

MINUTES OF MEETING OF ASSINGTON PARISH COUNCIL
Held in Assington Village Hall on Monday 21st May 2018

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

Attending: District Councillor Jennie Jenkins, Jane Hatton (Clerk) and 1 member of the public

18/038 Election of Chairman

It was resolved that Cllr Simon Thorogood be appointed as Chairman of Assington Parish Council.

18/039 Apologies for Absence

Councillor John Symons sent his apologies

18/040 Election of Vice Chairman

It was resolved that Cllr Stephen King be appointed as Vice Chairman of Assington Parish Council.

18/041 Declaration of Interest and Requests for Dispensation

Cllr Stacey declared a non-pecuniary interest in item 16.f as a member of the Assington PCC and Cllr Wallace declared a non-pecuniary interest in item 13 as a neighbour of the Breakers Yard.

18/042 Minutes of Meeting held on 26th March 2018

The minutes of the meeting were approved and signed by the Chairman as a correct record with an amendment that in item 18/034 should read "No response was needed..."

18/043 HR and Standards Committees

It was resolved that Cllrs Betts, Stacey and Symons were appointed as members of the HR Committee with Cllrs King, Wallace and Symonds appointed as members of the Standards Committee.

18/044 Representatives:

- a. It was resolved that Cllr Symons be appointed as the parish council representative to Assington Village Charity.
- b. It was resolved that Cllr Stacey be appointed as the parish council representative to Suffolk Association of Local Councils (SALC)

18/045 Appointment of Councillors to review planning applications

It was resolved that Cllrs King and Symonds will investigate all planning applications prior to subsequent meetings and to give a report when reviewing the applications.

18/046 Internal Auditor

It was resolved that Mr Simon White be appointed as Internal Auditor for 2018/1019 and the Clerk would send a letter of engagement.

18/047 Annual Subscriptions

It was resolved that the annual membership to SALC and Community Action Suffolk be renewed for 2018/2019.

18/048 Public Forum

District Councillor Jennie Jenkins informed that they were still awaiting the results of the Boundary Commission. A member of the public introduced himself as a new resident to the village.

The public meeting was closed.

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18/049 Neighbourhood Plan

Cllr Wallace reported that the consultation meeting on the 14th May had had a very good turnout and the majority of residents were in agreement to proceed with a Neighbourhood Plan. She had thanked all the speakers from Newton Neighbourhood Plan committee and had been surprised by the number of questions asked by the residents. The sign-up form is being published in the newsletter this month to give residents another opportunity to get involved and there is a box in the farm shop for any responses. The next step is that there will be a meeting on the 18th June to agree a chairperson and decide on the boundary of the plan. Councillors resolved that Assington Parish Council would pay any reasonable expenses incurred during the setting up of the Neighbourhood Plan until grants could be applied for.

18/050 Breakers Yard

The Clerk updated the Councillors on the response from Charlotte Bayes at BDC Planning Enforcement who had given her apologies as she is no further forward due to her work load. It was resolved that the Clerk send details of the conversation to Cllr Jenkins together with the email sent to Cllr Wallace from the Environment Agency, so that a meeting can be arranged with all parties.

18/051 Routine Correspondence

- a. Cllr Wallace reported that she had attended the meeting to which the PC had received an invitation from James Cartlidge to the Neighbourhood Plan Meeting which had been very informative and the clear message coming from the meeting was that parish councils should strongly consider developing a neighbourhood plan.
- b. Cllr Stacey reported that she had attended the GDPR Awareness Session which had been very informative and SALC will be arranging another meeting once the Bill has gone through Parliament and the requirements of what needs to be done to comply is clear. The only lists of personal information on residents held by the Clerk or Councillors is to enable contact of residents for the Neighbourhood Plan and who has allotments but all emails to groups will need to be encrypted or sent by Mail Chimp.
- c. The Clerk had checked with SALC who had no knowledge of the Planning Direct Seminar.
- d. Councillors resolved that no one needed to attend the SALC meeting in Norwich on the 11th June 2018.
- e. Councillors noted that their interest in Suffolk Preservation Society seminar on Neighbourhood Planning had been sent by the Clerk but no date had yet been received.
- f. Councillors noted the TPO/431 had been received for the Oak Tree at Land North of the Hollies, The Street, Assington
- g. Councillors resolved that a request for a Tree Warden would go in the newsletter.

18/052 Clerk's Report (Appendix A)

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

18/053 Finance

- a. Councillors reviewed and resolved to accept the Internal Audit report, which had no matters arising and record that appreciation for the work undertaken by Mr White.
- b. Councillors resolved to approve Section 1 of the Annual Return for the year ending 31st March 2018 and the Chairman signed the section accordingly.
- c. Councillors resolved to approve Section 2 of the Annual Return for the year ending 31st March 2018 and the Chairman signed the section accordingly.
- d. Councillors resolved to approve the Bank Reconciliation and Statement for Accounts for the year ending 31st March 2018 (Appendix B)
- e. All cheques signed and due for signing as itemised in Appendix C were authorised by the Councillors. The Councillors noted the income received since the last meeting and

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reconciliation of bank accounts against the bank statements, and the Statement of Accounts against the Budget.

