

MINUTES OF MEETING OF ASSINGTON PARISH COUNCIL
Held in Assington Village Hall on Monday 28th January 2013

Present: Councillors S Thorogood (Chairman), C Heseltine, S King, B Stacey, R Symonds, J Symons and K Tatum.

Attending: James Finch (Suffolk County Councillor) and D Crimmin (Clerk).

13/001 Apologies for Absence

Jennie Jenkins (Babergh District Councillor) and PCSO Hemmett sent their apologies.

13/002 Declaration of Interest

Cllrs Stacey and Symons declared non-pecuniary interests in item 13/008c as they are members of Assington PCC. Cllr Heseltine declared a pecuniary interest in item 13/008a as he is the supplier for two payments and he left the meeting while this item was discussed.

13/003 Requests for Dispensation

None received.

13/004 Minutes of Meeting held on 7th January 2013

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

13/005 Public Forum

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

13/006 Routine Correspondence (Appendices B)

After reviewing the Routine Correspondence the councillors did not require any further action.

13/007 Clerk's Report (Appendix C)

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

13/008 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 communications from BDC on the proposed grant to nullify the Government changes to the Tax Base for the Parish. The councillors noted BDC's Corporate Manager - Financial Services, Barry Hunter, request on the 9th January 2013 for APC to "... simply levy their 'normal' precept and we will reduce this by the grant in calculating the Band D Council Tax". The councillors reviewed the decision made at the November 2012 meeting and resolved to agree an expenditure budget of £7,370 and a Precept of £7,000 for 2013 / 14, which is the same as the current year. The Chairman, councillors and Clerk duly authorised the Precept upon Charging Authority.
- c. The councillors reviewed the request from the Reverend Canon Robin King for support towards additional costs for insurance and maintenance of the car park at the Church. The councillors resolved to give a one-off donation of £100 towards the costs as the Church does attract a lot of visitors to the village. The councillors requested that they be kept informed by the PCC with regard to the insurance issue. *LGA 1972 s 144 (2)*

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13/009 Planning

- a. The councillors reviewed Planning Application **B/12/01347 Hill Farm, The Street** - Conversion of barn to form 1 No. dwelling and resolved to support the application. The councillors felt that it would be better to preserve part of the old barn rather than letting it all rot and that the solution offered appeared to be viable from a restoration perspective.
- 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 | |
| 11/10/12 | B/12/01104 | Adjoining Parish - Gazeley Gate, Arger Fen - Change of use of agricultural building to 8 No equine stabled and additional facilities to provide riding school. Erection of lighting to stabling and car park. | 12/108a | 27/11/12 | No comment | |
| 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 | |
| 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 | |
| 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 | |
| 14/12/12 | B/12/01465 | Dows Hall Cottages, Bures Road - Erection of two-storey side extension. | 13/006b | 08/01/13 | Support | |

13/010 Licensed Path, Footpaths and Assets

The councillors noted the work to the stile at the bottom of FP 20.

13/011 New Affordable Housing

The Planning Application for the Affordable Housing was agreed by BDC's Development Committee on the 28th November 2012 subject to a Section 106 agreement being agreed and the Department of Transport making an order re Meadow Way.

13/012 Allotments at Meadow Way

BDC are currently getting a valuation of the land at Meadow Way which is being considered for allotments and a conservation area. APC has received suggestions from the Suffolk Wildlife Trust on plans for the proposed conservation area.

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13/013 National Grid Power Line

The councillors resolved that its representatives should defend APC's views that the entire stretch of the new power line through the parish of Assington should be underground.

13/014 Effective of Internal Audit and Internal Control processes

The councillors reviewed the current system of APC's internal audit and internal controls and resolved that they were satisfied:

- With the review of the Internal Audit as per Appendix E
- That the scope of the audit is in accordance with The Governance and Accountability in Local Councils in England and Wales, A Practitioners Guide 2010 and the guidelines issued by BDO LLP and by the Suffolk Association of Local Councils
- With the report provided by the internal auditor at the conclusion of audit for review by APC.
- The councillors further resolved that Mr White's scope of internal audit work was in accordance with the role required to be undertaken by the internal auditor for APC
- With the Internal Control processes undertaken by the council.

