

**Associated Papers APC Meeting on 29<sup>th</sup> January 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**

Email to Tim Passmore from Mr Paul Willer and response from Jane Storey.

**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	✓
17/122 a	Clerk contacted SCC to confirm street lighting to remain the same over the holiday period	✓
17/122 d	Clerk contacted Ken Jackson regarding Tree Wardens	✓
17/124 c	Clerk submitted Transparency application to SALC	✓
17/126	Clerk invited Carroll Reeve to the next meeting to give his feedback on Lavenham's Neighbourhood Plan	✓
17/136 a	Reply to Cllr Stacey from Highways regarding curb outside St Edmunds Cottage	☐
17/137 d	Clerk forwarded application for nomination to Buckingham Palace Garden Party to Cllr Symons	✓
<b>Clerks Hours</b>		
1st June 2017 to 19th January 2018 - 184 hours worked/132 hours paid		

**Agenda Item 8a Finance**

Date	Details	File Ref	Ref	Minute	Power	Receipts		Payments
08/01/18	Bank Interest 4 Sept to 3 Dec					3.22	y	0.00
29/01/18	Anglian Water - allotments Sept to December	P21	781		LA 2011 ss 1 to 8	0.00		52.40
29/01/18	SALC - CiLCA Course	P22	782		LA 2011 ss 1 to 8	0.00		300.00
29/01/18	SALC - Local Councils Explained	P23	782		LA 2011 ss 1 to 8	0.00		20.99

	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Premium Accounts	29/01/18	£100.00				
	29/01/18	£18,393.18	£17,653.11	£840.07	£0.00	£0.00
Cash	22/01/18	£0.00	£0.00			£0.00
		£18,493.18	£17,653.11	£840.07	£0.00	

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	Budget	Actual		Reserves	Budget	Actual
Assets B/Forward		£11,019.15				
<b>Income</b>			<b>Expenditure</b>			
Precept	£7,800.00	£7,800.00	Clerks Salary	-	£2,240.00	£2,376.95
Grants	£331.40	£331.20	Admin		£1,300.00	£869.76
Bank Interest	£5.00	£3.22	Donations		£600.00	£350.00
Loan	£0.00	£0.00	Street Lighting		£350.00	£0.00
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	£0.00
			Loan Repayment		£1,417.14	£786.66
			Loan Interest		£156.18	£0.00
			Allotments / Conservation		£655.00	£328.33
			VAT Paid		£0.00	£199.33
<b>Total</b>	<b>£8,436.40</b>	<b>£12,440.01</b>	<b>Total</b>	<b>£0.00</b>	<b>£8,813.32</b>	<b>£5,806.05</b>
			Assets C/Forward			£17,653.11
<b>Total</b>		<b>£23,459.16</b>	<b>Total</b>			<b>£23,459.16</b>

**Agenda Item 8b Precept 2018/2019**

At the meeting on 27<sup>th</sup> November 2017, it was agreed a total expenditure of £9,293.32 for 2018/2019:

	2016 / 17		2017 / 18			2018 / 19
	Budget	Actual	Budget	Actual to Date	To year end	Budget
<b>Income</b>	-		-			
Grants	331.40	1,439.10	331.40	0.00	<b>331.40</b>	331.40
Bank Interest	5.00	5.53	5.00	0.00	<b>5.00</b>	5.00
Loan	0.00	0.00	0.00	0.00	<b>0.00</b>	0.00
Other	300.00	360.92	300.00	360.15	<b>360.92</b>	360.00
CIL	0.00	0.00	0.00	3,221.78	<b>3,221.78</b>	0.00
VAT Repayment	0.00	874.33	0.00	723.66	<b>874.33</b>	0.00
<b>Total Income</b>	<b>636.40</b>	<b>2,679.88</b>	<b>636.40</b>	<b>4,305.59</b>	<b>4,793.43</b>	<b>696.40</b>
<b>Precept</b>		<b>7,568.00</b>			<b>7,800.00</b>	
<b>Expenditure</b>	-	-	-			
Clerks Salary	2,200.00	2,288.15	2,240.00	2,376.95	<b>2,200.00</b>	2,700.00
Admin	1,300.00	600.61	1,300.00	599.77	<b>1,260.00</b>	1,300.00
Donations	600.00	700.00	600.00	350.00	<b>600.00</b>	600.00
Street Lighting	350.00	344.81	350.00	0.00	<b>350.00</b>	350.00
CIL	0.00	0.00	0.00	0.00	<b>0.00</b>	0.00
Insurance	330.00	324.03	330.00	335.02	<b>330.00</b>	350.00
Inspection	100.00	100.00	100.00	100.00	<b>100.00</b>	100.00
P3 Scheme	360.00	360.00	360.00	360.00	<b>360.00</b>	360.00