- f. Councillors resolved to donate £350 towards the Churchyard Maintenance Fund proposed by Cllr Thorogood, second by Cllr King.
- g. Councillors noted the annual increase to the Clerks rate of pay from the 1st April 2018.

18/054 Planning

- a. Councillors reviewed **Planning Application – DC/18/01471** – Change of use from existing holiday let accommodation to permanent occupancy for short or long term let at Oak House, The Street, Assington. Councillors resolved to **object** to this application on the grounds that:
 - a. the unit has not been used as a holiday let, and
 - b. The accommodation does not appear to be adequate for permanent dwelling within this setting, and
 - c. They would not wish to set a precedent for the conversion of holiday accommodation into permanent dwellings
- b. Councillors reviewed **Outline Planning Permission – DC/18/01533** – Erection of two storey detached dwelling and garage at Land to the West of Brookfields, Barracks Road, Assington and resolved to **support** this application.
- c. Councillors reviewed **Outline Planning Permission – DC/18/01759** – Erection of single storey detached dwelling and access at Lane to the North of Brookfields, Barracks Road, Assington and resolved to **object** to this application on the grounds that:
 - a. development on the site has not conformed to planning and
 - b. Councillors requested a site visit from BDC Officers.
- d. Councillors reviewed **Listed Building Consent – DC/18/01550** – Removal of isolated wooden struts on ground floor and repair of ceiling joists at The Old Workhouse, Further Street, Assington and resolved to **support** this application.
- e. Councillors reviewed **Planning Permission – DC/18/01894** – Erection of new detached dwelling at Land South of Wistons, The Street, Assington and resolved to **support** in principle but the property is too big and needs to be 2/3 bedrooms and the garage single storey.
- f. Councillors reviewed **Planning Permission – DC/18/02073** – Two storey rear/single storey rear extension and internal alterations to existing house and garage for additional accommodation at Dale Cottage, The Street, Assington and resolved to **support** this application.
- g. Councillors requested the clerk to follow up once again the issue of the newly- formed kerb at St Edmunds Cottage, B/16/00078., regarding the kerb being moved into the road and out of alignment, with BDC Planning Officers. In addition, they requested that the clerk raise with BDC the issue of St Edmunds Cottage B/16/00078 , where a double garage is being erected when there was only permission for a single garage. They will also be referred to Jennie Jenkins.

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h. The Status of **planning applications** previously reviewed are as follows:

				Objected	Granted
13/05/17	B/15/01718	Chilton Woods 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 1,000m ² 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.	16/031b 17/065d		
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	
17/11/17	DC/17/05638	Erection of two dwellings with garages at 10 The Gurdons, The Street, Assington	17/115b	Objected	Granted
05/01/2018	DC/17/06091	Erection of a detached dwelling & garage at The	18/009b	Supported	Withdrawn
18/01/18	DC/18/00188	Erection of 8 dwellings and new vehicle access on land North of Assington Barn, The Street, Assington	18/009d	Objected	Granted
12/02/18	DC/18/00638	Erection of single storey side and rear extensions to Tamara, Barracks Rd, Assington	18/025c	Supported	Granted
12/02/18	DC/18/00687	Erection of 8 dwellings with garages and new vehicle access on land at The Barn Assington, The Street, Assington	18/035a	Objected	
20/02/2018	DC/18/00567	Replacement of 6 windows and relocation of stairwell window at The Old Workhouse, Further Street, Assington	18/035	Supported	Granted

18/055 Licensed Path, Footpaths and APC's Assets

Councillors resolved that the bench in the playground needed to be removed and replacement of the bench be put on the July agenda following the meeting on 13th June of the Assington Village Hall Charity and the position of the playground equipment. Councillors requested that the Clerk investigate an additional dog bin be placed at the top of Wemsley Lane.

18/056 Conservation Area

Councillors resolved that Cllr King should contact David Gotts regarding a price for cutting back the

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hedge along the footpath and Cllr Thorogood will investigate removing the tyres which have been dumped in the area.

18/057 General Data Protection Regulations (GDPR)

Following the update by Cllr Stacey in item 18/051 b, Councillors noted the amendment to exempt all parish councils from the requirement to appoint a Data Protection Officer but that all other requirements of GDPR will apply from the 25th May.

18/058 Babergh's CIL Fund

Cllr Symonds suggested in addition to the previously agreed contribution to the playground equipment of the existing CIL money, future CIL money could be used for a sign for the village depicting its history and the purchase of a village pond and walk to link it to the nature reserve.

18/059 APC's Standing Orders

Councillors reviewed changes proposed by NALC to the standing orders and resolved to adopt the changes from the 21st May 2018.

