

DRAFT MINUTES OF MEETING OF ASSINGTON PARISH COUNCIL
Held in Assington Village Hall on Monday 23rd November 2015

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

Attending: James Finch (Suffolk County Councillor), D Crimmin (Clerk) and 1 member of public.

15/099 Apologies for Absence

Cllr Betts (engagement) sent his apologies as did Jennie Jenkins (Babergh District Councillor).

15/100 Declaration of Interest and Requests for Dispensation

No interests were declared and no requests for dispensation had been received.

15/101 Minutes of Meeting held on 26th October 2015

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

15/102 Public Forum

James Finch circulated his written report to councillors ahead of the meeting and updated councillors on the proposal to rollout Better Broadband rollout in Assington in the fourth quarter of 2016. Jennie Jenkins circulated her written report that stated that the proposal for the caravan site at the Barn had been called in for determination by the Babergh Planning Committee.

15/103 Routine Correspondence (Appendix A)

After reviewing the Routine Correspondence and the emails circulated by the Clerk there were no further actions requested of the Clerk.

15/104 Clerk's Report (Appendix B)

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

15/105 Finance

- a. All cheques signed and due for signing, as itemised in Appendix C, 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 Babergh's offer to fund an employee for 2 hours a week as a street cleaner. The councillors considered the merits of the scheme but felt that the additional administrative time and costs associated with another employee working for the council did not make financial sense at this stage and felt they could not proceed on this basis.
- c. The councillors reviewed the Budget Proposal (Appendix E) and resolved an Expenditure Budget of £8,743.32 for 2016 / 2017.
- d. The councillors reviewed the application for a grant towards APC's costs in complying with the Transparency Code and resolved that the Clerk submit the application to SALC for consideration.

15/106 Planning

- a. The councillors reviewed adjoining parish **Planning Application B/15/01382 Gedding Hall, Nayland Road** - Alterations and conversion of two barns to residential use and resolved that they had no comment.

SIGNED _____ *DATED* _____

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- 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		Enforcement action being proposed.	
B/15/00715	12 The Street - Application for Listed Building Consent - Installation of replacement white UPVC windows and rear door.	15/068b	28/07/15	Support	Withdrawn
B/15/00999	2 Woodfield - Erection of porch.	15/082a	29/09/15	Support	Approved 29/09/2015
B/15/01348	The Barn at Assington, The Street - Change of use to caravan and camping site including provision for static, seasonal and touring caravans, tented camping and winter storage of caravans.	15/094a	30/10/15	Object	
B/15/01393	The Barn at Assington, The Street - Erection of 2 No. two bedroom houses and 1 No. four bedroom house with associated off street parking and detached garages. Construction of new vehicular access.	15/094b	30/10/15	Support	
B/15/01378	Moors Farm, Worningford Road - Application for Listed Building Consent - Conversion of existing single storey detached barn together with associated works to provide 2 No. units of holiday accommodation.	15/094c	30/10/15	Support	
B/15/01377	Moors Farm, Worningford Road - Conversion of existing single storey detached barn together with associated works to provide 2 No. units of holiday accommodation.	15/094d	30/10/15	Support	

15/107 Licensed Path, Footpaths and Assets

There were no issues raised.

15/108 Future Development

The councillors agreed to meet representatives of a local landowner to consider the proposal of conducting a joint survey of residents views on the future development in the village as well as the local housing needs requirements in terms of affordable housing.

15/109 Meeting dates in 2016

The councillors agreed to meet on the following Mondays at 7.30pm during 2016:

- 25th January
- 21st March
- 23rd May - Annual Meeting of the Parish Council
- 25th July
- 26th September
- 28th November.

The Annual Parish Meeting will be held on Monday 21st March 2016 starting at 7pm.

15/110 Babergh Parish Liaison meeting

Cllr Wallace updated councillors on the topics covered at the Liaison meeting earlier in the month. Housing, Gypsy and Traveller Short Stay Site, Babergh's Newsletter and Dementia awareness sessions for residents were all highlighted and the councillors were interested in organising the Dementia session which the Clerk will follow up.

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15/111 Question to the Chair

The councillors agreed that Anne Holden's plan to arrange a trip for interested residents to the waste facility at Great Blakenham was fully supported by APC. The councillors agreed that the possibility of a defibrillator being located in the village should be discussed at a meeting in the New Year.

15/112 Next Meeting

The next scheduled meeting date is the 25th January 2016 starting at 7.30pm.

The meeting closed at 8.50pm

Appendix A Routine Correspondence

No correspondence received by post.

Appendix B Clerk's Report

Minute	Action	Complete ✓
15/035	BDC are to change Further Street road sign by end of October 2015. Still awaiting delivery of order.	
15/069	Wrote to SCC Highways with request to extend 30mph zone.	
15/070	Quote no longer required.	✓
15/077	Minutes placed on website and notes sent to magazine.	✓
15/081 d	Cheques sent to suppliers.	✓
15/081 a	External Audit placed on Notice Boards and website.	✓
15/081 b	Allotment fencing and shed now included in insurance cover.	✓
15/082 a	Planning Application responses sent to BDC.	✓
15/085	Tenancy agreement exchanged with Assington Allotment Association.	✓
15/088	Issue raised with Babergh Enforcement.	✓
15/092	Minutes placed on website and notes sent to magazine.	✓
15/094	Planning Application responses sent to BDC.	✓
15/095	Meeting arranged re surveys.	✓
15/096	Comments sent on consultation.	✓
15/097	Damaged Vicary Estate road sign reported to Babergh.	
	Clerk Hours	
	As at 15th November 2015 - 140.75 hours worked / 132 hours paid.	

