

MINUTES OF MEETING OF ASSINGTON PARISH COUNCIL
Held in Assington Village Hall on Monday 30th January 2017

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

Attending: James Finch (Suffolk County Councillor), D Crimmin (Clerk) and 2 members of public.

17/001 Apologies for Absence

Jennie Jenkins (Babergh District Councillor) sent her apologies.

17/002 Declaration of Interest and Requests for Dispensation

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

17/003 Minutes of Meeting held on 19th December 2016

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

17/004 Public Forum

The councillors reviewed the previously submitted report from James Finch. He also raised the improvement in the percentage of schools achieving a good or outstanding OFSTED rating and the proposals to reduce the speed limit on the A134 in Assington,

17/005 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.

17/006 Clerk's Report (Appendix B)

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

17/007 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 £7,800 which will mean a 93p a year increase in the Band D Council Tax for 2017 / 2018.
- c. The councillors resolved to award the 2017 grass cutting contracts to D Gotts for the footpaths (up to 6 cuts at £60 per cut) and the allotment and conservation areas (up to 3 cuts at £35 per cut).
- d. The councillors resolved to donate £250 to the Assington Association towards the production costs of the Assington News in 2017. Any future award will be based on the business case presented to the councillors in support of a request.

17/008 Planning

- a. No planning application had been received since the agenda was posted
- b. The councillors requested the Clerk to present their concerns over the proposed changes to the operating conditions of the caravan site, at the Babergh Planning meeting on the 1st February 2017. The status of planning applications previously reviewed by APC are as follows:

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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/16/01280	Jasspurr Cattery, Willow Cottage, Colchester Road - Erection of extension to existing cattery block and re-location of 2 no. existing family units.	16/122a	Supported	Approved 13/12/2016
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.	16/122b	Objected	
B/16/01353	Assington Fruit Farm, The Street - Erection of 1 no. one and a half storey detached dwelling.	16/122c	Supported	Approved 02/12/2016
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.	16/122d	Supported	Approved 07/12/2016
B/16/01612	Hill Farm, The Street - Application for Listed Building Consent - Conversion of existing detached yard building/cartshed and associated works to provide 2 no. units of holiday accommodation. Works include insertion of four roof lights, weatherboarding infilling between existing timber posts, insertion of windows and doors, insertion of a second floor, internal walls.	16/136a	Supported	Approved 20/01/2017
B/16/01611	Hill Farm, The Street - Conversion of existing detached yard building/cartshed and associated works to provide 2 no. units of holiday accommodation.	16/136b	Supported	Approved 20/01/2017
B/16/01638	Chestnut Grove, Bures Road - Erection of 1 no. single-storey eco-house, garage and bin store plus associated works including vehicular access and landscaping; demolition of outbuildings and removal of containers; Erection of 1 no. cartlodge, change of use of existing cottage into 2 no. holiday lets, erection of porch and rear extension to cottage (following demolition of front and rear existing extensions), replacement of windows and renovation works.	16/136c	Supported	

17/009 Licensed Path, Footpaths and Assets

Cllr King updated councillors that SCC had agreed to cut the path fronting Woodfield's. The councillors agreed to install a further dog bin at the end of the Thicks footpath at the boundary with Little Cornard subject to BDC agreeing the location. The Clerk was also asked to obtain a quotation for a new sign for the dog bin in line with sign at the other end of the footpath.

17/010 Defibrillator

The Clerk confirmed that the defibrillator and cabinet was now with him and he will now co-ordinate with the village hall and the electrician to get it operational. The offer from the Assington Village Charity to pay all the electrical usage costs of the defibrillator was greatly appreciated by the

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councillors. Cllr King will liaise with a local resident to ensure that the governance issues of the facility are addressed.

17/011 Suffolk Minerals & Waste Local Plan

After reviewing SCC's consultation on the Suffolk Minerals & Waste Local Plan the councillors resolved that they had no comments at this stage.

17/012 Risk Management Register

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

17/013 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.

