

**MINUTES OF MEETING OF ASSINGTON PARISH COUNCIL**  
**Held in Assington Village Hall on Monday 30<sup>th</sup> September 2013**

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

**Attending:** D Crimmin (Clerk).

**13/100 Apologies for Absence**

Cllr Symons (recovering from surgery) sent his apologies as did J Jenkins (Babergh District Councillor), J Finch (Suffolk County Councillor) and PC Marshall.

**13/101 Declaration of Interest**

None were declared.

**13/102 Requests for Dispensation**

None received.

**13/103 Minutes of Meeting held on 29<sup>th</sup> July 2013**

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

**13/104 Standing Orders**

The councillors resolved to adopt the APC Standing Orders dated 30<sup>th</sup> September 2013.

**13/105 Public Forum**

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

**13/106 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.

**13/107 Clerk's Report (Appendix C)**

After reviewing the Clerk's Report, which was updated with the information that James Finch is prepared to allocate a 50% grant towards the dog and litter bins, the councillors did not require any further action.

**13/108 Finance**

- a. The councillors reviewed the Asset Register and resolved that it accurately reflected the council's assets at this time.
- b. The councillors reviewed the insurance cover offered against the Asset Register and the risks managed by the council and resolved that it met APC's requirements. The councillors also resolved to take up the option of a 5 year Long Term Undertaking which offered a reduction of 10% on the cost of cover.
- c. 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.

**13/109 Planning**

- a. The councillors reviewed Planning Application 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 and resolved to support the application.
- b. The councillors reviewed Planning Application B/13/01040 7 Woodfield - Erection of first floor

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side extension, single-storey rear extension (following demolition of existing rear conservatory), and front porch. Construction of new vehicular access to highway, and hard standing vehicular turning/parking area to front garden and resolved to support the application.

- c. No further planning application had been received since the agenda was posted.  
d. The status of planning applications previously reviewed by APC are as follows:

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	Approved 21/08/2013
	Heritage enquiry re Bambridge Hall	12/115			
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	
B/13/00442	Hill Farm, The Street - Insertion of new windows and single-storey extension.	13/089	30/07/13	Support	
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	

### 13/110 Licensed Path, Footpaths and Assets

- The tree opposite Centuries has now been removed
- A new Permissive Path Licence is to be drawn up with SCC, APC and the landowners
- Cllr King and the Clerk to develop a draft footpath map for consideration by the council
- With an award of 50% from James Finch's Locality Grant for a rubbish bin and dog bin the councillors resolved to purchase one of each with a total budget set at £300 *Litter Act 1983 ss 5, 6*
- Dog fouling signs will be sourced by the Clerk
- Cllr Symonds will review the introduction of dog bag dispensers in Bures.

### 13/111 National Grid Power Line

No further update on the project.

### 13/112 Affordable Housing

Orwell Housing Association has received planning permission for the scheme and is expecting the development to commence before Christmas.

### 13/113 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. Planning opinion received from BDC suggests that as long as certain criteria are met APC will not require planning permission for either the allotments or the conservation area.

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**13/114 Commemorative Tree for Queen's Diamond Jubilee**

Councillors are still trying to find a location for the tree.

**13/115 Councillor Training**

The training course on Roles & Responsibilities; Powers & Duties will start at 6pm in Newton Village Hall, School Lane, Newton on Wednesday 30<sup>th</sup> October 2013.

**13/116 BDC meeting**

Cllrs King and Symonds will attend the BDC meeting with parish councils, subject to availability.

**13/117 Question to the Chair**

Cllr Heseltine raised the need of a website for the village and its organisations. The councillors agreed that the Clerk develop a draft website for councillors' consideration using the free Onesuffolk website managed by SCC. Following recent verge cutting the grit bin at Daddy Do's Hill has been damaged. The Clerk to report issue to SCC.

**13/118 Exclusion of Public and Press**

There were no members of the public or press present.

