

MINUTES OF MEETING OF ASSINGTON PARISH COUNCIL
Held in Assington Village Hall on Monday 24th September 2018

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

Attending: County Councillor James Finch, Jane Hatton (Clerk) and 8 members of the public

18/096 Apologies for Absence

Councillor Rose Symonds and District Councillor Jennie Jenkins sent their apologies

18/097 Declaration of Interest and Requests for Dispensation

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

18/098 Minutes of Meeting held on 14th August 2018

The minutes of the meeting were approved.

18/099 Public Forum

County Councillor James Finch had already sent round his report to all the Councillors and in summary it included the improvements in the GCSE results especially at the local Thomas Gainsborough School.

The update also included:

School places can be applied for from September 2019;

support for young people leaving residential care and an increase in tourism and the benefits to the economy.

He was asked about the issues arising from the closure of the road through Assington and it was agreed that a good job had been done but that the organization beforehand needed to be improved. He was asked about the broadband and was told that it had come to a standstill.

Councillor Finch asked that anyone having problems with broadband be asked to provide the Assington Clerk with their telephone number and address, these be forwarded to him.

It had been noted that the verges had been cut but was asked if there was any way in future if roads could be kept open with traffic lights rather than closing the whole road which had happened with the A134 and more consideration given to road users. Councillor Finch said that with repairs which were below a certain depth, the roads need to be closed fully for safety reasons. Then he was asked about pot holes especially when some are filled in but in the same stretch of road they are left unfilled. Councillor Finch asked that any concerns be emailed to him, which he will then forward to the right department. He was advised that the council still had not received any dates for a representative from highways to come and walk the village to discuss all the issues which has been requested and Councillor Finch asked to be copied into the emails so that he could follow them up.

A resident wanted to make the point that he had found the planning application process unfair as he had applied to remove his hedge and been refused whereas others had removed their hedge and then gone for planning permission. The issue has now been resolved as they have amended the access.

A resident mentioned that the footpath to The Thicks was overgrown and the Clerk will contact David Gotts the contractor to find out when it will next be cut.

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Representatives from the Assington Breakers Yard attended to explain the situation regarding noise as they have daily complaints. They had done all they can to contain pollution, make everything safe and requested guidance on how they can work with the village as they are a growing business and will only get busier thus creating more employment. They are working closely with the Environment Agency, who have confirmed that the noise is within the limits and they only work during the agreed times. They confirmed that they had not cut down any trees since they initially did when taking over the site for safety reasons and that the damage done to the verges and the green triangle is not done by their vehicles, they have a policy in place with their drivers to be considerate and drive at 20mph. The sign at the junction of the A134 is to ensure that anyone using their business use the road to Marshalls Green rather than going through the village. It was confirmed that the Environment Agency will attend the next parish council meeting on the 26th November and all other interested parties will be invited.

The public meeting was closed.

18/100 Neighbourhood Plan

The NP Team have now had 7 meetings since June and much has been achieved. The membership has settled at 13 in the main team and they are getting to know more about the skills and experience each brings to the NP process. They are also developing a wider support team of people who are interested in doing something for the Neighbourhood Plan when they can and can call on them, they are always looking to recruiting more people. At the Fete they took over the stage area in the village hall and had a great array of photos showing the character of the parish, past and present. The rolling slide show was particularly popular with over 100 people visited. Members of the team talked about the NP to both residents and the many visitors from out of area who visited the Fete. The Assington News will feature the Fete next month. They are currently working on more communication with the villagers and hope to develop a web page on the PC website. They are also working on our next large community engagement exercise which will be a questionnaire due out we hope in the near future. The questions will fall under the headings; Housing need and type, Countryside character, Road Safety, Amenities and services and local commerce. Please let the NP team know if there are any particular questions you would like to include or any other issues we should ask residents about.

- a. They are also keen to involve the village children and so some of the team are working on an event for the children on the 4th November called Assington Challenge and it was agreed that this event would be put on under the name of the Assington Association.
- b. Green Spaces will be included as part of the NP questionnaire.
- c. Notification of all planning applications are put on the two noticeboards and on the website, 3 working days before the parish meeting when they would be discussed. Information about where details of the applications will be put will be placed in the Assington News.

