

MINUTES OF ANNUAL MEETING OF ASSINGTON PARISH COUNCIL
Held in Assington Village Hall on Monday 23rd May 2016

Present: Councillors S Thorogood (Chairman), S Betts (arrived late), S King, B Stacey, R Symonds and J Symons.

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

16/045 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.

16/046 Apologies for Absence

Cllr Wallace (holiday) sent her apologies as did Jennie Jenkins (Babergh District Councillor).

16/047 Election of Vice Chairman

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

16/048 Declaration of Interest and Requests for Dispensation

Cllrs Stacey and Symons declared non-pecuniary interests in item 16/059g as they are members of the Assington PCC. Cllr Betts declared a pecuniary interest in Item 16/060b as he is a proposed owner of one of the dwellings and left the meeting while this item was discussed. No request for dispensation had been received.

16/049 Minutes of Meeting held on 14th April 2016

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

16/050 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.

16/051 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).

16/052 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.

16/053 Internal Auditor

It was resolved that Mr S White be appointed as Internal Auditor for 2016 / 2017 and the Clerk to send a letter of engagement.

16/054 Annual Subscriptions

It was resolved that the annual memberships to SALC and Community Action Suffolk be renewed for 2016 / 2017.

16/055 Public Forum

James Finch updated councillors on his previously circulated report on education and mental health in the county.

Cllr Betts arrived.

16/056 Defibrillator

Martin Render, Chairman of Community Heartbeat Trust, outlined the process that Assington could undertake in order to make a defibrillator accessible to its residents. He was able to explain how the scheme would operate via the East Anglian Ambulance Service and answered questions on

SIGNED _____ *DATED* _____

MINUTES OF ANNUAL MEETING OF ASSINGTON PARISH COUNCIL
Held in Assington Village Hall on Monday 23rd May 2016

start-up and ongoing costs, training and support for the scheme. The councillors agreed to investigate costs, location and funding for a defibrillator.

16/057 Routine Correspondence (Appendix A)

After reviewing the Routine Correspondence and the emails circulated by the Clerk the councillors requested the Clerk to respond to the Babergh Alliance of Parish & Town Councils that "Some of councillors have sympathy with the views of the Alliance and are, at this time, keeping a watching brief on developments."

16/058 Clerk's Report (Appendix B)

After reviewing the Clerk's Report there were no further actions requested of the Clerk.

16/059 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 to approve APC's Bank Reconciliation and Receipts and Payments Account for the year ending 31st March 2016 (Appendix C)
- c. The councillors resolved to approve Section 1 of the Annual Return for the year ended 31st March 2016 and the Chairman signed the section accordingly.
- d. The councillors resolved to approve Section 2 of the Annual Return for the year ended 31st March 2016 and the Chairman signed the section accordingly.
- e. The councillors resolved to approve the explanation of significant variances within Section 2 of the Annual Return.
- f. 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.
- g. The councillors resolved that a donation of £350 be made to the Churchyard Maintenance Fund.

16/060 Planning

- a. The councillors reviewed **Planning Application B/16/00448 Field 1, Barracks Road** - Construction of 20m x 40m ménage and resolved to support the application.
- b. The councillors reviewed **Planning Application B/16/00499 Land south of 1, Woodfield** - Erection of 2 no. three bedroom detached dwellings and construction of vehicular access and resolved to object to the application on the following grounds:
 - i. dwellings should be frontage development and not have one behind the other from the street view
 - ii. the design of dwellings and the materials used are not in keeping with other properties in the village
 - iii. not in line with views given recently by residents on future development in village where the highest responses were for:
 - well-designed 2/3 bedroom houses; smaller starter / downsizing homes; affordable; traditional-style; sympathetic to local village style.
 - infill development along The Street's current building line.
- c. The councillors reviewed **Planning Application B/16/00564 Pump Farm, Bures Road** - Erection of a detached single storey timber building to provide teaching area and resolved to support the application.
- d. There was a further planning application received since the agenda was posted. The councillors reviewed **Planning Application B/16/00642 Lippitts House, The Street** - Erection of single storey and two storey rear extensions and resolved to support the application.
- e. The Clerk was asked to review the current works at the Barn in Assington compared to

