

**MINUTES OF MEETING OF ASSINGTON PARISH COUNCIL**  
**Held in Assington Village Hall on Monday 27<sup>th</sup> November 2017**

**Present:** Councillors Simon Thorogood (Chairman), Steve Betts, Rose Symonds, Bronwen Stacey, John Symons and Helen Wallace

**Attending:** Babergh District Councillor Jennie Jenkins and Jane Hatton (Clerk)

**17/118 Apologies for Absence**

Councillor Stephen King (holiday)

**17/119 Declaration of Interest and Requests for Dispensation**

No declaration of interest or request for dispensation had been received.

**17/120 Minutes of Meeting held on 6<sup>th</sup> November 2017**

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

**17/121 Public Forum**

District Councillor Jennie Jenkins informed the council that the revenue support grant is nil and that not enough houses are being built although planning permission has been granted. There is a financial need to merge with Mid Suffolk. The move to Endeavour House had gone very well and it has proven to be a better working environment and the new office in Sudbury Town Council is also working well with more people using it than the previous offices in Hadleigh. It was raised that there was a concern that planning applications once approved were being reissued with further development and it was agreed to send any applications which were of a concern to Cllr Jenkins so that she could take these up with planning. Another concern was that the planning portal on the website was difficult to access and if there were any plans that the councillors would like as a hard copy then Cllr Jenkins could provide them.

**17/122 Routine Correspondence**

- a. Discussed the email from SCC regarding the possibility of keeping the street lights switched on overnight on Christmas Eve and New Year Eve, it was decided to keep the lights switched off part night as they normally are.
- b. Discussed the quote received from Rights of Way regarding the cost of the proposed boardwalk to cover the leak over the public footpath. It was agreed that Cllr Thorogood would get a quote for a drainage ditch.
- c. The email from BDC regarding the precept was noted and agreed to discuss at the next meeting.
- d. Since sending out the agenda, the clerk had been contacted by Ken Jackson regarding Tree Wardens in the area. It was agreed to pass the details onto anyone the Councillors thought would be interested and suggest that Mr Jackson might like to put an article in the parish newsletter.

**17/123 Clerk's Report (Appendix A)**

It was agreed that nothing was outstanding from the Clerk's Report

**17/124 Finance**

- a. All cheques signed and due for signing as itemised in appendix B, were authorised by the councillors. The councillors noted the income received since the last meeting and reconciliation of bank accounts against the bank statements, and the Statement of Accounts against the Budget.
- b. The councillors reviewed the budget proposal in appendix C and to increase budgeted amount for clerk's salary to £2700 to keep in line with the increased hours and to increase the hours from 4 per week to 5 per week. The councillors resolved an expenditure budget of £9,293.32 for 2018/ 2019.

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- 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.

**17/125 Planning**

- a. Considered Planning Application –**DC/17/05628** Land to the South of Dale Cottage, 1 The Street, Assington to erect one and a half storey four bedroom detached house, detached cartlodge/log store and new vehicular access and resolved to support the application.
- b. Considered **Planning Application DC/17/05638** Land to the South of 10 The Gurdons, The Street, Assington to erect two detached dwellings with garages served by existing vehicular access and resolved to object to the application on the grounds that:
1. It was an area of landscaping and not in keeping with the street scene
  2. Both properties proposed are large detached and not what the village needs or what the residents have requested, which are 2 to 3 bedroom properties.
  3. Being situated on a corner, the access onto the highway and the increased traffic from the properties may be a hazard to other traffic
- c. No further planning applications had been received since the agenda was posted
- d. Status of **planning applications**

<b>Date Received</b>	<b>BDC Ref</b>	<b>Application</b>	<b>APC Ref</b>	<b>APC Response</b>	<b>BDC Response</b>
	B/15/01718	Chilton Woods	16/031b	Objected	
13/05/17	B/15/01718	Amendments to Chilton Woods Mixed Use Development, Land North of, Woodhall Business Park, Sudbury - Outline application (with all matters reserved except for access) - Erection of up to 1,150 dwellings (Use Class C3); 15ha of employment development (to include B1, B2 and B8 uses, a hotel (C1), a household waste recycling centre (sui generis) and a district heating network); village centre (comprising up to 1,000m2 Gross Floor Area (GFA) of retail floor space (A1, A2, A3, A4 and A5), village hall (D2), workspace (B1a), residential dwellings (C3), primary school (D1), pre-school (D1) and car parking); creation of new vehicular access points and associated works; sustainable transport links; community woodland; open space (including children's play areas); sustainable drainage (SuDS); sports pavilion (D2) and playing fields; allotments; and associated ancillary works.	17/065d		

