

Associated Papers APC Meeting on 25th November 2019

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

- a. Email from Power for People regarding support for the campaign to establish a Right to Local Supply.
- b. Email received from Mike and Lisa Townrow
- c. Letter from Barclays Bank regarding the reduction in instant access savings rates.
- d. Email from Paul Gant SCC Highways confirmed his visit on Tuesday 3rd December at 10am.
- e. Email from Ryes College
- f. Email received from BDC regarding Tree Preservation Order
- g. Email from Nick Thompson with agreed wording for The Thicks new signs.

Agenda Item 7 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"/>
19/098	Cllr Hill to investigate if the kiosk could be reconnected and remain the property of BT	Confirmation received that kiosk has been reconnected and remains 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	Waiting a response	
19/112	CCllrs Finch to organise for the SCC Road Safety Manager to visit The Ryes College to discuss their requirements		
19/118 a	Cllr Symons to contact carpenter for a quote for the repair of the Village Hall Notice Board		
19/129 a	The Clerk to organise two new footpath signs for The Thicks	Confirm wording for signs	
19/129 b	The Clerk to response to the SCC Community Enginner to arrange a date to walk the village in December 2019	Arranged for Tuesday 3rd December at 10am	
19/132	Cllr Symonds to confirm preferred street name to the developer		
	Clerks Hours		
	1st April to 31st August 2019 : 155 paid /175hrs worked		
	Calendar Reminder		
	Shoulder of Mutton AVC renewal due 19th August 2024		

Agenda Item 8a Certificate of Exemption

SF0013: Receipt of documents – AGAR Part 3 – exemption query, 2019

This is an automated message to notify you that we have received and logged the Annual Governance and Accountability Return (AGAR) Part 3 for Assington Parish Council.

Assington Parish Council does however meet the criteria to be able to claim exemption from having a review performed under the limited assurance regime and we are taking this opportunity to confirm with you whether you wish to claim exemption or go ahead with a review. Please be aware that by having a review Assington Parish Council will incur a fee of £200 plus VAT in accordance with the scale of fees set by SAAA (which can be found at: <http://www.localaudits.co.uk/fees.html>). Exempt authorities are only subject to any admin fees involved in chasing late submission of documents.

Table1 - Scale of fees for bodies subject to limited assurance review

INCOME/EXPENDITURE BAND (£)	FEE FOR LIMITED ASSURANCE REVIEW (£)
0 - 25,000	0 (if Certificate of Exemption submitted)
0 - 25,000	200 (if AGAR review required)

Certificate of Exemption – AGAR 2018/19 Part 2
 To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2019, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, provided that the authority has certified itself as exempt at a meeting of the authority after 31 March 2019 and a completed Certificate of Exemption is submitted notifying the external auditor.

ASSINGTON PARISH COUNCIL

certifies that during the financial year 2018/19, the higher of the authority's gross income for the year or gross annual expenditure, for the year did not exceed £25,000

Annual gross income for the authority 2018/19: £10,196-20

Annual gross expenditure for the authority 2018/19: £9,900-00

There are certain circumstances in which an authority will be unable to certify itself as exempt, so that a limited assurance review will still be required. If an authority is unable to confirm the statements below then it cannot certify itself as exempt and it must submit the completed Annual Governance and Accountability Return Part 3 to the external auditor to undertake a limited assurance review for which a fee of £200 +VAT will be payable.

By signing this Certificate of Exemption you are confirming that:

- The authority has been in existence since before 1st April 2015
- In relation to the preceding financial year (2017/18), the external auditor has not:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
 - commenced judicial review proceedings under section 31(1) of the Act
 - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If you are able to confirm that the above statements apply and that the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor either by email or by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Annual Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on a public website* before 1 July 2019. By signing this certificate you are also confirming that you are aware of this requirement.

Signed by the Responsible Financial Officer: *Jane Hatton* Date: 03/06-2019

Signed by Chairman: *[Signature]* Date: 03/06/19

Email: *assingtonpc@yahoo.com* Telephone number: 01787 668634

*Published web address: *assington.council.gov.uk*

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor.

Annual Governance and Accountability Return 2018/19 Part 2 Page 3 of 6
 Local Councils, Internal Drainage Boards and other Smaller Authorities

Agenda Item 8b RFO Report

Receipts and Payments

11/10/19	BDC CIL Payment	9			11,344.81	y	
25/11/19	Community HeartBeat	PO21	845	LA 2011 ss 1 to 8			54.00
25/11/19	Places4People	PO23	848	LA 2011 ss 1 to 8			1,650.36
25/11/19	Catherine Harrison	PO24	849	LA 2011 ss 1 to 8			23.04
25/11/19	Stephen Lustig	PO24	850	LA 2011 ss 1 to 8			29.85
31/12/19	J Hatton Salary	PO22	846	LA 2011 ss 1 to 8			539.25
31/12/19	J Hatton WFHA	PO22	846	LA 2011 ss 1 to 8			39.00
31/12/19	HMRC	PO22	847	LA 2011 ss 1 to 8			134.80

Bank Reconciliation

	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Premium Accounts	31.10.19	£100.00				
		£49,551.21	£47,180.91	£2,470.30	£0.00	£0.00
Cash		£0.00	£0.00			£0.00
		£49,651.21	£47,180.91	£2,470.30	£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	£2,387.95
Grants	£331.20	£9,313.20	Admin		£1,550.00	£467.68
Bank Interest	£5.00	£30.34	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	£16,697.14	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	£104.78
			Maintenance		£630.00	£42.00
			Loan Repayment		£0.00	£0.00
			Loan Interest		£0.00	£0.00
			Allotments / Conservation		£655.00	£79.92
			Neighbourhood Plan		£1,500.00	£1,483.19
			VAT Paid		£0.00	£369.81
Total	£10,196.20	£36,018.69	Total	£0.00	£9,900.00	£8,291.58
			Assets C/Forward			£47,180.91
Total		£55,200.49	Total			£55,472.49

Agenda Item 8c 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 of £331.20 and that £360 will be received from the Assington Allotment Association.

