

**MINUTES OF MEETING OF ASSINGTON PARISH COUNCIL**

**Held in Assington Village Hall on Monday 20<sup>th</sup> May 2013**

**Present:** Councillors S Thorogood (Chairman), C Heseltine, S King, R Symonds and K Tatum.

**Attending:** D Crimmin (Clerk) and 2 residents.

**13/050 Election of Chairman**

It was resolved that Simon Thorogood be appointed as the Chairman of Assington Parish Council (APC) who signed the Declaration of Acceptance accordingly.

**13/051 Apologies for Absence**

Cllrs Stacey and Symons sent their apologies as well as James Finch (Suffolk County Councillor) and PCSO Hemmett.

**13/052 Declaration of Interest**

None received

**13/053 Requests for Dispensation**

None received.

**13/054 Election of Vice Chairman**

It was resolved that Cllr Heseltine be appointed the Vice Chairman of APC.

**13/055 Minutes of Meeting held on 29<sup>th</sup> April 2013**

The minutes of the meeting were approved and signed by the Chairman as a correct record.

**13/056 Representatives to Outside Bodies**

It was resolved that Cllr King be appointed as APC's representative to Assington Village Charity and the Clerk to be the representative to the Suffolk Association of Local Councils (SALC).

**13/057 Appointment of Councillors to review Planning Applications**

It was resolved that Cllrs Symonds and King will investigate all planning applications for subsequent reporting to the Parish Council meeting reviewing the application.

**13/058 Internal Auditor**

It was resolved that Mr S White be appointed as Internal Auditor for 2013 / 2014 and the Clerk to send a letter of engagement.

**13/059 Annual Subscriptions**

It was resolved that the annual memberships to SALC and Suffolk ACRE be renewed for 2013 / 2014.

**13/060 Public Forum**

The issues raised in the public forum are contained in Appendix A

**13/061 Routine Correspondence (Appendices B)**

After reviewing the Routine Correspondence and the emails circulated by the Clerk since the last scheduled meeting the councillors did not require any further action.

**13/062 Clerk's Report (Appendix C)**

After reviewing the Clerk's Report the councillors did not require any further action.

*SIGNED* \_\_\_\_\_

*DATED* \_\_\_\_\_

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**13/063 Finance**

- a. The councillors reviewed and resolved to accept the Internal Audit report and placed on record their appreciation for the work undertaken by Mr White.
- b. It was resolved that the APC Receipts and Payments Account (Appendix D) for the year ending 31<sup>st</sup> March 2013 were approved.
- c. It was resolved that Sections 1 and 2 of the Annual Return as at 31<sup>st</sup> March 2013 were approved and the Chairman signed both sections on behalf of APC.
- d. All cheques signed and due for signing, as itemised in Appendix E, were authorised by the councillors. The councillors also noted the income received since the last meeting, the reconciliation of bank accounts against the bank statements, and the Statement of Accounts against the Budget
- e. It was resolved that a donation of £350 be made to the Churchyard Maintenance Fund *LGA 1972 s 214*.

**13/064 Planning**

- a. The councillors reviewed Planning Application B/13/00452 Top Marques Embroidery, The Street - Erection of 2 No. two-storey dwellings with detached cartlodge, alterations to existing vehicular access and resolved to support the application.
- b. No further planning application had been received since the agenda was posted.
- c. The status of planning applications previously reviewed by APC are as follows:

