

MINUTES OF MEETING OF ASSINGTON PARISH COUNCIL
Held in Assington Village Hall on Monday 19th May 2014

Present: Councillors S Thorogood (Chairman), S King, B Stacey and R Symonds.

Attending: PCSO Rudd and D Crimmin (Clerk).

14/041 Election of Chairman

It was resolved that Simon Thorogood be appointed as the Chairman of Assington Parish Council (APC) who signed the Declaration of Acceptance accordingly.

14/042 Apologies for Absence

Cllrs Heseltine (holiday), Symons (engagement) and Tatum (engagement) sent their apologies.

14/043 Declaration of Interest

Cllr Stacey declared a non-pecuniary interest in item 14/054e as she is a member of Assington PCC.

14/044 Requests for Dispensation

None received.

14/045 Election of Vice Chairman

It was resolved that Cllr Heseltine be appointed the Vice Chairman of APC.

14/046 Minutes of Meeting held on 31st March 2014

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

14/047 Representatives to Outside Bodies

It was resolved that Cllr King be appointed as APC's representative to Assington Village Charity and the Clerk to be the representative to the Suffolk Association of Local Councils (SALC).

14/048 Appointment of Councillors to review Planning Applications

It was resolved that Cllrs Symonds and King will investigate all planning applications for subsequent reporting to the Parish Council meeting reviewing the application.

14/049 Internal Auditor

It was resolved that Mr S White be appointed as Internal Auditor for 2014 / 2015 and the Clerk to send a letter of engagement.

14/050 Annual Subscriptions

It was resolved that the annual memberships to SALC and Community Action Suffolk be renewed for 2014 / 2015.

14/051 Public Forum

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

14/052 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.

14/053 Clerk's Report (Appendix C)

After reviewing the Clerk's Report the Clerk was asked to add the footpath map onto the Assington website.

SIGNED _____ *DATED* _____

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14/054 Finance

- a. The councillors reviewed and resolved to accept the Internal Audit report and placed on record their appreciation for the work undertaken by Mr White.
- b. The councillors resolved that the APC Receipts and Payments Account (Appendix D) for the year ending 31st March 2014 were approved.
- c. The councillors resolved that Sections 1 and 2 of the Annual Return as at 31st March 2014 were approved and the Chairman signed both sections on behalf of APC.
- d. All cheques signed and due for signing, as itemised in Appendix E, 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.
- e. It was resolved that a donation of £350 be made to the Churchyard Maintenance Fund.

14/055 Planning

- a. The councillors reviewed **Planning Application B/14/00471 6 The Gurdons** - Erection of a two-storey side extension, single-storey front and rear extension (following demolition of existing single-storey rear extension) and new driveway with dropped kerb. The councillors resolved that subject to BDC confirming that the access rights of the residents at 5 Gurdons, to use the path around the perimeter of the boundaries of 6 Gurdons to exit onto The Street is still accessible after this proposal is developed, then they support the application.
- b. There were no further planning applications received since the agenda was posted.
- c. 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	
	Heritage enquiry re Bambridge Hall	12/115		Raised	
B/13/01245	Solar Farm, Further Street - Erection of 1 No. detached bungalow for an agricultural worker, replacing a mobile home (with an agricultural occupancy condition).	14/101	28/01/14	Objected	Approved 16/04/2014
B/13/01490	Church Hill Barn, The Street - Application for Listed Building Consent - Conversion of barn to form 1 No. dwelling. Amendments to existing approvals ref: B/12/01347/FUL and B/12/01413/LBC	14/101	28/01/14	Support	
B/14/00168	8 Woodfield, The Street - Erection of single storey rear extension.	14/029	01/04/14	Support	Approved 02/04/2014

14/056 Licensed Path, Footpaths and Assets

- a. The new Permissive Path lease agreement is still awaiting feedback from one of the landowners so the item was deferred to the next meeting.
- b. The councillors are very grateful to Mr & Mrs Cowlin for making FP28 and FP29 permanent and requested the Clerk to write a letter to them accordingly.

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14/057 Allotments and conservation area

On the 6th May, in the absence of the Chairman, the Vice Chairman and Cllr King authorised the leases on behalf of APC. The Clerk reported that the lease for the conservation area has now been executed with BDC with the allotment lease to be completed when the housing development is complete.

The councillors reviewed the response from BDC in which the planning officer outlined the grounds under which it was considered that planning permission would be required for the conservation and allotment areas and resolved that no application was required for the conservation area. The Clerk to review with Babergh the requirements for a shed to be installed on the new allotments.

14/058 QDJ Tree

It was agreed that the ceremony for the planting of the tree to commemorate the Queen's Diamond Jubilee would be held on the 30th August 2014, the day of the Fete. A quote for a brass plaque, with inscription "Assington Parish Council planted this tree to commemorate Queen Elizabeth II's Diamond Jubilee 2012", on wood is to be obtained by the Clerk.

14/059 Police SNT

With no feedback on the proposed traffic speed survey, this item was deferred to the next meeting.

14/060 Clerk's Contract of Employment

The councillors noted the National Association of Local Council's legal advice that the payment of a gratuity to the Clerk, contained in his Contract of Employment documentation "... is evidence that it (APC) agreed to pay the clerk a gratuity and the clerk is entitled to receive one."

14/061 Question to the Chair

No questions raised.

