

**MINUTES OF MEETING OF ASSINGTON PARISH COUNCIL**  
**Held in Assington Village Hall on Monday 25<sup>th</sup> January 2016**

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

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

**16/001 Apologies for Absence**

Cllr Wallace (holiday) sent her apologies as did James Finch (Suffolk County Councillor).

**16/002 Declaration of Interest and Requests for Dispensation**

No interests were declared and no requests for dispensation had been received.

**16/003 Minutes of Meeting held on 23<sup>rd</sup> November 2015**

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

**16/004 Public Forum**

Phil Barrable of Greenstead Ltd updated councillors on his proposal to build two dwellings on land by the junction of the Thicks and The Street. The councillors discussed the break-in in The Street overnight.

**Cllr King left meeting.**

**16/005 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.

**16/006 Clerk's Report (Appendix B)**

After reviewing the Clerk's Report the councillors requested the Clerk to contact James Finch to check on the progress of the A134 speed review as the recent deaths on the A134 in the village are raising councillors' concerns on the safety of this stretch of road. The councillors agreed that a Dementia Awareness course be arranged to run in the evening at the Village Hall after Easter.

**16/007 Finance**

- a. 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.
- b. The councillors reviewed the Expenditure budget set as well as the Earmarked and General Reserves provisions (Appendix D) and resolved to set a Precept of £7,568 (excluding BDC's grant) which will mean a 0% increase in the Band D Council Tax for 2016 / 2017.
- c. The councillors resolved to award the 2016 footpath cutting contract to D Gotts and that 6 cuts at £60 per cut be authorised.
- d. The councillors considered the options of joining the Sector Led Body for the audit procurement against the alternative of setting up the governance within APC. The councillors felt that the option of joining the Sector Led Body was better in terms of transparency and resolved to join.

**16/008 Planning**

- a. There was one planning application received since the agenda was posted. The councillors reviewed **Planning Application B/16/00037 Oak House, The Street** - Change of use (and associated alterations/works) from existing garage/workshop to 1 No. unit of holiday let accommodation and resolved that they objected to the application on the following grounds:
  - i. Over development of site
  - ii. Additional traffic at this pinch point in The Street opposite the shop and caravan site entrance.
- b. The Clerk to check with Jennie Jenkins over status of B/08/00316. The status of planning

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

**MINUTES OF MEETING OF ASSINGTON PARISH COUNCIL**  
**Held in Assington Village Hall on Monday 25<sup>th</sup> January 2016**

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		Building now sold.	
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	30/10/15	Object	
B/15/01393	The Barn at Assington, The Street - Erection of 2 No. two bedroom houses and 1 No. four bedroom house with associated off street parking and detached garages. Construction of new vehicular access.	15/094b	30/10/15	Support	Approved 18/11/2015
B/15/01378	Moors Farm, Wormingford Road - Application for Listed Building Consent - Conversion of existing single storey detached barn together with associated works to provide 2 No. units of holiday accommodation.	15/094c	30/10/15	Support	Approved 17/12/2015
B/15/01377	Moors Farm, Wormingford Road - Conversion of existing single storey detached barn together with associated works to provide 2 No. units of holiday accommodation.	15/094d	30/10/15	Support	Approved 17/12/2015
B/15/01382	Adjoining Parish - Gedding Hall, Nayland Road - Alterations and conversion of two barns to residential use.	15/106a	24/11/15	No comment	

- c. The councillors reviewed the proposed process for determining the Chilton Woods planning application which had been issued over the weekend. The councillors are very concerned on the impact that the Chilton Woods generated traffic movements will have upon the A134 through the village and on The Street. The councillors resolved to register their objections to the proposed development and asked the Clerk to co-ordinate the councillors response to BDC before the consultation closes on the 18<sup>th</sup> March 2016.

**16/009 Licensed Path, Footpaths and Assets**

There were no issues raised.

**16/010 Future Development**

After the meeting with representatives of a local landowner to consider the proposal of conducting a joint survey of residents views on the future development in the village as well as the local housing needs requirements in terms of affordable housing, the councillors agreed to meet with BDC in order to finalise the content of the survey.

