

MINUTES OF MEETING OF ASSINGTON PARISH COUNCIL
Held in Assington Village Hall on Monday 30th March 2015

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

Attending: Jennie Jenkins (Babergh District Councillor), James Finch (Suffolk County Councillor), D Crimmin (Clerk) and 2 members of public.

15/019 Apologies for Absence

The Police sent their apologies.

15/020 Declaration of Interest

Cllrs Stacey and Symons declared a non-pecuniary interest in item 15/026b as they are members of the Assington PCC. Cllr Heseltine declared an pecuniary interest in item 15/029 as he is a potential supplier of some of the allotment works and left the meeting while this item was discussed.

15/021 Requests for Dispensation

None received.

15/022 Minutes of Meeting held on 26th January 2015

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

15/023 Public Forum

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

15/024 Routine Correspondence (Appendix B)

After reviewing the Routine Correspondence and the emails circulated by the Clerk since the last scheduled meeting the Clerk was asked to invite Le Grys to attend the May meeting in order to discuss Local Housing Needs.

15/025 Clerk's Report (Appendix C)

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

15/026 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 Donations budget available and resolved a donation of £50 to each of the following organisations:
 - Citizens Advice Bureau
 - Assington Association
 - Macmillan Cancer
 - East Anglian Children's Hospices
 - Assington PCC.
- c. The councillors resolved to carry forward the following Earmarked Reserves to 2015 / 2016:

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	Start of year
Asset Replacement	700.00
Allotments / Conservation	750.00
Village Hall Hire	0.00
Election Costs	1,420.00
Clerk Gratuity Fund	527.64
Total Earmarked Reserves	3,397.64

15/027 Planning

- a. The councillors reviewed **Planning Application B/15/00087 St Edmunds Cottage, The Street** - Erection of first floor rear extension and alterations and resolved to support 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:

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	
B/14/01541	Willow Tree Farm, The Street - Erection of 1no. 1 1/2 storey detached dwelling and construction of a new vehicular access.	15/010b	27/01/15	Support	Approved 28/01/2015
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	15/010c	27/01/15	Support	Approved 16/01/2015

15/028 Licensed Path, Footpaths and Assets

No issues raised.

15/029 Allotments

The councillors were updated that James Finch has now allocated £750 from his Locality Budget towards the fencing costs and BDC has agreed to allocate £3,701.21 from the parish's S106 allocation towards the cost of the allotments. The councillors resolved that the Chairman signs BDC's S106 offer letter on APC's behalf. With the funding now in place for the allotments project the councillors reviewed the quotations received for the various aspects of the project and resolved to allocate the following orders:

- Allotment preparation and water supply - CR Heseltine £370 + VAT
- Water Connection - Anglian Water £1,001 + VAT
- Fencing - CR Heseltine - £1,425.21 + VAT
- Shed and base - Homefield Sheds £605 + VAT

The councillors agreed to await further quotations before allocating the order for the car parking hardstanding and rail posts.

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15/030 Road Safety

Still awaiting confirmation from James Finch that vehicle speed survey is to be conducted by SCC Highways in The Street.

15/031 BDC's Local Plan consultation

After reviewing the consultation the councillors resolved that they had no comments.

15/032 Transparency Code

After reviewing the information that APC will be required to publish online from the 1st April 2015, the councillors resolved that APC will fully comply with the Code's requirements.

15/033 Policies and Procedures

The councillors reviewed the following policies and procedures:

- Charitable Giving Policy
- Statement of Community Engagement Policy
- Health & Safety Policy
- Equality Policy
- Freedom of Information Request.

and after amending Section 3.6 in the Charitable Giving Policy to read "current" rather than "following" year, resolved to adopt them from the 30th March 2015.

!5/034 APC Election 2015

The Clerk updated councillors on the nomination process which closes at 4pm on Thursday 9th April 2015.

15/035 Question to the Chair

Questions were raised on the notice board requiring repair by the bus shelter, caravan parking, lorries using the road to Arger Fen and the condition of the Further Street road sign next to the layby on the A134. The Clerk to contact BDC on the road sign.

15/036 Next Meeting

The next scheduled meeting date is the 18th May 2015.

The meeting closed at 9.25pm

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Appendix A Public Forum

James Finch updated councillors that there would be further works on the road in Barracks Road due to drainage issues. Jennie Jenkins updated councillors on the proposed adoption of CIL, that Babergh were losing 15 councillors at the forthcoming elections and Bainbridge Hall. The newly styled Police report showed one reported crime in the parish during February 2015.

Appendix B Routine Correspondence

No correspondence received by post.

Appendix C Clerk's Report

Minute	Action	Complete ✓
15/005	Notes sent to Assington Magazine and minutes placed on website.	✓
15/009 b	Precept demand sent to BDC.	✓
15/009 c	D Gotts advised on contract award.	✓
15/009 d	Mandate changes given to Barclays.	✓
15/010	Planning Application responses sent to BDC.	✓
15/011	Letter prepared for distribution to residents.	✓

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Appendix D RFO Report

Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
30/03/15	Assington Village Charity - Hall Hire	692	LA 2011 ss 1 to 8	0.00	125.00
30/03/15	SCC - Street Lighting	693	LA 2011 ss 1 to 8	0.00	377.47
30/03/15	CR Heseltine - Permissive path maintenance	694	LA 2011 ss 1 to 8	0.00	202.20
30/03/15	BDC - Dog & Litter bin emptying	695	LA 2011 ss 1 to 8	0.00	284.80
30/03/15	DF Crimmin - Salary Jan to Mar	696	LA 2011 ss 1 to 8	0.00	516.64
30/03/15	DF Crimmin - WFHA Jan to Dec	696	LA 2011 ss 1 to 8	0.00	39.00
30/03/15	HMRC - Clerk Tax	697	LA 2011 ss 1 to 8	0.00	129.20
30/03/15	DF Crimmin - Expenses Sept to March	698	LA 2011 ss 1 to 8	0.00	264.00

Reconciliation

	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community	30/01/15	£100.00				
Premium Accounts	30/01/15	£10,805.87	£8,967.56	£1,938.31	£0.00	£0.00
Cash	30/01/15	£0.00	£0.00			£0.00
		£10,905.87	£8,967.56	£1,938.31	£0.00	

Statement of Accounts vs Budget

	Budget	Actual		Reserves	Budget	Actual
Assets B/Forward		£6,912.04				
Income			Expenditure			
Precept	£7,362.96	£7,362.96	Clerks Salary		£2,007.00	£1,992.15
Grants	£255.80	£331.40	Admin		£1,100.00	£819.86
Bank Interest	£5.00	£3.99	Donations		£600.00	£350.00
Loan	£0.00	£0.00	Street Lighting		£650.00	£314.56
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	£168.50
			Contingency		£500.00	£96.85
			Maintenance		£295.00	£237.33
			Loan Repayment		£1,417.14	£1,448.37
			Loan Interest		£156.18	£124.95
			Allotments / Conservation		£375.00	£5.00
			VAT Paid		£0.00	£144.08
Total	£7,623.76	£8,405.99	Total	£0.00	£8,005.32	£6,350.47
			Assets C/Forward			£8,967.56
Total		£15,318.03	Total			£15,318.03

Unclaimed VAT = £ 144.08

End of Appendices

SIGNED _____ *DATED* _____