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Licensed Footpaths	175.00	80.00	175.00	120.00	<b>175.00</b>	175.00
Contingency	500.00	2,356.52	500.00	0.00	<b>500.00</b>	500.00
Maintenance	600.00	237.33	630.00	0.00	<b>630.00</b>	630.00
Loan Repayment	1,417.14	1,499.73	1,417.14	786.66	<b>1,417.14</b>	1,417.14
Loan Interest	156.18	73.59	156.18	0.00	<b>156.18</b>	156.18
Allotments / Conservation	655.00	75.00	655.00	275.93	<b>655.00</b>	655.00
VAT Paid	0.00	723.66	0.00	148.33	<b>148.33</b>	0.00
<b>Total Expenditure</b>	<b>8,743.32</b>	<b>9,763.43</b>	<b>8,813.32</b>	<b>5,452.66</b>	<b>8,881.65</b>	<b>9,293.32</b>

**Reserves held by APC**

Maintaining the reserves for asset replacement and allotment/conservation which may be spend in 2018/2019. Election costs maintained and will not be needed 2018/19 unless there is a by-election.

	2016 / 17		2017 / 18		2018 / 19	
	Start of year	End of year	Start of year	End of year	Start of year	End of year
Asset Replacement	850.00	1,250.00	1,250.00	1,500.00	1,500.00	1,500.00
Allotments / Conservation	500.00	1,000.00	1,000.00	1,500.00	1,500.00	1,500.00
Election Costs	1,420.00	1,450.00	1,450.00	1,500.00	1,500.00	1,500.00
Clerk Gratuity Fund	603.64	675.08	675.08	0.00	0.00	0.00
<b>Total Earmarked Reserves</b>	<b>3,373.64</b>	<b>4,375.08</b>	<b>4,375.08</b>	<b>4,500.00</b>	<b>4,500.00</b>	<b>4,500.00</b>
General Reserves	7,161.06	5,740.71	5,740.71	7,539.26	7,539.26	
<b>Total Reserves</b>	<b>10,534.70</b>	<b>11,019.15</b>	<b>11,019.15</b>	<b>12,039.26</b>	<b>12,039.26</b>	

**Precept for 2018/2019**

	2016 / 17	2017 / 18	2018 / 19 Example 1	2018 / 19 Example 2	2018 / 19 Example 3
<b>START OF YEAR</b>					
Earmarked Reserves	3,373.64	4,375.08	4,500.00	4,500.00	4,500.00
General Reserves	7,161.06	6,644.07	7,539.26	7,539.26	7,539.26
<b>Total Reserves</b>	<b>10,534.70</b>	<b>11,019.15</b>	<b>12,039.26</b>	<b>12,039.26</b>	<b>12,039.26</b>
Income ex Precept	2,679.88	4,793.43	696.40	696.40	696.40
<b>Precept</b>	<b>7,568.00</b>	<b>7,800.00</b>	<b>7,971.36</b>	<b>8,300.98</b>	<b>8,596.94</b>
<b>Total Income</b>	<b>10,247.88</b>	<b>12,593.43</b>	<b>8,667.76</b>	<b>8,997.38</b>	<b>9,293.34</b>
Expenditure	9,763.43	8,881.65	9,293.32	9,293.32	9,293.32
<b>Tax Base</b>	<b>171.81</b>	<b>173.40</b>	<b>177.22</b>	<b>177.22</b>	<b>177.22</b>
<b>Band D Council Tax</b>	<b>£45.40</b>	<b>£44.98</b>	<b>£44.98</b>	<b>£46.84</b>	<b>£48.51</b>

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Example 1: Precept increase to £7971.36 to keep Band D Council Tax the same as last year

Example 2: Precept increase to £8300.98

Example 3: Precept increase to £8596.94 to cover expected expenditure in 2018/19

**Agenda Item 9e Status of planning applications**

<b>Date Received</b>	<b>BDC Ref</b>	<b>Application</b>	<b>APC Ref</b>	<b>APC Response</b>	<b>BDC Response</b>
	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	
17/10/17	DC/17/04927	Erection of 2, two bedroom houses and 1, four bedroom house with 3 detached garages with living accommodation over 2 garages at The Barn at Assington, The Street, Assington	17/115a	Objected	Granted
15/11/17	DC/17/05628	Erect one and a half storey four bedroom detached house, detached cartlodge and new vehicular access at Land to the south of Dale Cottage, 1 The Street, Assington	17/125a	supported	Granted

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17/11/17	DC/17/05638	Erect 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 grain store at Hill Farm, The Street, Assington		Supported
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
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

**Agenda Item 10 Contracts for Grass Cutting**

David Gotts has quoted £60 per cut for the footpath cutting (6 cuts per year), the same as 2017 and £45 per cut of the conservation area and the allotment boundary (3 cuts per year) an increase of £10 per cut.