**13/119 Clerk's Contract of Employment**

The councillors resolved to increase the Clerk's hourly rate from £8.545 to £8.630 per hour from the 1st April 2013 in line with the NJC 2013 / 2014 National Salary Award. This will mean an increase in the Clerk's Salary of £17.68 per annum. *LGA 1972 s 112*

**13/120 Dates of next meeting**

The next scheduled meeting of APC will take place on the 25<sup>th</sup> November 2013 starting at 7.30pm.

**The meeting closed at 8.50pm**

**Appendix A Public Forum**

The following reports were read to the councillors:

Jennie Jenkins updated councillors on the Six Lead Members now in place with their first task being the budget; the meeting planned to review Bambridge Hall in Further Street. James Finch reported on SCC's battle against pylons; Better Broadband in Suffolk; resurfacing of local highways; Students Examination success; Apprenticeships and Suffolk's youth travel cards.

The Police Report was as follows. "This report covers the period from 29<sup>th</sup> July 2013 to 30<sup>th</sup> September 2013. During this time there has been 3 crimes recorded within the parish, this compares to 4 crimes for the same period last year. There were 2 reports of Vehicle Crime - In the early hours of 31<sup>st</sup> July 2013, a householder disturbed 2 x hooded figures after they had already damaged one of the rear quarter lights of his vehicle...they fled empty handed. - On 29<sup>th</sup> August 2013, another householder awoke to find scratch damage to panels upon their vehicle which were clearly maliciously caused. 1 report of Assault / Public Order - On 6<sup>th</sup> September 2013, a youth from the village was arrested and duly received a youth caution for assaulting another. "

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**Appendix B Routine Correspondence**

Cores Log Ref	Date Received	Raised by	Regarding	Agenda	Routine	Clerk Notes
CA13011		Newsletters	Clerks & Councils Direct / Suffolk View / The Local Councillor		√	TLC in pack.

**Appendix C Clerk's Report**

Minute	Action	Complete
13/084	Notes sent to Assington Magazine.	✓
13/088 a	Completion of Audit Notices placed on notice boards.	✓
13/088 b	Suppliers paid.	✓
13/089	Planning Application responses sent to BDC.	✓
13/090	Mr Townrow has confirmed that tree to be felled by mid October 2013.	✓
13/090	James Finch reminded of Locality Budget request.	✓
13/098	Babergh requested to remove mattress.	✓
		□
Date	Other Issues	
	Clerk Hours to 1st September - Worked 68 Paid 88	

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## Appendix D RFO Report

## Receipts &amp; Payments

Date	Details	Ref	Power	Receipts	Payments
19/08/13	SCC P3 Scheme			127.90	0.00
18/09/13	BDC Precept			3,500.00	0.00
30/09/13	Suffol ACRE - Insurance	656	LGA 1972 s 111	0.00	319.36
30/09/13	DF Crimmin - Salary July to Sept	657	LGA 1972 s 112	0.00	355.53
30/09/13	DF Crimmin - WFHA July to Sept	657	LGA 1972 s 112	0.00	26.00
30/09/13	HMRC - Clerk Tax	658	LGA 1972 s 112	0.00	88.80
30/09/13	DF Crimmin - Expenses	659	LGA 1972 s 112	0.00	93.86

## Reconciliation

	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Premium Accounts	30/08/13	£100.00				
	30/08/13	£7,752.41	£10,468.86	£883.55	£3,500.00	£0.00
Cash	30/08/13	£0.00	£0.00			£0.00
		£7,852.41	£10,468.86	£883.55	£3,500.00	

## 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	£7,000.00	Clerks Salary		£2,007.00	£888.66
Grants	£322.30	£127.90	Admin	£150.00	£1,020.00	£311.86
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	£349.36
			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
<b>Total</b>	<b>£7,327.30</b>	<b>£8,936.72</b>	<b>Total</b>	<b>£150.00</b>	<b>£7,370.32</b>	<b>£2,936.14</b>
Total		£13,405.00	Assets C/Forward			£10,468.86
			Total			£13,405.00

Unclaimed VAT = £41.60

End of Appendices

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