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Expenditure

The following should be noted

- APC is asked to consider a **total expenditure budget of £9,595.00 for 2019 /20.**
- Appendix A shows the breakdown of S106 and CIL monies
- Appendix B shows the notes for the 2019/20 budget

Please find below tables which show a comparison between 2018 /19 budget and actual, 2019 /20 budget and actual together with the **anticipated at year end** and that anticipated in 2020 /21.

	2018 /19		2019 /20			2020/21
	Budget	Actual	Budget	Actual to Date	To year end	Budget
Income						
Grants	331.40	331.20	331.20	9,313.20	9,313.30	331.40
Bank Interest	5.00	18.28	5.00	30.34	30.34	10.00
Other	360.00	360.00	360.00	180.00	330.00	360.00
CIL	0.00	6,224.51	0.00	16,697.14	16,697.14	0.00
VAT Repayment	0.00	320.98	0.00	298.01	298.01	0.00
Total Income	696.40	7,254.97	696.20	26,518.69	26,668.79	701.40
Precept		8,596.94			9,500.00	
Expenditure						
Staff Costs	2,700.00	3,226.73	2,880.00	2,347.95	2,900.00	2,900.00
Admin	1,300.00	1,122.66	1,550.00	467.68	1,550.00	1,550.00
Donations	600.00	550.00	600.00	875.00	875.00	600.00
Street Lighting	350.00	0.00	350.00	373.75	373.75	375.00
CIL	0.00	3,221.78	0.00	1,778.22	1,778.22	0.00
Insurance	350.00	337.34	350.00	329.28	329.28	350.00
Inspection	100.00	200.00	350.00	0.00	0.00	0.00
P3 Scheme	360.00	240.00	360.00	0.00	360.00	360.00
Licensed Footpaths	175.00	0.00	175.00	0.00	175.00	175.00
Contingency	500.00	250.68	500.00	104.78	200.00	500.00
Maintenance	630.00	317.62	630.00	42.00	400.00	630.00
Loan Repayment	1,417.14	1,552.89	0.00	0.00	0.00	0.00
Loan Interest	156.18	20.41	0.00	0.00	0.00	0.00
Allotments / Conservation	655.00	171.27	655.00	79.92	655.00	655.00
Neighbourhood Plan	0.00	425.93	1,500.00	1,483.19	1,500.00	1,500.00
VAT Paid	0.00	245.25	0.00	94.75	94.75	0.00
Total Expenditure	9,293.32	11,882.56	9,900.00	7,976.52	11,191.00	9,595.00

Appendix A Section 106 and CIL monies held

26.10.15 S106 = £3800.73

23.4.17 CIL = £3221.78

22.10.18 CIL = £6224.51

11.4.19 CIL = £5352.33

11.10.19 CIL = £11344.81 Total £22921.65 CIL monies held

Monies donated £3221.78 in 2018 and £1778.22 in 2019 donate to the Assington Village Charity to go towards the Playground

Appendix B

	Budget	Notes on Budget next year
Income		
Grants	331.40	P3 Scheme only
Bank Interest	10.00	
Other	360.00	Allotment rent if all the plots are occupied
CIL	0.00	
VAT Repayment	0.00	
Total Income	701.40	
Precept		
Expenditure		
Staff Costs	2,900.00	Annual Clerks Salary annual increase / inc. mileage
Admin	1,550.00	SALC Sub / Councillor Training / Expenses / Clerk WFH / ICO / OneSuffolk
Donations	600.00	Assington PC £350 / Assington Association £350 / Sudbury CA £100 / Headway £75 in 2019
Street Lighting	375.00	
CIL	0.00	
Insurance	350.00	
Inspection	0.00	PKF Littlejohn external auditor - exemption certificate
P3 Scheme	360.00	6 cuts @ £60 each
Licensed Footpaths	175.00	
Contingency	500.00	Parish Election / Footpath Signs
Maintenance	630.00	Defib pads / Dog & Waste bin emptying
Loan Repayment	0.00	
Loan Interest	0.00	
Allotments / Conservation	655.00	Rent/ Maintenance/ Water/ 3 cuts @ £45 each
Neighbourhood Plan	1,500.00	
VAT Paid	0.00	

Agenda Item 10e Status of planning applications

Date Received	BDC Ref	Application	APC Ref	APC Response	BDC Response
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	Granted
19/09/19	DC/19/04391	Outline Planning Application for the erection of up to 19 dwellings at Land East of The Barn at Assington, The Street, Assington	19/132a	Objected	

Agenda Item 13 Meeting Dates in 2020

2020	Assington PC Meetings
January	27th
March	23rd Meeting and APM
May	25th Annual Meeting
July	27th
September	28th
November	30th