

MINUTES OF MEETING OF ASSINGTON PARISH COUNCIL
Held in Assington Village Hall on Monday 15th October 2018

Present: Councillors Simon Thorogood (Chairman), Stephen King, Rose Symonds and Bronwen Stacey

Attending: Jane Hatton (Clerk)

18/108 Apologies for Absence

Councillors Steve Betts, John Symons, Helen Wallace and District Councillor Jennie Jenkins sent their apologies

18/109 Declaration of Interest and Requests for Dispensation

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

18/110 Minutes of Meeting held on 24th September 2018

The minutes of the meeting were approved but for the resident comment that the footpath to The Thicks was overgrown in 18/099. The section of footpath in question was the permissive path along the west side of The Street between Willow Tree Farm and the footpath to The Thicks.

18/111 Public Forum

No members of the public in attendance.

18/112 Neighbourhood Plan

Cllr Wallace had provided an update to be read out at the meeting stating that the group will be putting in a request in the November edition of the Assington News informing residents about the development of a questionnaire and requesting volunteers to help distribute and collect it in late November. Both Cllrs King and Stacey had decided to resign from the group due to over commitments. Councillors agreed that it was probably better for only one representative from the parish council to be on the group as it gave other residents the opportunity to get more involved. They agreed that they all wish to continue to support the work of the group and appreciated the amount of work which had already been achieved.

It was agreed that as SCC Highways Dept were very unlikely to find the time to come to walk the village with councillors which had been requested since February 2018 and that Cllr Stacey would represent the council at the meeting at Endeavour House and raise the concerns of the parish council and well as the PCC.

18/113 Routine Correspondence

No further action was required from the clerk from correspondence received

18/114 Clerk's Report (Appendix A)

The clerk had emailed Mr Thompson regarding expressing the gratitude of the council for not only keeping the footpath through The Thicks cut but also cutting other paths for the use of residents and had received a nice reply from Mr Thompson, who appreciates the extent to which people respect the wood and keep the litter etc to a minimum.

Cllr Symonds will arrange to put the dog bin up at the end of the footpath in Wemsley Lane.

18/115 Finance

- a. Councillors agreed the cost of £60 for Community Action Suffolk for hosting the website.

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- b. Councillors agreed the cost to reprint the Assington Footpath Map at the most effective cost. Cllr King suggested printing 1000 would be enough and cost effective.
- a. Cheques signed as in Appendix B and authorized by Councillors. 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.

18/116 Planning

- a. Councillors reviewed **Planning Permission – DC/18/04270** – Erection of dwelling, detached garage and air source heat pump at Land south of Maxton & Russet, The Street, Assington and resolved to **support** the application.
- b. Councillors reviewed **Application for Lawful Development Certificate for proposed development – DC/18/04361** - Removal of existing garage and erection of timber frame, clad extension with a mono-pitched roof at Lantern House, The Street, Assington and resolved that they had no objection.
- c. Cllr Thorogood had had a telephone conversation with the landowner of the land where the hedgerow and hardwood had been removed to make one field and was told that it had been done to improve a drainage issue. The hedgerow and trees were growing in the ditch and the trees removed were multi stem. It was agreed that the clerk should contact the members of the Neighbourhood Plan who were looking into TPO's to forward the council a plan, as it would be good to identify which trees should have TPO's in the village.
- d. The Status of **planning applications** previously reviewed are as follows:

| Date Received | BDC Ref | Application | APC Ref | APC Response | BDC Response |
|---------------|-------------|---|----------|---|--------------|
| 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. | 17/081 a | Objected | |
| 04/05/18 | DC/18/01894 | Erection of new detached dwelling at Land South of Wistons, The Street, Assington | 18/054e | Supported | |
| 22/06/18 | DC/18/02836 | Erection of extension to existing production premises, associated car parking, landscaping and drainage infrastructure at Hill Farm, Stoke Road, Polstead | 18/081a | Objected | |
| 09/07/18 | DC/18/03080 | Erection of dwelling, detached garage and air source heat pump at land south of Maxton and Russet, The Street, Assington | 18/081b | Objected | |
| 30/07/18 | DC/18/03431 | Erection of up to 2 dwellings with associated highway access, foul drainage treatment package units, parking and landscaping at Land opposite Hill Farm, The Street, Assington | 18/093a | Objected | |
| 07/08/18 | DC/18/03392 | Erection of 2 two bedroom semi-detached sing storey dwellings and alterations to existing vehicular access. Demolition of 3 storage buildings at Land north of 25 The Street, Assington | 18/093b | Supported with requested restriction for adequate parking and roof height reduced | |

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| | | | | | |
|----------|-------------|---|---------|--|--|
| 29/08/18 | DC/18/03861 | Erection of two storey detached dwelling and garage at Land south of Barracks Road, Assington | 18/105a | Supported but would like to reiterate that the need in the village and the request from residents is for 2 and 3 bedroom properties. | |
| 11/08/18 | DC/18/04077 | Conversion of detached outbuilding to two dwellings at Hill Farm, The Street, Assington | 18/105b | Objected | |
| 11/08/18 | DC/18/04078 | Listed Building Consent - Conversion of detached outbuilding to two dwellings at Hill Farm, The Street, Assington | 18/105c | Objected | |

