

**DRAFT MINUTES OF MEETING OF ASSINGTON PARISH COUNCIL**  
**Held in Assington Village Hall on Monday 24<sup>th</sup> November 2014**

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

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

**14/128 Apologies for Absence**

Cllr Stacey sent her apologies.

**14/129 Declaration of Interest**

None were declared

**14/130 Requests for Dispensation**

None received.

**14/131 Minutes of Meeting held on 27<sup>th</sup> October 2014**

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

**14/132 Public Forum**

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

**14/133 Routine Correspondence (Appendix B)**

After reviewing the Routine Correspondence and the emails circulated by the Clerk since the last scheduled meeting no further action was required of the Clerk.

**14/134 Clerk's Report (Appendix C)**

After reviewing the Clerk's Report no further action was required of the Clerk

**14/135 Finance**

- a. All cheques signed and due for signing, as itemised in Appendix D, were authorised by the councillors. The councillors resolved to pay D Gotts the £331.40 grant received from Suffolk County Council in full and final settlement of his footpath cutting invoice. 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 an Expenditure Budget of £8,364.32 for 2015 / 2016.
- c. The councillors reviewed the proposed changes and resolved to adopt the APC Financial Regulations dated 24<sup>th</sup> November 2014.

**14/136 Planning**

- a. The councillors reviewed **Planning Application B/14/01305 St Edmunds Cottage, The Street** - Erection of one and a half storey (3 bedroom) dwelling & ancillary outbuilding following demolition of existing outbuilding & alterations to vehicular access and resolved to support the application but noted the current drainage issue at the junction of the proposed access and The Street and requested a solution as part of the development.
- b. The councillors reviewed **Planning Application B/14/00805 Celandine, The Street** - Erection of 2 no. dwellings (following demolition of existing dwelling) and resolved to object to the application on the following grounds:

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- i. The proposal was an over development of the site
  - ii. The proposed dwellings are too large and do not fulfil the locally identified need for development of smaller properties.
- c. There were no further planning applications received since the agenda was posted.
- d. 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	
25/11/12		Heritage enquiry re Bambridge Hall	12/115		Raised	
10/07/14	B/14/00793	Hill Farm, The Street - Application For Listed Building Consent - Works to existing 8 bay barn to west of main barn: Demolition of external facing wall forming west elevation and erection of replacement brick sleeper wall with timber weatherboarding over; Enclosure of 2 no. southern bays with internal and external brick walls to east elevation; Insertion of bat entrance to south elevation; and repairs to existing structure.	14/090a	29/07/14	Could not support.	Approved 19/11/2014
31/07/14	B/14/00786	Woodthorpes Farm, Nayland Road - Notification under Part 3 of the Town and Country Planning (General Permitted Development) (Amendment and Consequential Provisions) (England) Order 2014 - Prior approval under MB(a) only for change of use from agricultural building to 1 No. dwelling.	14/101a	19/08/14	No comments	Approved 23/09/2014
14/08/14	B/14/00805	Celandine, The Street - Erection of 2 no. dwellings (following demolition of existing dwelling).	14/101b	19/08/14	Objected	
28/08/14	B/14/00362	Land South of Assington Farm Shop, The Street - Outline - Erection of 2 No. dwellings with associated off street parking.	14/112a	30/09/14	Support	
16/09/14	B/14/01121	Hill Farm, The Street - Application For Listed Building Consent - Submission of glazing details and elevations. Schedule and drawing of new openings for Listed Building Consent.	14/112b	30/09/14	Support	Approved 12/11/2014
02/10/14	B/14/01263	Assington Hall - Reduce 1 No. Holme Oak by 20%-25% to sides and 30% to crown, covered by Tree Preservation Order WS25/G5	14/142a	28/10/14	Noted	
02/10/14	B/14/01231	6 The Gurdons, The Street - Erection of part two-storey, part single-storey rear and single-storey side extensions. Construction of new vehicular access.	14/142b	28/10/14	Support	Approved 10/11/2014

**14/137 Licensed Path, Footpaths and Assets**

- a. The feedback from the Allotment Association did not raise any concerns over the proposed agreements between APC and the Association and the Association and the tenants. Three quotations will be obtained for the fencing of the allotments, a quotation will be obtained by the Clerk from Anglian Water for the supply of water and quotations will be obtained for an allotment communal shed.