MINUTES OF ANNUAL MEETING OF ASSINGTON PARISH COUNCIL
Held in Assington Village Hall on Monday 23rd May 2016

planning permissions given. The status of planning applications previously reviewed by APC are as follows:

BDC Ref	Application	APC Ref	APC Response	BDC Response
B/08/00316	Enforcement Reference following APC's question re vehicular access at 8 The Gurdons		Raised	
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	Object	Approved 19/04/2016
B/15/01382	Adjoining Parish - Gedding Hall, Nayland Road - Alterations and conversion of two barns to residential use.	15/106a	No comment	
B/15/01348	Amendments / additional information received re 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.	16/021a	Objected	Approved 19/04/2016
B/15/01718	Chilton Woods	16/031b	Objected	
B/16/00242	Adjoining Parish - Greens Farm, High Road, Leavenheath - Erection of detached double garage.	16/031a	No comment	Approved 21/04/2016
B/16/00327	Willow Tree Farm, The Street - Erection of detached single garage.	16/042a	Supported	Approved 06/05/2016

16/061 Licensed Path, Footpaths and Assets

The councillors resolved to get a quotation from D Gotts in relation to maintenance of the conservation area, allotments and the permissive path.

16/062 Future developments in the village

The councillors discussed the current status of discussions with BDC in relation to conducting a survey with residents in order to maximise the benefit of the outcomes as far as the planning process was concerned. With no plan of action being forthcoming from BDC at the current time, the councillors are acutely aware that it was last autumn when a survey was mentioned to residents following the meeting at the Village Hall. The councillors decided that based on the various survey templates that had been received, they should now proceed with a survey of villagers in order to collate their views on future development and the type of amenities that were required in the village. The councillors will meet in early June to finalise the survey.

16/063 BDC Meeting

Cllr Wallace will represent APC at the BDC meeting being held in Cockfield on the 7th June at 6.30pm.

16/064 Question to the Chair

The Clerk to report the broken telephone handset in the kiosk and seek usage figures from BT.

16/065 Next Meeting

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

The meeting closed at 9.52pm

Appendix A Routine Correspondence

No correspondence received by post.

Appendix B Clerk's Report

MINUTES OF ANNUAL MEETING OF ASSINGTON PARISH COUNCIL
Held in Assington Village Hall on Monday 23rd May 2016

Minute	Action	Complete ✓
16/006	Wrote to James Finch re A134	
16/010	Meeting held with Nick Ward and Ian Tippett.	✓
16/026	Minutes placed on website and notes sent to magazine.	✓
16/029	Issue escalated with Babergh Enforcement.	✓
16/030 a	Cheques sent to suppliers.	✓
16/030 b	Donations sent.	✓
16/031	Planning Application response sent to BDC.	✓
16/036	CHT meeting arranged.	✓
16/040	Minutes placed on website and notes sent to magazine.	✓
16/042	Planning Application response sent to BDC.	✓
16/043	Issues raised with Babergh Enforcement.	✓
	Clerk Hours	
	As at 27th March 2016 - 234.75 hours worked /208 + 20 hours paid.	

MINUTES OF ANNUAL MEETING OF ASSINGTON PARISH COUNCIL
Held in Assington Village Hall on Monday 23rd May 2016

Appendix C Bank Reconciliation and Statement of Accounts

ASSINGTON PARISH COUNCIL			
Bank Reconciliation for Financial year ending 31st March 2016			
Balances per Bank Statements as at 31st March			
Barclays Community		£100.00	
Barclays Premium Account		£11,889.97	
			£11,989.97
Add any Unbanked Cash as at 31 March			£0.00
Less Unpresented Cheques as at 31 March			
	726	£284.80	
	727	£143.80	
	728	£589.07	
	729	£137.60	
	730	£50.00	
	731	£50.00	
	732	£50.00	
	733	£50.00	
	734	£50.00	
	735	£50.00	
			£1,455.27
		Total Cash	£10,534.70
CASH BOOK			
Opening Balance			£8,718.84
Add Receipts in the year			£12,918.10
			£21,636.94
Less Payments in the year			£11,102.24
		Total Cash	£10,534.70

