

MINUTES OF MEETING OF ASSINGTON PARISH COUNCIL
Held in Assington Village Hall on Monday 28th November 2016

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

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

16/115 Apologies for Absence

Cllrs Thorogood (holiday), Symons (commitment) and Wallace (holiday) sent their apologies as did Jennie Jenkins (Babergh District Councillor) and James Finch (Suffolk County Councillor).

16/116 Declaration of Interest and Requests for Dispensation

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

16/117 Minutes of Meeting held on 18th October 2016

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

16/118 Public Forum

The councillors reviewed the previously submitted reports from Jennie Jenkins and James Finch. A resident raised her concerns over the proposed change to the maximum length of stay for the occupiers of the static caravans at the caravan park and the method of controlling this aspect of the operation.

16/119 Routine Correspondence (Appendix A)

After reviewing the Routine Correspondence and the emails circulated by the Clerk the councillors resolved to follow SCC's schedule for street light operation on Christmas Eve and New Years Eve.

16/120 Clerk's Report (Appendix B)

After reviewing the Clerk's Report the councillors were disappointed not to have received an understanding of the revised proposals for speed reductions on the A134 from Sudbury to Nayland from James Finch. After hearing from the Clerk what was discussed by James Finch with Newton PC the councillors wished to record their objection to the proposal to keep the Further Street straight at 60mph while the road either side was being reduced to 40mph. The councillors feel that this would encourage overtaking along an already dangerous stretch of the A134.

16/121 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 Budget Proposal (Appendix D) and resolved an Expenditure Budget of £8,813.32 for 2017 / 2018.
- c. The councillors reviewed the application for a grant towards APC's costs in complying with the Transparency Code and resolved that the Clerk submit the application to SALC for consideration.

16/122 Planning

- a. The councillors reviewed **Planning Application B/16/01280 Jasspurr Cattery, Willow Cottage, Colchester Road** - Erection of extension to existing cattery block and re-location of 2 no. existing family units and resolved to support the application.
- b. The councillors reviewed **Planning Application B/16/01448 The Barn at Assington, The Street** - Application under S73 of the Town and Country Planning Act (1990) - Change of use to caravan and camping site including provision for static, seasonal and touring caravans, tented camping and winter storage of caravans: Variation of condition 6 of consent ref. B/15/01348 to enable varied wording of occupation restriction and resolved to object to the change on the following grounds:
 - i. The change will in effect make the static caravans permanent residences, which

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- was not the basis of approval of the original application
- ii. The monitoring of usage will fall upon the residents to administer in the event of non-compliance by the operator
 - iii. As the application is now in effect for permanent residents to live on the caravan site, it fails to meet Babergh's policies CS11 and CS15.
- c. The councillors reviewed **Planning Application B/16/01353 Assington Fruit Farm, The Street** - Erection of 1 no. one and a half storey detached dwelling and resolved to support the application.
 - d. The councillors reviewed **Planning Application B/16/01346 The Barn at Assington, The Street** - Erection of single storey front/side/rear extension to existing cafe tea room. As amplified by Drawing Nos. 2419/0001A and 2419/0002A received 14 October 2016 to show informal parking bays, bin storage area and relocated gas tanks and resolved, on the casting vote of the Chairman, to support the application.
 - e. No further planning application had been received since the agenda was posted
 - 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/16/01056	Land south of 1, Woodfield - Erection of 2 no. 3-bedroom detached dwellings and construction of vehicular access.	16/089a	Objected	Approved 29/09/2016
B/16/01204	Land East Of Pump Farm, The Street - Change of use of field to enclosed dog walking and exercise area.	16/099a 16/111b	Supported Objected	Approved 18/11/2016
B/16/01167	Land North of The Hollies, The Street - Outline: Erection of up to 10 dwellings. (all matters reserved).	16/111a	Objected	REFUSED 11/11/2016

16/123 Licensed Path, Footpaths and Assets

The councillors resolved to award the permissive path maintenance contract of 3 cuts in 2017 to D Gotts at £40 per cut. The councillors noted the settlement of the allotment rent by the Assington Allotment Association for 2016. The Clerk will chase Anglian Water for the first water bill for the allotments.

16/124 Defibrillator

The Clerk confirmed that orders had been placed for the defibrillator, cabinet and electrical supply and it is expected to be operational early in 2017.

16/125 SALC Survey

The councillors agreed the response to the SALC survey which covered several issues including Broadband, Policing, Planning and Highways.

16/126 Pensions Regulator

APC's Staging Date as far as the Pensions Regulator is concerned is the 1st May 2017. In reviewing the criteria established by the PR against the Clerk's details, APC is an employer who doesn't have to provide a pension but still has duties to undertake. The councillors agreed that these duties will be undertaken and compliance reported to the Pension Regulator within 5 months of the Staging Date - 30th September 2017. The councillors resolved that should an employee wish to join a pension scheme on their own accord, the NEST scheme will be used by APC.

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16/127 Meeting Dates

The councillors agreed the following meeting dates in 2017:

2017	Assington
Jan	30th - Meeting
Feb	
Mar	27th - Meeting & APM
Apr	
May	22nd - Annual Meeting
Jun	
Jul	31st - Meeting
Aug	
Sep	25th - Meeting
Oct	
Nov	27th - Meeting
Dec	

16/128 Question to the Chair

The councillors noted the notice served on the caravan residents, the new set-up for the Assington News and the new owners at the Breakers Yard. The Clerk was asked to report the damage to the edge of the tarmac on Daddy Do's Hill.

16/129 Standing Orders

The councillors resolved that in accordance to APC'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.