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Appendix D RFO Report

Date	Details	Ref	Power	Receipts	Payments
07/09/15	Interest 8 June to 6 Sept	BS 216		1.31	0.00
26/10/15	BDC S106 grant			3,800.73	0.00
23/11/15	D Gotts - Footpath Maintenance	721	LA 2011 ss 1 to 8	0.00	360.00
23/11/15	Community Action Suffolk - Additional Insurance	722	LA 2011 ss 1 to 8	0.00	13.75
31/12/15	DF Crimmin - Salary Oct to Dec	723	LA 2011 ss 1 to 8	0.00	397.45
31/12/15	DF Crimmin - WFHA Oct to Dec	723	LA 2011 ss 1 to 8	0.00	39.00
31/12/15	HMRC - Clerk tax	724	LA 2011 ss 1 to 8	0.00	99.20

Reconciliation

	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Premium Accounts	30/10/15	£100.00				
	30/10/15	£13,564.46	£12,920.81	£909.40	£165.75	£0.00
Cash	16/11/15	£0.00	£0.00			£0.00
		£13,664.46	£12,920.81	£909.40	£165.75	

Statement of Accounts vs Budget

	Budget	Actual	Reserves	Budget	Actual
Assets B/Forward		£8,718.84			
Income			Expenditure		
Precept	£7,646.64	£7,646.64	Clerks Salary	£2,011.00	£1,489.95
Grants	£331.40	£4,716.48	Admin	£1,260.00	£631.31
Bank Interest	£5.00	£2.90	Donations	£600.00	£350.00
Loan	£0.00	£0.00	Street Lighting	£425.00	£0.00
Other	£200.00	£181.83	Street Lighting Upgrade	£0.00	£0.00
VAT Repayment	£0.00	£144.08	Insurance	£330.00	£301.17
			Inspection	£100.00	£0.00
			P3 Scheme	£360.00	£360.00
			Licensed Footpaths	£175.00	£0.00
			Contingency	£500.00	£0.00
			Maintenance	£575.00	£0.00
			Loan Repayment	£1,417.14	£733.70
			Loan Interest	£156.18	£52.96
			Allotments / Conservation	£750.00	£3,805.73
			VAT Paid	£0.00	£765.14
Total	£8,183.04	£12,691.93	Total	£750.00	£8,364.32
			Assets C/Forward		£12,920.81
Total		£21,410.77	Total		£21,410.77

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Appendix E Budget Proposal

Income

Income sources for 2016 / 2017 have been based on those for 2015 / 2016. The assumption is that there will be a P3 grant from SCC for cutting the footpaths and that £300 will be received from the Allotment Association.

Expenditure

The following should be noted

- The Clerk's hour rate is now as agreed in March 2015.
- Within Contingency, I am again proposing a £500 budget for 2016 / 17 which will also cover any discretionary Project(s) spend.
- The Allotment / Conservation budget now covers rent, water and maintenance costs
- APC is asked to consider **a total expenditure budget of £8,743.32 for 2016 / 17.**

Please find below tables which show a comparison between 2014 / 15 budget and actual, 2015 / 16 budget, actual to date and that ***anticipated at year end*** and that anticipated in 2016 / 17.

	2014 / 15		2015 / 16			2016 / 17
	Budget	Actual	Budget	Actual to Date	To year end	Budget
Income						
Grants	255.80	331.40	331.40	4,716.48	4,716.48	331.40
Bank Interest	5.00	5.27	5.00	2.90	5.00	5.00
Loan	0.00	0.00	0.00	0.00	0.00	0.00
Other	0.00	522.75	200.00	181.83	181.83	300.00
VAT Repayment	0.00	184.89	0.00	144.08	144.08	0.00
Total Income	260.80	1,044.31	536.40	5,045.29	5,047.39	636.40
Precept		7,362.96			7,646.64	
Expenditure						
Clerks Salary	2,007.00	1,992.15	2,011.00	1,489.95	2,177.62	2,200.00
Admin	1,100.00	819.86	1,260.00	631.31	1,260.00	1,300.00
Donations	600.00	600.00	600.00	350.00	600.00	600.00
Street Lighting	650.00	314.56	425.00	0.00	330.00	350.00
Insurance	355.00	317.42	330.00	301.17	301.17	330.00
Inspection	100.00	0.00	100.00	0.00	0.00	100.00
P3 Scheme	275.00	331.40	360.00	360.00	360.00	360.00
Licensed Footpaths	150.00	168.50	175.00	0.00	175.00	175.00
Contingency	500.00	96.85	500.00	0.00	500.00	500.00
Maintenance	295.00	237.33	575.00	0.00	575.00	600.00
Loan Repayment	1,417.14	1,448.37	1,417.14	733.70	1,417.14	1,417.14
Loan Interest	156.18	124.95	156.18	52.96	156.18	156.18
Allotments / Conservation	375.00	5.00	455.00	3,805.73	3,805.73	655.00
VAT Paid	0.00	144.08	0.00	765.14	900.00	0.00
Total Expenditure	7,980.32	6,600.47	8,364.32	8,489.96	12,557.84	8,743.32

End of Appendices