

**MINUTES OF MEETING OF ASSINGTON PARISH COUNCIL**  
**Held in Assington Village Hall on Monday 28<sup>th</sup> July 2014**

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

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

**14/081 Apologies for Absence**

Cllrs Thorogood (work) and Tatum sent their apologies as did Jennie Jenkins (Babergh District Councillor) and PCSO Rudd.

**14/082 Declaration of Interest**

None were declared

**14/083 Suffolk Local Code of Conduct**

The councillors reviewed the revised Suffolk Local Code of Conduct and resolved to adopt it from 28<sup>th</sup> July 2014.

**14/084 Requests for Dispensation**

None received.

**14/085 Minutes of Meeting held on 7<sup>th</sup> July 2014**

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

**14/086 Public Forum**

The issues raised in the public forum are contained in Appendix A. James Finch confirmed to councillors that he has a planned meeting with SCC Highways where he is to review the options of a speed survey and 30mph road markings in the village. The Clerk will ascertain the costs of 30mph road stickers.

**14/087 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.

**14/088 Clerk's Report (Appendix C)**

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

**14/089 Finance**

- a. The councillors reviewed BDO's External Audit report and noted that there were no actions brought to APC's 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.
- c. It was agreed that James Finch will be asked to support the new allotments with his Locality Budget.

**14/090 Planning**

- a. The councillors reviewed **Planning Application 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**

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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. The councillors resolved that they could not support the proposal for the replacement brick sleeper wall with timber weatherboarding and that the wall, which has currently been demolished, should be reinstated with the original bricks.

- b. The councillors reviewed **APP/C3505/D/14/2221221 Appeal against refusal of B/14/00471 6 Gurdons, Assington** - 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 and resolved that they did not wish to add to their original decision.
- 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:

| 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/13/01490 | 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  | Approved 16/05/2014 |
| 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. | 14/055a | 20/05/14         | Support subject to confirmation of neighbours access rights. | REFUSED 09/06/2014  |
| B/14/00729 | Elm Lodge, The Street - Canopy lift and thin by 20% 1 No Elm tree in front garden protected by Tree Preservation Order BT 305.  | 14/078a | 08/07/14         | Noted  |                     |
| B/14/00362 | Land South of Assington Farm Shop, The Street - Outline - Erection of 2 No. dwellings with associated off street parking.   | 14/078b | 08/07/14         | Objected.  |                     |

**14/091 Licensed Path, Footpaths and Assets**

- a. The new Permissive Path lease agreement has now been signed by the 3 landowners and Cllrs Stacey and King signed it on behalf of the council.
- b. The councillors considered the outline plans for the new allotments that APC will be creating over the autumn / spring off Meadow Way. Fencing, gates, hard standing for cars, water, native hedging and a shed were all identified. It was also suggested that once the allotments are established that the Allotment Association would manage the operation of the allotments. The councillors agreed that the Clerk would place a couple of items in the Assington Magazine requesting residents interested in applying for the new allotments to contact the Allotment Association and a notice that APC are to apply for Section 106 funding in order to develop the allotments.

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**14/092 QDJ Tree**

With the tree planted to commemorate the QDJ not taking root at the current time, the planting ceremony planned for the 30<sup>th</sup> August has been postponed.

**14/093 Police SNT**

The councillors will review the speed survey feedback before considering the option of the SNT applying a priority to traffic speeds in the village.

**14/094 Question to the Chair**

No questions raised.

**14/095 Dates of next meeting**

The next scheduled meeting of APC will take place on the 29<sup>th</sup> September 2014 starting at 7.30pm.

**The meeting closed at 8.45pm**

**Appendix A Public Forum**

James Finch updated councillors on Revenue Spending, new safeguarding team, Suffolk Records Office and the fall in youngsters not in education, work or training.

The Clerk read Jennie Jenkins report which updated councillors on Priority Based Resources and the meeting to discuss building options for BDC and MSDC.

The clerk read the Police report as follows "This report covers the period from 20/05/2014 to 27/07/2014. During this time there has been 5 crimes recorded within the parish, this compares to 4 crimes for the same period last year.

Burglary Other Building - 2 Reports - Between 15:15hrs on 16/06/14 and 08:00hrs on 17/06/14 in The Street suspects forced entry to a large wood and metal shed and several power tools and items of plant machinery were stolen.

A garage was also broken into by forcing entry to the doors but nothing was stolen. These crimes have now been finalised due to insufficient evidence.

Assault/Public Order - 3 Reports - Between 09:10 and 11:00hrs on 06/06/14 there was an incident at a premises on Bures Road where 3 people were assaulted. Police were called and a suspect was arrested. This has now been finalised using a Community Resolution."

