

Associated Papers APC Meeting on 28th January 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

- Email from SALC in response to enquiry regarding Designated Green Spaces
- Email from Steve Merry confirming he will be available to walk the village from mid February
- Email from BDC regarding the Communities Strategy Consultation

Agenda Item 7 Clerks Report

Minute	Action	Status	Done ✓
	Minutes placed on website / sent to parish magazine / Jennie Jenkins		✓
18/143	Planning responses sent to Babergh DC		✓
18/123	Speed reduction plan to be sent to James Finch		
18/125 c	Clerk to contact Suffolk Better Broadband to enquire about a new box	Article for newsletter	✓
18/126	Clerk re-emailed Jennie Jenkins regarding the procedure of putting up floodlights on the village hall	More information requested by BDC	✓
18/127 d	Clerk to contact BDC Infrastructure regarding S106/CIL money expenditure	CIL monies can be used for NP expenses	✓
18/128 c	Clerk emailed BDC to clarify the issued of the speed survey at Wistons		✓
18/133	Clerk investigated the options of compulsory purchase of land	Details sent to councillors	✓
18/140 b	Clerk emailed Steve Merry SCC regarding the response from the owners of St Edmunds Cottage to the request that the kerb be moved in line with the neighbouring property and reduced in height. Available dates to walk the village.	Awaiting response	✓
18/144	Cllr Symonds to write an article for Newsletter requesting ideas for the use of the kiosk		
18/145	Clerk to contact SALC and District Cllr regarding procedure to impliment designated green spaces	Response received from SALC Awaiting response from District Cllr	✓
	Clerks Hours		
	1st April 2018 to 31st December 2018 - 195 hours paid / 232 worked		

Agenda Item 9a Finance

Receipts and Payments

03/12/18	Bank Interest 3 Sept to 2 Dec					11.65	y	
28/01/19	Mr S King - NP expenses	P21	815		LA 2011 ss 1 to 8			27.10
28/01/19	Garden Arb Business Ltd - Foot	P22	816		LA 2011 ss 1 to 8			288.00
28/01/19	Garden Arb Business Ltd - Allot	P23	816		LA 2011 ss 1 to 8			108.00
28/01/19	Community Heartbeat	P24	817		LA 2011 ss 1 to 8			50.40
28/01/19	SALC - Election Briefing	P25	818		LA 2011 ss 1 to 8			30.00

Bank Reconciliation

	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community	31/12/18	£100.00				
Premium Accounts	31/12/18	£22,783.61	£21,697.79	£1,185.82	£0.00	£0.00
Cash	21/01/19	£0.00	£0.00			£0.00
		£22,883.61	£21,697.79	£1,185.82	£0.00	

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	£29.93	Donations	£600.00	£550.00	
Loan	£0.00	£0.00	Street Lighting	£350.00	£0.00	
Other	£360.00	£330.00	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	£240.00	
			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	£149.01	
			Neighbourhood Plan	£0.00	£375.93	
			VAT Paid	£0.00	£135.13	
Total	£9,293.34	£15,833.56	Total	£0.00	£9,293.32	£9,358.67
			Assets C/Forward			£21,697.79
Total		£31,056.46	Total			£31,056.46

Agenda Item 9b Precept 2019/2020

At the November 2018 meeting, it was agreed a total expenditure of £9,750.00 for 2019/2020 to include £1,500.00 towards the costs of the Neighbourhood Plan and increase to the Admin of £250 to include any additional training for councillors or the clerk:

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	2016 / 17		2017 / 18		2018 / 19		2019 /20
	Budget	Actual	Budget	Actual	Budget	Actual to Date	
Income							
Grants	331.40	1,439.10	331.40	437.36	331.40	331.20	331.20
Bank Interest	5.00	5.53	5.00	12.01	5.00	18.28	18.28
Loan	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
CIL	0.00	0.00	0.00	3,221.78	0.00	6,224.51	6,224.51
VAT Repayment	0.00	874.33	0.00	723.66	0.00	320.98	320.98
Total Income	636.40	2,679.88	636.40	4,754.96	696.40	7,074.97	7,254.97
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
Admin	1,300.00	600.61	1,300.00	845.44	1,300.00	801.39	1,300.00
Donations	600.00	700.00	600.00	400.00	600.00	550.00	600.00
Street Lighting	350.00	344.81	350.00	336.95	350.00	0.00	350.00
CIL	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
Inspection	100.00	100.00	100.00	100.00	100.00	0.00	200.00
P3 Scheme	360.00	360.00	360.00	360.00	360.00	0.00	360.00
Licensed Footpaths	175.00	80.00	175.00	100.00	175.00	0.00	175.00
Contingency	500.00	2,356.52	500.00	0.00	500.00	86.52	86.52
Maintenance	600.00	237.33	630.00	237.33	630.00	0.00	630.00
Loan Repayment	1,417.14	1,499.73	1,417.14	1,573.32	1,417.14	773.07	1,417.14
Loan Interest	156.18	73.59	156.18	0.00	156.18	13.59	156.18
Allotments / Conservation	655.00	75.00	655.00	378.72	655.00	59.01	655.00
Neighbourhood Plan	0.00	0.00	0.00	0.00	0.00	0.00	0.00
VAT Paid	0.00	723.66	0.00	314.19	0.00	27.30	27.30
Total Expenditure	8,743.32	9,763.43	8,813.32	8,351.21	9,293.32	4,213.91	8,994.48
							9,750.00

Reserves held by APC

If a poll is held for the APC election in May 2019, costs will be drawn from the Election reserve.