18/117 Questions to the Chair

- a. Cllr Symonds mentioned that the gatepost on the footpath to The Thicks is rotten and being held up by the gate and therefore in danger of falling down. Cllr King will contact Mike Townrow to find out if this is on his land.
- b. Cllr Symonds asked what the procedure is regarding spending the CIL monies received. The Clerk will contact District Councillor Jennie Jenkins to find out.
- c. Cllr King asked what the procedure is regarding putting floodlights on the Village Hall to enable the football team to practice one evening a week. The Clerk to ask District Councillor Jennie Jenkins if this requires planning.

18/118 Next Meeting

The next scheduled meeting will be held on Monday 26th November 2018 at 7.30pm.

Meeting closed at 9.05pm

Appendix A Clerk's Report

| Minute | Action | Complete ✓ |
|----------|---|------------|
| | Minutes placed on website / sent to parish magazine / Jennie Jenkins. | ✓ |
| | Planning responses sent to Babergh DC | ✓ |
| 18/079 b | Cllr Thorogood to further investigate the address for Mr Thompson | |
| 18/099 | Clerk to contact David Gotts regarding the footpath to The Thicks | ✓ |
| 18/102 e | Clerk to contact Eliana Ciufu regarding a meeting in Assington with Highways - JF copied in | ✓ |
| 18/103 | Cllrs to approach Mr Hodge regarding permission for the dog bin | |
| 18/104 a | Clerk updated asset register to remove item 19 - wooden bench | ✓ |
| 18/104 b | Clerk renewed insurance policy | ✓ |
| 18/104 c | Clerk sent cheques to suppliers | ✓ |
| 18/104 d | Clerk contacted Forestry Commission | ✓ |
| 18/106 a | Clerk emailed Ryes College | ✓ |
| 18/106 c | Clerk emailed SCC regarding broadband | ✓ |
| | Clerks Hours | |
| | 1st April 2018 to 6th October 2018 - 135 hours paid / 151 hours worked | |

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Appendix B RFO Report

Receipts and Payments

| Date | Details | File Ref | Ref | Receipts | | Payments |
|----------|--------------------------------|----------|-----|----------|---|----------|
| 28/09/18 | Bank Interest 4 June to 2 Sept | | | 8.98 | y | |
| 15/10/18 | CAS - Web Hosting | P14 | 805 | | | 60.00 |

Bank Reconciliation

| | Statement Date | Statement Balance | Actual Balance | Unpresented Cheques | Credits not shown | Difference |
|------------------|----------------|-------------------|----------------|---------------------|-------------------|------------|
| Community | 28/09/18 | £100.00 | | | | |
| Premium Accounts | 28/09/18 | £21,347.06 | £20,137.85 | £1,309.21 | £0.00 | £0.00 |
| Cash | 10/10/18 | £0.00 | £0.00 | | | £0.00 |
| | | £21,447.06 | £20,137.85 | £1,309.21 | £0.00 | |

Statement of Accounts vs Budget

| | Budget | Actual | | Reserves | Budget | Actual |
|------------------|------------------|-------------------|---------------------------|--------------|------------------|-------------------|
| Assets B/Forward | | £15,222.90 | | | | |
| Income | | | Expenditure | | | |
| Precept | £7,800.00 | £8,596.94 | Clerks Salary | | £2,700.00 | £1,553.03 |
| Grants | £331.40 | £0.00 | Admin | | £1,300.00 | £766.39 |
| Bank Interest | £5.00 | £18.28 | Donations | | £600.00 | £550.00 |
| Loan | £0.00 | £0.00 | Street Lighting | | £350.00 | £0.00 |
| Other | £360.00 | £180.00 | CIL | | £0.00 | £0.00 |
| CIL | £0.00 | £0.00 | Insurance | | £350.00 | £337.34 |
| VAT Repayment | £0.00 | £320.98 | Inspection | | £100.00 | £0.00 |
| | | | P3 Scheme | | £360.00 | £0.00 |
| | | | Licensed Footpaths | | £175.00 | £0.00 |
| | | | Contingency | | £500.00 | £86.52 |
| | | | Maintenance | | £630.00 | £0.00 |
| | | | Loan Repayment | | £1,417.14 | £0.00 |
| | | | Loan Interest | | £156.18 | £0.00 |
| | | | Allotments / Conservation | | £655.00 | £59.01 |
| | | | VAT Paid | | £0.00 | £27.30 |
| Total | £8,496.40 | £9,116.20 | Total | £0.00 | £9,293.32 | £3,379.59 |
| | | | Assets C/Forward | | | £20,137.85 |
| Total | | £24,339.10 | Total | | | £23,517.44 |

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