

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

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.

- a. Email from resident regarding the vehicle encroachment onto their verge.
- b. Email from Peter Ingram regarding Suffolk Broadband.
- c. Email from Cathy Auberin from BDC regarding enhancing biodiversity

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"/> |
| | Cheques sent to suppliers. | | <input checked="" type="checkbox"/> |
| 20/021 | b Clerk to contact Paul Gant SCC Highways as a response had not been received following the meeting with Cllrs on the 3rd December | Awaiting response | <input checked="" type="checkbox"/> |
| 20/072 | BDC Parker to look into the planning permission at Assington Autos regarding the sites operating hours and the road sign | | <input type="checkbox"/> |
| 20/066 | BDC Parker to look into if there are any restrictions on filling up garden ponds | | <input type="checkbox"/> |
| | Clerks Hours | | |
| | 1st April 2020 to 31st August 2020: 121hrs worked/105 hrs pd | | |
| | Calendar Reminder | | |
| | Shoulder of Mutton AVC renewal due 19th August 2024 | | |

Associated Papers APC Meeting on 7th September 2020

Agenda Item 8a

| ASSINGTON PARISH COUNCIL | | | | | | | | | |
|-------------------------------------|----------------|---|------------------------|-----------------|---|--------------|-------------------|--------------------------------------|--|
| Asset Register as at 1st April 2020 | | | | | | | | | |
| APC Asset No | Date Purchased | Description | Street Furniture Value | Tag / Reference | Location | Ins Value | Picture No | Notes | |
| | | Allotments | | | Off Meadow Way | | | Leased from Babergh District Council | |
| | | Conservation area | | | Off Meadow Way | | | Leased from Babergh District Council | |
| 18 | Apr-12 | Street Light | £970.00 | 1 | Entrance to Coach House | £970.00 | 18 | | |
| 26 | Apr-12 | Street Light | £970.00 | 3 | The Street, outside L'Ecole | £970.00 | 22 | | |
| 16 | Apr-12 | Street Light | £970.00 | 4 | The Street, opposite The Hollies | £970.00 | 16 | | |
| 15 | Apr-12 | Street Light | £970.00 | 5 | The Street, opposite pub | £970.00 | 15 | | |
| 14 | Apr-12 | Street Light | £970.00 | 7 | The Street, 22 | £970.00 | 14 | | |
| 9 | Apr-12 | Street Light | £970.00 | 8 | The Street, 27 | £970.00 | 9 | | |
| 8 | Apr-12 | Street Light | £970.00 | 9 | The Street, Winstons | £970.00 | 8 | | |
| 7 | Apr-12 | Street Light | £970.00 | 10 | The Street, Centuries | £970.00 | 7 | | |
| 6 | Apr-12 | Street Light | £970.00 | 11 | The Street, Farm Shop | £970.00 | 6 | | |
| 5 | Apr-12 | Street Light | £970.00 | 12 | The Street, The Orchard | £970.00 | 5 | | |
| 3 | Apr-12 | Street Light | £970.00 | 13 | The Street, 3 The Gurdons | £970.00 | 3 | | |
| 2 | Apr-12 | Street Light | £970.00 | 14 | The Street, 8 The Gurdons | £970.00 | 2 | | |
| 1 | Apr-12 | Street Light | £970.00 | 15 | Barracks Road / Bures Road junction | £970.00 | 1 | | |
| 17 | Apr-12 | Street Light | £970.00 | 17 | Barracks Road, Perdom | £970.00 | 17 | | |
| 27 | Apr-12 | Street Light | £970.00 | 19 | Vicary Estate, outside 15 | £970.00 | 23 | | |
| 4 | Apr-12 | Street Light | £970.00 | 24 | The Street, outside 1 Gurdons | £970.00 | 4 | | |
| | | | | | In Village Hall Playingfield | £410.00 | 19 | | |
| 20 | | Wooden Bench | £400.00 | | The Street, by Bus Shelter | £400.00 | 20 | | |
| 21 | | Notice Board | £170.00 | | The Street, by Bus Shelter | £170.00 | 21 | | |
| 28 | May-12 | Notice Board | £100.00 | | Village Hall Car Park | | | * | |
| 29 | Sep-15 | Allotment Fencing | £1,425.21 | | Allotments, Off Meadow Way | £1,425.21 | | | |
| 30 | Sep-15 | Allotment Shed | £650.00 | | Allotments, Off Meadow Way | £650.00 | | | |
| 31 | Mar-17 | Defib & Cabinet | £2,020.00 | | Village Hall Car Park | £2,020.00 | | | |
| 32 | Mar-17 | Dog Bin | £87.00 | | End of Thicks Footpath on Little Cornard boundary | | | * | |
| 33 | Oct-18 | Dog Bin | £86.52 | | The of footpath in Welmsley Lane | | | * | |
| 34 | Mar-18 | Rubbish Bin | £155.00 | | Outside Village Hall | £155.00 | | | |
| 35 | Jan-20 | Signs for Thicks | £81.58 | | At both entrances to The Thicks | | | * | |
| | | Total | £21,498.31 | | | Total | £21,045.21 | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| * | | Not to be included in Asset Insurance as value is equal to insurance excess (Minute 09/012) | | | | | | | |

