

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 7 Routine Correspondence

- a. Email received from BDC regarding precept to be on the January agenda
- b. Email from Ryes College responding to the concerns raised by residents.
- c. Email received from Suffolk Better Broadband following the enquiry made regarding difficulties in getting connection.
- d. Email received for the chair from BDC regarding community led housing and attending an APC meeting
- e. Option of street lighting during the Christmas Period
- f. Emails received regarding the felling of trees in Assington, TPO's and Highways to be discussed in Item 11

Agenda Item 8 Clerks Report

Minute	Action	Complete ✓
	Minutes placed on website / sent to parish magazine / Jennie Jenkins.	✓
	Planning responses sent to Babergh DC	✓
18/110	Clerk to follow up David Gotts regarding the permissive footpath	✓
18/115 a	Clerk renewed website hosting with CAS	✓
18/115 b	Clerk ordered the footpath leaflet printed	✓
18/117 a	Cllr King to contact Mike Townrow regarding rotten gate post	
18/117 c	Clerk emailed Jennie Jenkins regarding the procedure of putting up floodlights on the village hall	✓
	Clerks Hours	
	1st April 2018 to 16th November 2018 - 165 hours paid / 181 hours 45 mins worked	

Agenda Item 9a External Audit Report

PKF Littlejohn LLP



Mrs Jane Hatton
Assington Parish Council
8 Prospect Hill
Great Comard
Sudbury
Suffolk
CO10 0PG

Our ref SF0013
Your ref SB00385

Email sba@pkf-littlejohn.com

29 August 2018

Dear Mrs Hatton

**Assington Parish Council
Completion of the limited assurance review for the year ended 31 March 2018**

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Assington Parish Council for the year ended 31 March 2018. Please find the external auditor report and certificate (Section 3 of the AGAR Part 3) included for your attention as another attachment to the email containing this letter along with a copy of Sections 1 and 2, on which our report is based.

The external auditor report and certificate detail any matters arising from the review. The smaller authority must consider these matters and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose.
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September, which must include publication on the smaller authority's website.
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

Tel: +44 (0)20 7516 2200 • Fax: +44 (0)20 7516 2400 • DX 42660 Isle of Dogs • www.pkf-littlejohn.com
PKF Littlejohn LLP • 1 Westferry Circus • Canary Wharf • London E14 4HD

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Fee

We enclose our fee note for the review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd. Please arrange for this to be paid **at the earliest opportunity**.

Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref. Credit control (SBA), 2nd Floor, 1 Westferry Circus, Canary Wharf, London, E14 4HD. Please include the reference SF0013 or Assington Parish Council as a reference when paying by BACS.

Timetable for 2018/19

Next year we plan to set a submission deadline for the return of the completed AGAR Part 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be no earlier than Monday 10 June 2019, i.e. 10 weeks after the year end.

It is anticipated that the instructions will be sent out during March 2019 in line with current practice, subject to arrangements for the 2018/19 AGARs and Certificates of Exemption being finalised by SAAA. Our instructions will cover any changes about which smaller authorities need to be aware.

In line with the Accounts and Audit Regulations 2015:

- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2019, i.e. 1 to 12 July inclusive. In practice this means that public rights may be exercised:
 - at the earliest, between Monday 3 June and Friday 12 July 2019; and
 - at the latest, between Monday 1 July and Friday 9 August 2019.

If there are any changes to the above arising from updates to the statutory requirements, you will be notified in good time.

In order to assist you in this process, we plan to include a pro forma template notice with a suggested inspection period on our website, as in previous years. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

Yours sincerely



PKF Littlejohn LLP

Section 3 – External Auditor Report and Certificate 2017/18

In respect of **ASSINGTON PARISH COUNCIL REF SF0013**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2017/18

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

NONE

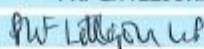
3 External auditor certificate 2017/18

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

25/08/2018

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Agenda Item 9b RFO Report

Receipts and Payments

22/10/18	BDC CIL	5			6,224.51	y	
02/11/18	SCC P3 Scheme	6			331.20		
26/11/18	PKF - Audit Fee	P15	807	LA 2011 ss 1 to 8			240.00
26/11/18	Assington Village Charity	P16	809	LA 2011 ss 1 to 8			3,221.78
26/11/18	Indigo Ross - Printing	P17	810	LA 2011 ss 1 to 8			150.00
26/11/18	Mrs R Symonds - Dog Bin Fixture	P19	813	LA 2011 ss 1 to 8			10.99
31/12/18	J Hatton - Salary	P18	811	LA 2011 ss 1 to 8			525.56
31/12/18	J Hatton - WFHA	P18	811	LA 2011 ss 1 to 8			39.00
31/12/18	J Hatton - Expenses	P19	811	LA 2011 ss 1 to 8			66.76
31/12/18	HMRC - Clerk Tax	P18	812	LA 2011 ss 1 to 8			131.40

