

MINUTES OF MEETING OF ASSINGTON PARISH COUNCIL
Held in Assington Village Hall on Monday 26th January 2015

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

Attending: Jennie Jenkins (Babergh District Councillor), James Finch (Suffolk County Councillor) and D Crimmin (Clerk).

15/001 Apologies for Absence

Cllr Heseltine (holiday) sent his apologies.

15/002 Declaration of Interest

None were declared

15/003 Requests for Dispensation

None received.

15/004 Standing Orders

The councillors resolved to adopt the APC Standing Orders dated 26th January 2015.

15/005 Minutes of Meeting held on 24th November 2014

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

15/006 Public Forum

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

15/007 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.

15/008 Clerk's Report (Appendix C)

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

15/009 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 Expenditure budget set as well as the Earmarked and General Reserves provisions (Appendix E) and resolved to set a Precept of £7,646.64 (excluding BDC's grant) which will mean a 0% increase in the Band D Council Tax for 2015 / 2016.
- c. The councillors resolved to award the 2015 footpath cutting contract to D Gotts and that 6 cuts at £60 per cut be authorised.
- d. The councillors resolved that Cllr Symonds replace Cllr Heseltine as a Barclays Bank signatory which the Clerk will action.

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15/010 Planning

- a. The councillors noted the modifications made to **Planning Application B/14/00805 Celandine, The Street** - Erection of 2 no. dwellings (following demolition of existing dwelling).
- b. The councillors reviewed **Planning Application B/14/01541 Willow Tree Farm, The Street** - Erection of 1no. 1 1/2 storey detached dwelling and construction of a new vehicular access and resolved to support the application.
- c. The councillors reviewed **Planning Application B/14/01624 Moors Farm, Wormingford Road** - Application for Listed Building Consent -Proposed Internal Alterations to remove existing internal partitions and modern staircase, take up raised timber floor/reinstate existing floor levels, all within existing sitting room and resolved to support the application.
- d. There were no further planning applications received since the agenda was posted.
- e. 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	
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	Granted 14/01/2015
28/08/14	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	
23/10/14	B/14/01305	St Edmunds Cottage, The Street - Erection of one and a half storey (3 bedroom) dwelling & ancillary outbuilding following demolition of existing outbuilding & alterations to vehicular access.	14/136a	25/11/14	Support	Approved 04/12/2014
27/10/14	B/14/00805	Celandine, The Street - Erection of 2 no. dwellings (following demolition of existing dwelling).	14/136b	25/11/14	Object.	Granted 14/01/2015
02/12/14	B/14/00805	Celandine, The Street - Erection of 2 no. dwellings (following demolition of existing dwelling).				Granted 14/01/2015

15/011 Licensed Path, Footpaths and Assets

The cull of deer at The Thicks continues and the importance of parishioners staying clear of areas cordoned off during the shoots was discussed. Quotations have been obtained for the allotment fencing and shed and Anglian Water are currently quoting for a water supply. A further quotation is to be obtained by Cllr Thorogood for the fencing. A letter is to be written to residents adjoining the proposed allotment area, which is now leased by APC, outlining details of the scheme and requesting clearance of any of their possessions from the area before it is ploughed.

15/012 Road Safety

The new speed signs have been distributed and Cllr King is getting residents to co-ordinate their display on bin collection days. James Finch is still chasing the vehicle speed survey to be conducted by SCC Highways in The Street.

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15/013 Effectiveness of Internal Audit and Internal Control processes

The councillors reviewed the current system of APC's internal audit and internal controls and resolved that they were satisfied:

- That the scope of the audit is in accordance with The Governance and Accountability in Local Councils in England and Wales, A Practitioners Guide 2014
- With the report provided by the internal auditor at the conclusion of audit for review by APC
- With the Internal Control processes undertaken by the council.

15/014 Risk Management Register

Following a review of APC's Risk Management Register the councillors considered the register appropriate for APC's level of operations.

