

**MINUTES OF MEETING OF ASSINGTON PARISH COUNCIL**  
**Held in Assington Village Hall on Monday 31<sup>st</sup> March 2014**

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

**Attending:** J Jenkins (Babergh District Councillor), J Finch (Suffolk County Councillor), PCSO Hemmett, D Crimmin (Clerk) and 6 residents.

**14/021 Apologies for Absence**

Cllr Heseltine (illness) sent his apologies.

**14/022 Declaration of Interest**

None declared.

**14/023 Requests for Dispensation**

None received.

**14/024 Minutes of Meeting held on 27<sup>th</sup> January 2014**

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

**14/025 Public Forum**

Concerns were raised by residents on the speed of traffic in the 30mph zone through the village. Whilst the results of the speed check by the Police and the speed survey being arranged by James Finch are awaited, the Clerk will update residents on the Speed Watch Scheme and the Vehicle Activate Speed initiatives current available for resident groups to operate. The remaining issues raised in the public forum are contained in Appendix A

**14/026 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.

**14/027 Clerk's Report (Appendix C)**

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

**14/028 Finance**

- a. 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.
- b. The councillors reviewed the requests received for donations and resolved the following grants:

• SARS	£50
• Citizens Advice Bureau	£50
• Assington Association	£50
• Macmillan Cancer	£50
• Suffolk Age UK	£25
• Sudbury Newstalk	£25.
- c. The councillors resolved that the following Earmarked Reserves be carried forward to 2014 / 15:

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	<b>Start of year</b>
Asset Replacement	700.00
Allotments / Conservation	750.00
Election Costs	1,100.00
Clerk Gratuity Fund	457.64
<b>Total Earmarked Reserves</b>	<b>3,007.64</b>

**14/029 Planning**

- a. The councillors reviewed **Planning Application B/14/00168 - 8 Woodfield, The Street -** Erection of single storey rear extension and resolved that they supported 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:

<b>BDC Ref</b>	<b>Application</b>	<b>APC Ref</b>	<b>Date of Response</b>	<b>APC Response</b>	<b>BDC Response</b>
<b>B/08/00316</b>	Enforcement Reference following APC's question re vehicular access at 8 The Gurdons			Raised	
	Heritage enquiry re Bambridge Hall	12/115		Raised	
<b>B/13/01245</b>	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	
<b>B/13/01490</b>	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	

**14/030 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 resolved to allocate the 2014 Footpath Cutting contract of 4 cuts at £60 each to D. Gotts.

**14/031 Allotments and conservation area**

The councillors resolved to accept the two leases of 20 years each for the conservation and allotment areas at Meadow Way. Pictorial evidence of the fences on the conservation area to be recorded in order to show the current level of repair in relation to section 3.4 of the lease. The councillors further resolved that the Chairman and one other councillor can authorise the leases on behalf of APC once the final draft is received from Babergh.

**14/032 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 day of the Fete. Plans for the plaque to be agreed at the May meeting.

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**14/033 Footpath Map**

The councillors identified changes to the footpath map which the Clerk will modify and re-circulate before printing and resolved to print 500 copies of the map at a cost of £50.

**14/034 Freedom of Information**

The councillors reviewed the proposed changes to the Publication Scheme in light of the content contained on the new website and resolved to adopt the version dated 31<sup>st</sup> March 2014.

**14/035 Police SNT**

This item was deferred to the May meeting.

**14/036 BDC's consultation on the Local Validation Scheme**

After reviewing the proposal the councillors had no comments.

**14/037 Question to the Chair**

No questions raised.

**14/038 Standing Orders**

The councillors resolved to exclude the public and press from the meeting so that the Clerk's Contract of Employment could be discussed.

**14/039 Clerk's Contract of Employment**

The councillors resolved to increase the Clerk's Working from Home Allowance by £1 to £3 per week from the 1<sup>st</sup> April 2014.

**14/040 Dates of next meeting**

The next scheduled meeting of APC will take place on the 19<sup>th</sup> May 2014 starting at 7.30pm.

**The meeting closed at 9.10pm**

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**Appendix A Public Forum**

Jennie Jenkins updated councillors on the Core Strategy, Community Achievement Awards and the Transformation projects..

**Appendix B Routine Correspondence**

Cores Log Ref	Date Received	Raised by	Regarding	Agenda	Routine	Clerk Notes
CA14001		Newsletters	Clerk & Councils Direct / The Local Councillor		√	TLC is in the meeting pack.

**Appendix C Clerk's Report**

Minute	Action	Complete ✓
13/110	See Agenda Item 10a - 31/03/2014	✓
13/110	See Agenda Item 13 - 31/03/2014	✓
14/004	SALC informed of adoption of General Power of Competence	✓
14/005	Notes sent to Assington Magazine and minutes placed on website.	✓
14/008	Signs above 4.6 square meters.	✓
14/009 a	Suppliers paid.	✓
14/009 b	Precept demand sent to BDC.	✓
14/010	Planning Application responses sent to SCC.	✓
14/016	Response sent to Babergh.	✓
Date	Other Issues	
	Clerk Hours to 23rd March - Worked 200.5 Paid 204	

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**Appendix D RFO Report**

**Receipts & Payments**

Date	Details	Ref	Power	Receipts	Payments
31/03/14	John Robertson Ltd - Litter Bin	667	LA 2011 ss 1 to 8	0.00	120.00
31/03/14	BDC - Dog & Litter bin emptying	668	LA 2011 ss 1 to 8	0.00	193.58
31/03/14	SCC - Street Lighting	669	LA 2011 ss 1 to 8	0.00	407.49
31/03/14	DF Crimmin - Salary Jan to Mar	670	LA 2011 ss 1 to 8	0.00	497.17
31/03/14	DF Crimmin - WFHA Jan to Mar	670	LA 2011 ss 1 to 8	0.00	26.00
31/03/14	HMRC - Clerk Tax	671	LA 2011 ss 1 to 8	0.00	124.20
31/03/14	DF Crimmin - Expenses	672	LA 2011 ss 1 to 8	0.00	91.96

**Reconciliation**

	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community	28/02/14	£100.00				
Premium Accounts	28/02/14	£8,521.29	£7,160.89	£1,460.40	£0.00	£0.00
Cash	28/02/14	£0.00	£0.00			£0.00
		£8,621.29	£7,160.89	£1,460.40	£0.00	

**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	£1,967.68
Grants	£322.30	£255.80	Admin	£150.00	£1,020.00	£753.32
Bank Interest	£5.00	£3.48	Donations		£600.00	£350.00
Loan	£0.00	£0.00	Street Lighting		£620.00	£400.24
Other	£0.00	£661.00	Street Lighting Upgrade		£0.00	£0.00
VAT Repayment	£0.00	£1,146.62	Insurance		£350.00	£317.42
			Inspection		£100.00	£100.00
			P3 Scheme		£250.00	£207.00
			Licensed Footpaths		£150.00	£150.40
			Contingency		£500.00	£208.70
			Maintenance		£200.00	£161.32
			Loan Repayment		£1,392.66	£1,423.34
			Loan Interest		£180.66	£149.98
			VAT Paid		£0.00	£184.89
<b>Total</b>	<b>£7,327.30</b>	<b>£9,066.90</b>	<b>Total</b>	<b>£150.00</b>	<b>£7,370.32</b>	<b>£6,374.29</b>
			Assets C/Forward			£7,160.89
<b>Total</b>		<b>£13,535.18</b>	<b>Total</b>			<b>£13,535.18</b>

Unclaimed VAT = £ 184.89

**End of Appendices**

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