

**Associated Papers APC Meeting on 30<sup>th</sup> July 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 7 Routine Correspondence**

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

**Agenda Item 8 Clerks Report**

Minute	Action	Complete
		✓
	Minutes placed on website and sent to parish magazine and Jennie Jenkins.	✓
	Planning responses sent to Babergh DC	✓
18/068	Clerk sent signed cheques	✓
18/066 a	Clerk contacted enforcement regarding St Edmunds Cottage	✓
18/066 b	Clerk requested more details regarding BDC Liasion Meeting	✓
18/066 c	Clerk contacted BDC regarding additional dog bin	✓
18/066 c	Clerk contacted Landowner in Wemsley Lane for consent of dog bin	
18/066 d	Clerk sent confirmation of Clrs Wallace & Symonds attending Rural Housing meeting	✓
18/066 e	Clerk emailed BDC Planning to request a meeting with Councillors	✓
18/070 b	Clerk to send letter to Chris Heseltine's solicitor registering the interest of the council in purchasing the reservoir	
18/070 c	Clerk to send letter to Mr Thompson the owner of Assington Thicks to thank him for keeping the footpaths cut	
<b>Clerks Hours</b>		
1st April 2018 to 1st July 2018 - 65 hours paid / 81.5 hours worked		

**Agenda Item 9a RFO Report**

**Receipts and Payments**

ASSINGTON				Receipts	Payments
Date	Details	File Ref	Ref		
04/06/18	Bank Interest 5 March to 3 June			9.30	

**Bank Reconciliation**

	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community	29/06/18	£100.00				
Premium Accounts	29/06/18	£19,495.78	£17,911.27	£1,684.51	£0.00	£0.00
Cash	23/07/18	£0.00	£0.00			£0.00
		£19,595.78	£17,911.27	£1,684.51	£0.00	

**Statement of Accounts vs Budget**

	Budget	Actual		Reserves	Budget	Actual
Assets B/Forward		£15,222.90				
<b>Income</b>			<b>Expenditure</b>			
Precept	£7,800.00	£4,298.47	Clerks Salary		£2,700.00	£866.37
Grants	£331.40	£0.00	Admin		£1,300.00	£645.00
Bank Interest	£5.00	£9.30	Donations		£600.00	£550.00
Loan	£0.00	£0.00	Street Lighting		£350.00	£0.00
Other	£360.00	£180.00	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	£59.01
			VAT Paid		£0.00	£0.00
<b>Total</b>	<b>£8,496.40</b>	<b>£4,808.75</b>	<b>Total</b>	<b>£0.00</b>	<b>£9,293.32</b>	<b>£2,120.38</b>
			Assets C/Forward			£17,911.27
<b>Total</b>		<b>£20,031.65</b>	<b>Total</b>			<b>£20,031.65</b>

**Agenda Item 9b Clerk Hourly Rate**

Clerk salary point is between the 18 to 22 range and has increased to salary point 19 on completion of The Certificate in Local Council Administration from the 1<sup>st</sup> July.

**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	18	£9.808
SCP	19	£10.107
SCP	20	£10.301
SCP	21	£10.676
SCP	22	£10.953

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**Agenda Item 17g Status of planning applications**

Date Received	BDC Ref	Application	APC Ref	APC Response	BDC Response
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	
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	Granted
04/05/18	DC/18/01894	Erection of new detached dwelling at Land South of Wistons, The Street, Assington	18/054e	Supported	
10/05/18	DC/18/02073	Two storey rear/single storey rear extension and internal alterations to existing house and garage for additional accommodation at Dale Cottage, The Street, Assington	18/054f	Supported	Granted
07/06/18	DC/18/02584	Erection of a single storey rear extension to 27 The Street, Assington	18/069b	Objected	Granted
08/06/18	DC/18/02596	Erection of 7 dwellings at Land East of The Street, Assington	18/069a	Objected	
12/06/18	DC/18/02160	Barn Conversion to form annexe at Moors Farm, Wormingford Road, Assington	18/069c	Supported with requested restriction for family use only	
12/06/18	DC/18/02161	Building Consent Barn Conversion to form annexe at Moors Farm, Wormingford Road, Assington	18/069d	Supported	
20/06/18	DC/18/02520	Relocation of access drive at St Edmunds Cottage, The Street, Assington	18/066a	Objected	Granted

**Agenda Item 11a APC's Financial Regulations and Standing Orders**

No changes to APC's Financial Regulations which are therefore recommended for adoption (copy available on the website and emailed to councillors on the 24<sup>th</sup> July).