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27/06/17	DC/17/03117	Erection of extensions to existing production premises and new buildings to Hill Farm, Brick Kiln Hill, Polstead - provide canning line (12,611sqm) warehouse space (7,100sqm) apple processing and juice storage (2,060sqm) and apple processing (1,040sqm) associated vehicle parking, landscaping and drainage infrastructure.	17/081a	Objected	
08/08/2017	DC/17/04046	Change of use of existing ground floor farm workshop and store to farm shop and store at Little Ropers Farm, Assington Road, Bures St. Mary, Bures, Suffolk CO8 5JX	17/094 a	Supported	
06/09/17	DC/17/04450	Change of Use of agricultural building to dwellinghouse at land adj to Gedding Hall, Nayland Road, Assington, Sudbury CO10 5LR	17/105 b	Supported	Refused
17/10/17	DC/17/04927	Erection of 2, two bedroom houses and 1, four bedroom house with 3 detached garages with living accommodation over 2 garages at The Barn at Assington, The Street, Assington	17/115a	Objected	

**17/126 Community Led Plan/Neighbourhood Plan**

The councillors resolved to invite Cllr Carroll Reeve, chair of Lavenham Parish Council to the next meeting to hear his advice.

**17/127 Licensed Path, Footpaths and Assets**

The councillors to discuss the footpaths with Cllr King before deciding on future maintenance. Cllr Symonds will continue to investigate the new Welcome sign and Cllr Symons confirmed that a location has been agreed with the farmer.

**17/128 Meeting Dates for 2018**

The councillors agreed the following meeting dates:

2018	Assington PC Meetings
January	29 <sup>th</sup>
March	26 <sup>th</sup> Meeting and APM
May	21 <sup>st</sup> Annual Meeting
July	30 <sup>th</sup>
September	24 <sup>th</sup>
November	26 <sup>th</sup>

Cllr Symons informed that he had prior engagements on Mondays and requested that if there are any additional meetings required, could they be on a different day of the week.

**17/129 Question to the Chair**

No questions to the chair

**17/130 Next Meeting**

The next scheduled meeting date is the 29<sup>th</sup> January 2018 starting at 7.30pm.

**The meeting closed at 8.55pm**

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**Appendix A Clerks Report**

Minute	Action	Complete
	Minutes placed on website and notes sent to magazine.	✓
	Planning responses sent to Babergh DC	✓
17/112 b	Clerk contacted SALC to thank them for their work regarding the precept consultation	✓
17/112 c	Clerk to contact Kevin Verlander for the cause of the leak and quote for boardwalk	✓
		<input type="checkbox"/>
<b>Clerks Hours</b>		
1st June 2017 to 17th Nov 2017 - 135 hours 15 mins worked/96 hours paid		

**Appendix B RFO Report**

**Receipts & Payments**

Date	Details	File Ref	Ref	Minute	Power	Receipts	Payments
06/11/17	Sudbury Town Council - Planning Course	P14	775		LA 2011 ss 1 to 8	0.00	50.00
06/11/17	Gardens Arb Business - allotments	P15	776		LA 2011 ss 1 to 8	0.00	84.00
06/11/17	Gardens Arb Business - permiss	P16	776		LA 2011 ss 1 to 8	0.00	144.00
06/11/17	Gardens Arb Business - footpaths	P17	776		LA 2011 ss 1 to 8	0.00	432.00
06/11/17	CAS - website hosting	P18	777		LA 2011 ss 1 to 8	0.00	60.00
06/11/17	Anglian Water - allotments May to Sept	P19	778		LA 2011 ss 1 to 8	0.00	62.58
20/11/17	Assington Allotments Association rent	7				180.00	0.00
31/12/17	J Hatton - Salary Oct to Dec	P20	779		LA 2011 ss 1 to 8	0.00	390.78
31/12/17	J Hatton - WFHA Oct to Dec	P20	779		LA 2011 ss 1 to 8	0.00	39.00
31/12/17	J Hatton - Expenses 1 Oct to 31 Oct	P21	779		LA 2011 ss 1 to 8	0.00	36.90
31/12/17	HMRC - JH Clerk Tax	P20	780		LA 2011 ss 1 to 8	0.00	97.60

**Reconciliation**

	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Premium Accounts	31/10/17	£100.00				
	31/10/17	£18,788.94	£17,672.08	£1,396.86	£180.00	£0.00
Cash	27/11/17	£0.00	£0.00			£0.00
		£18,888.94	£17,672.08	£1,396.86	£180.00	

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**Statement of Account vs Budget**