Bank Reconciliation

	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community	31/10/18	£100.00				
Premium Accounts	31/10/18	£26,659.70	£22,308.07	£4,782.83	£331.20	£0.00
Cash	19/11/18	£0.00	£0.00			£0.00
		£26,759.70	£22,308.07	£4,782.83	£331.20	

Statement of Accounts vs Budget

	Budget	Actual		Reserves	Budget	Actual
Assets B/Forward		£15,222.90				
Income			Expenditure			
Precept	£8,596.94	£8,596.94	Clerks Salary	£2,700.00	£2,244.19	
Grants	£331.40	£331.20	Admin	£1,300.00	£1,022.95	
Bank Interest	£5.00	£18.28	Donations	£600.00	£550.00	
Loan	£0.00	£0.00	Street Lighting	£350.00	£0.00	
Other	£360.00	£180.00	CIL	£0.00	£3,221.78	
CIL	£0.00	£6,224.51	Insurance	£350.00	£337.34	
VAT Repayment	£0.00	£320.98	Inspection	£100.00	£200.00	
			P3 Scheme	£360.00	£0.00	
			Licensed Footpaths	£175.00	£0.00	
			Contingency	£500.00	£95.68	
			Maintenance	£630.00	£0.00	
			Loan Repayment	£1,417.14	£773.07	
			Loan Interest	£156.18	£13.59	
			Allotments / Conservation	£655.00	£59.01	
			VAT Paid	£0.00	£69.13	
Total	£9,293.34	£15,671.91	Total	£0.00	£9,293.32	£8,586.74
			Assets C/Forward			£22,308.07
Total		£30,894.81	Total			£30,894.81

Agenda Item 9c Budget Proposal

Income

Income sources for 2019 /2020 have been based on those for 2018 /2019. The assumption is that there will be a P3 grant from SCC for cutting the footpaths and that £360 will be received from the Assington Allotment Association.

Expenditure

The following should be noted

- The final loan repayment will be January 2019.
- APC is asked to consider a **total expenditure budget of £7,900 for 2019 /20.**

Please find below tables which show a comparison between 2016 /17 budget and actual, 2017 /18 budget and actual, 2018 /19 budget and actual together with the **anticipated at year end** and that anticipated in 2019 /20.

Associated Papers APC Meeting on 26th November 2018

	2016 / 17		2017 / 18		Budget	2018 / 19		2019 / 20
	Budget	Actual	Budget	Actual		Actual to Date	To year end	
Income								
Grants	331.40	1,439.10	331.40	437.36	331.40	331.20	331.20	331.20
Bank Interest	5.00	5.53	5.00	12.01	5.00	18.28	18.28	5.00
Loan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other	300.00	360.92	300.00	360.15	360.00	180.00	360.00	360.00
CIL	0.00	0.00	0.00	3,221.78	0.00	6,224.51	6,224.51	0.00
VAT Repayment	0.00	874.33	0.00	723.66	0.00	320.98	320.98	0.00
Total Income	636.40	2,679.88	636.40	4,754.96	696.40	7,074.97	7,254.97	696.20
Precept		7,568.00		7,800.00			8,596.94	
Expenditure								
Staff Costs	2,200.00	2,288.15	2,240.00	3,370.24	2,700.00	1,553.03	2,700.00	2,880.00
Admin	1,300.00	600.61	1,300.00	845.44	1,300.00	801.39	1,300.00	1,300.00
Donations	600.00	700.00	600.00	400.00	600.00	550.00	600.00	600.00
Street Lighting	350.00	344.81	350.00	336.95	350.00	0.00	350.00	350.00
CIL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Insurance	330.00	324.03	330.00	335.02	350.00	350.00	337.34	350.00
Inspection	100.00	100.00	100.00	100.00	100.00	0.00	200.00	100.00
P3 Scheme	360.00	360.00	360.00	360.00	360.00	0.00	360.00	360.00
Licensed Footpaths	175.00	80.00	175.00	100.00	175.00	0.00	175.00	175.00
Contingency	500.00	2,356.52	500.00	0.00	500.00	86.52	86.52	500.00
Maintenance	600.00	237.33	630.00	237.33	630.00	0.00	630.00	630.00
Loan Repayment	1,417.14	1,499.73	1,417.14	1,573.32	1,417.14	773.07	1,417.14	0.00
Loan Interest	156.18	73.59	156.18	0.00	156.18	13.59	156.18	0.00
Allotments / Conservation	655.00	75.00	655.00	378.72	655.00	59.01	655.00	655.00
VAT Paid	0.00	723.66	0.00	314.19	0.00	27.30	27.30	0.00
Total Expenditure	8,743.32	9,763.43	8,813.32	8,351.21	9,293.32	4,213.91	8,894.48	7,900.00