Date Received	BDC Ref	Application	APC Ref	Date of Response	APC Response	BDC Response
31/07/08	B/08/00316	Enforcement Reference following APC's question re vehicular access at 8 The Gurdons			Raised	
26/07/12	B/12/00803	Land East of Meadow Way - erection of 4 No. residential dwellings, comprising 2 No. two-bedroom houses and 2 No two-bedroom bungalows including associated access, parking and landscaping.	12/070b	31/07/12	Support	
05/11/12	B/12/01255	Hill Farm, The Street - Proposed conversion of old bake house to self-contained residential annexe.	12/108b	27/11/12	Support	Approved 09/05/2013
05/11/12	B/12/01256	Hill Farm, The Street - Application for Listed Building Consent - Proposed conversion of old bake house to self-contained residential annexe.	12/108c	27/11/12	Support	Approved 09/05/2013
16/11/12	B/12/00803	Land East of Meadow Way - Amendments to application for erection of 4 No. residential dwellings, comprising 2 No. two-bedroom houses and 2 No two-bedroom bungalows including associated access, parking and landscaping. Revised plans show area of proposed highway adoption and area of highway to be stopped up, public footpath, retained cherry tree and proposed hedging.	12/108d	27/11/12	Noted	
25/11/12		Heritage enquiry re Bambridge Hall	12/115			
12/12/12	B/12/01413	Hill Farm, The Street - Application for Listed Building Consent - Conversion of barn to form 1 No. dwelling and annexe.	13/006a	08/01/13	Support	Approved 24/04/2013
17/01/13	B/12/01347	Hill Farm, The Street - Conversion of barns to 1 No. dwelling.	13/009a	30/01/13	Support	Approved 24/04/2013
12/03/13	B/13/00243	10 Woodfield, The Street - Erection of first floor side & rear extension, alterations to existing porch and alterations to existing vehicular access.	13/035a	26/03/13	Support	Approved 18/04/2013
04/04/13	B/13/00353	Garden Cottage, Vicarage Lane - Extension of outbuilding and conversion to annexe / garage and garden store. Erection of garden wall.	13/047a	30/04/13	Support	Approved 07/05/2013

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**13/065 Licensed Path, Footpaths and Assets**

A new path leads from a concessionary path on land owned by Assington Mill, across a newly planted wood (Cowlin's Wood) and joins the Public Footpath network at the bottom of Wemsey's Lane at the entrance to Spouse's Vale.

**13/066 National Grid Power Line**

The latest Community Forum updated APC's representatives that the planning application for the scheme was now being completed before submission to the Planning Inspectorate.

**13/067 Post Office Outreach Service**

The Postmaster operating the outreach service at the Village Hall has approached APC to see if the council had any ideas on increasing the number of users of the service which were in decline. The Postmaster is concerned that the service may not be renewed by the Post Office when the contract is up for renewal. The councillors consider that the only way in which an increase of users could be achieved is by basing the service in the shop. The councillors will talk to the shop owner about this option.

**13/068 Councillor Training**

The Clerk to prepare options for an autumn training session at the July meeting.

**13/069 Question to the Chair**

The Clerk was asked to report a series of pot holes outside the breakers yard in Barracks Road to SCC Highways. The Clerk was asked to contact James Finch to see if there would be a Locality grant available for dog bins in 2013 / 2014.

**13/070 Dates of next meeting**

The next scheduled meeting of APC will take place on the 29<sup>th</sup> July 2013 starting at 7.30pm.

**The meeting closed at 8.35pm**

**Appendix A Public Forum**

In the absence of the Police the Clerk read the Police Report. "This report covers the period from 17/3/2013 to 17/5/2013. During this time there are 4 crimes recorded relevant to the parish of Assington, this compares to 8 crimes for the same period last year.

Burglary Other Building - 2 Reports

HD/13/581 Burglary other building Further Street between 10-14/4/13 Officer in the case PCSO Partington

HD/13/513 Burglary other building in further street on 4/4/13 Officer in the case PC 1693 Mccarthy – Suspect to be spoken to.

Vehicle crime - 1 Report

HD/13/730 Theft from Motor vehicle Stantons Barn between 15/4-5/5/13 Officer in the case PS 566 Horton

Theft - 1 Report

HD/13/505 Theft other (Heating Oil) in The Street between 3-4/4/13 Officer in the case PCSO 3193 Hemmett "

*SIGNED* \_\_\_\_\_

*DATED* \_\_\_\_\_

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**Appendix B Routine Correspondence**

Cores Log Ref	Date Received	Raised by	Regarding	Agenda	Routine	Clerk Notes
CA13005	02/04/13	Susan Button	Increasing Post Office outreach service	√		
CA13006	03/04/13	National Grid	Rewiring completed.		√	
CA13007	22/04/13	Suffolk Flood Risk Management Partnership	Flood Risk		√	
CA13008		SALC	Training Programme		√	
CA13009		Newsletters	Clerks & Councils Direct / The Local Councillor		√	TLC in pack.