**Appendix B Routine Correspondence**

| Cores Log Ref | Date Received | Raised by   | Regarding               | Agenda | Routine |
|---------------|---------------|-------------|-------------------------|--------|---------|
| CA14005       |               | Newsletters | Clerk & Councils Direct |        | √       |

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**Appendix C Clerk's Report**

| <b>Minute</b> | <b>Action</b>   | <b>Complete ✓</b> |
|---------------|---|-------------------|
| 14/041        | SALC advised of APC Chairman.   | ✓                 |
| 14/043        | Notes sent to Assington Magazine and minutes placed on website.   | ✓                 |
| 14/047        | Assington Village Charity advised of APC representative; SALC advised of APC representative.                            | ✓                 |
| 14/049        | Mr White advised of his appointment as Internal Auditor.  | ✓                 |
| 14/053        | Footpath map added to Assington website.  | ✓                 |
| 14/054 c      | Annual Return sent to BDO.  | ✓                 |
| 14/054 d      | Suppliers paid.   | ✓                 |
| 14/054 e      | Donation sent to Assington PCC.   | ✓                 |
| 14/055        | Planning Application response sent to BDC.  | ✓                 |
| 14/056 b      | Letter sent to Mr & Mrs Cowlin.   | ✓                 |
| 14/057        | Babergh requested to confirm that the size of shed planned for the new allotments does not require planning permission. |                   |
| 14/058        | See Agenda Item 12 - 28th July 2014   | ✓                 |
| 14/066        | Minutes placed on website.  | ✓                 |
| 14/068 a      | Response sent to Babergh regarding Premises License response.   | ✓                 |
| 14/069        | Response sent for Rural Housing Policy  | ✓                 |
| 14/070        | Response sent for CIL.  | ✓                 |
| 14/076        | Minutes placed on website.  | ✓                 |
| 14/078        | Planning Application responses sent to BDC.   | ✓                 |

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**Appendix D RFO Report**

**Receipts & Payments**

| Date     | Details                       | Ref    | Power             | Receipts | Payments |
|----------|-------------------------------|--------|-------------------|----------|----------|
| 19/05/14 | Assington PCC - Donation      | 683    | LA 2011 ss 1 to 8 | 0.00     | 350.00   |
| 20/05/14 | HMRC VAT Repayment            |        |                   | 184.89   | 0.00     |
| 02/06/14 | Bank Interest 3 Mar to 1 June | BS 193 | LA 2011 ss 1 to 8 | 1.20     | 0.00     |
| 11/07/14 | PWLB - Loan Repayment         | D/Dr   | LA 2011 ss 1 to 8 | 0.00     | 786.66   |
| 25/07/14 | SCC P3 Grant                  |        | LA 2011 ss 1 to 8 | 165.70   | 0.00     |
| 28/07/14 | BDO - Audit Fee               |        | LA 2011 ss 1 to 8 | 0.00     | 0.00     |

**Reconciliation**

|                  | Statement Date | Statement Balance | Actual Balance | Unpresented Cheques | Credits not shown | Difference |
|------------------|----------------|-------------------|----------------|---------------------|-------------------|------------|
| Community        | 30/06/14       | £100.00           |                |                     |                   |            |
| Premium Accounts | 30/06/14       | £9,964.59         | £9,393.63      | £786.66             | £165.70           | £50.00     |
| Cash             | 30/06/14       | £0.00             | £0.00          |                     |                   | £0.00      |
|                  |                | £10,064.59        | £9,393.63      | £786.66             | £165.70           |            |

**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        | £3,681.48         | Clerks Salary             | £2,007.00    | £448.77           |
| Grants           | £255.80          | £165.70           | Admin                     | £1,100.00    | £239.00           |
| Bank Interest    | £5.00            | £1.20             | Donations                 | £600.00      | £350.00           |
| 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            | £184.89           | 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    | £721.03           |
|                  |                  |                   | Loan Interest             | £156.18      | £65.63            |
|                  |                  |                   | Allotments / Conservation | £375.00      | £0.00             |
|                  |                  |                   | VAT Paid                  | £0.00        | £0.00             |
| <b>Total</b>     | <b>£7,623.76</b> | <b>£4,306.02</b>  | <b>Total</b>              | <b>£0.00</b> | <b>£8,005.32</b>  |
|                  |                  |                   |                           |              | <b>£1,824.43</b>  |
|                  |                  |                   | Assets C/Forward          |              | £9,393.63         |
| <b>Total</b>     |                  | <b>£11,218.06</b> | <b>Total</b>              |              | <b>£11,218.06</b> |

Unclaimed VAT = £ 0.00

**End of Appendices**

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