**16/011 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 they met the requirements expected of the council.

**16/012 Risk Management Register**

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

**16/013 Standing Orders and Financial Regulations**

The councillors reviewed APC's Standing Orders and Financial Regulations and do not consider that there are any requirements for change.

**16/014 Buckingham Palace Garden Party**

The councillors resolved that Cllr Thorogood should be nominated for the ballot for tickets to the Garden Party in recognition to his service as Chairman of the council.

**MINUTES OF MEETING OF ASSINGTON PARISH COUNCIL**  
**Held in Assington Village Hall on Monday 25<sup>th</sup> January 2016**

**16/015 Question to the Chair**

It was agreed that a celebration to mark the Queen's 90<sup>th</sup> Birthday should be discussed at the next meeting. The Clerk was asked to contact Jennie Jenkins on the status of the tented residents. Clerk to give Cllr Betts the Better Broadband contact details.

**16/016 Next Meeting**

The next scheduled meeting date is the 21<sup>st</sup> March 2016 starting at 7.30pm.

**The meeting closed at 8.58pm**

**Appendix A Routine Correspondence**

No correspondence received by post.

**Appendix B Clerk's Report**

Minute	Action	Complete ✓
15/035	New Further Street road sign in place.	✓
15/069	Wrote to SCC Highways with request to extend 30mph zone.	
15/097	Damaged Vicary Estate road sign reported to Babergh.	
		✓
15/101	Minutes placed on website and notes sent to magazine.	✓
15/105 a	Cheques sent to suppliers.	✓
15/105 b	Declined offer to join Community Caretaker Scheme	✓
15/105 d	Transparency grant received from SALC.	✓
15/106	Planning Application response sent to BDC.	✓
15/108	Meeting arranged with local landowner.	✓
15/109	APC meeting dates for 2016 published.	✓
15/110	Contacted BDC re Dementia Awareness session.	
	<b>Clerk Hours</b>	
	As at 3rd January 2016 - 171 hours worked / 160 hours paid.	

**MINUTES OF MEETING OF ASSINGTON PARISH COUNCIL**  
**Held in Assington Village Hall on Monday 25<sup>th</sup> January 2016**

**Appendix D RFO Report**

**Receipts & Payments**

Date	Details	Ref	Power	Receipts	Payments
07/12/15	Interest 7 Sep to 6 Dec	BS 220		1.55	0.00
11/12/15	SCC P3 Grant	100027		165.75	0.00
21/12/15	SALC Transparency Grant			57.30	0.00
11/01/16	PWLB - Repayment	D/Dr	LA 2011 ss 1 to 8	0.00	786.66
25/01/16	SCC - Street Lighting	725	LA 2011 ss 1 to 8	0.00	370.35

**Reconciliation**

	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Premium Accounts	31/12/15	£100.00				
	31/12/15	£13,581.06	£11,988.40	£1,692.66	£0.00	£0.00
Cash	16/11/15	£0.00	£0.00			£0.00
		£13,681.06	£11,988.40	£1,692.66	£0.00	

**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	£1,489.95
Grants	£331.40	£4,939.53	Admin	£1,260.00	£631.31
Bank Interest	£5.00	£4.45	Donations	£600.00	£350.00
Loan	£0.00	£0.00	Street Lighting	£425.00	£308.63
Other	£200.00	£181.83	Street Lighting Upgrade	£0.00	£0.00
VAT Repayment	£0.00	£144.08	Insurance	£330.00	£301.17
			Inspection	£100.00	£0.00
			P3 Scheme	£360.00	£360.00
			Licensed Footpaths	£175.00	£0.00
			Contingency	£500.00	£0.00
			Maintenance	£575.00	£0.00
			Loan Repayment	£1,417.14	£1,473.82
			Loan Interest	£156.18	£99.50
			Allotments / Conservation	£750.00	£455.00
			VAT Paid	£0.00	£826.86
<b>Total</b>	<b>£8,183.04</b>	<b>£12,916.53</b>	<b>Total</b>	<b>£750.00</b>	<b>£8,364.32</b>
			Assets C/Forward		£11,988.40
<b>Total</b>		<b>£21,635.37</b>	<b>Total</b>		<b>£21,635.37</b>

**MINUTES OF MEETING OF ASSINGTON PARISH COUNCIL**  
**Held in Assington Village Hall on Monday 25<sup>th</sup> January 2016**

**Appendix E Precept Proposal**

At the November meeting you agreed an expenditure budget of £8,743.32 for 2016 / 17.

