

**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 resident regarding the approval of the Nursery application - to be discussed under item 9b.
- b. Email from resident regarding the change of house name
- c. Email from SCC regarding Christmas Street Lighting

**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 from Paul Gant	<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"/>
20/102 b	Clerk to liaise with Cllr Symonds regarding Broadband	Awaiting response from Suffolk Broadband	<input checked="" type="checkbox"/>
20/102 c	Clerk to confirm the councils interest in trees to plant in the village supplied by BDC		<input checked="" type="checkbox"/>
20/107	Cllrs Symonds and Wallace to walk the parish		<input type="checkbox"/>
20/109	Clerk to write to resident to confirm support of their application for the Definitive Map		<input checked="" type="checkbox"/>
	<b>Clerks Hours</b>		
	1st April 2020 to 31st Oct 2020: 156hrs worked/150 hrs pd		
	<b>Calendar Reminder</b>		
	Shoulder of Mutton AVC renewal due 19th August 2024		

**Agenda Item 8a Certificate of Exemption**

On Wednesday, August 26, 2020, 01:19:28 PM GMT+1, SBA <sba@pkf-littlejohn.com> wrote:

Dear Mrs Hatton,

SF0013: Receipt of documents – notification of exempt status, 2020

This is an automated message to notify you that we have received and logged the notification of exempt status for the year ended 31 March 2020 submitted to us for Assington Parish Council. By notifying us that Assington Parish Council has claimed exemption there is no review to be performed and consequently no auditor certificate and report, or any other closure documentation, will be issued by us for this reporting year.

If you did not submit your notification of exemption by the specified submission deadline and were sent chasing letter(s), you will receive an invoice for those chaser charges calculated in accordance with the fee scales set by Smaller Authorities' Audit Appointments Limited which are available to view at <http://www.localaudits.co.uk/fees.html>.

Unless we receive any correspondence from local electors during the period for the exercise for public rights that requires us to contact you, you will not hear from us again, except to chase any outstanding fees, until the planning for the 2020/21 review year gets underway.

Kind regards,

SBA Team

For and on behalf of PKF Littlejohn LLP

**Certificate of Exemption – AGAR 2019/20 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 2020, 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 2020 and a completed Certificate of Exemption is submitted no later than 30 June 2020 notifying the external auditor.

**ASSINGTON PARISH COUNCIL**

certifies that during the financial year 2019/20, the higher of the authority's total gross income for the year or total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2019/20: **£10,559** £00 000

Total annual gross expenditure for the authority 2019/20: **£8,690** £00 000

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 was in existence on 1st April 2016
- In relation to the preceding financial year (2018/19), 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 Local 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, 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 2020. **By signing this certificate you are also confirming that you are aware of this requirement.**

Signed by the Responsible Financial Officer	Date	I confirm that this Certificate of Exemption was approved by this authority on this date:
<i>Jan Hatton</i>	27/07/2020	
Signed by Chairman	Date	as recorded in minute reference:
x <i>[Signature]</i>	27/07/2020	20/076 b
Email of Authority	Telephone number	
assington@yahoo.com	01787 468634	
*Published web address		
assington.one.suffolk.net		

**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, but no later than 30 June 2020. Reminder letters incur a charge of £40 +VAT**

## Agenda Item 8b RFO Report

### Receipts and Payments

12/10/20	BDC CIL Payment	7			18,076.37	y	
13/10/20	SCC P3 Scheme	8		LA 2011 ss 1 to 8	321.40	y	
30/11/20	BDC - Litter & Dog Bin emptying	PO19	891	LA 2011 ss 1 to 8			390.58
30/11/20	Garden Arb Business - Footpaths	PO20	892	LA 2011 ss 1 to 8			495.00
30/11/20	Garden Arb Business - Footpaths	PO20	892	LA 2011 ss 1 to 8			135.00
30/11/20	J Hatton - Salary	PO21	893	LA 2011 ss 1 to 8			552.30
31/12/20	J Hatton - WFHA - July to Dec	PO21	893	LA 2011 ss 1 to 8			78.00
31/12/20	J Hatton - Expenses	PO22	893	LA 2011 ss 1 to 8			54.35
31/12/20	HMRC	PO21	894	LA 2011 ss 1 to 8			138.00

### Bank Reconciliation

	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Premium Accounts	30/10/20	£100.00				
		£72,381.06	£70,637.83	£1,843.23	£0.00	£0.00
Cash		£0.00	£0.00			£0.00
		£72,481.06	£70,637.83	£1,843.23	£0.00	