Agenda Item 8b



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 1XL. 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

Associated Papers APC Meeting on 7th September 2020

Agenda Item 8c Finance RFO Report

Receipts and Payments

| ASSINGTON | | | | Minute | Power | Receipts | Payments |
|-----------|--------------------------------|----------|-----|--------|-------------------|----------|----------|
| Date | Details | File Ref | Ref | | | | |
| 09/09/20 | BDC Precept | 6 | | | | 5,000.00 | |
| 28/09/20 | Springold Design - NP Booklets | PO16 | 887 | | LA 2011 ss 1 to 8 | | 98.00 |
| 30/09/20 | J Hatton - Salary | PO17 | 888 | | LA 2011 ss 1 to 8 | | 565.15 |
| 30/09/20 | HMRC | PO17 | 889 | | LA 2011 ss 1 to 8 | | 141.40 |

Bank Reconciliation

| | Statement Date | Statement Balance | Actual Balance | Unpresented Cheques | Credits not shown | Difference |
|----------------------------|----------------|-------------------|----------------|---------------------|-------------------|------------|
| Community Premium Accounts | 31/7/20 | £100.00 | | | | |
| | | £54,879.38 | £54,405.13 | £5,574.25 | £5,000.00 | £0.00 |
| Cash | | £0.00 | £0.00 | | | £0.00 |
| | | £54,979.38 | £54,405.13 | £5,574.25 | £0.00 | |

Statement of Accounts vs Budget

| | Budget | Actual | | Reserves | Budget | Actual |
|------------------|-------------------|-------------------|---------------------------|--------------|------------------|-------------------|
| Assets B/Forward | | £38,996.28 | | | | |
| Income | | | Expenditure | | | |
| Precept | £10,000.00 | £10,000.00 | Staff Costs | | £2,880.00 | £1,909.00 |
| Grants | £331.20 | £5,074.00 | Admin | | £1,550.00 | £319.95 |
| Bank Interest | £5.00 | £13.51 | Donations | | £600.00 | £700.00 |
| Loan | £0.00 | £0.00 | Street Lighting | | £350.00 | £0.00 |
| Other | £360.00 | £240.00 | CIL | | £0.00 | £423.00 |
| CIL | £0.00 | £9,139.66 | Insurance | | £350.00 | £0.00 |
| VAT Repayment | £0.00 | £0.00 | Inspection | | £350.00 | £0.00 |
| | | | P3 Scheme | | £360.00 | £0.00 |
| | | | Licensed Footpaths | | £175.00 | £0.00 |
| | | | Contingency | | £500.00 | £171.00 |
| | | | Maintenance | | £630.00 | £0.00 |
| | | | Loan Repayment | | £0.00 | £0.00 |
| | | | Loan Interest | | £0.00 | £0.00 |
| | | | Allotments / Conservation | | £655.00 | £5.00 |
| | | | Neighbourhood Plan | | £1,500.00 | £6,326.48 |
| | | | VAT Paid | | £0.00 | £632.70 |
| Total | £10,696.20 | £24,467.17 | Total | £0.00 | £9,900.00 | £10,487.13 |
| | | | Assets C/Forward | | | £54,405.13 |
| Total | | £63,463.45 | Total | | | £64,892.26 |

Agenda Item 9a 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 7th September 2020

Agenda Item 9b Document Retention Policy

| DOCUMENT | PAPER / ELECTRONIC | LOCATION | STANDARD MINIMUM RETENTION PERIOD | PROPOSED MINIMUM RETENTION PERIOD |
|--|--------------------|-----------------------|-----------------------------------|-------------------------------------|
| Administration | | | | |
| 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 |
| 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 10b Status of planning applications

| Date Received | BDC Ref | Application | APC Ref | APC Response | BDC Response |
|---------------|------------------------|---|---------|--------------|--------------|
| 31/03/20 | DC/20/01307 | Change of use and conversion of barn into 1 dwelling at Shamrock Farm, Marshalls Farm, Assington | 20/033 | Objected | |
| 31/03/20 | DC/20/01308 | Works to facilitate conversion of barn into 1 dwelling at Shamrock Farm, Marshalls Farm, Assington | 20/033 | Objected | |
| 30/06/20 | APP/D3505/W/20/3249865 | Change of use of existing restaurant and outbuilding to provide 5 dwellings at The Case Restaurant, Further Street, Assington | 20/065 | Objected | |
| 15/07/20 | APP/D3505/W/20/3250773 | Erection of up to 19 dwellings at Land East of The Barn at Assington, The Street, Assington | 20/077 | Objected | |
| 11/08/20 | DC/20/03362 | Erection of Nursery School with ancillary parking and constructions of vehicular access to The Street at Land south of Access Road from C733 to the Church, Assington | 20/094a | Objected | |
| 13/08/20 | DC/20/03422 | Provision of visitors car parking space at Land East of The Street, Assington | 20/094b | Supported | Granted |