	2014 / 15		2015 / 16			2016 / 17
	Budget	Actual	Budget	Actual to Date	To year end	Budget
<b>Income</b>						
Grants	255.80	331.40	331.40	4,939.53	<b>4,716.48</b>	331.40
Bank Interest	5.00	5.27	5.00	4.45	<b>5.00</b>	5.00
Loan	0.00	0.00	0.00	0.00	<b>0.00</b>	0.00
Other	0.00	522.75	200.00	181.83	<b>181.83</b>	300.00
VAT Repayment	0.00	184.89	0.00	144.08	<b>144.08</b>	0.00
<b>Total Income</b>	<b>260.80</b>	<b>1,044.31</b>	<b>536.40</b>	<b>5,269.89</b>	<b>5,047.39</b>	<b>636.40</b>
<b>Precept</b>		<b>7,362.96</b>			<b>7,646.64</b>	
<b>Expenditure</b>						
Clerks Salary	2,007.00	1,992.15	2,011.00	1,489.95	<b>2,177.62</b>	2,200.00
Admin	1,100.00	819.86	1,260.00	631.31	<b>1,260.00</b>	1,300.00
Donations	600.00	600.00	600.00	350.00	<b>600.00</b>	600.00
Street Lighting	650.00	314.56	425.00	308.63	<b>330.00</b>	350.00
Insurance	355.00	317.42	330.00	301.17	<b>301.17</b>	330.00
Inspection	100.00	0.00	100.00	0.00	<b>0.00</b>	100.00
P3 Scheme	275.00	331.40	360.00	360.00	<b>360.00</b>	360.00
Licensed Footpaths	150.00	168.50	175.00	0.00	<b>175.00</b>	175.00
Contingency	500.00	96.85	500.00	0.00	<b>500.00</b>	500.00
Maintenance	295.00	237.33	575.00	0.00	<b>575.00</b>	600.00
Loan Repayment	1,417.14	1,448.37	1,417.14	1,473.82	<b>1,417.14</b>	1,417.14
Loan Interest	156.18	124.95	156.18	99.50	<b>156.18</b>	156.18
Allotments / Conservation	375.00	5.00	455.00	3,805.73	<b>3,805.73</b>	655.00
VAT Paid	0.00	144.08	0.00	826.86	<b>900.00</b>	0.00
<b>Total Expenditure</b>	<b>7,980.32</b>	<b>6,600.47</b>	<b>8,364.32</b>	<b>9,646.97</b>	<b>12,557.84</b>	<b>8,743.32</b>

**Reserves held by APC**

I am proposing that initially £500 be established 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.

	2014 / 15		2015 / 16		2016 / 17	
	Start of year	End of year	Start of year	End of year	Start of year	End of year
Asset Replacement	700.00	700.00	700.00	850.00	850.00	1,000.00
Allotments / Conservation	750.00	750.00	750.00	500.00	500.00	500.00
Election Costs	1,100.00	1,420.00	1,420.00	1,420.00	1,420.00	1,400.00
Clerk Gratuity Fund	457.64	527.64	527.64	603.64	603.64	680.64
<b>Total Earmarked Reserves</b>	<b>3,007.64</b>	<b>3,397.64</b>	<b>3,397.64</b>	<b>3,373.64</b>	<b>3,373.64</b>	<b>3,580.64</b>
General Reserves	3,904.40	5,321.20	5,321.20	5,481.39	5,481.39	?

SIGNED \_\_\_\_\_

DATED \_\_\_\_\_

**MINUTES OF MEETING OF ASSINGTON PARISH COUNCIL**  
**Held in Assington Village Hall on Monday 25<sup>th</sup> January 2016**

**Precept for 2016 / 2017**

Barry Hunter, Babergh's Corporate Manager for Financial Services, has written to APC regarding the Tax Base in which he stated that APC's Tax Base will decrease from **173.59** in 2015 / 16 to **171.81** in 2016 / 2017.

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     Decrease the Precept to £7,568 to keep the Band D Council Tax the same as previously.

Example 2     Increase the Precept to £7,800

Example 3     Increase the Precept to £8,000.