15/015 Policies and Procedures

The councillors reviewed the following policies and procedures:

- Complaints Procedure
- Disciplinary Procedure
- Disciplinary Rules
- Grievance Procedure
- Protocol for Reporting of Meetings
- Training & Development Policy

and resolved to adopt them from the 26th January 2015.

15/016 Question to the Chair

There were no questions raised.

15/017 Standing Order 3d

There were no members of the public present.

15/018 Clerk's Appraisal and Contract of Employment

The councillors reviewed the appraisal undertaken by Cllr Thorogood and resolved that he should sign it on behalf of APC. Following a review of the roles undertaken by the Clerk and a comparison with NALC and SLCC guidance on the salary criteria, the councillors resolved that the Contract of Employment be modified to show the Clerk's NJC salary point increasing from 15 to 18 from 1st April 2015. APC to write to Clerk confirming the change.

The councillors noted the salary increase that the Clerk is entitled to, from the 1st January 2015, following the agreement of the National Joint Council terms and conditions by NALC and the SLCC.

The meeting closed at 8.55pm

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Appendix A Public Forum

James Finch updated councillors on a Truancy sweep, SCC's winter response, mobile network coverage, entrepreneurs for agriculture and improved Broadband speed east of Assington.

Jennie Jenkins updated councillors on the proposed adoption of CIL, Budget, Community Achievement Awards, 25 homes to be built by BDC in Glemsford and a Suffolk-wide infrastructure strategy.

The newly styled Police report showed two reported crimes in the parish from 1st to the 19th January 2015.

Appendix B Routine Correspondence

Cores Log Ref	Date Received	Raised by	Regarding	Agenda	Routine	Clerk Notes
CA15001	14/11/15	Babergh District Council	Estimate of Election Charges		√	
CA15002		Newsletters	Clerk & Councils Direct x 2 / The Local Councillor		√	TLC in meeting pack

Appendix C Clerk's Report

Minute	Action	Complete ✓
14/131	Notes sent to Assington Magazine and minutes placed on website.	✓
14/135 a	Suppliers paid.	✓
14/135 c	Financial Regulations placed on website.	✓
14/136	Planning Application responses sent to BDC.	✓
14/137	Anglian Water quotation application submitted.	✓
14/138	Adhesive 30mph signs purchased.	✓
14/142	2015 Meeting dates circulated to County & District Councillors, Police as well as being placed on notice boards and website.	✓

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Appendix D RFO Report

Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
25/11/14	SCC P3 Grant			165.70	0.00
08/12/14	Bank Interest 8 Sep to 7 Dec	BS 201		1.49	0.00
12/01/15	PWLB - Loan Repayment	D/Dr	LA 2011 ss 1 to 8	0.00	786.66

Reconciliation

	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Premium Accounts	31/12/15	£100.00				
	31/12/15	£11,592.53	£10,905.87	£786.66	£0.00	£0.00
Cash	31/08/14	£0.00	£0.00			£0.00
		£11,692.53	£10,905.87	£786.66	£0.00	

Statement of Accounts vs Budget

	Budget	Actual		Reserves	Budget	Actual
Assets B/Forward		£6,912.04				
<u>Income</u>			<u>Expenditure</u>			
Precept	£7,362.96	£7,362.96	Clerks Salary		£2,007.00	£1,346.31
Grants	£255.80	£331.40	Admin		£1,100.00	£488.71
Bank Interest	£5.00	£3.99	Donations		£600.00	£350.00
Loan	£0.00	£0.00	Street Lighting		£650.00	£0.00
Other	£0.00	£522.75	Street Lighting Upgrade		£0.00	£0.00
VAT Repayment	£0.00	£184.89	Insurance		£355.00	£317.42
			Inspection		£100.00	£0.00
			P3 Scheme		£275.00	£331.40
			Licensed Footpaths		£175.00	£0.00
			Contingency		£500.00	£0.00
			Maintenance		£295.00	£0.00
			Loan Repayment		£1,417.14	£1,448.37
			Loan Interest		£156.18	£124.95
			Allotments / Conservation		£375.00	£5.00
			VAT Paid		£0.00	£0.00
Total	£7,623.76	£8,405.99	Total	£0.00	£8,005.32	£4,412.16
			Assets C/Forward			£10,905.87
Total		£15,318.03	Total			£15,318.03

Unclaimed VAT = £ 0.00

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Appendix E Precept Proposal

At the November meeting you agreed an expenditure budget of £8,364.32 for 2015 / 16.