MINUTES OF ANNUAL MEETING OF ASSINGTON PARISH COUNCIL
Held in Assington Village Hall on Monday 23rd May 2016

ASSINGTON PARISH COUNCIL			
Receipts & Payments Account for the year ending 31st March 2016			
<u>Receipts</u>			
Precept		£7,646.64	
Grants		£4,939.53	
Bank Interest		£6.02	
Loan		£0.00	
Other		£181.83	
VAT Repayment		£144.08	
		£12,918.10	
<u>Payments</u>			
Clerks Salary		£2,177.62	
Admin		£814.11	
Donations		£650.00	
Street Lighting		£308.63	
Street Lighting Upgrade		£0.00	
Insurance		£301.17	
Inspection		£0.00	
P3 Scheme		£360.00	
Licensed Footpaths		£0.00	
Contingency		£0.00	
Maintenance		£237.33	
Loan Repayment		£1,473.82	
Loan Interest		£99.50	
Allotments / Conservation		£3,805.73	
VAT Paid		£874.33	
		£11,102.24	
Excess of Receipts over Payments			£1,815.86
Add Balance Brought Forward			£8,718.84
Balance Carried Forward			£10,534.70
<u>Represented by</u>			
Barclays Community		£100.00	
Barclays Premium		£10,434.70	
Cash		£0.00	
			£10,534.70

SIGNED _____

DATED _____

MINUTES OF ANNUAL MEETING OF ASSINGTON PARISH COUNCIL
Held in Assington Village Hall on Monday 23rd May 2016

Appendix D RFO Report

Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
25/04/16	BDC Precept & Grant			3,874.92	0.00
01/05/16	HMRC Repayment			874.33	0.00
23/05/16	BDC - Conservation rent	736	LA 2011 ss 1 to 8	0.00	5.00
23/05/16	SALC - Annual Subscription	737	LA 2011 ss 1 to 8	0.00	181.12
23/05/16	R Symons - Dementia Awareness expenses	738	LA 2001 ss 1 to 8	0.00	11.58
30/06/16	DF Crimmin - Salary Apr to June	739	LA 2001 ss 1 to 8	0.00	397.45
30/06/16	DF Crimmin - WFHA Apr to June	739	LA 2001 ss 1 to 8	0.00	39.00
30/06/16	HMRC - Clerk Tax	740	LA 2001 ss 1 to 8	0.00	99.20

Reconciliation

	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Premium Accounts	29/04/16	£100.00				
	29/04/16	£14,309.62	£14,550.60	£733.35	£874.33	£0.00
Cash	16/05/16	£0.00	£0.00			£0.00
		£14,409.62	£14,550.60	£733.35	£874.33	

Statement of Accounts vs Budget

	Budget	Actual		Reserves	Budget	Actual
Assets B/Forward		£10,534.70				
<u>Income</u>			<u>Expenditure</u>			
Precept	£7,568.00	£3,784.00	Clerks Salary		£2,200.00	£496.65
Grants	£331.40	£0.00	Admin		£1,300.00	£231.70
Bank Interest	£5.00	£0.00	Donations		£600.00	£0.00
Loan	£0.00	£0.00	Street Lighting		£350.00	£0.00
Other	£300.00	£90.92	Street Lighting Upgrade		£0.00	£0.00
VAT Repayment	£0.00	£874.33	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		£600.00	£0.00
			Loan Repayment		£1,417.14	£0.00
			Loan Interest		£156.18	£0.00
			Allotments / Conservation		£655.00	£5.00
			VAT Paid		£0.00	£0.00
Total	£8,204.40	£4,749.25	Total	£0.00	£8,743.32	£733.35
			Assets C/Forward			£14,550.60
Total		£15,283.95	Total			£15,283.95

End of Appendices