

**MINUTES OF ANNUAL MEETING OF ASSINGTON PARISH COUNCIL**  
**Held in Assington Village Hall on Monday 22<sup>nd</sup> May 2017**

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

**Attending:** Jennie Jenkins (Babergh District Councillor), James Finch (Suffolk County Councillor), Phil Clerk (Konings), Matt Clarke (Boyer Planning), D Crimmin (Clerk) and 3 residents.

**17/050 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.

**17/051 Apologies for Absence**

None received.

**17/052 Election of Vice Chairman**

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

**17/053 Declaration of Interest and Requests for Dispensation**

Cllrs Stacey and Symons declared non-pecuniary interests in item 17/064g as they are members of Assington PCC and did not take part in the discussion or vote. No request for dispensation had been received.

**17/054 Minutes of Meeting held on 19<sup>th</sup> April 2017**

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

**17/055 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.

**17/056 Representatives to Outside Bodies**

It was resolved that Cllr Symons be appointed as APC's representative to Assington Village Charity and Cllrs Wallace and Stacey to be the representatives to the Suffolk Association of Local Councils (SALC).

**17/057 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.

**17/058 Internal Auditor**

It was resolved that Mr S White be appointed as Internal Auditor for 2017 / 2018 and the Clerk to send a letter of engagement.

**17/059 Annual Subscriptions**

It was resolved that the annual memberships to SALC and Community Action Suffolk be renewed for 2017 / 2018.

**17/060 Public Forum**

The councillors reviewed the previously submitted report from James Finch who updated councillors on the main priorities for SCC in its new term of office. Jennie Jenkins updated councillors on the new cabinet structure being introduced to Babergh, the move to Endeavour during August to October and the redevelopment plans for the existing Hadleigh building. A resident raised the issue of the damage to the crossroads grass area and a broken manhole cover in Barracks Road.

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

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

**MINUTES OF ANNUAL MEETING OF ASSINGTON PARISH COUNCIL**  
**Held in Assington Village Hall on Monday 22<sup>nd</sup> May 2017**

**17/061 Expansion plans at Konings**

Phil Clark outlined the 10-year expansion plan for Konings at Brick Kiln Hill which would, if permitted, create 116 new roles in addition to the existing 90 staff. The councillors asked a number of questions in relation to the proposals, in particular, the make-up and impacts on the current and new workforce should the plans be approved or not. With the planning application for the development expected to be submitted to Babergh within the next month, Phil Clark agreed that Konings would be available to attend the APC meeting which reviewed the proposals to answer any questions.

**17/062 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.

**17/063 Clerk's Report (Appendix B)**

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

**17/064 Finance**

- a. The councillors reviewed and resolved to accept the Internal Audit report, which had no matters arising, and placed on record their appreciation for the work undertaken by Mr White.
- b. The councillors resolved to approve Section 1 of the Annual Return for the year ended 31<sup>st</sup> March 2017 and the Chairman signed the section accordingly.
- c. The councillors resolved to approve APC's Bank Reconciliation and Statement of Accounts for the year ending 31<sup>st</sup> March 2017 (Appendix C)
- d. The councillors resolved to approve the explanation of the Restated 2015 / 2016 accounts and the significant variances within Section 2 of the Annual Return.
- e. The councillors resolved to approve Section 2 of the Annual Return for the year ended 31<sup>st</sup> March 2017 and the Chairman signed the section accordingly.
- 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 a donation of £350 towards the Churchyard Maintenance Fund.
- h. The councillors noted the 1% increase of the Clerk's rate of pay from 1<sup>st</sup> April 2017.

**17/065 Planning**

- a. The councillors reviewed **APP/D3505/W/17/3168591 Appeal** by The Hill Farm Assington Partnership - **Planning Application B/16/01167 Land north of The Hollies, The Street** and resolved to write to the Planning Inspectorate highlighting the following concerns:
  - i. All the points raised in APC's original objection to the application are still endorsed by the councillors
  - ii. In point 4.16 of the appeal the applicant quotes the need established by the Parish Council survey in 2016 "for at least 7 further properties in the village". The councillors would highlight that there are currently 7 dwellings under construction in The Street, with 2 more approved, which have been developed since the survey.
- b. The councillors reviewed **Planning Application B/17/00947 Adjoining Parish Little Ropers Farm, Assington Road, Bures St Mary** - Change use of land to a campsite (retention of) and resolved to support the application for up to 10 tents despite it being retrospective. The councillors also noted that the campsite itself is wholly in the parish of Assington.
- c. The councillors reviewed **Planning Application B/17/01119 Cotton Wood, Barracks Road** - Erection of decontamination building (retention of) and resolved to support the application despite it being retrospective.