Cllr Wallace will respond to the email received from Nick Hammond who emailed informing that he is the chair of the Neighbourhood Plan for Little Cornard Parish Council.

18/101 Parish Website

Cllr Stacey suggested that the council advertise for a local person to update the website which since it was updated by CAS has very little on it. It was agreed and that if they needed payment this could be considered.

18/102 Routine Correspondence

- a. No representatives would be attending the BDC Liaison Meeting on the 11th October especially as it is being held out of the area.
- b. No interest in the Suffolk's Most Active Community Competition.

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- c. The email from Nick Miller was discussed and noted.
- d. The donation request from Citizens Advice will be considered in March with all donation requests.
- e. The email from Eliana Ciufu regarding the meeting with Highways in October, it was agreed that this was to discuss the issues raised by Paul Willer rather than the meeting to discuss all the highway issues raised by the council and the request for the meeting with Highways to take place in Assington. Helen Wallace will attend as a representative of NP and Bronwen Stacey as a representative of PCC.

18/103 Clerk's Report (Appendix A)

Cllr Thorogood is having difficulty finding the address for Mr Thompson to thank him for the use of The Thicks but will continue to investigate. Cllr Betts had contacted BDC regarding the CIL payments and the last one was paid in April 2017 and they are awaiting others to be paid and will keep him updated. The Clerk has not had a response from Mr Hodge regarding gaining his permission to put up the dog bin and Cllrs will approach him directly.

18/104 Finance

- a. Councillors reviewed the Asset Register and resolved that it accurately reflected the council's assets at this time apart from item 19, the wooden bench which has been removed as it was in poor condition and therefore needs to be deleted from the asset register.
- b. Councillors reviewed the insurance cover offered against the asset register and resolved that it met the requirements.
- c. 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.

18/105 Planning

- a. Councillors reviewed **Outline Planning Permission – DC/18/03861** – Erection of two storey detached dwelling and garage at Land south of Barracks Road, Assington and resolved to **support** but would like to reiterate that the need in the village and the request from residents is for 2 and 3 bedroom properties.
- d. Councillors reviewed **Planning Permission – DC/18/04077** – Conversion of detached outbuilding to two dwellings at Hill Farm, The Street, Assington and resolved to **object strongly** to this application on the bases that:
 - Highway issues with additional traffic generation and highway safety with no footpath connecting the proposed site with the amenities of the village
 - Overdevelopment of the site with no requirements for 3 or 4 bedroom properties and that the need is for 2 bedroom properties which would meet the need of the village.
- c. Councillors reviewed **Listed Building Consent – DC/18/04078** – Conversion of detached outbuilding to two dwellings at Hill Farm, The Street, Assington and resolved to **object** as detailed above.
- d. Councillors agreed to write to the Forestry Commission regarding the hedgerow and hardwood removed to make one field and enquire whether the landowner had obtained a felling licence to do so and to find out if the hedgerow will need to be replaced elsewhere. David Pizzey from BDC to be copied in and the landowner.
- e. The Status of **planning applications** previously reviewed are as follows:

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| 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 | |
| 12/06/18 | DC/18/02160 | Barn Conversion to form annexe at Moors Farm, Wormingford Road, Assington | 18/069c | Supported with requested restriction for family use only | Granted |
| 12/06/18 | DC/18/02161 | Building Consent Barn Conversion to form annexe at Moors Farm, Wormingford Road, Assington | 18/069d | Supported | Granted |
| 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 | |
| 13/07/18 | DC/18/03151 | Appearance, landscaping, layout and scale for plot 7 at land north of Assington Barn, The Street, Assington | 18/081c | Supported | Granted |
| 13/07/18 | DC/18/03156 | Appearance, landscaping, layout and scale for plot 8 at land north of Assington Barn, The Street, Assington | 18/081d | Supported | Granted |
| 13/07/18 | DC/18/03157 | Appearance, landscaping, layout and scale for plot 5 at land north of Assington Barn, The Street, Assington | 18/081e | Objected | Granted |
| 13/07/18 | DC/18/03158 | Appearance, landscaping, layout and scale for plots 2,3,4 and 6 at land north of Assington Barn, The Street, Assington | 18/081f | Objected to plots 4 & 6 Supported plots 2 & 3 | Granted |
| 13/07/18 | DC/18/03162 | Appearance, landscaping, layout and scale for plot 1 at land north of Assington Barn, The Street, Assington | 18/081g | Supported | Granted |
| 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 | DC18/03392 | 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 | |