Agenda Item 9d Barclays request

BARCLAYS Business Banking

KYC Refresh Team
Barclays
Leicester
LE87 2BS
+44 330 058 0087*

01 November 2018

Our Ref:
KYC20181031051010003129735

ASSINGTON PARISH COUNCIL
8 PROSPECT HILL
GREAT CORNARD
SUDBURY
CO10 0PG

Dear The Members
Your ref: KYC181029471047#01
Customer Identification Number: 7405003653

Some of your account information needs updating – please read this and reply within 30 days

It's very important that all of the information we have about your business is up to date. This helps us stop financial crime, meet regulatory standards and give you the best banking service.

We need your help to update some information about your business. Even if you've provided this information before, we need you to do this to make sure your information is completely up to date.

What you need to do

Complete the form we've included and send it back to us, along with your supporting documentation, if we've asked for any. Post this to us using the enclosed pre-paid envelope. You'll need to complete **ALL** sections of the form and sign the 'Declaration and signature' section.

If you're registered for Online Banking, you can download and print a copy of this letter for your records, if you need to.

We'll be in touch if there's anything else you need to do.

We're here to help

If you have any questions about why we need this information, or you're unable to give us some of the details we need, please call us on the number at the top of this letter, selecting option '1'. Our team is on hand Monday to Friday, 8am to 6pm (excluding UK bank holidays).

Yours sincerely,
Your Barclays Business Team

You can get this in braille, large print or audio – contact us to let us know what you need.
*All charges will apply. Check with your service provider. Calls might be recorded so we can monitor the quality of our service and for security reasons.
This is a new, validated number, specifically for queries in relation to this request. Your usual member banking number (Barclays) is changed, and you can call this number if you want to make sure this letter is genuine, or you can ask to be transferred to a member of our team.
Barclays Business is a trading name of Barclays Bank UK PLC. Barclays Bank UK PLC is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register No. 729676).
Registered in England. Registered No. 9740322. Registered Office: 1 Churchill Place, London E14 5HP. 4409121 0118 CSD/7405003653

Associated Papers APC Meeting on 26th November 2018

Agenda Item 9e Section 106 and CIL monies held

26.10.15 S106 = £3800.73

23.4.17 CIL = £3221.78 – agreed to donate to the Assington Village Charity to go towards the Playground

22.10.18 CIL = £6224.51

Agenda Item 10e Status of planning applications

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	Withdrawn
04/05/18	DC/18/01894	Erection of new detached dwelling at Land South of Wistons, The Street, Assington	18/054e	Supported	
22/06/18	DC/18/02836	Erection of extension to existing production premises, associated car parking, landscaping and drainage infrastructure at Hill Farm, Stoke Road, Polstead	18/081a	Objected	
09/07/18	DC/18/03080	Erection of dwelling, detached garage and air source heat pump at land south of Maxton and Russet, The Street, Assington	18/081b	Objected	
30/07/18	DC/18/03431	Erection of up to 2 dwellings with associated highway access, foul drainage treatment package units, parking and landscaping at Land opposite Hill Farm, The Street, Assington	18/093a	Objected	
07/08/18	DC/18/03392	Erection of 2 two bedroom semi-detached single storey dwellings and alterations to existing vehicular access. Demolition of 3 storage buildings at Land north of 25 The Street, Assington	18/093b	Supported with requested restriction for adequate parking and roof height reduced	Granted
29/08/18	DC/18/03861	Erection of two storey detached dwelling and garage at Land south of Barracks Road, Assington	18/105a	Supported but would like to reiterate that the need in the village and the request from residents is for 2 and 3 bedroom properties.	Granted
11/08/18	DC/18/04077	Conversion of detached outbuilding to two dwellings at Hill Farm, The Street, Assington	18/105b	Objected	
11/08/18	DC/18/04078	Listed Building Consent - Conversion of detached outbuilding to two dwellings at Hill Farm, The Street, Assington	18/105c	Objected	
25/09/18	DC/18/04270	Erection of dwelling, detached garage and air source heat pump at land south of Maxton and Russet, The Street, Assington	18/116a	Supported	

Agenda Item 14 Meeting Dates in 2019

2019	Assington PC Meetings
January	28 th
March	25 th Meeting and APM
May	20 st Annual Meeting
July	29 th
September	23 rd
November	25 th