

**MINUTES OF MEETING OF ASSINGTON PARISH COUNCIL
Held in Assington Village Hall on Monday 29th July 2013**

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

Attending: J Jenkins (Babergh District Councillor) and D Crimmin (Clerk).

13/081 Apologies for Absence

PCSO Hemmett sent her apologies.

13/082 Declaration of Interest

Cllr Heseltine declared a Pecuniary interest in Item 13/088b as he is the supplier who is being paid.

13/083 Requests for Dispensation

None received.

13/084 Minutes of Meeting held on 25th June 2013

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

13/085 Public Forum

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

13/086 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.

13/087 Clerk's Report (Appendix C)

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

13/088 Finance

- a. The councillors reviewed and resolved to approve and accept the external audit report from BDO LLP in which no matter had come to their attention.
- b. 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.

13/089 Planning

- a. The councillors reviewed Planning Application B/13/00442 Hill Farm, The Street - Insertion of new windows and single-storey extension and resolved to support the application.
- b. The councillors reviewed Planning Application B/13/00443 Hill Farm, The Street - Application for Listed Building Consent - Insertion of new windows, internal alterations and single-storey extension and resolved to support the application.
- c. The councillors reviewed Planning Application B/13/00792 Silverwood House, The Street - Erection of single-storey rear extension and resolved to support the application.
- d. No further planning application had been received since the agenda was posted.
- e. The status of planning applications previously reviewed by APC are as follows:

SIGNED _____

DATED _____

MINUTES OF MEETING OF ASSINGTON PARISH COUNCIL
Held in Assington Village Hall on Monday 29th July 2013

BDC Ref	Application	APC Ref	Date of Response	APC Response	BDC Response
B/08/00316	Enforcement Reference following APC's question re vehicular access at 8 The Gurdons			Raised	
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	
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	
	Heritage enquiry re Bambridge Hall	12/115			
B/13/00452	Top Marques Embroidery, The Street - Erection of 2 No. two-storey dwellings with detached cartlodge, alterations to existing vehicular access.	13/064	21/05/13	Support	Approved 14/06/2013
B/13/00442	Hill Farm, The Street - Insertion of new windows and single-storey extension.	13/076	26/06/13	No comment	
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	

13/090 Licensed Path, Footpaths and Assets

- Cllr Heseltine reported that the condition of the Licensed Footpath was good and maintenance is planned towards the end of the growing season. Cllr King reported that the footpaths were in good condition following the first cut of the year and a second cut was being planned for August / September.
- Residents have raised concerns with councillors over the condition of the dead tree by the road opposite Centuries. The councillors resolved to write to the landowner Mike Townrow, with a copy to SCC Highways, raising APC's concerns over the potential issues that this may cause if it is not felled in the next month.
- The councillors noted Nick Thompson's letter in which he updated APC on his plans to reinstate the kissing gate at the entrance to the Thicks which has dilapidated over recent years.
- Councillors will await the outcome of APC's request for a Locality Grant regarding a rubbish bin and dog bin for the village.

13/091 National Grid Power Line

National Grid are planning to recommence the Community Forums in September in order to discuss their planning application for the project.

13/092 BDC's Pre-Draft Statement of Community Involvement

The councillors will await the consultation on the Draft Statement of Community Involvement.

SIGNED _____

DATED _____

MINUTES OF MEETING OF ASSINGTON PARISH COUNCIL

Held in Assington Village Hall on Monday 29th July 2013

13/093 Standing Orders

The councillors resolved to accept the proposed changes to the Standing Orders.

13/094 Affordable Housing

Orwell Housing Association are expecting the planning permission for the scheme to be issued by BDC this month and are hopeful of completing the project by June 2014.

13/095 Allotments and conservation area

BDC is preparing the legal process in order for the leases to commence for the allotments and the conservation area when the affordable housing scheme is complete. The Suffolk Wildlife Trust has agreed with BDC that a barn owl nesting box be put on the conservation area land.

13/096 Commemorative Tree for Queen's Diamond Jubilee

Deferred till the September meeting.

13/097 Councillor Training

The councillors resolved to share the costs of a training course with Newton Parish Council in Newton Village Hall on Wednesday 30th October 2013.