Reserves held by APC

I am proposing that £500 be set aside to cover set-up for the new allotments and an increase in the reserve for Asset Replacement. The increase in the Clerk's Gratuity reserve is in accordance to his contract.

	2013 / 14		2014 / 15		2015 / 16	
	Start of year	End of year	Start of year	End of year	Start of year	End of year
Asset Replacement	600.00	700.00	700.00	700.00	700.00	1,000.00
Allotments / Conservation	0.00	750.00	750.00	750.00	750.00	500.00
Village Hall Hire	150.00	0.00	0.00	0.00	0.00	0.00
Election Costs	1,100.00	1,100.00	1,100.00	1,420.00	1,420.00	1,420.00
Clerk Gratuity Fund	388.64	457.64	457.64	527.64	527.64	598.64
Total Earmarked Reserves	2,238.64	3,007.64	3,007.64	3,397.64	3,397.64	3,518.64
General Reserves	2,229.64	3,904.40	3,904.40	3,954.33	3,954.33	?

Precept for 2014 / 2015

Barry Hunter, Babergh's Corporate Manager for Financial Services, has written to APC regarding the Tax Base for 2015 / 2016 which I circulated to you via email on the 2nd December 2014. APC's Tax Base will increase from **167.15** in 2014 / 15 to **173.59** in 2015 / 16. Using the projections for income, expenditure and earmarked reserves, APC will also need to consider the level it wishes to maintain its General Reserves. Best practice would suggest that the level of General Reserves should be somewhere between 50 -100% of main income. The 3 examples I give below show:

- Example 1 Set the Precept as £7,362.96 which is the same amount as in 2014/15
- Example 2 Increase the Precept to £7,500
- Example 3 Increase the Precept but keeping the Band D Council Tax the same as in 2014/15

	2013 / 14	2014 / 15	2015 / 16 Example 1	2015 / 16 Example 2	2015 / 16 Example 3
START OF YEAR					
Earmarked Reserves	2,238.64	3,007.64	3,397.64	3,397.64	3,397.64
General Reserves	2,229.64	3,904.40	3,954.33	3,954.33	3,954.33
Total Reserves	4,468.28	6,912.04	7,351.97	7,351.97	7,351.97
Income ex Precept	2,068.05	1,044.04	536.40	536.40	536.40
Precept	7,000.00	7,362.96	7,362.96	7,500.00	7,646.64
Total Income	9,068.05	8,407.00	7,899.36	8,036.40	8,183.04
Expenditure	6,624.29	7,967.07	8,364.32	8,364.32	8,364.32
END OF YEAR					
Earmarked Reserves	3,007.64	3,397.64	3,518.64	3,518.64	3,518.64
General Reserves	3,904.40	3,954.33	3,368.37	3,505.41	3,652.05
Total Reserves	6,912.04	7,351.97	6,887.01	7,024.05	7,170.69
Tax Base	158.91	167.15	173.59	173.59	173.59
Band D Council Tax	£44.05	£44.05	£42.42	£43.21	£44.05

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 Assington Parish Council adopted the General Power of Competence on the 27th January 2014 Minute Book Page 201

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The Council Tax that a Band D household in Assington pays is the Precept demanded by APC divided by the Tax base for that year.

Finally, I would again recommend that the grant being given to APC by BDC in relation to the Precept is not taken into account when resolving the Precept and is treated as an unbudgeted grant for 2015/16.

End of Appendices

SIGNED _____ *DATED* _____