18/060 Questions to the Chair

No questions for the chair. The Chair wanted to express his and the Councillors deepest regret at the news of the passing of Chris Heseltine and how grateful they all were for his involvement in the village and village hall, and although he had moved away, he had previously made a great contribution to the village.

18/061 Next Meeting

The next scheduled will be held on Monday 30th July 2018 at 7.30pm.

Meeting closed at 9.20pm

Appendix A Clerk's Report

Minute	Action	Complete
	Minutes placed on website and sent to parish magazine and Jennie Jenkins.	✓
	Planning responses sent to Babergh DC	✓
18/034 d	Clerk contacted Highways regarding arranging a meeting to walk the village with Councillors	✓
18/034 e	Clerk contacted BDC recycling to find out when the textile bin would be delivered	✓
18/034 f	Clerk contacted SALC to ask for options regarding a DPO	✓
18/033	Clerk emailed BDC for update	✓

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Clerks Hours
1st April 2018 to 11th May 2018 - 30 hours paid / 37 hours worked

Appendix B Bank Reconciliation and Statement of Accounts as at 31st March 2018

ASSINGTON PARISH COUNCIL

Bank Reconciliation for Financial year ending 31st March 2018

Balances per Bank Statements as at 31st March

Barclays Community	£100.00	
Barclays Premium Account	£16,881.40	
		£16,981.40
Add any Unbanked Cash as at 31 March		£0.00
Less Unpresented Cheques as at 31 March		
783	£50.00	
784	£404.34	
785	£284.80	
786	£50.39	
787	£799.77	
788	£169.20	
		£1,758.50
Total Cash		£15,222.90

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CASH BOOK

Opening Balance	£11,019.15
Add Receipts in the year	£12,554.96
	£23,574.11
Less Payments in the year	£8,351.21
	£15,222.90
Total Cash	£15,222.90

**Receipts & Payments Account for the year ending 31st
March 2018**

Receipts

Precept	£7,800.00	
Grants	£437.36	
Bank Interest	£12.01	
Loan	£0.00	
Other	£360.15	
CIL	£3,221.78	
VAT Repayment	£723.66	
	£12,554.96	

Payments

Staff Costs	£3,370.24
Admin	£845.44
Donations	£400.00
Street Lighting	£336.95
CIL	£0.00
Insurance	£335.02

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Inspection	£100.00	
P3 Scheme	£360.00	
Licensed Footpaths	£100.00	
Contingency	£0.00	
Maintenance	£237.33	
Loan Repayment	£1,573.32	
Loan Interest	£0.00	
Allotments / Conservation	£378.72	
VAT Paid	£314.19	
		£8,351.21
 Excess of Receipts over Payments		£4,203.75
 Add Balance Brought Forward		 £11,019.15
Balance Carried Forward		£15,222.90
 Represented by		
Barclays Community	£100.00	
Barclays Premium	£15,122.90	
Cash	£0.00	
		£15,222.90

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

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Appendix C RFO Report

Receipts and Payments

Date	Details	File Ref	Ref	Minute	Power	Receipts	Payments
Community & Premium Accounts							
01/04/18	Balance Brought Forward					15,222.90	
05/04/18	BDC Precept	1				4,298.47	
30/04/18	HMRC VAT Repayment	2				320.98	
21/05/18	SALC - Annual Subscription	PO1	789		LA 2011 ss 1 to 8		180.87
21/05/18	SLCC - CiLCA application fee	PO2	790		LA 2011 ss 1 to 8		250.00
21/05/18	BDC - Conservation Lease	PO3	791		LA 2011 ss 1 to 8		5.00

Bank Reconciliation

	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community	30/04/18	£100.00				
Premium Accounts	30/04/18	£19,421.37	£19,406.48	£435.87	£320.98	£0.00
Cash	16/05/18	£0.00	£0.00			£0.00
		£19,521.37	£19,406.48	£435.87	£320.98	

Statement of Accounts vs Budget

	Budget	Actual		Reserves	Budget	Actual
Assets B/Forward		£15,222.90				
Income			Expenditure			
Precept	£7,800.00	£4,298.47	Clerks Salary		£2,700.00	£0.00
Grants	£331.40	£0.00	Admin		£1,300.00	£430.87
Bank Interest	£5.00	£0.00	Donations		£600.00	£0.00
Loan	£0.00	£0.00	Street Lighting		£350.00	£0.00
Other	£360.00	£0.00	CIL		£0.00	£0.00
CIL	£0.00	£0.00	Insurance		£350.00	£0.00
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	£0.00
			Maintenance		£630.00	£0.00
			Loan Repayment		£1,417.14	£0.00
			Loan Interest		£156.18	£0.00
			Allotments / Conservation		£655.00	£5.00
			VAT Paid		£0.00	£0.00
Total	£8,496.40	£4,619.45	Total	£0.00	£9,293.32	£435.87
			Assets C/Forward			£19,406.48
Total		£19,842.35	Total			£19,842.35

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