

**MINUTES OF MEETING OF ASSINGTON PARISH COUNCIL**  
**Held in Assington Village Hall on Monday 18<sup>th</sup> May 2015**

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

**Attending:** D Crimmin (Clerk) and 1 member of public.

**15/037 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.

**15/038 Apologies for Absence**

James Finch (Suffolk County Councillor) sent his apologies.

**15/039 Declaration of Office from Councillors**

The Clerk confirmed that the Declaration of Office had been received from all councillors.

**15/040 Election of Vice Chairman**

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

**15/041 General Power of Competence**

The councillors resolved that as APC still met the criteria for the Clerk's qualification and the number of councillors who stood at the 2015 Parish Council Election, that APC would adopt the General Power of Competence.

**15/042 Declaration of Interest and Requests for Dispensation**

Cllrs Stacey and Symons declared a non-pecuniary interest in item 15/053e as they are members of the Assington PCC. No requests for dispensation had been received.

**15/043 Minutes of Meeting held on 30<sup>th</sup> March 2015**

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

**15/044 HR and Standards Committees**

Cllrs Betts, Stacey and Symons were appointed as members of the HR Committee with Cllrs King, Wallace and Symonds being appointed as members of the Standards Committee.

**15/045 Representatives to Outside Bodies**

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

**15/046 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.

**15/047 Internal Auditor**

It was resolved that Mr S White be appointed as Internal Auditor for 2015 / 2016 and the Clerk to send a letter of engagement.

**15/048 Annual Subscriptions**

It was resolved that the annual memberships to SALC and Community Action Suffolk be renewed for 2015 / 2016.

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

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**15/049 Public Forum**

James Finch had circulated his written report to councillors.

**15/050 Housing Development**

Mr Le Grys attended the meeting to see if the initial plans of his client to develop housing on their land in Assington were in line with APC's visions for the parish. The councillors agreed to update Mr Le Grys with the outcomes of the councillors' discussions on the subject in the coming months.

**15/051 Routine Correspondence (Appendix A)**

After reviewing the Routine Correspondence and the emails circulated by the Clerk since the last scheduled meeting the Clerk was asked to book Cllrs King and Symonds on the Babergh Liaison Meeting on the 11<sup>th</sup> June at 10am. The councillors resolved that the Clerk should be the primary contact for the Pensions Regulator in relation to APC's staging date of 1<sup>st</sup> May 2017 for the new regulations.

**15/052 Clerk's Report (Appendix B)**

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

**15/053 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 31<sup>st</sup> March 2015 were approved.
- c. The councillors resolved that Sections 1 and 2 of the Annual Return as at 31<sup>st</sup> March 2015 were approved and the Chairman signed both sections on behalf of APC.
- d. 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.
- e. It was resolved that a donation of £350 be made to the Churchyard Maintenance Fund.

**15/054 Planning**

- a. The councillors reviewed **Planning Application B/15/00331 2 Woodfield, The Street** - Erection of front porch and resolved to support the application.
- b. The councillors reviewed **Planning Application B/15/00431 Celandine, The Street** - Erection of side and rear extensions, and insertion of rear dormer (following demolition of existing conservatory and resolved to support the application.
- c. There were no further planning applications received since the agenda was posted.
- d. The councillors requested the Clerk to contact Jennie Jenkins in relation to the current status of the enforcement process at Bambridge Hall. 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/14/00362	Land South of Assington Farm Shop, The Street - Outline - Erection of 2 No. dwellings with associated off street parking.	14/112a	30/09/14	Support	Approved 20/03/2015
B/15/00087	St Edmunds Cottage, The Street - Erection of first floor rear extension and alterations.	15/027a	31/03/15	Support	Approved 02/04/2015

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**15/055 Licensed Path, Footpaths and Assets**

The councillors resolved that a further 500 footpath maps be produced and that Wesley Benton replace Stephen King as the Footpath Warden for Assington.

**15/056 Data Protection**

The councillors reviewed the advice that APC should be registered with the Information Commissioner's Office for Data Protection and resolved that the Clerk applies for registration.

**15/057 Allotments**

The councillors were updated that James Finch's Locality Budget of £750 towards the fencing costs has now been received. The Allotment Association has now reviewed the proposed tenancy agreement suggested by APC in order to keep all the agreements for the site in accord, and their proposed changes will be reviewed by APC at the July meeting.

**15/058 SALC Briefing**

The councillors resolved that Cllr Wallace attend the SALC Briefing on Monday 15<sup>th</sup> June 2015.

**15/059 Question to the Chair**

The councillors wished to record their appreciation for all the support given by Chris Heseltine and Kevin Tatum during their time with the council.

**15/060 Next Meeting**

The next scheduled meeting date is the 27<sup>th</sup> July 2015.

**The meeting closed at 9.24pm**

**Appendix A Routine Correspondence**

No correspondence received by post.

**Appendix B Clerk's Report**

Minute	Action	Complete ✓
15/005	Minutes placed on website.	✓
15/024	Invitation sent to Mr Le Grys.	✓
15/026 a	Cheques sent to suppliers.	✓
15/026 b	Donations sent to organisations.	✓
15/027	Planning Application responses sent to BDC.	✓
15/029	S106 acceptance letter sent to BDC.	✓
15/029	Purchase order raised with CR Heseltine	✓
15/033	Policies & Procedures placed on website.	✓
15/036	BDC are to change Further Street road sign.	
	<b>Clerk Hours</b>	
	As at 3rd May 2015 - 27 hours worked / 20 hours paid.	