**Appendix C Clerk's Report**

Minute	Action	Complete ✓
13/030	Notes sent to Assington Magazine.	✓
13/034 a	Suppliers paid and budgets adjusted.	✓
13/034 b	Donations sent to organisations.	✓
13/035	Planning Application response sent to BDC.	✓
13/037	Wrote to BDC accepting lease rents for allotments and conservation area.	✓
13/038	Letter sent to National Grid.	✓
13/039	Wrote to SCC Highways.	✓
13/047 a	Planning Application response sent to BDC.	✓

SIGNED \_\_\_\_\_

DATED \_\_\_\_\_

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## Appendix D Accounts

<b>ASSINGTON PARISH COUNCIL</b>			
<b>Receipts &amp; Payments Account for the year ending 31st March 2013</b>			
<b>Receipts</b>			
Precept	£7,000.00		
Grants	£322.30		
Bank Interest	£7.48		
Loan	£0.00		
Other	£30.00		
VAT Repayment	£387.31		
		<b>£7,747.09</b>	
<b>Payments</b>			
Clerks Salary	£1,948.22		
Admin	£858.56		
Donations	£600.00		
Street Lighting	£478.94		
Street Lighting Upgrade	£15,323.37		
Insurance	£346.97		
Inspection	£135.00		
P3 Scheme	£225.00		
Licensed Footpaths	£343.40		
Contingency	£0.00		
Maintenance	£160.28		
Loan Repayment	£1,398.76		
Loan Interest	£174.56		
VAT Paid	£1,146.62		
		<b>£23,139.68</b>	
		<b>-£15,392.59</b>	
		<b>£19,860.87</b>	
		<b>£4,468.28</b>	
<b>Represented by</b>			
Barclays Community	£100.00		
Barclays Premium	£4,368.28		
Cash	£0.00		
		<b>£4,468.28</b>	
I have prepared these accounts from the books and records of the Assington Parish Council and certify that they are a true record of the Parish Council's transactions			
Signed: _____ Date: _____			
DF Crimmin			
RFO Assington Parish Council			.....

SIGNED \_\_\_\_\_ DATED \_\_\_\_\_

## MINUTES OF MEETING OF ASSINGTON PARISH COUNCIL

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## Appendix E RFO Report

## Receipts &amp; Payments

Date	Details	Ref	Power	Receipts	Payments
01/04/13	Balance Brought Forward			4,468.28	0.00
09/04/13	HMRC VAT Repayment			1,146.62	0.00
17/04/13	BDC Precept			3,500.00	0.00
17/04/13	BDC Tax Grant			661.00	0.00
20/05/13	SALC - Annual Subscription	649	LGA 1972 s 143	0.00	166.00
20/05/13	Community Action Suffolk - Annual Subscription	650	LGA 1972 s 143	0.00	30.00
20/05/13	DF Crimmin - Salary Apr to June	651	LGA 1972 s 112	0.00	355.53
20/05/13	DFCrimmin - WFHA Apr to June	651	LGA 1972 s 112	0.00	26.00
20/05/13	HMRC - Clerk Tax	652	LGA 1972 s 112	0.00	88.80

## Reconciliation

	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Premium Accounts	30/04/13	£100.00				
	30/04/13	£9,675.90	£9,109.57	£666.33	£0.00	£0.00
Cash	30/04/13	£0.00	£0.00			£0.00
		£9,775.90	£9,109.57	£666.33	£0.00	

## Statement of Accounts vs Budget

	Budget	Actual	Reserves	Budget	Actual
Assets B/Forward		£4,468.28			
<b>Income</b>			<b>Expenditure</b>		
Precept	£7,000.00	£3,500.00	Clerks Salary	£2,007.00	£444.33
Grants	£322.30	£0.00	Admin	£150.00	£192.00
Bank Interest	£5.00	£0.00	Donations	£600.00	£0.00
Loan	£0.00	£0.00	Street Lighting	£620.00	£0.00
Other	£0.00	£661.00	Street Lighting Upgrade	£0.00	£0.00
VAT Repayment	£0.00	£1,146.62	Insurance	£350.00	£30.00
			Inspection	£100.00	£0.00
			P3 Scheme	£250.00	£0.00
			Licensed Footpaths	£150.00	£0.00
			Contingency	£500.00	£0.00
			Maintenance	£200.00	£0.00
			Loan Repayment	£1,392.66	£0.00
			Loan Interest	£180.66	£0.00
			VAT Paid	£0.00	£0.00
<b>Total</b>	<b>£7,327.30</b>	<b>£5,307.62</b>	<b>Total</b>	<b>£150.00</b>	<b>£7,370.32</b>
			Assets C/Forward		£9,109.57
Total		£9,775.90	Total		£9,775.90

Unclaimed VAT = £0.00

End of Appendices

SIGNED \_\_\_\_\_

DATED \_\_\_\_\_