13/015 Risk Management Register

Following a review of APC's Risk Management Register the councillors considered that it was appropriate for APC's operations after requesting that a sealed copy of the Clerk's Username and Password for his BT Digital Vault be given to the Chairman for use in the event of the Clerk's death.

13/016 Assington Spring Clean

The councillors were happy with the current ad hoc arrangements for clearing the village of rubbish.

13/017 Question to the Chair

The councillors asked the Clerk to register the council's interest with Suffolk Wildlife Trust for a free Barn Owl nest box for the village. Cllr King will co-ordinate with the SWT. The Assington Village Charity are to discuss with Rhys School the current arrangements for their staff to park in the Village Hall car park.

13/018 Dates of next meeting

The next scheduled meeting of APC will take place on the 25th March 2013 starting at 7.30pm. The Annual Parish Meeting will take place on the same evening starting at 7pm.

The meeting closed at 8.50pm

Appendix A Public Forum

In the absence of the Police the Clerk read the Police report. " This report covers the period from 23/11/12 to 23/1/13. During this time there has 0 crimes recorded relevant to the parish of Assington, this compares to 0 crime for the same period last year."

James Finch (Suffolk County Councillor) updated councillors on Cheaper travel for Suffolk's young people; Suffolk's troubled families; New policy for Suffolk County Farms; Highways and the Bramford to Twinstead Power line.

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Appendix B Routine Correspondence

| Cores Log Ref | Date Received | Raised by | Regarding | Agenda | Routine | Clerk Notes |
|---------------|---------------|--------------------------|--|--------|---------|--|
| CA12030 | 05/12/12 | Babergh District Council | Appointment of Inspector for Core Strategy Examination | | √ | |
| CA12031 | 17/12/12 | Babergh District Council | Revocation of East of England Regional Strategy | | √ | |
| CA12032 | 20/12/12 | SALC | Precepts & Referendums | | √ | As circulated via email - Suggestion to write to MP & Mr Pickles |
| CA12033 | 21/12/12 | SALC | Sustainable Communities Act | | √ | As circulated via email - Suggestion to write to MP & Mr Foster |
| CA13001 | 16/01/13 | Babergh District Council | Core Strategy Guidance Notes | | √ | |
| CA13002 | | Newsletters | The Local Councillor / Clerks & Councils Direct | | √ | TLC circulated in pack. |

Appendix C Clerk's Report

| Minute | Action | Complete ✓ |
|--------|---|------------|
| 12/102 | Notes sent to Assington Magazine. | ✓ |
| 12/107 | Suppliers paid and budgets adjusted. | ✓ |
| 12/108 | Planning Application responses sent to BDC. | ✓ |
| 12/111 | Request sent to BDC re allotment and conservation areas. | ✓ |
| 12/115 | Wrote to BDC regarding Bambridge Hall. | ✓ |
| 12/116 | Meeting dates notified to Police, Councillors and Village Hall. | ✓ |
| 13/006 | Planning Application responses sent to BDC. | ✓ |
| | | |
| Date | Other Issues | |
| | Clerk hours to 30th December 2012 - 150.75 worked / 160 paid. | |

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Appendix D RFO Report

Receipts & Payments

| Date | Details | Ref | Power | Receipts | Payments |
|----------|---|--------|-----------------------------|----------|----------|
| 19/11/12 | SCC - P3 Grant | | | 161.15 | 0.00 |
| 27/11/12 | SALC - Councillor Training | 100636 | LGA 1972 s 112 | 0.00 | 360.00 |
| 03/12/12 | Interest 3 Sep to 2 Dec | BS 170 | | 1.65 | 0.00 |
| 20/12/12 | Leavenheath PC share of training costs | | | 30.00 | 0.00 |
| 11/01/13 | PWLB - Loan Repayment | D/DR | Parish Council Act 1957 s 3 | 0.00 | 786.66 |
| 28/01/13 | SCC - Street Lighting | 100637 | Parish Council Act 1957 s 3 | 0.00 | 488.04 |
| 28/01/13 | CR Heseltine - P3 footpath maintenance | 100638 | Highways Act 1980 ss 43, 50 | 0.00 | 162.00 |
| 28/01/13 | CR Heseltine - Permitted footpath maintenance | 100638 | Highways Act 1980 ss 43, 50 | 0.00 | 298.33 |