14/062 Dates of next meeting

The next scheduled meeting of APC will take place on the 28th July 2014 starting at 7.30pm.

The meeting closed at 8.47pm

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Appendix A Public Forum

PCSO Rudd updated councillors on the 4 crimes in the parish between the 31st March and the 19th May 2014 which compared to 5 crimes in the same period last year. There were 2 vehicle and 2 public order / assault crimes.

- HD/14/385 - Theft of Motor Vehicle, The Street, Assington. PC 1859 Williams. Enquiries are ongoing.
- HD/14/391 - Minor Wound without Intent, The Gurdons, Assington. PC 1693 Mccarthy. No action taken.
- HD/14/393 - Criminal Damage – Vehicle Under £5000, Bures Road. PC 1808 Layley. Resolved using a Community Resolution.
- HD/14/494 – Assault Occasioning ABH Sec.47, Bures Road. PC 1938 Goodman. Offender given a Conditional Caution.

Appendix B Routine Correspondence

Cores Log Ref	Date Received	Raised by	Regarding	Agenda	Routine	Clerk Notes
CA14002	04/04/14	Babergh District Council	Street Names & Numbering Service		√	
CA14003		SALC	Training Programme 2014 / 2015		√	
CA14004		Newsletters	Clerk & Councils Direct / The Local Councillor		√	TLC is in the meeting pack.

Appendix C Clerk's Report

Minute	Action	Complete ✓
14/024	Notes sent to Assington Magazine and minutes placed on website.	✓
14/025	Mr Murrell updated with contact details.	✓
14/028 a	Suppliers paid.	✓
14/028 b	Donations sent.	✓
14/029	Planning Application response sent to SCC.	✓
14/030 b	D Gotts notified of contract award.	✓
14/033	500 footpath maps printed and with Cllr King.	✓
14/034	Publication Scheme updated on website.	✓
14/036	APC responses sent to Babergh.	✓

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Appendix D Receipts and Payments

ASSINGTON PARISH COUNCIL			
Receipts & Payments Account for the year ending 31st March 2014			
Receipts			
Precept		£7,000.00	
Grants		£255.80	
Bank Interest		£4.63	
Loan		£0.00	
Other		£661.00	
VAT Repayment		£1,146.62	
			£9,068.05
Payments			
Clerks Salary		£1,967.68	
Admin		£753.32	
Donations		£600.00	
Street Lighting		£400.24	
Street Lighting Upgrade		£0.00	
Insurance		£317.42	
Inspection		£100.00	
P3 Scheme		£207.00	
Licensed Footpaths		£150.40	
Contingency		£208.70	
Maintenance		£161.32	
Loan Repayment		£1,423.34	
Loan Interest		£149.98	
VAT Paid		£184.89	
			£6,624.29
Excess of Receipts over Payments			£2,443.76
Add Balance Brought Forward			£4,468.28
Balance Carried Forward			£6,912.04
Represented by			
Barclays Community		£100.00	
Barclays Premium		£6,812.04	
Cash		£0.00	
			£6,912.04

SIGNED _____ *DATED* _____

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Appendix E RFO Report

Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
16/04/14	BDC - Precept & Tax Grant			3,954.23	0.00
19/05/14	SALC - Annual Subscription	679	LA 2011 ss 1 to 8	0.00	170.00
19/05/14	Community Action Suffolk - Annual Subscription	680	LA 2011 ss 1 to 8	0.00	30.00
19/05/14	DF Crimmin - Salary April to June	681	LA 2011 ss 1 to 8	0.00	359.17
19/05/14	DF Crimmin - WFHA April to June	681	LA 2011 ss 1 to 8	0.00	39.00
19/05/14	HMRC - Clerk Tax	682	LA 2011 ss 1 to 8	0.00	89.60

Reconciliation

	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community	30/04/14	£100.00				
Premium Accounts	30/04/14	£10,891.27	£10,178.50	£687.77	£0.00	£125.00
Cash	30/04/14	£0.00	£0.00			£0.00
		£10,991.27	£10,178.50	£687.77	£0.00	

Statement of Accounts vs Budget

	Budget	Actual		Reserves	Budget	Actual
Assets B/Forward		£6,912.04				
<u>Income</u>			<u>Expenditure</u>			
Precept	£7,362.96	£3,681.48	Clerks Salary		£2,007.00	£448.77
Grants	£255.80	£0.00	Admin		£1,100.00	£239.00
Bank Interest	£5.00	£0.00	Donations		£600.00	£0.00
Loan	£0.00	£0.00	Street Lighting		£650.00	£0.00
Other	£0.00	£272.75	Street Lighting Upgrade		£0.00	£0.00
VAT Repayment	£0.00	£0.00	Insurance		£355.00	£0.00
			Inspection		£100.00	£0.00
			P3 Scheme		£275.00	£0.00
			Licensed Footpaths		£175.00	£0.00
			Contingency		£500.00	£0.00
			Maintenance		£295.00	£0.00
			Loan Repayment		£1,417.14	£0.00
			Loan Interest		£156.18	£0.00
			Allotments / Conservation		£375.00	£0.00
			VAT Paid		£0.00	£0.00
Total	£7,623.76	£3,954.23	Total	£0.00	£8,005.32	£687.77
			Assets C/Forward			£10,178.50
Total		£10,866.27	Total			£10,866.27

Unclaimed VAT = £ 0.00

End of Appendices

SIGNED _____ *DATED* _____