Maintaining the reserves for asset replacement and allotment/conservation which may be spend in 2019/2020. General Reserves include CIL monies which have restrictions on how it can be spent.

	2016 / 17		2017 / 18		2018 / 19		2019 /20	
	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	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	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	1,500.00	1,500.00
Clerk Gratuity Fund	603.64	675.08	675.08	0.00	0.00	0.00	0.00	0.00
Total Earmarked Reserv	3,373.64	4,375.08	4,375.08	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00
General Reserves *	7,161.06	6,159.62	6,159.62	10,722.90	10,722.90	14,041.35	14,041.35	?

* Includes CIL Monies

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Precept for 2019/2020						
	2016 / 17	2017 / 18	2018 / 19	2019 / 20	2019 / 20	2019 / 20
				Example 1	Example 2	Example 3
START OF YEAR						
Earmarked Reserves	3,373.64	4,375.08	4,500.00	4,500.00	4,500.00	4,500.00
General Reserves	7,161.06	6,159.62	7,539.26	6,765.00	6,765.00	6,765.00
Total Reserves	10,534.70	10,534.70	15,222.90	14,041.35	14,041.35	14,041.35
Income ex Precept	2,679.88	4,793.43	696.40	696.20	696.20	696.20
Precept	7,568.00	7,800.00	8,594.94	9,053.80	9,500.00	10,000.00
Total Income	10,247.88	12,593.43	9,291.34	9,750.00	10,196.20	10,696.20
Expenditure	9,763.43	8,881.65	9,293.32	9,750.00	9,750.00	9,750.00
Tax Base	171.81	173.40	177.22	204.29	204.29	204.29
Band D Council Tax	£45.40	£44.98	£48.51	£44.31	£46.50	48.95

The 3 examples I given show:

Example 1: Increase Precept to £9,053.80 to cover expected expenditure

Example 2: Increase Precept to £9,500.00

Example 3: Increase Precept to £10,000.00

The Council Tax that a Band D household in Assington pays is the Precept demanded by APC divided by the Tax Base received.

Agenda Item 9e Status of planning applications

Date Received	BDC Ref	Application	APC Ref	APC Response	BDC Response
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	
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	
23/10/18	DC/18/01894	Erection of new detached dwelling at Land South of Wistons, The Street, Assington (re-consultation)	18/128b	Supported	
31/10/18	DC/18/04684	Change of use of land for the stationing of 180 solar panels at Woodthorpes Farm, Nayland Road, Assington	18/128c	Supported	Granted
19/11/18	DC/18/04077	Conversion of detached outbuilding to two dwellings at Hill Farm, The Street, Assington (re-consultation)	18/128d	Objected	
26/11/18	DC/18/05178	Erection of up to 7 dwellings with carports at land at Assington Barns, The Street, Assington	18/143a	Supported	
27/11/18	DC/18/05132	Conversion of outbuilding/garage to annex/studio at 81 Dyers Lane, Assington	18/143b	Supported	Granted
06/12/18	DC/18/05348	Erection of extension at Lantern House, The Street, Assington	18/143c	Supported	

Agenda Item 12 Contracts for Grass Cutting

David Gotts has quoted the following:

- Allotments and conservation area (2018 = £135 for 3 cuts)
- Footpaths (2018 = £360 for 6 cuts)
- Permissive paths (2017 - £124 for 3 cuts)

Agenda Item13 Risk Register

**ASSINGTON PARISH COUNCIL RISK ASSESSMENT AND MANAGEMENT REPORT
JANUARY 2019**

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 2. Minutes i. Historical ii. Post-1973 iii. May 2001 onwards	Medium Low Medium High	Low Low Low Low	Limited Insurance Limited Insurance	Accounts books from 1st April 2001 backed up by: 1. Computer hard disk 2. Back up held on BT Cloud Pre-Oct.1973 held in Bury archives. Minute books held by Clerk. Minutes also retained on: 1. Computer hard disk 2. Back up held on BT Cloud.
Loss of or damage to Council property 1. Street Lighting 2. Seats, notice board 3. Dog Bins & Grit Bins (Bus shelter is the property of SCC)	Medium Low Low	Low Low Low	Yes Yes Grit Bins only as dog bins below excess.	Assets register kept up to date Regular inspections carried out by Suffolk County Council Inspected and maintained by Parish Council Inspected and maintained by Parish Council

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Injury to persons as a consequence of assets ownership or provision of amenities	Low	Low	Yes	All physical assets and parish footpaths regularly inspected
Damage to Council's reputation	Medium	Low	No	The Council and each individual councillor follow legal requirements and standing orders. They adhere to the Code of Conduct for Parish Councils. The councillors consider any training requirements at the meeting in May. Any complaints or grievances are investigated without delay.

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

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 18th 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 2019/2020 was reviewed at the APC meeting on 26th November 2018 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 21st May 2018 minute 18/046. 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 2017/2018 accounts which you accepted at the Parish Council meeting held on 21st May 2018 minute 18/053a. Mr White undertakes the level of coverage required of a council of this size at no fee.