17/014 Street Names

Following a request from Babergh to supply names for future use as street names, the councillors agreed that Heseltine Close / Lane and Orchard Close / Lane should be forwarded.

17/015 Question to the Chair

Cllr Symonds highlighted two residents' concerns over the Chestnut Grove planning application and that she had advised them to raise the issues with Babergh. Cllr Wallace raised issues with the changes at the scrapyards and that the tented residents were still in situ despite enforcement action being taken. Cllr Betts would like APC to be establishing plans for the use of CIL and S106 monies that APC has / is to receive. Cllr King updated councillors that a further pear tree had been planted in the conservation area as part of the Scattered Orchard project. He also highlighted the issue of a tree on Babergh's land in the Vicary Estate that he felt would benefit from a TPO. The councillors requested the Clerk to discuss the TPO with Babergh. Cllr Thorogood will discuss issues arising from land use with the landowner.

17/016 New Clerk

The councillors agreed the process for advertising the Clerk vacancy and agreed a deadline for applications of the 3rd March 2017. The position will be advertised as 4 hours per week at a salary grade of LC1 SCP 18.

17/017 Next Meeting

The next scheduled meeting date is the 27th March 2017 starting at 7.30pm.

The meeting closed at 9.15pm

Appendix A Routine Correspondence

Letter received from Assington Village Charity.

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Appendix B Clerk's Report

Minute	Action	Complete ✓
16/006	Plans for reduced speed limits on A134 have now changed.	
16/117	Minutes placed on website and notes sent to magazine.	✓
16/121 a	Cheques sent to suppliers.	✓
16/121 c	Transparency grant received from SALC.	✓
16/122	Planning Application responses sent to BDC.	✓
16/123	First Anglian Water bill for allotments will be for period Dec to May 2017.	✓
16/123	D Gotts advised on contract award.	✓
16/125	Response sent to SALC Survey.	✓
16/128	Damage reported to SCC Highways who have indicated that it will be repaired.	✓
16/134	Minutes placed on website and notes sent to magazine.	✓
16/136	Planning Application response sent to BDC.	✓
16/137	Jennie Jenkins asked for update on Enforcement enquiries.	✓
	Due to the application date not allowing sufficient time after APC's January meeting, as per request received from Cllr Stacey, I have forwarded the nomination of Cllr Thorogood to SALC for the Buckingham Palace Garden Party ballot.	✓
	Clerk's Hours	
	As at 15th January 2017 - 197.75 hours worked / 168 hours paid	

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Appendix C RFO Report
Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
05/01/17	Bank Interest 5 Sept to 4 Dec	BS 242		2.17	0.00
11/01/17	SALC Transparency Grant			107.90	0.00
11/01/17	PWLB - Loan Repayment	D/Dr	LA 2001 ss 1 to 8	0.00	786.66
30/01/17	Gardens Arb Business - Footpaths	750	LA 2001 ss 1 to 8	0.00	432.00
30/01/17	Gardens Arb Business - Permissive footpath	750	LA 2001 ss 1 to 8	0.00	96.00
30/01/17	Gardens Arb Business - Conservation / Allotments	750	LA 2001 ss 1 to 8	0.00	84.00
30/01/17	CHT - Defibrillator & Cabinet	751	LA 2001 ss 1 to 8	0.00	2,424.00

Reconciliation

	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Premium Accounts	30/12/16	£100.00				
	30/12/16	£17,493.65	£13,338.25	£4,363.30	£107.90	£0.00
Cash	23/01/17	£0.00	£0.00			£0.00
		£17,593.65	£13,338.25	£4,363.30	£107.90	

