

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 8 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.

- Email from Jo Hobbs, BDC in response to Cllr Hills inquiry regarding planning applications.
- Letter from BDC confirming Shoulder of Mutton as an asset of community value.
- Email from Sudbury Town Council regarding Councillor Training
- Email from Andrew Alberry SCC regarding replacement street lighting

Agenda Item 9 Clerks Report

Minute	Action	Status	Done
	Minutes placed on website / sent to parish magazine / Lee and James		<input checked="" type="checkbox"/>
	Planning Comments sent to BDC		<input checked="" type="checkbox"/>
19/079 c	DCLlr Parker will investigate how transparent the review of decisions at BDC planning and if it can be shared		
19/098	Cllr Hill to investigate if the kiosk could be reconnected and remain the property of BT		
19/062	Cllr Hill to write to BDC for an explanation as to their approach to planning applications and why the PC suggestions and objects are often ignored		
	Clerks Hours		
	1st April to 31st August 2019 : 110 paid /132hrs worked		

Agenda Item 10b

RSA  **COMMUNITY ACTION SUFFOLK**  **PARISH PROTECT**

Parish Protect Schedule

Welcome to RSA.

You should read this Schedule in conjunction with your Policy Wording.

These details are a record of the information provided to RSA. It is also essential that you read all of the clauses applying to your Policy as these contain important information that may affect your Policy cover.

Policy Number: RTT284462

Your Details:

Policyholder: Assington Parish Council

Correspondence Address: 8 Prospect Hill, Great Cornard, Sudbury, Suffolk CO10 0PG

Business Description: Parish Council

Your Intermediary's Details:

Intermediary Name: Business Services at CAS Ltd

Address: Brightspace, 160 Hadleigh Road, Ipswich, IP2 0HH

Your Policy Dates:

Period of Insurance: 01/10/2019 To: 30/09/2020

Effective Date : 01/10/2019

Renewal Date: 01/10/2020

Your Premium Information:

Quotation Premium: £294.00

Insurance Premium Tax: £35.28

Total Amount Due: £329.28

Long Term Agreement Expiry Date: TBC

Reason for Issue : Renewal

Royal & Sun Alliance Insurance plc (No. 93792).
Registered in England and Wales at St. Mark's Court, Chart Way, Horsham, West Sussex, RH12 3JL. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. For your protection, telephone calls will be recorded and may be monitored.

Agenda Item 10c RFO Report

Receipts and Payments

29/07/19	ICO - Data Protection Registration	PO16	DD	LA 2011 ss 1 to 8		35.00	y
08/08/19	SCC P3 Scheme	6		LA 2011 ss 1 to 8	165.60		
09/08/19	SCC P3 Scheme	7		LA 2011 ss 1 to 8	165.60		
06/09/19	BDC Precept	8		LA 2011 ss 1 to 8	4,750.00		
23/09/19	CAS Insurance	PO16	834	LA 2011 ss 1 to 8		329.28	
30/09/19	J Hatton Salary	PO17	835	LA 2011 ss 1 to 8		539.25	
30/09/19	J Hatton WFHA	PO17	835	LA 2011 ss 1 to 8		39.00	
30/09/19	HMRC	PO18	836	LA 2011 ss 1 to 8		134.80	
				LA 2011 ss 1 to 8			

Bank Reconciliation

	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Premium Accounts	31/07/19	£100.00				
		£36,584.11	£38,401.05	£3,364.26	£5,081.20	£0.00
Cash		£0.00	£0.00			£0.00
		£36,684.11	£38,401.05	£3,364.26	£0.00	

Statement of Accounts vs Budget

	Budget	Actual		Reserves	Budget	Actual
Assets B/Forward		£19,181.80				
Income			Expenditure			
Precept	£9,500.00	£9,500.00	Staff Costs	£2,880.00	£1,713.90	
Grants	£331.20	£331.20	Admin	£1,550.00	£428.68	
Bank Interest	£5.00	£12.52	Donations	£600.00	£875.00	
Loan	£0.00	£0.00	Street Lighting	£350.00	£373.75	
Other	£360.00	£180.00	CIL	£0.00	£1,778.22	
CIL	£0.00	£14,334.33	Insurance	£350.00	£329.28	
VAT Repayment	£0.00	£298.01	Inspection	£350.00	£0.00	
			P3 Scheme	£360.00	£0.00	
			Licensed Footpaths	£175.00	£0.00	
			Contingency	£500.00	£105.78	
			Maintenance	£630.00	£0.00	
			Loan Repayment	£0.00	£0.00	
			Loan Interest	£0.00	£0.00	
			Allotments / Conservation	£655.00	£32.45	
			Neighbourhood Plan	£1,500.00	£0.00	
			VAT Paid	£0.00	£74.75	
Total	£10,196.20	£24,656.06	Total	£0.00	£9,900.00	£5,711.81
			Assets C/Forward			£38,401.05
Total		£43,837.86	Total			£44,112.86

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

No changes to these documents and therefore recommended for adoption (copy available on the website).

Associated Papers APC Meeting on 23rd September 2019

Agenda Item 11b Document Retention Policy

DOCUMENT	PAPER / ELECTRONIC	LOCATION	STANDARD MINIMUM RETENTION PERIOD	PROPOSED MINIMUM RETENTION PERIOD
Administration				
Agenas	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
Finance				
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
Allotments				
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 14 Status of planning applications

Date Received	BDC Ref	Application	APC Ref	APC Response	BDC Response
03/07/19	DC/19/02675	Retention of Vehicular Access at Church Hill Barn, The Street, Assington	19/079b	Supported	Granted
26/07/19	DC/19/03504	Erection of dwelling and garage on land south of Maxton & Russets, The Street Assington	19/106a	Supported	
26/07/19	DC/19/03504	Details under outline planning for access, appearance, landscaping, layout and scale for erection of up to 6 dwellings on land east of The Street, Assington	19/106b	Objected	