Following the update of the APC's Standing Orders which were adopted in May 2018 and the subsequent decision that a DPO is not required for parish councils (copy emailed to councillors on the 24<sup>th</sup> July) it is recommended that this is adopted with the following removed:

- a **The Council shall appoint a Data Protection Officer.**

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### Agenda Item 11b Document Retention Periods

DOCUMENT	PAPER / ELECTRONIC	LOCATION	STANDARD MINIMUM RETENTION PERIOD	PROPOSED MINIMUM RETENTION PERIOD
<b>Administration</b>				
Agendas	E	Computer	3 years	3 years
Clerk's Personnel records	P	Chairman	9 months after ceasing employment	15 months after ceasing employment*
Contracts	P	File	Indefinitely	Indefinitely
Declaration of Office Chairman	P	Admin File	Term of Office plus 1 year	Term of Office plus 1 year
Declaration of Office Councillor	P	Admin File	Term of Office plus 1 year	Term of Office plus 1 year
Election documents	P	Admin File	6 months after Election	6 months after Election
Inspection Reports	P	Admin File	Indefinitely	Indefinitely
Leases	P	File	Indefinitely	Indefinitely
Newsletter	E	Computer	Indefinitely	Indefinitely
Planning Applications & Responses	E	BDC website		
Register of Interests	E	BDC website		
Routine Correspondence	P	Correspondence File	Retain as long as useful	Retain as long as useful
Routine emails	E	email account	Retain as long as useful	Retain as long as useful
Signed Minutes of Annual Parish Meeting	P	Minutes File	Indefinitely	Indefinitely
Signed Minutes of Council Meetings	P	Minutes File	Indefinitely	Indefinitely
<b>Finance</b>				
Annual Return	P	Accounts File by Year	Indefinitely	Indefinitely
Bank paying-in books & Cheque book stubs	P	Finance File	Last completed audit year	2 years
Bank Statements	P	Accounts File by Year	Last completed audit year	12 years
Clerk expenses	P	Accounts File by Year	6 years	12 years
Insurance policies	P	Accounts File by Year	Indefinitely	Indefinitely
Paid Invoices	P	Accounts File by Year	6 years	12 years
PAYE returns including hours paid	P	Accounts File by Year	6 years	12 years
Quotation and tenders	P	Accounts File by Year	12 years	12 years
Receipt & Payment Accounts	P	Accounts File by Year	Indefinitely	Indefinitely
Receipt Books	P	Accounts File by Year	6 years	12 years
VAT records	P	Accounts File by Year	6 years	12 years
<b>Allotments</b>				
Agreements	P	Allotments File	Indefinitely	Indefinitely

\* To ensure that an old clerk's personnel file (including Contract of Employment) is available for a year-end audit no matter when he / she left. However, from an employer viewpoint a "personnel record" cannot be deleted lock, stock and barrel and it would be worthwhile following the Information Commissioners Office: "An employer should review the personal data it holds about an individual when that individual leaves the organisation's employment. It will need to retain enough data to enable the organisation to deal with, say, providing references or information about the individual's pension arrangements. However, personal data that is unlikely to be needed again should be removed from the organisation's records – such as the individual's emergency contact details, previous addresses, or death-in-service beneficiary details."

### Agenda Item 11b Data Protection Policy

In accordance with the General Data Protection Regulation (GDPR) May 2018, NALC has provided a Data Protection Policy which has been revised for Assington Parish Council (copy attached in the email to Councillors on the 24<sup>th</sup> July) and is recommended for adoption.

