

MINUTES OF MEETING OF ASSINGTON PARISH COUNCIL
Held in Assington Village Hall on Monday 25th July 2016

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

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

16/066 Apologies for Absence

Cllr Symons sent his apologies.

16/067 Declaration of Interest and Requests for Dispensation

Cllr Wallace declared a pecuniary interest in Item 16/074b as she is the owner of the dwelling and left the meeting while this item was discussed. No request for dispensation had been received.

16/068 Minutes of Meeting held on 23rd May 2016

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

16/069 Public Forum

Jenny Jenkins updated councillors on the Devolution consultation and Babergh's proposed move to Endeavour House. She will ascertain the progress of the enforcement issues around the village. James Finch updated councillors on his previously circulated report on Devolution including the impact on Highways. He was asked for updates on the current issues being experienced by residents with verge cutting and the emergency closure of roads and how Assington can be on the rota for the Vehicle Activated Signs to be deployed in the village.

16/070 Police Reporting

The councillors review of the SNT Newsletter, which is their mechanism for updating APC with crime reports, highlighted that only a summary total for the SNT area is given, with no parish details available. The National Police website does give monthly crime statistics by post code and may prove to be a better option although the classification of crimes does appear to be too wide.

16/071 Routine Correspondence (Appendix A)

After reviewing the Routine Correspondence and the emails circulated by the Clerk there were no more actions requested of the Clerk.

16/072 Clerk's Report (Appendix B)

After reviewing the Clerk's Report, the Clerk was asked to notify BT that the telephone line to the kiosk is not working.

16/073 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.

16/074 Planning

- a. The councillors reviewed **Planning Application B/16/00713 7 The Gurdons** - Erection of two-storey and single-storey rear extensions, single-storey front extension and associated alterations with the construction of new vehicular access and resolved to support the application.
- b. The councillors reviewed **Planning Application B/16/00810 Maple Cottage, 59 Barracks Road** -Erection of single-storey side extension (following demolition of existing conservatory) and resolved to support the application.
- c. The councillors reviewed **Planning Application B/16/00738 Land east of Centuries, The Street** - Change of use of land for the siting of 2 No. touring caravans for permanent C3

SIGNED _____ *DATED* _____

MINUTES OF MEETING OF ASSINGTON PARISH COUNCIL
Held in Assington Village Hall on Monday 25th July 2016

land use in support of pastoral farming business and resolved to object the application on the following grounds:

- i. No evidence is provided to demonstrate the viability or sustainability of the business operation proposed at the site
 - ii. No need has been demonstrated for a stockman, let alone permanent resident family, to live on site to take care of the livestock
 - iii. The councillors consider that a stockman living off-site could manage the operation
 - iv. The case put forward by the applicant does not, in the councillors opinion, support the need for the land use to be changed to C3
 - v. If the LPA is minded to approve the application, the approval should be made personal for the applicant only in relation to the pastoral farming business and cease when either condition is not met.
- d. There was no further planning application received since the agenda was posted.
- e. The councillors agreed that a meeting with the agent and / or owner of Chestnut Grove would be beneficial and asked the Clerk to invite them to the next meeting in September.
- f. 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/15/01718 | Chilton Woods | 16/031b | Objected | |
| B/16/00448 | Field 1, Barracks Road - Construction of 20m x 40m menage. | 16/060a | Supported | Approved 01/06/2016 |
| B/16/00499 | Land south of 1, Woodfield - Erection of 2 no. three bedroom detached dwellings and construction of vehicular access. | 16/060b | Objected | Withdrawn |
| B/16/00564 | Pump Farm, Bures Road - Erection of a detached single storey timber building to provide teaching area. | 16/060c | Supported | Approved 15/06/2016 |
| B/16/00642 | Lippitts House, The Street - Erection of single storey and two storey rear extensions. | 16/060d | Supported | Approved 12/07/2016 |

16/075 Licensed Path, Footpaths and Assets

The councillors resolved to contract D Gotts for 4 cuts of the conservation area and allotments per year at £35 per cut. The councillors agreed that they would individually respond to the footpaths consultation if appropriate.

16/076 Future developments in the village

The survey on residents' views on future development in the village is now being collected. To date 27 responses have been received.

