

MINUTES OF MEETING OF ASSINGTON PARISH COUNCIL
Held in Assington Village Hall on Monday 25th November 2013

Present: Councillors S Thorogood (Chairman), S King, B Stacey, R Symonds and K Tatum.
Attending: J Jenkins (Babergh District Councillor), J Finch (Suffolk County Councillor) and D Crimmin (Clerk).

13/121 Apologies for Absence

Cllrs Symons (appointment) and Heseltine (holiday) sent their apologies as did PCSO Hemmett.

13/122 Declaration of Interest

None were declared.

13/123 Requests for Dispensation

None received.

13/124 Minutes of Meeting held on 30th September 2013

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

13/125 Public Forum

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

13/126 Routine Correspondence (Appendix 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.

13/127 Clerk's Report (Appendix C)

After reviewing the Clerk's Report the councillors did not require any further action. The councillors will ensure that the content required for the new Assington website will be forwarded to the Clerk as soon as possible.

13/128 Finance

- a. All cheques signed and due for signing, as itemised in Appendix D, 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.
- b. The councillors reviewed the Budget Proposal (Appendix E) and resolved to set an Expenditure Budget of £8,005.32 for 2014 / 2015.

13/129 Planning

- a. The councillors reviewed Planning Application **B/13/01060 Hill Farm, Brick Kiln Lane** - Construction of an anaerobic digestion plant, 500kW combined heat and power plant and associated infrastructure 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:

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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	
25/11/12		Heritage enquiry re Bambridge Hall	12/115			
22/05/13	B/13/00442	Hill Farm, The Street - Insertion of new windows and single-storey extension.	13/076	26/06/13	No comment	REFUSED 01/10/2013
22/05/13	B/13/00443	Hill Farm, The Street - Application for Listed Building Consent - Insertion of new windows, internal alterations and single-storey extension.	13/076	26/06/13	No objections	REFUSED 01/10/2013
16/07/13	B/13/00442	Hill Farm, The Street - Insertion of new windows and single-storey extension.	13/089	30/07/13	Support	REFUSED 01/10/2013
16/07/13	B/13/00443	Hill Farm, The Street - Application for Listed Building Consent - Insertion of new windows, internal alterations and single-storey extension.	13/089	30/07/13	Support	REFUSED 01/10/2013
15/08/13	B/13/00761	Nutkin Cottage, 52 Barracks Road - Application for Listed Building Consent - Installation of bathroom at first-floor and exterior pipework to rear elevation	13/109	01/10/13	Support	Approved 17/10/2013
18/08/13	B/13/01040	7 Woodfield - Erection of front and rear extensions, porch and new entrance.	13/109	01/10/13	Support	Approved 01/11/2013

13/130 Licensed Path, Footpaths and Assets

- a. Babergh District Council has agreed to emptying the new dog and litter bins
- b. SCC has appointed a legal resource for the Permissive Footpath Licence who will work on the document in the New Year.
- c. The councillors agreed to obtain a quote for the cutting of the footpaths in 2014
- d. Draft footpath document prepared by Clerk to be reviewed by councillors ahead of next meeting
- e. Dog fouling signs have been placed around village
- f. Cllr Symonds review of the dog bag dispensers' usage in Bures suggests that a high turnover of bags, not necessarily used for the collection of dog mess, creates a high annual cost for plastic bags. Councillors will look at the possibility of providing bags for sale once the Clerk obtains the price of stock.

13/131 National Grid Power Line

With the announcement that National Grid has postponed the project due to later dates of atomic and wind based energy coming on-stream, the Chairman thanked Cllrs Symonds and Heseltine for all their work while attending the NG Forums.

13/132 Affordable Housing

Orwell Housing Association is seeking an easement from a local landowner to discharge surface water from the scheme into a ditch.

13/133 Allotments and conservation area

Secretary of State approval has been received for BDC to lease the land to APC at the rates agreed. BDC will now be drawing up the legal documents.

13/134 Councillor Training

The training course on Roles & Responsibilities; Powers & Duties was well received by the councillors particularly those who joined APC at the last election.

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13/135 Meeting Dates 2014

The councillors resolved to meet on the following dates in 2014:

- 27th January
- 31st March
- 19th May - Annual Meeting of the Parish Council
- 28th July
- 29th September
- 24th November.

