

**MINUTES OF MEETING OF ASSINGTON PARISH COUNCIL**  
**Held in Assington Village Hall on Monday 29<sup>th</sup> September 2014**

**Present:** Councillors S Thorogood (Chairman), S King, B Stacey, R Symonds and J Symons.  
**Attending:** Jennie Jenkins (Babergh District Council), James Finch (Suffolk County Councillor)  
PCSO Fudge and D Crimmin (Clerk).

**14/104 Apologies for Absence**

Cllrs Heseltine (hospital) and Tatum (engagement) sent their apologies.

**14/105 Declaration of Interest**

None were declared

**14/106 Requests for Dispensation**

None received.

**14/107 Minutes of Meeting held on 18<sup>th</sup> August 2014**

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

**14/108 Public Forum**

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

**14/109 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.

**14/110 Clerk's Report (Appendix C)**

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

**14/111 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
- 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.
- d. The councillors resolved a budget of £25 on the 30mph adhesive warning signs and will request residents in prime locations in the village to use them on their wheelie bins.

**14/112 Planning**

- a. The councillors reviewed **Planning Application B/14/00362 - Land South of Assington Farm Shop, The Street** - Outline - Erection of 2 No. dwellings with associated off street parking and resolved to support the revised application.
- b. The councillors reviewed **Planning Application 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 and resolved to support the application.

*SIGNED* \_\_\_\_\_ *DATED* \_\_\_\_\_

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- 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             |                                |
| 17/06/14      | 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              | Approved 30/07/2014            |
| 19/06/14      | 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.          | Revised application 28/08/2014 |
| 09/07/14      | APP/C3505 /D/14/2212 21 | 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.   | 14/090b | 29/07/14         | No comment         | Appeal dismissed 26/08/2014    |
| 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. |                                |
| 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        |                                |
| 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           |                                |

#### 14/113 Licensed Path, Footpaths and Assets

- a. The lease for the allotment land has been executed by Babergh District Council on the 24<sup>th</sup> September 2014 and will expire in 20 years.  
b. The councillors considered the draft proposal for the agreement with the allotment association and the clauses that it would expect to be in any agreement that the association will have with its allotment holders. It was agreed that the allotment association should review the proposals and give APC its feedback for the November meeting.

#### 14/114 Road Safety

James Finch is still finalising the order for a speed survey to be undertaken in the village.

#### 14/115 BDC's Caretaker Scheme

The councillors resolved to respond to the consultation that APC would like to take part in the Caretaker Scheme.

*SIGNED* \_\_\_\_\_ *DATED* \_\_\_\_\_  
Assington Parish Council adopted the General Power of Competence on the 27<sup>th</sup> January 2014 Minute Book Page 187

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**14/116 BDC's meeting with Parish Councils**

The Clerk to circulate the date and times of the meeting when received from Babergh.

**14/117 Question to the Chair**

The question was raised on the new grass bank established in The Street and whether it overlaps the highway. The Clerk will seek clarification.

**14/118 Dates of next meeting**

The next scheduled meeting of APC will take place on the 24<sup>th</sup> November 2014 starting at 7.30pm.

**The meeting closed at 9.02pm**

**Appendix A Public Forum**

James Finch updated councillors on the GCSE results, truancy, Endeavour Card and fostering / adoption. Jennie Jenkins updated councillors on the Community Infrastructure Levy, the new Planning Charter and filming of Babergh's meetings.

PCSO reported that during the period 30<sup>th</sup> July to the 31 August there were 3 crimes in Vicary Estate and 3 crimes along the Bures Road and was happy to report that all crimes had been finalised with suspects being caught.

**Appendix B Routine Correspondence**

| Cores Log Ref | Date Received | Raised by   | Regarding                                      | Agenda | Routine | Clerk Notes         |
|---------------|---------------|-------------|--|--------|---------|---------------------|
| CA14006       |               | Newsletters | Clerk & Councils Direct / The Local Councillor |        | √       | TLC in meeting pack |

**Appendix C Clerk's Report**

| Minute   | Action   | Complete ✓ |
|----------|--|------------|
| 14/083   | SALC advised of Code of Conduct adoption.  | ✓          |
| 14/085   | Notes sent to Assington Magazine and minutes placed on website.                        | ✓          |
| 14/086   | Cost of 30mph stickers circulated.   | ✓          |
| 14/089   | Suppliers paid.  | ✓          |
| 14/090   | Planning Application responses sent to BDC and Planning Inspectorate.                  | ✓          |
| 14/091 a | New Permissive Footpath agreement executed on 12th August 2014.                        | ✓          |
| 14/091 b | Notices placed in Assington Magazine.  | ✓          |
| 14/101   | Planning Application responses sent to BDC.  | ✓          |
| 14/102   | Awaiting confirmation from Jennie Jenkins regarding Planning Officer meeting with APC. |            |
|          |  |            |
| Date     | Other Issues   |            |
|          | Orbit Housing to use car park area of new allotments during October 2014.              |            |

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**Appendix D RFO Report**

**Receipts & Payments**

| Date     | Details                              | Ref | Power             | Receipts | Payments |
|----------|--------------------------------------|-----|-------------------|----------|----------|
| 29/09/14 | Community Action Suffolk - Insurance | 684 | LA 2011 ss 1 to 8 | 0.00     | 287.42   |
| 29/09/14 | BDC- Conservation area rent          | 685 | LA 2011 ss 1 to 8 | 0.00     | 5.00     |
| 29/09/14 | DF Crimmin - Salary July to Sept     | 686 | LA 2011 ss 1 to 8 | 0.00     | 358.97   |
| 29/09/14 | DF Crimmin - WFHA July to Sept       | 686 | LA 2011 ss 1 to 8 | 0.00     | 39.00    |
| 29/09/14 | HMRC - Clerk Tax                     | 687 | LA 2011 ss 1 to 8 | 0.00     | 89.80    |
| 29/09/14 | DF Crimmin - Expenses Mar to Aug     | 688 | LA 2011 ss 1 to 8 | 0.00     | 201.71   |

**Reconciliation**

|                  | Statement Date | Statement Balance | Actual Balance | Unpresented Cheques | Credits not shown | Difference |
|------------------|----------------|-------------------|----------------|---------------------|-------------------|------------|
| Community        | 29/08/14       | £100.00           |                |                     |                   |            |
| Premium Accounts | 29/08/14       | £9,343.63         | £8,411.73      | £981.90             | £0.00             | £50.00     |
| Cash             | 31/08/14       | £0.00             | £0.00          |                     |                   | £0.00      |
|                  |                | £9,443.63         | £8,411.73      | £981.90             | £0.00             |            |

Difference of £50 relates to an un-presented cheque of £50 to Macmillian Cancer from the last financial year.

**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    | £897.54          |
| Grants           | £255.80          | £165.70          | Admin                     | £1,100.00    | £479.71          |
| 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      | £287.42          |
|                  |                  |                  | 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      | £5.00            |
|                  |                  |                  | 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>£2,806.33</b> |
| Total            |                  | £11,218.06       | Assets C/Forward          |              | £8,411.73        |
|                  |                  |                  | Total                     |              | £11,218.06       |

Unclaimed VAT = £ 0.00

**End of Appendices**

*SIGNED* \_\_\_\_\_ *DATED* \_\_\_\_\_