18/106 Questions to the Chair

- a. Cllr Symons asked if the council could write to Ryes College to ask how they are managing the supervision of the children as several parish residents had raised concerns.
- b. Cllr Wallace asked whether, when new planning permissions were under discussion with developers for a site of several houses, the PC could routinely ask them what provision they will make for the village regarding green areas such as providing leisure spaces and play areas.
- c. Cllr Betts asked if the council could write to SCC to find out the position regarding broadband for the village and agreed that details of those having difficulties be sent to the clerk for forwarding to County Councillor James Finch to follow up.

18/107 Next Meeting

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

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Meeting closed at 9.50pm

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 | |
| 18/080 c | Cllr Betts to look into CIL payments | |
| 18/091 a | Clerk to contact Aimee Colcombe from Environment Agency to arrange for her to attend a parish council meeting | ✓ |
| 18/091 b | Clerk to follow up Planning Meeting to be arranged at Endeavour House to be arranged for September | ✓ |
| 18/092 c | Clerk to write to Mr Hodge regarding permission to put a dog bin on his land | ✓ |
| | Clerks Hours | |
| | 1st April 2018 to 14th September 2018 - 120 hours paid / 129.5 hours worked | |

Appendix B RFO Report

Receipts and Payments

| | | | | | | |
|----------|------------------------------------|-----|-----|----------|--------|---|
| 11/07/18 | PWLB - repayment | PO8 | DD | | 786.66 | y |
| 27/07/18 | ICO - Data Protection registration | PO9 | DD | | 35.00 | y |
| 31/08/18 | BDC Precept | 4 | | 4,298.47 | | |
| 24/09/18 | CAS - Insurance | P10 | 800 | | 374.82 | |
| 24/09/18 | Glasdon - Dog Bin | P11 | 801 | | 103.82 | |
| 28/09/18 | J Hatton - Salary | P12 | 802 | | 525.56 | |
| 28/09/18 | J Hatton - WFHA | P12 | 802 | | 39.00 | |
| 28/09/18 | J Hatton - Expenses | P13 | 802 | | 62.09 | |
| 28/09/18 | HMRC - Clerk Tax | P12 | 803 | | 131.40 | |

Bank Reconciliation

| | Statement Date | Statement Balance | Actual Balance | Unpresented Cheques | Credits not shown | Difference |
|------------------|----------------|-------------------|----------------|---------------------|-------------------|------------|
| Community | 31/07/18 | £100.00 | | | | |
| Premium Accounts | 31/07/18 | £17,039.61 | £20,151.39 | £1,286.69 | £4,298.47 | £0.00 |
| Cash | 19/09/18 | £0.00 | £0.00 | | | £0.00 |
| | | £17,139.61 | £20,151.39 | £1,286.69 | £4,298.47 | |

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Statement of Accounts vs Budget

| | Budget | Actual | | Reserves | Budget | Actual |
|----------------------|------------------|-------------------|---------------------------|--------------|------------------|-------------------|
| Assets B/Forward | | £15,222.90 | | | | |
| <u>Income</u> | | | <u>Expenditure</u> | | | |
| Precept | £7,800.00 | £8,596.94 | Clerks Salary | £2,700.00 | £1,553.03 | |
| Grants | £331.40 | £0.00 | Admin | £1,300.00 | £716.39 | |
| Bank Interest | £5.00 | £9.30 | 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 | £374.82 | |
| 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 | £17.30 | |
| Total | £8,496.40 | £9,107.22 | Total | £0.00 | £9,293.32 | £3,357.07 |
| | | | Assets C/Forward | | | £20,151.39 |
| Total | | £24,330.12 | Total | | | £23,508.46 |

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