The Annual Parish Meeting will be held on the 31st March 2014.

13/136 Question to the Chair

The Clerk was asked to see if the car park lighting at Pump Farm meets planning regulations. It is hoped that the Assington Village Charity will consider putting Broadband into the Village Hall to help support the Post Office operation.

13/137 General Power of Competence

After reviewing the criteria for a council to adopt the General Power of Competence the councillors agreed to consider adopting the power at their next meeting.

13/138 Dates of next meeting

The next scheduled meeting of APC will take place on the 27th January 2014 starting at 7.30pm.

The meeting closed at 9.05pm

Appendix A Public Forum

The following reports were read to the councillors:

Jennie Jenkins updated councillors on the Budget, Council Precepts, Transformation Grants, Community Achievement Awards, BDC / MSDC buildings project. James Finch reported on SCC's battle against pylons, Better Broadband in Suffolk, A14 Toll, Budget and consultation, consultation on home care and community meals and Suffolk's youth travel cards.

The Police Report was as follows. "This report covers the period from **1/10/2013 to 23/11/2013**. During this time there has been 2 crimes recorded within the parish, this compares to 2 crimes for the same period last year. One report of Assault/Public Order - Crime HD/13/1795 Common Assault (non-injury) Bures Road on 8th November 2013 (Offender was dealt with by way of Community Resolution). One report of Criminal Damage - Crime HD/13/1845 Criminal Damage Vehicle in Bures Road on 19th November 2013 (There are ongoing crime enquiries with this case)."

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Appendix B Routine Correspondence

Cores Log Ref	Date Received	Raised by	Regarding	Agenda	Routine
CA13012	15/10/13	War Memorials Trust	Care of War Memorial		√
CA13013		SALC	AGM Notices		√
CA13014		Community Action Suffolk	Training Guide		√
CA13015		Babergh District Council	Community Achievement Awards		√
CA13016		Newsletter	Clerk & Councils Direct		√

Appendix C Clerk's Report

Minute	Action	Complete ✓
13/103	Notes sent to Assington Magazine.	✓
13/108	Suppliers paid.	✓
13/109	Planning Application responses sent to BDC.	✓
13/110	SCC has assigned a legal resource for the revised permissive path licence.	
13/110	Footpath Map under development	
13/110	Dog fouling signs sourced.	✓
13/117	Assington website under development.	
13/117	Damaged grit bin reported to SCC.	
Date	Other Issues	
	Clerk Hours to 10th November - Worked 97.75 Paid 128	

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Appendix D RFO Report**Receipts & Payments**

Date	Details	Ref	Power	Receipts	Payments
02/09/13	Interest 3 Jun to 1 Sept	BS 180		1.02	0.00
19/11/13	SCC P3 Scheme			127.90	0.00
25/11/13	SALC - Councillor Training	660	LGA 1972 s 111	0.00	165.00
25/11/13	DF Crimmin - Salary Oct to Dec	661	LGA 1972 s 112	0.00	366.05
25/11/13	DF Crimmin - WFHA Oct to Dec	661	LGA 1972 s 112	0.00	26.00
25/11/13	HMRC - Clerk Tax	662	LGA 1972 s 112	0.00	91.60

Reconciliation

	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community	31/10/13	£100.00				
Premium Accounts	31/10/13	£10,401.82	£9,981.07	£648.65	£127.90	£0.00
Cash	31/10/13	£0.00	£0.00			£0.00
		£10,501.82	£9,981.07	£648.65	£127.90	

Statement of Accounts vs Budget

	Budget	Actual		Reserves	Budget	Actual
Assets B/Forward		£4,468.28				
<u>Income</u>			<u>Expenditure</u>			
Precept	£7,000.00	£7,000.00	Clerks Salary		£2,007.00	£1,346.31
Grants	£322.30	£255.80	Admin	£150.00	£1,020.00	£475.36
Bank Interest	£5.00	£2.22	Donations		£600.00	£350.00
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	£317.42
			Inspection		£100.00	£100.00
			P3 Scheme		£250.00	£108.00
			Licensed Footpaths		£150.00	£0.00
			Contingency		£500.00	£0.00
			Maintenance		£200.00	£0.00
			Loan Repayment		£1,392.66	£708.57
			Loan Interest		£180.66	£78.09
			VAT Paid		£0.00	£69.10
Total	£7,327.30	£9,065.64	Total	£150.00	£7,370.32	£3,552.85
			Assets C/Forward			£9,981.07
Total		£13,533.92	Total			£13,533.92

Unclaimed VAT = £69.10

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Appendix E Budget Proposal 2014 / 2015**Income**

Income sources for 2014 / 2015 have been based on those for 2013 / 2014. With no sign of recovery in terms of interest rates for funds under deposit only a nominal amount has been set. The assumption is that there will be a P3 grant from SCC for cutting the footpaths.