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**Appendix C Receipts & Payments**

<b>Receipts &amp; Payments Account for the year ending 31st March 2015</b>			
<b>Receipts</b>			
Precept		£7,362.96	
Grants		£331.40	
Bank Interest		£5.27	
Loan		£0.00	
Other		£522.75	
VAT Repayment		£184.89	
			<b>£8,407.27</b>
<b>Payments</b>			
Clerks Salary		£1,992.15	
Admin		£819.86	
Donations		£600.00	
Street Lighting		£314.56	
Street Lighting Upgrade		£0.00	
Insurance		£317.42	
Inspection		£0.00	
P3 Scheme		£331.40	
Licensed Footpaths		£168.50	
Contingency		£96.85	
Maintenance		£237.33	
Loan Repayment		£1,448.37	
Loan Interest		£124.95	
Allotments / Conservation		£5.00	
VAT Paid		£144.08	
			<b>£6,600.47</b>
<b>Excess of Receipts over Payments</b>			<b>£1,806.80</b>
Add Balance Brought Forward			£6,912.04
<b>Balance Carried Forward</b>			<b>£8,718.84</b>
<b>Represented by</b>			
Barclays Community		£100.00	
Barclays Premium		£8,618.84	
Cash		£0.00	
			<b>£8,718.84</b>

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<b>Bank Reconciliation for Financial year ending 31st March 2015</b>					
<b>Balances per Bank Statements as at 31st March 2015</b>					
Barclays Community			£100.00		
Barclays Premium Account			<u>£10,807.15</u>		
				£10,907.15	
Add any Unbanked Cash as at 31 March				£0.00	
<b>Less Unpresented Cheques as at 31 March</b>					
		692	£125.00		
		693	£377.47		
		694	£202.20		
		695	£284.80		
		696	£555.64		
		697	£129.20		
		698	£264.00		
		699	£50.00		
		700	£50.00		
		701	£50.00		
		702	£50.00		
		703	£50.00		
				£2,188.31	
			<b>Total Cash</b>	<b><u>£8,718.84</u></b>	
<b>CASH BOOK</b>					
Opening Balance				£6,912.04	
Add Receipts in the year				<u>£8,407.27</u>	
				£15,319.31	
Less Payments in the year				<u>£6,600.47</u>	
			<b>Total Cash</b>	<b><u>£8,718.84</u></b>	

SIGNED \_\_\_\_\_

DATED \_\_\_\_\_

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**Appendix D RFO Report**

**Receipts & Payments**

Date	Details	Ref	Power	Receipts	Payments
07/04/15	BDC Precept & Grant			4,005.15	0.00
10/04/15	Anglian Water - Supply Connection	704	LA 2011 ss 1 to 8	0.00	818.40
10/04/15	CR Heseltine - Water supply on allotments	705	LA 2011 ss 1 to 8	0.00	444.00
18/05/15	SALC - Councillor Guides	706	LA 2011 ss 1 to 8	0.00	13.30
18/05/15	SALC - Annual Subscription	706	LA 2011 ss 1 to 8	0.00	174.00
18/05/15	CAS - Annual Subscription	707	LA 2011 ss 1 to 8	0.00	30.00
30/06/15	DF Crimmin - Salary Apr to June	708	LA 2011 ss 1 to 8	0.00	397.45
30/06/15	DF Crrimmin - WFHA Apr to June	708	LA 2011 ss 1 to 8	0.00	39.00
30/06/15	HMRC - Clerk Tax	709	LA 2011 ss 1 to 8	0.00	99.20

**Reconciliation**

	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community	30/04/15	£100.00				
Premium Accounts	30/04/15	£12,748.99	£10,708.64	£2,015.35	£0.00	£125.00
Cash	30/04/15	£0.00	£0.00			£0.00
		£12,848.99	£10,708.64	£2,015.35	£0.00	

**Statement of Accounts vs Budget**

	Budget	Actual		Reserves	Budget	Actual
Assets B/Forward		£8,718.84				
<b>Income</b>			<b>Expenditure</b>			
Precept	£7,646.64	£3,823.32	Clerks Salary		£2,011.00	£496.65
Grants	£331.40	£0.00	Admin		£1,260.00	£256.30
Bank Interest	£5.00	£0.00	Donations		£600.00	£0.00
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	£0.00	Insurance		£330.00	£0.00
			Inspection		£100.00	£0.00
			P3 Scheme		£360.00	£0.00
			Licensed Footpaths		£175.00	£0.00
			Contingency		£500.00	£0.00
			Maintenance		£575.00	£0.00
			Loan Repayment		£1,417.14	£0.00
			Loan Interest		£156.18	£0.00
			Allotments / Conservation	£750.00	£455.00	£1,052.00
			VAT Paid		£0.00	£210.40
<b>Total</b>	<b>£8,183.04</b>	<b>£4,005.15</b>	<b>Total</b>	<b>£750.00</b>	<b>£8,364.32</b>	<b>£2,015.35</b>
			Assets C/Forward			£10,708.64
<b>Total</b>		<b>£12,723.99</b>	<b>Total</b>			<b>£12,723.99</b>

**End of Appendices**