### Statement of Accounts vs Budget

	Budget	Actual		Reserves	Budget	Actual
Assets B/Forward		£38,996.28				
<b>Income</b>			<b>Expenditure</b>			
Precept	£10,000.00	£10,000.00	Staff Costs	£2,880.00	£1,909.00	
Grants	£331.20	£5,395.40	Admin	£1,550.00	£332.45	
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	£27,216.03	Insurance	£350.00	£329.28	
VAT Repayment	£0.00	£1,426.41	Inspection	£350.00	£0.00	
			P3 Scheme	£360.00	£0.00	
			Licensed Footpaths	£175.00	£396.00	
			Contingency	£500.00	£171.00	
			Maintenance	£630.00	£325.48	
			Loan Repayment	£0.00	£0.00	
			Loan Interest	£0.00	£0.00	
			Allotments / Conservation	£655.00	£113.00	
			Neighbourhood Plan	£1,500.00	£6,266.48	
			VAT Paid	£0.00	£823.80	
<b>Total</b>	<b>£10,696.20</b>	<b>£44,291.35</b>	<b>Total</b>	<b>£0.00</b>	<b>£9,900.00</b>	<b>£11,789.49</b>
			Assets C/Forward			£70,637.83
<b>Total</b>		<b>£83,287.63</b>	<b>Total</b>			<b>£82,427.32</b>

## Associated Papers APC Meeting on 30th November 2020

### Agenda Item 8c Budget Proposal

#### Income

Income sources for 2020 /2021 have been based on those for 2019 /2020. The assumption is that there will be a P3 grant from SCC for cutting the footpaths of £321.40 and that £360 will be received from the Assington Allotment Association.

#### Expenditure

The following should be noted

- APC is asked to consider a **total expenditure budget of £9,695.00 for 2019 /20.**
- Appendix A shows the breakdown of CIL monies

Please find below tables which show a comparison between 2019 /20 budget and actual, 2020 /21 budget and actual together with the **anticipated at year end** and that anticipated in 2021 /22.

	2019/20		2020/21			2021/22	Notes on Budget next year
	Budget	Actual	Budget	Actual to Date	To year end	Budget	
<b>Income</b>							
Grants	331.20	9,313.20	331.40	5,395.40	<b>5,395.40</b>	321.40	P3 Scheme and NP Grant
Bank Interest	5.00	52.47	10.00	13.51	<b>13.51</b>	10.00	
Other	360.00	360.00	360.00	180.00	<b>360.00</b>	360.00	Allotment rent if all the plots are occupied
CIL	0.00	16,697.14	0.00	27,216.03	<b>27,216.03</b>	0.00	
VAT Repayment	0.00	298.01	0.00	823.80	<b>823.80</b>	0.00	
<b>Total Income</b>	<b>696.20</b>	<b>26,720.82</b>	<b>701.40</b>	<b>26,518.69</b>	<b>26,668.79</b>	<b>701.40</b>	
Precept		9,500.00			10,000.00		
<b>Expenditure</b>							
Staff Costs	2,880.00	3,416.95	2,900.00	1,909.00	<b>2,900.00</b>	3,000.00	Annual Clerks Salary annual increase / inc. mileage
Admin	1,550.00	597.02	1,550.00	332.45	<b>500.00</b>	1,550.00	SALC Sub / Councillor Training / Expenses / Clerk WFH / ICO / OneSuffolk
Donations	600.00	875.00	600.00	700.00	<b>700.00</b>	600.00	
Street Lighting	350.00	714.66	375.00	0.00	<b>375.00</b>	375.00	£373.75 paid May 19 & £340.91 paid in March 20
CIL	0.00	2,122.74	0.00	423.00	<b>423.00</b>	0.00	£423 for bench
Insurance	350.00	329.28	350.00	329.28	<b>329.28</b>	350.00	
Inspection	350.00	0.00	0.00	0.00	<b>0.00</b>	0.00	PKF Littlejohn external auditor - exemption certificate is free of charge
P3 Scheme	360.00	360.00	360.00	288.00	<b>288.00</b>	360.00	6 cuts @ £60 each
Licensed Footpa	175.00	124.00	175.00	108.00	<b>108.00</b>	175.00	
Contingency	500.00	240.62	500.00	171.00	<b>171.00</b>	500.00	Parish Election / Footpath Signs/Planning Advice
Maintenance	630.00	344.52	630.00	325.48	<b>400.00</b>	630.00	Defib pads / Dog & Waste bin emptying
Allotments / Cor	655.00	214.92	655.00	113.00	<b>655.00</b>	655.00	Rent/ Maintenance/ Water/ 3 cuts @ £45 each
Neighbourhood	1,500.00	5,954.00	1,500.00	6,266.48	<b>9,500.00</b>	1,500.00	
VAT Paid	0.00	1,400.85	0.00	823.80	<b>823.80</b>	0.00	
<b>Total Expenditure</b>	<b>9,900.00</b>	<b>16,694.56</b>	<b>9,595.00</b>	<b>11,789.49</b>	<b>17,173.08</b>	<b>9,695.00</b>	

**NOTE:** The £6,266.48 spend to date for the Neighbourhood Plan includes the remaining balance from Groundworks which was not spent in 2019/20 and repaid of £3,027.01. The Groundworks grant for the NP in 2020/21 of £5074 and the Parish Council budget of £1,500 amounts to £6,574.

#### Appendix A Section 106 and CIL monies held

Parish Councils should spend their CIL monies within 5 years of receipt. Where money is not used to support the development of the area within five years or is used for other purposes, the regulations give authorities the power to recover those funds.

The amount of £6,224.51 was carried over from the 22nd October 2018.