16/077 Defibrillator

The councillors were extremely pleased that James Finch has indicated to fund up to 50% of the cost of a defibrillator and cabinet from his Locality Budget. Subject to receiving matched funding for the defibrillator and cabinet, the councillors resolved to proceed with the introduction of a defibrillator scheme in the village. APC will need to finance the cost of providing an electrical supply to the unit, and cover operating costs of £130 per annum. The councillors requested the Clerk to write to the Village Hall Committee seeking their permission to install the cabinet on the outside of the building.

16/078 APC's Standing Orders and Financial Regulations

The councillors reviewed the changes proposed by NALC to APC's Financial Regulations and Standing Orders and resolved to adopt the changes to both from the 26th July 2016.

SIGNED _____ *DATED* _____

MINUTES OF MEETING OF ASSINGTON PARISH COUNCIL
Held in Assington Village Hall on Monday 25th July 2016

16/079 Document Retention

The councillors reviewed the document retention periods proposed by the Clerk and resolved to adopt the policy as from 25th July 2016.

16/080 Walk the Parish

The councillors agreed to review the APC assets in the parish and to raise any issues at the September meeting.

16/081 Question to the Chair

Questions on the replacement of the Jubilee Tree and the Pump Farm Open Day were raised.

16/082 Standing Order 3d

The councillors resolved that in accordance to CPC's Standing Order 3d the public and press be excluded from the meeting due to the confidential nature of the Clerk's Contract of Employment.

16/083 Clerk's Contract of Employment

The councillors reviewed the agreement reached by the National Joint Council on the cost of living rises from the 1st April 2016 and the 1st April 2017 which equated to 1% each year. The councillors noted the agreement and resolved that the Clerk was eligible to both increase under his contract of employment on the dates specified.

16/084 Next Meeting

The next scheduled meeting date is the 26th September 2016 starting at 7.30pm.

The meeting closed at 9.20pm

Appendix A Routine Correspondence

No correspondence received by post.

Appendix B Clerk's Report

| Minute | Action | Complete ✓ |
|----------|--|------------|
| 16/006 | Wrote to James Finch re A134 | |
| 16/045 | SALC notified of APC Chairman. | ✓ |
| 16/049 | Minutes placed on website and notes sent to magazine. | ✓ |
| 16/051 | SALC and AVC notified of APC representative. | ✓ |
| 16/053 | Letter of engagement sent to Mr White. | ✓ |
| 16/057 | Response sent to Babergh Alliance of Town & Parish Councils. | ✓ |
| 16/059 f | Cheques sent to suppliers. | ✓ |
| 16/059 g | Donation acknowledge by PCC. | ✓ |
| 16/059 | Annual Return sent to BDO. | ✓ |
| 16/060 | Planning Application response sent to BDC. | ✓ |
| 16/063 | Clr Wallace booked on BDC meeting. | ✓ |
| 16/064 | Kiosk broken handset repaired by BT. | ✓ |

MINUTES OF MEETING OF ASSINGTON PARISH COUNCIL
Held in Assington Village Hall on Monday 25th July 2016

Appendix C RFO Report

Receipts & Payments

| Date | Details | Ref | Power | Receipts | Payments |
|----------|---------------------------------|--------|-------------------|----------|----------|
| 23/05/16 | Assington PCC - Donation | 741 | LA 2001 ss 1 to 8 | 0.00 | 350.00 |
| 06/06/16 | Bank Interest 7 Mar to 5 June | BS 232 | | 1.62 | 0.00 |
| 15/06/16 | Assington Allotments Assoc rent | | | 180.00 | 0.00 |

Reconciliation

| | Statement Date | Statement Balance | Actual Balance | Unpresented Cheques | Credits not shown | Difference |
|------------------|----------------|-------------------|----------------|---------------------|-------------------|------------|
| Community | 30/06/16 | £100.00 | | | | |
| Premium Accounts | 30/06/16 | £14,817.87 | £14,382.22 | £535.65 | £0.00 | £0.00 |
| Cash | 16/05/16 | £0.00 | £0.00 | | | £0.00 |
| | | £14,917.87 | £14,382.22 | £535.65 | £0.00 | |

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 | £1.62 | Donations | £600.00 | £350.00 | |
| Loan | £0.00 | £0.00 | Street Lighting | £350.00 | £0.00 | |
| Other | £300.00 | £270.92 | 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 | £4,930.87 | Total | £0.00 | £8,743.32 | £1,083.35 |
| | | | Assets C/Forward | | | £14,382.22 |
| Total | | £15,465.57 | Total | | | £15,465.57 |

End of Appendices