Statement of Accounts vs Budget

	Budget	Actual	Reserves	Budget	Actual
Assets B/Forward		£10,534.70			
Income			Expenditure		
Precept	£7,568.00	£7,568.00	Clerks Salary	£2,200.00	£1,504.92
Grants	£331.40	£1,439.10	Admin	£1,300.00	£530.05
Bank Interest	£5.00	£5.53	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	£360.00
			Licensed Footpaths	£175.00	£80.00
			Contingency	£500.00	£2,020.00
			Maintenance	£600.00	£0.00
			Loan Repayment	£1,417.14	£1,499.73
			Loan Interest	£156.18	£73.59
			Allotments / Conservation	£655.00	£75.00
			VAT Paid	£0.00	£536.00
Total	£8,204.40	£10,247.88	Total	£0.00	£8,743.32
			Assets C/Forward		£13,338.25
Total		£20,782.58	Total		£20,782.58

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Appendix D Precept

At the November meeting, you agreed an expenditure budget of £8,813.32 for 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	1,439.10	1,331.20	331.40
Bank Interest	5.00	6.02	5.00	5.53	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	2,679.88	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	360.00	360.00	360.00
Licensed Footpaths	175.00	0.00	175.00	80.00	175.00	175.00
Contingency	500.00	0.00	500.00	2,020.00	2,270.00	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	1,499.73	1,417.14	1,417.14
Loan Interest	156.18	99.50	156.18	73.59	156.18	156.18
Allotments / Conservation	455.00	3,805.73	655.00	75.00	655.00	655.00
VAT Paid	0.00	874.33	0.00	536.00	100.00	0.00
Total Expenditure	8,364.32	11,102.24	8,743.32	7,444.33	10,558.36	8,813.32

Reserves held by APC

The Clerk's Gratuity reserve will be used when the Clerk leaves on the 30th June 2017.

	2015 / 16		2016 / 17		2017 / 18	
	Start of year	End of year	Start of year	End of year	Start of year	End of year
Asset Replacement	700.00	850.00	850.00	1,250.00	1,250.00	1,500.00
Allotments / Conservation	750.00	500.00	500.00	1,000.00	1,000.00	1,500.00
Election Costs	1,420.00	1,420.00	1,420.00	1,450.00	1,450.00	1,500.00
Clerk Gratuity Fund	527.64	603.64	603.64	675.08	675.08	0.00
Total Earmarked Reserves	3,397.64	3,373.64	3,373.64	4,375.08	4,375.08	4,500.00
General Reserves	5,321.20	7,161.06	7,161.06	5,740.71	5,740.71	?

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Precept for 2017 / 2018

Babergh has written to APC regarding the Tax Base in which it is stated that APC's Tax Base will increase from **171.81** in 2016 / 2017 to **173.40** in 2017 / 18.

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 Increase the Precept to £7,638.30 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.

	2015 / 16	2016 / 17	2017 / 18 Example 1	2017 / 18 Example 2	2017 / 18 Example 3
START OF YEAR					
Earmarked Reserves	3,397.64	3,373.64	4,375.08	4,375.08	4,375.08
General Reserves	5,321.20	7,161.06	5,740.71	5,740.71	5,740.71
Total Reserves	8,718.84	10,534.70	10,115.79	10,115.79	10,115.79
Income ex Precept	5,271.46	2,571.45	636.40	636.40	636.40
Precept	7,646.64	7,568.00	7,638.30	7,800.00	8,000.00
Total Income	12,918.10	10,139.45	8,274.70	8,436.40	8,636.40
Expenditure	11,102.24	10,558.36	8,813.32	8,813.32	8,813.32
END OF YEAR					
Earmarked Reserves	3,373.64	4,375.08	4,500.00	4,500.00	4,500.00
General Reserves	7,161.06	5,740.71	5,077.17	5,238.87	5,438.87
Total Reserves	10,534.70	10,115.79	9,577.17	9,738.87	9,938.87
Tax Base	173.59	171.81	173.40	173.40	173.40
Band D Council Tax	£44.05	£44.05	£44.05	£44.98	£46.14

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

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Appendix E Risk Register

ASSINGTON PARISH COUNCIL RISK ASSESSMENT AND MANAGEMENT REPORT
JANUARY 2017

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 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.

End of Appendices

SIGNED _____ *DATED* _____
 Assington Parish Council adopted the General Power of Competence on the 18th May 2015 Minute Book Page 275