16/130 Clerk's Contract of Employment

The Chairman told councillors that he had received notice from the Clerk of his resignation from the council, with his last working day with APC being the 30th June 2017. The councillors resolved to accept the resignation as well as placing on record their appreciation for all the support he has given the council since joining in April 2007.

16/131 Next Meeting

The next scheduled meeting date is the 30th January 2017 starting at 7.30pm.

The meeting closed at 9.12pm

Appendix A Routine Correspondence

No correspondence received by post.

Appendix B Clerk's Report

Minute	Action	Complete ✓
16/006	Plans for reduced speed limits on A134 have now changed.	
16/094	Minutes placed on website and notes sent to magazine.	✓
16/098 a	External Audits placed on notice boards and website.	✓
16/098 d	Cheques sent to suppliers.	✓
16/099	Planning Application responses sent to BDC.	✓
16/109	Minutes placed on website and notes sent to magazine.	✓
16/111	Planning Application response sent to BDC.	✓
16/112	Defibrillator, cabinet & electrical supply ordered.	✓
	Clerk's Hours	
	As at 20th November 2016 - 152 hours worked / 136 hours paid	

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Appendix C RFO Report

Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
05/09/16	Bank Interest 6 June to 4 Sept	BS 236		1.74	0.00
26/09/16	SCC Locality Grant			1,000.00	0.00
04/11/16	SCC P3 Scheme			331.20	0.00
04/11/16	Assington Allotments Assoc rent			90.00	0.00
28/11/16	CAS - Website Hosting	747	LA 2001 ss 1 to 8	0.00	60.00
31/12/16	DF Crimmin - Salary Oct to Dec	748	LA 2001 ss 1 to 8	0.00	401.44
31/12/16	DF Crimmin - WFHA Oct to Dec	748	LA 2001 ss 1 to 8	0.00	39.00
31/12/16	HMRC - Clerk Tax	749	LA 2001 ss 1 to 8	0.00	100.20

Reconciliation

	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Premium Accounts	31/10/16	£100.00				
	31/10/16	£17,130.28	£17,050.84	£600.64	£421.20	£0.00
Cash	22/11/16	£0.00	£0.00			£0.00
		£17,230.28	£17,050.84	£600.64	£421.20	

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	£7,568.00	Clerks Salary		£2,200.00	£1,504.92
Grants	£331.40	£1,331.20	Admin		£1,300.00	£530.05
Bank Interest	£5.00	£3.36	Donations		£600.00	£350.00
Loan	£0.00	£0.00	Street Lighting		£350.00	£0.00
Other	£300.00	£360.92	Street Lighting Upgrade		£0.00	£0.00
VAT Repayment	£0.00	£874.33	Insurance		£330.00	£315.04
			Inspection		£100.00	£100.00
			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	£746.60
			Loan Interest		£156.18	£40.06
			Allotments / Conservation		£655.00	£5.00
			VAT Paid		£0.00	£30.00
Total	£8,204.40	£10,137.81	Total	£0.00	£8,743.32	£3,621.67
			Assets C/Forward			£17,050.84
Total		£20,672.51	Total			£20,672.51

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Appendix D Budget Proposal
Income

Income sources for 2017 / 2018 have been based on those for 2016 / 2017. The assumption is that there will be a P3 grant from SCC for cutting the footpaths and that £300 will be received from the Assington Allotment Association.

Expenditure

The following should be noted

- The Clerk's is due a 1% increase on the 1st April 2017.
- APC is asked to consider **a total expenditure budget of £8,813.32 for 2017 / 18.**

Please find below tables which show a comparison between 2015 / 16 budget and actual, 2016 / 17 budget, actual to date and that *anticipated at year end* and that anticipated in 2017 / 18.

	2015 / 16		2016 / 17			2017 / 18
	Budget	Actual	Budget	Actual to Date	To year end	Budget
<u>Income</u>						
Grants	331.40	4,939.53	331.40	1,331.20	1,331.20	331.40
Bank Interest	5.00	6.02	5.00	3.36	5.00	5.00
Loan	0.00	0.00	0.00	0.00	0.00	0.00
Other	200.00	181.83	300.00	360.92	360.92	300.00
VAT Repayment	0.00	144.08	0.00	874.33	874.33	0.00
Total Income	536.40	5,271.46	636.40	2,569.81	2,571.45	636.40
Precept		7,646.64			7,568.00	
<u>Expenditure</u>						
Clerks Salary	2,011.00	2,177.62	2,200.00	1,504.92	2,200.00	2,240.00
Admin	1,260.00	814.11	1,300.00	530.05	1,260.00	1,300.00
Donations	600.00	650.00	600.00	350.00	600.00	600.00
Street Lighting	425.00	308.63	350.00	0.00	350.00	350.00
Insurance	330.00	301.17	330.00	315.04	315.04	330.00
Inspection	100.00	0.00	100.00	100.00	100.00	100.00
P3 Scheme	360.00	360.00	360.00	0.00	360.00	360.00
Licensed Footpaths	175.00	0.00	175.00	0.00	175.00	175.00
Contingency	500.00	0.00	500.00	0.00	1,270.00	500.00
Maintenance	575.00	237.33	600.00	0.00	600.00	630.00
Loan Repayment	1,417.14	1,473.82	1,417.14	746.60	1,417.14	1,417.14
Loan Interest	156.18	99.50	156.18	40.06	156.18	156.18
Allotments / Conservation	455.00	3,805.73	655.00	5.00	655.00	655.00
VAT Paid	0.00	874.33	0.00	30.00	100.00	0.00
Total Expenditure	8,364.32	11,102.24	8,743.32	3,621.67	9,558.36	8,813.32

End of Appendices