

MINUTES OF MEETING OF ASSINGTON PARISH COUNCIL
Held in Assington Village Hall on Monday 26th November 2018

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

Attending: County Councillor James Finch, Babergh District Councillor Jennie Jenkins, Aimee Colcombe and Tom Harris from the Environment Agency, Jane Hatton (Clerk) and 11 members of the public

18/119 Apologies for Absence

None

18/120 Declaration of Interest and Requests for Dispensation

Cllr Helen Wallace declared a Non-Pecuniary Interest in item 4 as she lives close to Assington Autos. No declaration of interest or request for dispensation had been received.

18/121 Minutes of Meeting held on 15th October 2018

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

18/122 Assington Autos

Charlotte Bayes from BDC Enforcement had sent her apologies and a response on the issues raised by residents (Appendix A). The representatives from the Environment Agency (EA) answered the following questions:

Noise issues: The EA have not approved the two draft Noise Management Plans which have been submitted by Assington Autos (AA) and they are awaiting a third. EA do not have a set noise limit as everyone has a different noise tolerance. They have given AA good grace in the amount of time to submit another draft and it is now time for them to comply.

Operating hours: The operating hours will be within AA's Environment Management System, the EA cannot restrict the operating hours but can restrict the noise and currently AA are not permitted to operate on Sundays, after 6pm during the week or after 1pm on Saturdays. If they do then they could be in breach of their permit.

Heavy traffic: AA have a limit of 5000 tons of waste delivered per annum and they are obliged to provide waste returns annually in January. Last year they were within their limits. If AA wished to increase their limit, they would have to renew their permit in order to increase their tonnage limits. The site would have to change their permit and the EA would have to approve this change in order to increase their tonnages. Highway infrastructure is not considered by the permit team but increased noise would be.

Visual and environmental impact: Visual impact does not come under the EA permit but they always encourage trees as this does reduce the noise to neighbouring properties. The site boundary is from the front gate to the back gate and checks have been made and all waste is within the boundary. If any waste was outside the boundary, this would be a breach of AA's permit and any extension of the site would need to be applied for.

Aimee Colcombe mentioned that residents can contact the Environment Agency if they have any issues and can do so anonymously email incident_communication_service@environment-agency.gov.uk or ring 0800 807060 The more reports they have, the better fully picture they can build. Cllr Thorogood thanked both Aimee and Tom for attending and the information provided.

18/123 Public Forum

County Councillor James Finch informed the council that Mid Suffolk Home First which is provided by Suffolk County Council (SCC) has been rated "outstanding" by the Care Quality Commission. The council is encouraging family carers to share their experiences anonymously on a survey. The Council are asking residents on their views on services as SCC have launched a budget consultation to save £25 million in 2019/2020. The Allied Health Care home service are in financial difficulty and SCC have employed the employees locally to retain the service. Cllr Thorogood asked if there would be any locality budget available for speed reducing measures in the village

SIGNED _____

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and County Councillor Finch asked if a plan could be put together and he would review it as he has limited funds available.

District Councillor Jennie Jenkins informed the council that the bin collection which was disrupted has now been sorted. She had attended a CIL workshop where the District Council were encouraging parish councils to spend CIL monies on local projects. A champion was in place to support mental health. There is space being developed in Hadleigh library for Babergh District Council to have contact with the public. There will have to be an increase in the budget for 2019/2020.

18/124 Neighbourhood Plan

Cllr Wallace had emailed round the questionnaire which will be delivered to all residents in Assington in the first week of December asking for their views on a range of issues. All the questions raised by councillors had already been considered in the development of the questionnaire and it was agreed to proceed with printing. They have appointed an experienced consultant who had also looked at the questionnaire. The best quote was from Solopress for £258 for 500 A4 questionnaire in full colour and it was agreed to proceed on this basis. It was also agreed that Assington Parish Council will fund the Neighbourhood Plan expenses until funding has been received and contribute to the funding in the future but require a budget to see an estimate of the costs including the consultant. The NP team intend to ask the views of young people in the village by a debating event and prepare a set of questions for businesses and landowners.