	2014 / 15	2014 / 15	2015 / 16	2015 / 16	2015 / 16
			Example 1	Example 2	Example 3
<b>START OF YEAR</b>					
Earmarked Reserves	3,007.64	3,397.64	3,373.64	3,373.64	3,373.64
General Reserves	3,904.40	5,321.20	5,481.39	5,481.39	5,481.39
<b>Total Reserves</b>	<b>6,912.04</b>	<b>8,718.84</b>	<b>8,855.03</b>	<b>8,855.03</b>	<b>8,855.03</b>
Income ex Precept	1,044.31	5,047.39	636.40	636.40	636.40
Precept	7,362.96	7,646.64	7,568.00	7,800.00	8,000.00
<b>Total Income</b>	<b>8,407.27</b>	<b>12,694.03</b>	<b>8,204.40</b>	<b>8,436.40</b>	<b>8,636.40</b>
Expenditure	6,600.47	12,557.84	8,743.32	8,743.32	8,743.32
<b>END OF YEAR</b>					
Earmarked Reserves	3,397.64	3,373.64	3,580.64	3,580.64	3,580.64
General Reserves	5,321.20	5,481.39	4,735.47	4,967.47	5,167.47
<b>Total Reserves</b>	<b>8,718.84</b>	<b>8,855.03</b>	<b>8,316.11</b>	<b>8,548.11</b>	<b>8,748.11</b>
<b>Tax Base</b>	167.15	<b>173.59</b>	<b>171.81</b>	<b>171.81</b>	<b>171.81</b>
<b>Band D Council Tax</b>	£44.05	<b>£44.05</b>	<b>£44.05</b>	<b>£45.40</b>	<b>£46.56</b>

The Council Tax that a Band D household in Assington pays is the Precept demanded by APC divided by the Taxbase 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 2016/17.

**MINUTES OF MEETING OF ASSINGTON PARISH COUNCIL**  
**Held in Assington Village Hall on Monday 25<sup>th</sup> January 2016**

**Appendix F Risk Register**

**ASSINGTON PARISH COUNCIL RISK ASSESSMENT AND MANAGEMENT REPORT**  
**JANUARY 2016**

Risk Identified	Impact	Risk	Insurance Cover	Steps Taken to Minimise Risk
Fraud by Clerk or Councillor(s) resulting in immediate financial loss	Medium	Low	Yes	1. Internal accounting procedures and controls as under Financial Regulations 2. Examination of all records by Internal Auditor (following end of financial year) 3. Councillors check bank statements against accounts reconciliation at each meeting. 3. No assets held in cash
Financial loss due to negligent or inadequate accounting	Medium	Low	No	1 and 2 as above, with particular attention paid to sound budgeting and adequate precept arrangements
Loss of or damage to Council records  1. Accounts  2. Minutes i. Historical ii. Post-1973 iii. May 2001 onwards	Medium  Low Medium High	Low  Low Low Low	Limited Insurance  Limited Insurance	Accounts books from 1st April 2001 backed up by: 1. Computer hard disk 2. Back up held on BT Cloud Pre-Oct. 1973 held in Bury archives. Minute books held by Clerk. Minutes also retained on: 1. Computer hard disk 2. Back up held on BT Cloud.
Loss of or damage to Council property 1. Street Lighting  2. Seats, notice board  3. Dog Bins & Grit Bins  (Bus shelter is the property of SCC)	Medium  Low  Low	Low  Low  Low	Yes  Yes  Grit Bins only as dog bins below excess.	Assets register kept up to date  Regular inspections carried out by Suffolk County Council Inspected and maintained by Parish Council Inspected and maintained by Parish Council
Injury to persons as a consequence of assets ownership or provision of amenities	Low	Low	Yes	All physical assets and parish footpaths regularly inspected
Damage to Council's reputation	Medium	Low	No	The Council and each individual councillor follow legal requirements and standing orders. They adhere to the Code of Conduct for Parish Councils. The councillors consider any training requirements at the meeting in May. Any complaints or grievances are investigated without delay.

No changes have been made to the working practices of the Council which are likely to have any bearing on risks and their management.

As resolved at the Assington Parish Council meeting held on 25<sup>th</sup> January 2016

**End of Appendices**