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

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

**MINUTES OF ANNUAL MEETING OF ASSINGTON PARISH COUNCIL**  
**Held in Assington Village Hall on Monday 22<sup>nd</sup> May 2017**

- d. The councillors reviewed the additional material submitted for **Planning Application B/15/01718/OUT Chilton Woods Mixed Use Development, Land North of, Woodhall Business Park, Sudbury - Outline application (with all matters reserved except for access)** but resolved that as no further information had been submitted to demonstrate a robust transport assessment, that there was nothing to add to their objections to the application.
- e. No further planning application had been received since the agenda was posted
- f. The councillors requested the Clerk to request Babergh's Enforcement to check that the boundaries of the breakers yard operation at Cotton Wood, Barracks Road were within the license granted for the operation. 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/16/01671	Tamara, Barracks Road - Erection of summerhouse (retention of).	17/022a	Objected	Approved 20/03/2017
B/16/01653	The Old Workhouse, Further Street - Application for Listed Building Consent- Relocation of toilet and wash hand basin on the ground floor.	17/045a	Supported	Approved 11/05/2017
B/16/01669	The Old Workhouse, Further Street - Application for Listed Building Consent - Replace 2No vertical wooden struts and reconstitute an under stairs cupboard on the ground floor.	17/045b	Supported	Approved 11/05/2017
B/16/01569	The Old Workhouse, Further Street - Application for Listed Building Consent- Removal of cement render and installation of replacement wool wood fibreboards with lime render and wash finish together with associated timber frame repairs.	17/045c	Supported	
B/16/01586	The Old Workhouse, Further Street - Application for Listed Building Consent- Replacement of 2 no. wooden window frames.	17/045d	Supported	
B/17/00430	Dale Cottage, The Street - Erection of 1no. dwelling, construction of new vehicular access including associated off-street parking.	17/045e	Objected	Approved 10/05/2017
B/17/00453	81 Dyers Lane - Application for Listed Building Consent- Erection of front porch and insertion of doors.	17/045f	Supported	Approved 03/05/2017
B/17/00452	81 Dyers Lane - Erection of front porch and insertion of doors.	17/045g	Supported	Approved 03/05/2017
B/17/00465	The Coach House, Assington Park - Application for Listed Building Consent - Conversion and alterations to outbuilding to form self contained annexe.	17/045h	Supported	
B/17/00464	The Coach House, Assington Park - Conversion and alterations to outbuilding to form self contained annexe.	17/045i	Supported	

**17/066 Pensions Regulator**

The councillors noted that APC has a staging date of the 1<sup>st</sup> May 2017 for the automatic enrolment for workplace pensions. Under the regulations, due to Dave Crimmin's circumstances, APC does not have to provide a workplace pension and the councillors resolved that the Chairman writes to the Clerk accordingly, in line with the recommended practice.

**17/067 Licensed Path, Footpaths and Assets**

No issues raised.

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

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

**MINUTES OF ANNUAL MEETING OF ASSINGTON PARISH COUNCIL**  
**Held in Assington Village Hall on Monday 22<sup>nd</sup> May 2017**

**17/068 Defibrillator**

The councillors were pleased that 11 residents attended the Defibrillator Awareness session recently and that the scheme has now been completely installed in the community.

**17/069 BDC Meeting**

It was agreed that Cllr Stacey represent APC at the BDC meeting to be held at Stoke by Nayland on the 29<sup>th</sup> June 2017.

**17/070 Question to the Chair**

The councillors to review the projects that the CIL funds held by APC and the Section 106 funds held by Babergh on APC's behalf could be used for in terms or recreational amenity. Concerns were raised on the recent issues of flooding in the parish.

**In accordance to APC's Standing Order 3d the councillors resolved to exclude the public and press from the meeting due to the confidential nature of Jane Hatton's appointment as the new clerk and her Contract of Employment terms and conditions.**

**17/071 Clerk Contract**

The councillors agreed the terms and conditions as contained in the contract of employment and both Jane and the Chairman signed the contract which will see her join APC on the 1<sup>st</sup> June 2017.

**17/072 Next Meeting**

The next scheduled meeting date is the 31<sup>st</sup> July 2017 starting at 7.30pm.

**The meeting closed at 9.15pm**

**Appendix A Routine Correspondence**

None received other than those contained in the agenda.

**Appendix B Clerk's Report**

Minute	Action	Complete ✓
17/009	Quotes to be obtained for sign.	
17/028	Minutes placed on website and notes sent to magazine.	✓
17/032 a	Cheques sent to suppliers.	✓
17/032 b	Donations sent to organisations.	✓
17/033	No response to enforcement enquiry.	
17/034	Response sent re proposed A134 speed restrictions.	✓
17/035	Open Space response sent.	✓
17/037	Defibrillator Awareness session held.	✓
17/043	Minutes placed on website and notes sent to magazine.	✓
17/045	Planning Application response(s) sent to BDC.	✓
17/047	Meeting arranged with Bill Newman for 13th June 2017.	✓
17/047	Copy of caravan park permission circulated.	✓
	<b>Clerk's Hours</b>	
	As at 2nd April 2017 - 288.25 hours worked / 208 hours paid	

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

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

**MINUTES OF ANNUAL MEETING OF ASSINGTON PARISH COUNCIL**  
**Held in Assington Village Hall on Monday 22<sup>nd</sup> May 2017**