Expenditure

The following should be noted

- Within Contingency, I am again proposing a £500 budget for 2014 / 15 which will also cover any discretionary Project(s) spend.
- I have created a new budget for Allotment / Conservation to cover the rent and maintenance costs
- I have taken into account the rise in Village Hall Hire fees in the Admin budget
- Appendix A shows the full rationale for the 2013 / 14 budget.
- APC is asked to consider **a total expenditure budget of £8,005.32 for 2014 / 15.**

Please find below tables which show a comparison between 2012 / 13 budget and actual, 2013 / 14 budget, actual to date and that **anticipated at year end** and that anticipated in 2014 / 15.

	2012 / 13		2013 / 14			2014 / 15
	Budget	Actual	Budget	Actual to Date	To year end	Budget
Income						
Grants	1,000.00	322.30	322.30	255.80	255.80	255.80
Bank Interest	5.00	7.48	5.00	2.22	5.00	5.00
Loan	0.00	0.00	0.00	0.00	0.00	0.00
Other	0.00	30.00	0.00	661.00	661.00	0.00
VAT Repayment	0.00	387.31	0.00	1,146.62	1,146.62	0.00
Total Income	1,005.00	747.09	327.30	2,065.64	2,068.42	260.80
Precept		7,000.00			7,000.00	
Expenditure						
Clerks Salary	1,957.00	1,948.22	2,007.00	1,346.31	1,967.67	2,007.00
Admin	1,000.00	858.56	1,020.00	475.36	1,000.00	1,100.00
Donations	600.00	600.00	600.00	350.00	600.00	600.00
Street Lighting	570.00	478.94	620.00	0.00	620.00	650.00
Street Lighting Upgrade	5,000.00	15,323.37	0.00	0.00	0.00	0.00
Insurance	346.97	346.97	350.00	317.42	317.42	355.00
Inspection	135.00	135.00	100.00	100.00	100.00	100.00
P3 Scheme	250.00	225.00	250.00	108.00	250.00	275.00
Licensed Footpaths	150.00	343.40	150.00	0.00	150.00	175.00
Allotments / Conservation	0.00	0.00	0.00	0.00	0.00	375.00
Contingency	408.03	0.00	500.00	0.00	500.00	500.00
Maintenance	160.00	160.28	200.00	0.00	200.00	295.00
Loan Repayment	1,600.00	1,398.76	1,392.66	708.57	1,417.14	1,417.14
Loan Interest	0.00	174.56	180.66	78.09	156.18	156.18
VAT Paid	0.00	1,146.62	0.00	69.10	250.00	0.00
Total Expenditure	12,177.00	23,139.68	7,370.32	3,552.85	7,528.41	8,005.32

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Reserves held by APC

I am proposing that £750 be set aside to cover set-up and legal costs for the new allotments and conservation and only a nominal increase in the reserve for Asset Replacement. The increase in the Clerk's Gratuity reserve is in accordance to his contract.

	2012 / 13		2013 / 14		2014 / 15	
	Start of year	End of year	Start of year	End of year	Start of year	End of year
Asset Replacement	500.00	600.00	600.00	700.00	700.00	800.00
Street Light Replacement	14,323.00	0.00	0.00	0.00	0.00	0.00
Allotments / Conservation	0.00	0.00	0.00	750.00	750.00	0.00
Village Hall Hire	120.00	150.00	150.00	0.00	0.00	0.00
Election Costs	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00
Grants not spent	1,000.00	0.00	0.00	0.00	0.00	0.00
Clerk Gratuity Fund	320.64	388.64	388.64	457.64	457.64	528.64
Total Earmarked Reserves	17,363.64	2,238.64	2,238.64	3,007.64	3,007.64	2,428.64
General Reserves	2,497.23	2,229.64	2,229.64	3,000.65	3,000.65	?

End of Appendices

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