------|

| 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 |
| Macmillian 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 |
| Macmillian 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: | |
| • 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 | |