

**MINUTES OF MEETING OF ASSINGTON PARISH COUNCIL**  
**Held in Assington Village Hall on Monday 28<sup>th</sup> September 2015**

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

**Attending:** Jennie Jenkins (Babergh District Councillor) and D Crimmin (Clerk).

**15/075 Apologies for Absence**

Cllr Symons (holiday) sent his apologies as did James Finch (Suffolk County Councillor).

**15/076 Declaration of Interest and Requests for Dispensation**

Cllrs King and Symonds declared a non-pecuniary interest in item 15/086 as they are members of the Assington Allotments Association. No requests for dispensation had been received.

**15/077 Minutes of Meeting held on 27<sup>th</sup> July 2015**

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

**15/078 Public Forum**

James Finch had circulated his written report to councillors ahead of the meeting. Jennie Jenkins updated councillors on the Gypsy and Traveller call for sites, the plans regarding Syrian refugees, BDC's staffing re-structure, Devolution and Bambridge Hall.

**15/079 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.

**15/080 Clerk's Report (Appendix B)**

After reviewing the Clerk's Report no further action was required of the Clerk. Cllr King updated councillors that 5 trees have been allocated to the allotments and conservation area as part of the Scattered Orchard Project (15/073).

**15/081 Finance**

- a. The councillors reviewed BDO's External Audit report and noted that there were no actions brought to APC's attention and resolved to accept and approve the findings.
- b. The councillors reviewed the Asset Register and resolved that with the inclusion of the allotment fencing and shed, it accurately reflected the council's assets at this time.
- c. 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
- d. 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.

**15/082 Planning**

- a. The councillors reviewed **Planning Application B/15/00999 2 Woodfield** - Erection of porch and resolved to support the application.
- b. There were no further planning applications received since the agenda was posted.
- c. The councillors requested to check the status of the site certificate for the caravan site at Assington Barn and raise APC's concerns with BDC if the certificate is out of date. The

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

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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/15/00736	The Old School House, The Street - Change of use of land from agricultural to residential & erection of detached double garage with first floor attic store, extension of vehicular access & associated works.	15/068a	28/07/15	Support	Approved 06/08/2015
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	

### 15/083 Licensed Path, Footpaths and Assets

The councillors were disappointed that the landowner had not updated APC with his plans to remove the roadside hedge alongside the permissive path between the shop and the Village Hall before its removal. The councillors resolved that replanting of hedging along the path should be considered when the detailed planning application for housing on the site is determined by BDC.

### 15/084 Future Development

The councillors were pleased with the number of residents who attending the meeting on the 17<sup>th</sup> September to discuss future development and amenities in the village. An initial analysis of the outcomes prepared by Cllr Stacey was reviewed by the councillors. The councillors resolved that a summary of the outcomes would be prepared by Cllr King and published in the newsletter. It was also agreed that the councillors would develop a questionnaire, based on the outcomes, so that the views of all households in the village could be ascertained.

### 15/085 Allotments

The councillors reviewed APC's agreement with the Assington Allotment Association (AAA) to operate the new allotments from the 1<sup>st</sup> January 2016 for an initial five year term and resolved that the Clerk exchange the agreement. The councillors also agreed that the AAA tenancy agreement was now sufficiently robust to dovetail the APC agreement. The councillors agreed that the AAA could now start to prepare the allotments for use in 2016.

### 15/086 BDC Consultations

- a. The councillors had no comments on the Licensing Act 2003 Local Policy (2016 - 2021) consultation
- b. The councillors had no comments on the Gambling Act 2005 Local Policy (2016 - 2019) consultation.

### 15/087 BDC Liaison Meeting

Cllr Wallace will represent APC at this year's meeting on the 3<sup>rd</sup> November 2015.

### 15/088 Question to the Chair

The councillors discussed residents' concerns regarding the status of 4 to 5 tents being used on land in the village and requested the Clerk to raise APC's concerns with BDC. Cllr King raised a resident's issue with the bus service in Assington no longer routing via Barracks Lane. The councillors did not feel it would be appropriate for APC to raise the issue with the bus company directly and asked Cllr King to advise the resident to contact the SCC department responsible for

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bus services in Suffolk.

**15/089 Next Meeting**

The next scheduled meeting date is the 23<sup>rd</sup> November 2015.

**The meeting closed at 8.46pm**

**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	
15/063	Minutes placed on website and notes sent to magazine.	✓
15/067 a	Cheques sent to suppliers.	✓
15/068	Planning Application responses sent to BDC.	✓
15/069	Wrote to SCC Highways with request to extend 30mph zone.	
15/070	Met with D Gotts and awaiting quotation.	
15/071	Allotment community shed installed.	✓
15/073	Scattered Orchard project updated with APC plans.	✓
15/073	Ryes School to look at junction.	✓
	<b>Clerk Hours</b>	
	As at 30th August 2015 - 98.25 hours worked / 88 hours paid.	

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

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**Appendix D RFO Report**

**Receipts & Payments**

Date	Details	Ref	Power	Receipts	Payments
11/08/15	ICO - Data Protection	D/Dr	LA 2011 ss 1 to 8	0.00	35.00
10/09/15	BDC Precept			3,823.32	0.00
25/09/15	SCC P3 Grant			165.75	0.00
28/09/15	CR Heseltine - Fence allotments	715	LA 2011 ss 1 to 8	0.00	1,710.25
28/09/15	Homefield Sheds - Allotment Shed	716	LA 2011 ss 1 to 8	0.00	780.00
28/09/15	Community Action Suffolk -	717	LA 2011 ss 1 to 8	0.00	287.42
28/09/15	DF Crimmin - Expenses Mar to Aug	718	LA 2011 ss 1 to 8	0.00	149.51
28/09/15	BDO - Audit Fee		LA 2011 ss 1 to 8	0.00	0.00
30/09/15	DF Crimmin - Salary July to Sept	719	LA 2011 ss 1 to 8	0.00	397.25
30/09/15	DF Crimmin - WFHA July to Sept	719	LA 2011 ss 1 to 8	0.00	39.00
30/09/15	HMRC - Clerk tax	720	LA 2011 ss 1 to 8	0.00	99.40

**Reconciliation**

	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Premium Accounts	28/08/15	£100.00				
	28/08/15	£9,401.93	£10,028.17	£3,462.83	£3,989.07	£0.00
Cash	22/09/15	£0.00	£0.00			£0.00
		£9,501.93	£10,028.17	£3,462.83	£3,989.07	

**Statement of Accounts vs Budget**

	Budget	Actual		Reserves	Budget	Actual
Assets B/Forward		£8,718.84				
<b><u>Income</u></b>			<b><u>Expenditure</u></b>			
Precept	£7,646.64	£7,646.64	Clerks Salary		£2,011.00	£993.30
Grants	£331.40	£915.75	Admin		£1,260.00	£592.31
Bank Interest	£5.00	£1.59	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	£287.42
			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	£733.70
			Loan Interest		£156.18	£52.96
			Allotments / Conservation	£750.00	£455.00	£3,805.73
			VAT Paid		£0.00	£765.14
<b>Total</b>	<b>£8,183.04</b>	<b>£8,889.89</b>	<b>Total</b>	<b>£750.00</b>	<b>£8,364.32</b>	<b>£7,580.56</b>
			Assets C/Forward			£10,028.17
<b>Total</b>		<b>£17,608.73</b>	<b>Total</b>			<b>£17,608.73</b>

**End of Appendices**