Reconciliation

| | Statement Date | Statement Balance | Actual Balance | Unpresented Cheques | Credits not shown | Difference |
|----------------------------|----------------|-------------------|----------------|---------------------|-------------------|------------|
| Community Premium Accounts | 31/12/12 | £100.00 | | | | |
| | 31/12/12 | £12,810.78 | £11,175.75 | £1,735.03 | £0.00 | £0.00 |
| Cash | 31/12/12 | £0.00 | £0.00 | | | £0.00 |
| | | £12,910.78 | £11,175.75 | £1,735.03 | £0.00 | |

Statement of Accounts vs Budget

| | Budget | Actual | Reserves | Budget | Actual |
|------------------|------------------|------------------|-------------------------|-------------------|-------------------|
| Assets B/Forward | | £19,860.87 | | | |
| Income | | | Expenditure | | |
| Precept | £7,000.00 | £7,000.00 | Clerks Salary | £1,957.00 | £1,332.99 |
| Grants | £1,000.00 | £322.30 | Admin | £120.00 | £749.58 |
| Bank Interest | £5.00 | £5.97 | Donations | £600.00 | £350.00 |
| Loan | £0.00 | £0.00 | Street Lighting | £570.00 | £478.94 |
| Other | £0.00 | £30.00 | Street Lighting Upgrade | £10,323.00 | £10,799.47 |
| VAT Repayment | £0.00 | £387.31 | Insurance | £346.97 | £346.97 |
| | | | Inspection | £135.00 | £135.00 |
| | | | P3 Scheme | £250.00 | £225.00 |
| | | | Licensed Footpaths | £150.00 | £253.90 |
| | | | Contingency | £408.03 | £0.00 |
| | | | Maintenance | £160.00 | £0.00 |
| | | | Loan Repayment | £1,600.00 | £1,398.76 |
| | | | Loan Interest | | £174.56 |
| | | | VAT Paid | £0.00 | £185.53 |
| Total | £8,005.00 | £7,745.58 | Total | £10,443.00 | £12,177.00 |
| | | | Assets C/Forward | | £11,175.75 |
| Total | | £27,606.45 | Total | | £27,606.45 |

Unclaimed VAT = £185.53

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Appendix E Internal Audit Review

| Expected Standard | Evidence of Achievement | Yes or No | If the answer is 'no', state the action to be taken |
|------------------------------|---|----------------------------------|---|
| Scope of internal audit | <p>Has the Council approved the scope of audit work?</p> <p>Is the Council satisfied with what the internal audit work covers or do you require any additional work?</p> | <p>Yes</p> <p>Yes</p> | |
| Independence | Is the internal auditor independent from the management of the council? | Yes | |
| Competence | Is the internal audit work carried out with integrity, objectivity and a good understanding of local council legislation and procedures? | Yes | |
| Relationships | <p>Is the Clerk/RFO consulted on the internal audit plan and the scope of each audit?</p> <p>Is the Clerk/RFO and the internal auditor aware of their responsibilities in relation to internal control? <i>(Refer to your councils risk management policies e.g. risk assessments, Standing Orders and Financial Regulations)</i></p> <p>Do councillors understand their responsibilities for financial management? <i>(It is the council as a whole that is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control for all the activities and services that they undertake and provide, which includes arrangements for the management of risk.- Governance and Accountability for Local Councils: A Practitioners' Guide 2008)</i></p> | <p>Yes</p> <p>Yes</p> <p>Yes</p> | |
| Audit Planning and reporting | <p>Does this audit plan take account of all the risks facing the council?</p> <p>Has this audit plan been approved by the council?</p> <p>Have you received an internal audit report following each audit?</p> | <p>Yes</p> <p>Yes</p> <p>Yes</p> | |

End of Appendices

SIGNED _____ DATED _____