**Appendix C Bank Reconciliation and the Statement of Accounts**

<b>ASSINGTON PARISH COUNCIL</b>			
<b>Bank Reconciliation for Financial year ending 31st March 2017</b>			
<b>Balances per Bank Statements as at 31st March</b>			
Barclays Community		£100.00	
Barclays Premium Account		<u>£12,026.71</u>	
			£12,126.71
Add any Unbanked Cash as at 31 March			£0.00
<b>Less Unpresented Cheques as at 31 March</b>			
	753	£8.99	
	754	£300.00	
	755	£284.80	
	756	£413.77	
	760	£50.00	
	761	£50.00	
			<u>£1,107.56</u>
		<b>Total Cash</b>	<b><u>£11,019.15</u></b>
<b>CASH BOOK</b>			
Opening Balance			£10,534.70
Add Receipts in the year			<u>£10,247.88</u>
			£20,782.58
Less Payments in the year			£9,763.43
		<b>Total Cash</b>	<b><u>£11,019.15</u></b>

**MINUTES OF ANNUAL MEETING OF ASSINGTON PARISH COUNCIL**  
**Held in Assington Village Hall on Monday 22<sup>nd</sup> May 2017**

<b>ASSINGTON PARISH COUNCIL</b>			
<b>Receipts &amp; Payments Account for the year ending 31st March 2017</b>			
<b>Receipts</b>			
Precept		£7,568.00	
Grants		£1,439.10	
Bank Interest		£5.53	
Loan		£0.00	
Other		£360.92	
VAT Repayment		£874.33	
			<b>£10,247.88</b>
<b>Payments</b>			
Clerks Salary		£2,288.15	
Admin		£600.61	
Donations		£700.00	
Street Lighting		£344.81	
Street Lighting Upgrade		£0.00	
Insurance		£324.03	
Inspection		£100.00	
P3 Scheme		£360.00	
Licensed Footpaths		£80.00	
Contingency		£2,356.52	
Maintenance		£237.33	
Loan Repayment		£1,499.73	
Loan Interest		£73.59	
Allotments / Conservation		£75.00	
VAT Paid		£723.66	
			<b>£9,763.43</b>
<b>Excess of Receipts over Payments</b>			<b>£484.45</b>
Add Balance Brought Forward			£10,534.70
<b>Balance Carried Forward</b>			<b>£11,019.15</b>
<b>Represented by</b>			
Barclays Community		£100.00	
Barclays Premium		£10,919.15	
Cash		£0.00	
			<b>£11,019.15</b>
I have prepared these accounts from the books and records of the Assington Parish Council and certify that they are a true record of the Parish Council's transactions			

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

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

**MINUTES OF ANNUAL MEETING OF ASSINGTON PARISH COUNCIL**  
**Held in Assington Village Hall on Monday 22<sup>nd</sup> May 2017**

**Appendix D RFO Report**  
**Receipts & Payments**

Date	Details	Ref	Power	Receipts	Payments
08/04/17	BDC Precept			3,900.00	0.00
23/04/17	BDC CIL Payment			3,221.78	0.00
10/05/17	HMRC VAT Repayment			723.66	0.00
22/05/17	Anglian Water - Allotments Nov to March	762	LA 2011 ss 1 to 8	0.00	107.12
22/05/17	SALC - Annual Subscription	763	LA 2011 ss 1 to 8	0.00	187.54
22/05/17	BDC - Lease of Conservation area	764	LA 2011 ss 1 to 8	0.00	5.00

**Reconciliation**

	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community	28/04/17	£100.00				
Premium Accounts	28/04/17	£18,040.93	£18,564.93	£299.66	£723.66	£0.00
Cash	16/05/17	£0.00	£0.00			£0.00
		£18,140.93	£18,564.93	£299.66	£723.66	

**Statement of Accounts vs Budget**

	Budget	Actual	Reserves	Budget	Actual
Assets B/Forward		£11,019.15			
<b>Income</b>			<b>Expenditure</b>		
Precept	£7,800.00	£3,900.00	Clerks Salary	£2,240.00	£0.00
Grants	£331.40	£0.00	Admin	£1,300.00	£187.54
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	£0.00	CIL	£0.00	£0.00
CIL	£0.00	£3,221.78	Insurance	£330.00	£0.00
VAT Repayment	£0.00	£723.66	Inspection	£100.00	£0.00
			P3 Scheme	£360.00	£0.00
			Licensed Footpaths	£175.00	£0.00
			Contingency	£500.00	£0.00
			Maintenance	£630.00	£0.00
			Loan Repayment	£1,417.14	£0.00
			Loan Interest	£156.18	£0.00
			Allotments / Conservation	£655.00	£112.12
			VAT Paid	£0.00	£0.00
<b>Total</b>	<b>£8,436.40</b>	<b>£7,845.44</b>	<b>Total</b>	<b>£0.00</b>	<b>£8,813.32</b>
					<b>£299.66</b>
			Assets C/Forward		£18,564.93
<b>Total</b>		<b>£18,864.59</b>	<b>Total</b>		<b>£18,864.59</b>

**End of Appendices**