**14/138 Road Safety**

The councillors resolved that a further 100 30mph signs are required for the wheelie bins in the village and set a budget of £100.

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**14/139 Community Infrastructure Levy**

The councillors reviewed the second consultation from BDC on the CIL and resolved that they had no comments at this stage.

**14/140 Standing Orders**

The councillors reviewed and resolved the proposed changes to APC's Standing Orders.

**14/141 Policies and Procedures**

The councillors reviewed the list of additional policies and procedures, required by a council that is considering an application for Quality Status, and agreed that the Clerk prepare drafts for their consideration.

**14/142 Meeting dates for 2015**

The councillors agreed the following meeting dates for 2015:

- 26<sup>th</sup> January
- 30<sup>th</sup> March
- 18<sup>th</sup> May - Annual Meeting
- 27<sup>th</sup> July
- 28<sup>th</sup> September
- 23<sup>rd</sup> November.

The Annual Parish Meeting will be held on the 30<sup>th</sup> March 2015.

**14/143 Question to the Chair**

There were no questions raised.

**The meeting closed at 9.00pm**

**Appendix A Public Forum**

James Finch updated councillors on Railway initiatives, Suffolk Skills Show, Blue Light Partnership award, Broadband, Adoption and his quarterly meetings with Parish Council Chairmen. The newly styled Police report showed one reported crime in the parish during October.

**Appendix B Routine Correspondence**

14 residents have written to APC supporting plans to use S106 money on the allotments.

**Appendix C Clerk's Report**

Minute	Action	Complete ✓
14/107	Notes sent to Assington Magazine and minutes placed on website.	✓
14/111 c	Suppliers paid.	✓
14/111 d	Adhesive 30mph signs purchased.	✓
14/112	Planning Application responses sent to BDC.	✓
14/115	Response to BDC re Caretaker Scheme.	✓
14/117	BDC Enforcement happy with grass bank.	✓
14/124	Planning Application responses sent to BDC.	✓

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**Appendix D RFO Report**

**Receipts & Payments**

Date	Details	Ref	Power	Receipts	Payments
08/09/14	Bank Interest 2 Jun to 7 Sep	BS 196		1.30	0.00
22/09/14	BDC Precept			3,681.48	0.00
01/10/14	Out of date Cheque No 676			50.00	0.00
16/10/14	Donation from AD Ltd			200.00	0.00
24/11/14	D Gotts - Footpath maintenance	689	LA 2011 ss 1 to 8	0.00	331.40
24/11/14	DF Crimmin - Salary Oct to Dec	690	LA 2011 ss 1 to 8	0.00	358.97
24/11/14	DF Crimmin - WFHA Oct to Dec	690	LA 2011 ss 1 to 8	0.00	39.00
24/11/14	HMRC - Clerk Tax	691	LA 2011 ss 1 to 8	0.00	89.80

Out of date cheque of £50 relates to Macmillian Cancer from the last financial year.

**Reconciliation**

	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community	31/10/14	£100.00				
Premium Accounts	31/10/14	£12,244.51	£11,525.34	£819.17	£0.00	£0.00
Cash	31/08/14	£0.00	£0.00			£0.00
		£12,344.51	£11,525.34	£819.17	£0.00	