	Budget	Actual		Reserves	Budget	Actual
Assets B/Forward		£11,019.15				
<b>Income</b>			<b>Expenditure</b>			
Precept	£7,800.00	£7,800.00	Clerks Salary	-	£2,240.00	£2,376.95
Grants	£331.40	£0.00	Admin		£1,300.00	£599.77
Bank Interest	£5.00	£0.00	Donations		£600.00	£350.00
Loan	£0.00	£0.00	Street Lighting		£350.00	£0.00
Other	£300.00	£360.15	CIL		£0.00	£0.00
CIL	£0.00	£3,221.78	Insurance		£330.00	£335.02
VAT	£0.00	£723.66	Inspection		£100.00	£100.00
Repayment			P3 Scheme		£360.00	£360.00
			Licensed Footpaths		£175.00	£120.00
			Contingency		£500.00	£0.00
			Maintenance		£630.00	£0.00
			Loan Repayment		£1,417.14	£786.66
			Loan Interest		£156.18	£0.00
			Allotments / Conservation		£655.00	£275.93
			VAT Paid		£0.00	£148.33
<b>Total</b>	<b>£8,436.40</b>	<b>£12,105.59</b>	<b>Total</b>	<b>£0.00</b>	<b>£8,813.32</b>	<b>£5,452.66</b>
			Assets C/Forward			£17,672.08
<b>Total</b>		<b>£23,124.74</b>	<b>Total</b>			<b>£23,124.74</b>

**Appendix D Budget Proposal**

**Income**

Based on 2017/18, the assumption is that there will be a P3 grant from SCC for cutting the footpaths and that £360 will be received from the Assington Allotment Association.

**Expenditure**

The increase from 2017/18 is to cover the additional costs of increased hours for the clerk, currently 4 hrs per week at £9.392 = £1953.54 per annum to 5 hrs per week at £9.392 = £2441.92

Below are the tables which show a comparison between 2016/17 budget and actual. 2017/18 budget, actual to date and the anticipated at the year end and that anticipated in 2018/19

	2016 / 17		2017 / 18			2018 / 19
	Budget	Actual	Budget	Actual to Date	To year end	Budget
<b>Income</b>	-		-			
Grants	331.40	1,439.10	331.40	0.00	<b>331.40</b>	331.40
Bank Interest	5.00	5.53	5.00	0.00	<b>5.00</b>	5.00
Loan	0.00	0.00	0.00	0.00	<b>0.00</b>	0.00
Other	300.00	360.92	300.00	360.15	<b>360.92</b>	360.00

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CIL	0.00	0.00	0.00	3,221.78	<b>0.00</b>	
VAT Repayment	0.00	874.33	0.00	723.66	<b>874.33</b>	0.00
<b>Total Income</b>	<b>636.40</b>	<b>2,679.88</b>	<b>636.40</b>	<b>4,305.59</b>	<b>1,571.65</b>	<b>696.40</b>
<b>Precept</b>		<b>7,568.00</b>			<b>7,800.00</b>	
<b>Expenditure</b>	-	-	-			
Clerks Salary	2,200.00	2,288.15	2,240.00	2,376.95	<b>2,200.00</b>	2,700.00
Admin	1,300.00	600.61	1,300.00	599.77	<b>1,260.00</b>	1,300.00
Donations	600.00	700.00	600.00	350.00	<b>600.00</b>	600.00
Street Lighting	350.00	344.81	350.00	0.00	<b>350.00</b>	350.00
CIL	0.00	0.00	0.00	0.00	<b>0.00</b>	0.00
Insurance	330.00	324.03	330.00	335.02	<b>330.00</b>	350.00
Inspection	100.00	100.00	100.00	100.00	<b>100.00</b>	100.00
P3 Scheme	360.00	360.00	360.00	360.00	<b>360.00</b>	360.00
Licensed Footpaths	175.00	80.00	175.00	120.00	<b>175.00</b>	175.00
Contingency	500.00	2,356.52	500.00	0.00	<b>500.00</b>	500.00
Maintenance	600.00	237.33	630.00	0.00	<b>630.00</b>	630.00
Loan Repayment	1,417.14	1,499.73	1,417.14	786.66	<b>1,417.14</b>	1,417.14
Loan Interest	156.18	73.59	156.18	0.00	<b>156.18</b>	156.18
Allotments / Conservation	655.00	75.00	655.00	275.93	<b>655.00</b>	655.00
VAT Paid	0.00	723.66	0.00	148.33	<b>0.00</b>	0.00
<b>Total Expenditure</b>	<b>8,743.32</b>	<b>9,763.43</b>	<b>8,813.32</b>	<b>5,452.66</b>	<b>8,733.32</b>	<b>9,293.32</b>

**End of Appendices**

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