13/098 Question to the Chair

The Clerk was asked to report a mattress to BDC which has been fly tipped at Meadow Way. Following the request from a resident the councillors will look at the need and options for the provision of play equipment in the village. The street light in Meadow Way, which a resident asked why it was switched off at night, belongs to SCC not APC.

13/099 Dates of next meeting

The next scheduled meeting of APC will take place on the 30th September 2013 starting at 7.30pm.

The meeting closed at 8.45pm

Appendix A Public Forum

Jennie Jenkins updated councillors on Babergh's Operational Delivery Teams being in place without the need of compulsory redundancies; Six Lead Members now being in place; Babergh winning the Municipal Journal Awards for Shared Services with Mid Suffolk; changes to the timings of the Council and Strategy meetings; changes proposed for Babergh to keep part of the Business Rates.

In the absence of the Police the Clerk read the Police Report. "This report covers the period from 18th May 2013 to 29th July 2013. During this time there has been 4 crimes recorded within the parish, this compares to 0 crimes for the same period last year. One report of Vehicle Crime - Theft from Motor Vehicle Crime No HD/13/1065 in Barracks Road between 19th-20th June. Three reports of Assault / Public Order - Common Assault No injury Crime No HD/13/1032 in Bures Road on 26th June (Offender has be dealt with by Community Resolution) - Assault Occasioning ABH Crime No HD/13/1063 in Bures Road on 1st July (Offender has be dealt with by Community Resolution) - Causing an Affray Crime No HD/13/918 in Bures Road on 10th June (2 x Offenders have been charged to Court). "

SIGNED _____

DATED _____

MINUTES OF MEETING OF ASSINGTON PARISH COUNCIL
Held in Assington Village Hall on Monday 29th July 2013

Appendix B Routine Correspondence

Cores Log Ref	Date Received	Raised by	Regarding	Agenda	Routine
CA13010		Newsletters	Clerks & Councils Direct / Dedham Vale & Stour Valley News		√

Appendix C Clerk's Report

Minute	Action	Complete ✓
13/050	SALC advised of APC Chairman.	✓
13/055	Notes sent to Assington Magazine.	✓
13/056	AVC advised of APC representative.	✓
13/058	Letter of appointment sent to Simon White.	✓
13/063 d	Suppliers paid and budgets adjusted.	✓
13/063 e	Donation sent to Assington PCC	✓
13/063 c	Annual Return sent to BDO LLP.	✓
13/064	Planning Application response sent to BDC.	✓
13/068	See Agenda Item 17 - 29th July 2013	✓
13/069	Correspondence sent to SCC Highways and James Finch.	✓
13/076	Planning Application responses sent to BDC.	✓
13/077	Consultation responses sent to BDC.	✓
13/078	Response sent to National Grid.	✓

SIGNED _____

DATED _____

MINUTES OF MEETING OF ASSINGTON PARISH COUNCIL

Held in Assington Village Hall on Monday 29th July 2013

Appendix D RFO Report

Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
20/05/13	Assington PCC - Donation	653	LGA 1972 s 214	0.00	350.00
03/06/13	Interest 4 Mar to 2 June	BS 177		1.20	0.00
11/07/13	PWLB - Loan Repayment	D/DR		0.00	786.66
29/07/13	CR Heseltine - P3 cutting	654	Highways Act 1980 ss 43, 50	0.00	129.60
29/07/13	BDO LLP - Audit Fee	655	Audit Commission Act 1998 s 7	0.00	120.00

Reconciliation

	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community	28/06/13	£100.00				
Premium Accounts	28/06/13	£8,749.57	£7,724.51	£1,125.06	£0.00	£0.00
Cash	23/07/13	£0.00	£0.00			£0.00
		£8,849.57	£7,724.51	£1,125.06	£0.00	

Statement of Accounts vs Budget

	Budget	Actual		Reserves	Budget	Actual
Assets B/Forward		£4,468.28				
Income			Expenditure			
Precept	£7,000.00	£3,500.00	Clerks Salary		£2,007.00	£444.33
Grants	£322.30	£0.00	Admin	£150.00	£1,020.00	£192.00
Bank Interest	£5.00	£1.20	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	£30.00
			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	£41.60
Total	£7,327.30	£5,308.82	Total	£150.00	£7,370.32	£2,052.59
			Assets C/Forward			£7,724.51
Total		£9,777.10	Total			£9,777.10

Unclaimed VAT = £41.60

End of Appendices

SIGNED _____

DATED _____