**Statement of Accounts vs Budget**

	Budget	Actual	Reserves	Budget	Actual
Assets B/Forward		£6,912.04			
<b>Income</b>			<b>Expenditure</b>		
Precept	£7,362.96	£7,362.96	Clerks Salary	£2,007.00	£1,346.31
Grants	£255.80	£165.70	Admin	£1,100.00	£488.71
Bank Interest	£5.00	£2.50	Donations	£600.00	£350.00
Loan	£0.00	£0.00	Street Lighting	£650.00	£0.00
Other	£0.00	£522.75	Street Lighting Upgrade	£0.00	£0.00
VAT Repayment	£0.00	£184.89	Insurance	£355.00	£317.42
			Inspection	£100.00	£0.00
			P3 Scheme	£275.00	£331.40
			Licensed Footpaths	£175.00	£0.00
			Contingency	£500.00	£0.00
			Maintenance	£295.00	£0.00
			Loan Repayment	£1,417.14	£721.03
			Loan Interest	£156.18	£65.63
			Allotments / Conservation	£375.00	£5.00
			VAT Paid	£0.00	£0.00
<b>Total</b>	<b>£7,623.76</b>	<b>£8,238.80</b>	<b>Total</b>	<b>£0.00</b>	<b>£8,005.32</b>
					<b>£3,625.50</b>
			Assets C/Forward		£11,525.34
<b>Total</b>		<b>£15,150.84</b>	<b>Total</b>		<b>£15,150.84</b>

Unclaimed VAT = £ 0.00

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**Appendix E Budget Proposal**

**Income**

Income sources for 2015 / 2016 have been based on those for 2014 / 2015. The assumption is that there will be a P3 grant from SCC for cutting the footpaths and that £200 will be received from the Allotment Association.

**Expenditure**

The following should be noted

- Within Contingency, I am again proposing a £500 budget for 2015 / 16 which will also cover any discretionary Project(s) spend.
- I have now created an Allotment / Conservation budget to cover the rent and maintenance costs
- APC is asked to consider a **total expenditure budget of £8,364.32 for 2015 / 16.**

Please find below tables which show a comparison between 2013 / 14 budget and actual, 2014 / 15 budget, actual to date and that **anticipated at year end** and that anticipated in 2015 / 16.

	2013 / 14		2014 / 15			2015 / 16
	Budget	Actual	Budget	Actual to Date	To year end	Budget
<b>Income</b>						
Grants	322.30	255.80	255.80	165.70	<b>331.40</b>	331.40
Bank Interest	5.00	4.63	5.00	2.50	<b>5.00</b>	5.00
Loan	0.00	0.00	0.00	0.00	<b>0.00</b>	0.00
Other	0.00	661.00	0.00	522.75	<b>522.75</b>	200.00
VAT Repayment	0.00	1,146.62	0.00	184.89	<b>184.89</b>	0.00
<b>Total Income</b>	<b>327.30</b>	<b>2,068.05</b>	<b>260.80</b>	<b>875.84</b>	<b>1,044.04</b>	<b>536.40</b>
<b>Precept</b>		<b>7,000.00</b>			<b>7,362.96</b>	
<b>Expenditure</b>						
Clerks Salary	2,007.00	1,967.68	2,007.00	1,346.31	<b>1,981.33</b>	2,011.00
Admin	1,020.00	753.32	1,100.00	488.71	<b>1,100.00</b>	1,260.00
Donations	600.00	600.00	600.00	350.00	<b>600.00</b>	600.00
Street Lighting	620.00	400.24	650.00	0.00	<b>425.00</b>	425.00
Street Lighting Upgrade	0.00	0.00	0.00	0.00	<b>0.00</b>	0.00
Insurance	350.00	317.42	355.00	317.42	<b>317.42</b>	330.00
Inspection	100.00	100.00	100.00	0.00	<b>0.00</b>	100.00
P3 Scheme	250.00	207.00	275.00	360.00	<b>275.00</b>	360.00
Licensed Footpaths	150.00	150.40	175.00	0.00	<b>175.00</b>	175.00
Contingency	500.00	208.70	500.00	0.00	<b>500.00</b>	500.00
Maintenance	200.00	161.32	295.00	0.00	<b>295.00</b>	575.00
Loan Repayment	1,392.66	1,423.34	1,417.14	721.03	<b>1,417.14</b>	1,417.14
Loan Interest	180.66	149.98	156.18	65.63	<b>156.18</b>	156.18
Allotments / Conservation	0.00	0.00	375.00	5.00	<b>375.00</b>	455.00
VAT Paid	0.00	184.89	0.00	0.00	<b>350.00</b>	0.00
<b>Total Expenditure</b>	<b>7,370.32</b>	<b>6,624.29</b>	<b>8,005.32</b>	<b>3,654.10</b>	<b>7,967.07</b>	<b>8,364.32</b>

**End of Appendices**

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