**Agenda Item13 Risk Register**

**ASSINGTON PARISH COUNCIL RISK ASSESSMENT AND MANAGEMENT REPORT  
JANUARY 2018**

Risk Identified	Impact	Risk	Insurance Cover	Steps Taken to Minimise Risk
Fraud by Clerk or Councillor(s) resulting in immediate financial loss	Medium	Low	Yes	1. Internal accounting procedures and controls as under Financial Regulations 2. Examination of all records by Internal Auditor (following end of financial year) 3. Councillors check bank statements against accounts reconciliation at each meeting. 3. No assets held in cash
Financial loss due to negligent or inadequate accounting	Medium	Low	No	1 and 2 as above, with attention paid to sound budgeting and adequate precept arrangements
Loss of or damage to Council records 1. Accounts	Medium	Low	Limited Insurance	Accounts books from 1st April 2001 backed up by: 1. Computer hard disk

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<p>2. Minutes</p> <p>i. Historical</p> <p>ii. Post-1973</p> <p>iii. May 2001 onwards</p>	<p>Low</p> <p>Medium</p> <p>High</p>	<p>Low</p> <p>Low</p> <p>Low</p>	<p>Limited Insurance</p>	<p>2. Back up held on BT Cloud</p> <p>Pre-Oct.1973 held in Bury archives.</p> <p>Minute books held by Clerk.</p> <p>Minutes also retained on:</p> <p>1. Computer hard disk</p> <p>2. Back up held on BT Cloud.</p>
<p>Loss of or damage to Council property</p> <p>1. Street Lighting</p> <p>2. Seats, notice board</p> <p>3. Dog Bins &amp; Grit Bins</p> <p>(Bus shelter is the property of SCC)</p>	<p>Medium</p> <p>Low</p> <p>Low</p>	<p>Low</p> <p>Low</p> <p>Low</p>	<p>Yes</p> <p>Yes</p> <p>Grit Bins only as dog bins below excess.</p>	<p>Assets register kept up to date</p> <p>Regular inspections carried out by Suffolk County Council</p> <p>Inspected and maintained by Parish Council</p> <p>Inspected and maintained by Parish Council</p>
<p>Injury to persons as a consequence of assets ownership or provision of amenities</p>	<p>Low</p>	<p>Low</p>	<p>Yes</p>	<p>All physical assets and parish footpaths regularly inspected</p>
<p>Damage to Council's reputation</p>	<p>Medium</p>	<p>Low</p>	<p>No</p>	<p>The Council and each individual councillor follow legal requirements and standing orders. They adhere to the Code of Conduct for Parish Councils.</p> <p>The councillors consider any training requirements at the meeting in May.</p> <p>Any complaints or grievances are investigated without delay.</p>

No changes have been made to the working practices of the Council which are likely to have any bearing on risks

**Agenda Item 14 Internal Audit and Internal Control**

Under the Finance and Audit Regulations APC must carry out a review of its Internal Controls on at least an annual basis. The regulations require the Council to carry out a review of the effectiveness of Internal Controls and to consider the findings of this review. In 2011 the need for a council to review its systems of internal audit was removed. However, as it appears to be a good process to undertaken annually, the current process is included for your review.

**Internal Controls**

The Parish Council accounts are produced on an excel spreadsheet. This file along with all other data files held on behalf of the Council are backed up using BT's Cloud.

All entries within the Receipts and Payments are supported by documentation that is referenced back to the excel spreadsheet. Each item of expenditure highlights the power used by Council and the minute

where the expenditure was authorised. On the foot of each page of the minutes the fact that "Assington Parish Council adopted the General Power of Competence on the 18<sup>th</sup> May 2015" is noted. A list of receipts and payments to be authorised at each meeting are contained in the RFO Report.

The Council holds money at Barclays Bank and these balances are reconciled in the RFO Report for each scheduled meeting of the Council. A councillor also checks the bank account statements against the reconciliation report at each meeting. Three councillors, Symonds, Symons and Thorogood are the signatories for the Bank accounts.

The councillors are also given a Statement of Affairs vs Budget in the RFO Report for their review at each scheduled meeting. The annual budget proposal for 2018/2019 was reviewed at the APC meeting on 27<sup>th</sup> November 2017 and the process and financial statements are included in the minutes.

VAT recoverable is normally claimed after the last meeting of the financial year in March.

No Petty Cash is held by the Council and all cash / cheques received are deposited as soon as practicable after receipt.

#### **Internal Auditor**

Mr White was appointed as this Council's Internal Auditor at the APC meeting held on 22<sup>nd</sup> May 2017 minute 17/058. Mr White meets the criteria set for an internal auditor as he is completely independent from the Council, undertakes the audit in accordance to the APC's Audit Plan with integrity, objectivity and a good understanding of local council legislation and procedures.

Mr White produced a professional and helpful report for the 2016/2017 accounts which you accepted at the Parish Council meeting held on 22<sup>nd</sup> May 2017 minute 17/064a. Mr White undertakes the level of coverage required of a council of this size at no fee.