18/125 Routine Correspondence

- a. The email from BDC regarding the precept was noted and agreed to discuss at the January meeting.
- b. The email from Ryes College was noted.
- c. The email from Suffolk Better Broadband was noted but Cllr Betts said that it did not answer the issue of not enough capacity in the box especially for all the new housing and another box was required. It was agreed that the clerk respond with this request.
- d. Email from BDC regarding community led housing was noted and agreed that a meeting with the Neighbourhood Planning team would be more appropriate and Cllr Wallace will respond.
- e. 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.

18/126 Clerk's Report (Appendix B)

It was agreed that nothing was outstanding from the Clerk's Report as the rotten gate post had been replaced and Cllr King asked Cllr Jenkins if she had found out the procedures involved in putting flood lights on the village hall following the last meeting. Cllr Jenkins asked if the request could be sent again by the clerk.

18/127 Finance

- a. Councillors reviewed the External Audit report from PKF Littlejohn LLP for the year ended 31 March 2017 and resolved to accept and approve the findings.
- b. 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 reconciliation of bank accounts against the bank statements, and the Statement of Accounts against the Budget.
- c. The councillors reviewed the budget proposal in appendix D and to add £1,500 towards the cost of the Neighbourhood Plan and an additional £250 into administration for training.
- d. The request from Barclays Bank for more information was agreed and signed.

SIGNED _____

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MINUTES OF MEETING OF ASSINGTON PARISH COUNCIL
Held in Assington Village Hall on Monday 26th November 2018

- e. It was agreed that the Clerk was to find out if S106 and CIL monies could be spend on the Neighbourhood Plan expenses including the cost of printing the survey and the cost of printing the footpath leaflet.

18/128 Planning

- a. Considered **Planning Application DC/18/04657** – Erection of a single storey rear extension to Skimbles, The Street, Assington and resolved to support the application.
- b. Considered **Planning Application DC/18/04684** – Change of use of land for the stationing of 180 solar panels in ground mounted arrays at Woodthorpes Farm, Nayland Road, Assington and resolved to support the application but wanted to stress that it needed to be screened by hedging.
- c. Consider **Planning Application DC/18/01894 re-consultation** – Erection of new dwelling at land south of Wistons, The Street, Assington and resolved to support the application but wanted to clarify the position regarding the speed survey and vehicles being parked to slow down the traffic.
- d. Consider **Planning Application DC/18/04077** – Conversion of detached outbuilding to 2 dwellings at Hill Farm, The Street, Assington and resolved to object to the application on the same grounds as previously objecting planning application DC/17/03535 that:
- The planning application is now for a 2 x four bedroom dwellings rather than the 2 x two bedroom and is not in keeping with the requirements of the village and does not meet the Core Strategy Policy CS11
 - The site is in a conservation area and outside the village envelope and does not meet the Core Strategy Policy CS2.
 - There will be additional traffic from the residents, visitors and deliveries with access onto a highway with poor visibility and insufficient parking.
- e. Status of **planning applications**

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	Withdrawn
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	Granted
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.	Granted
11/08/18	DC/18/04077	Conversion of detached outbuilding to two dwellings at Hill Farm, The Street, Assington	18/105b	Objected	

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MINUTES OF MEETING OF ASSINGTON PARISH COUNCIL
Held in Assington Village Hall on Monday 26th November 2018

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	
25/09/18	DC/18/04270	Erection of dwelling, detached garage and air source heat pump at land south of Maxton and Russet, The Street, Assington	18/116a	Supported	

18/129 Highway, Footpaths and TPO's

Cllr Stacey had provided notes from the meeting at Endeavour House to discuss highways and the issue of speeding was raised, with the suggestion to put 30mph painted on the road surface at the point where the speed changes and then also along The Street. Welcome gates at the entrance of the village and Steve Merry will look at costings. Damage to Threeways Green and Rose Green could have a kerb put round. Kerb outside St Edmunds Cottage was agreed out of line and encroachment on the highways. Suggestion initially for the parish council to write to the owners identifying the problem, it was agreed that Cllr Stacey would draft a letter. The issue of TPO's on the trees along by the church are not required as they are owned by highways according to David Pizzey at BDC and the trees on the Assington Autos site cannot be removed without permission which he will be going back to look at. Nick Miller and Mike Townrow are to survey the trees visible from The Street and provide a list. All trees at Assington Hall and Park have existing TPO's.

18/130 Licensed Path, Footpaths and Assets

Update from Cllr Symonds on the footpaths that the dog bin has been put up at Wemsley Lane and is being used. Gate posts at either end of The Thicks have been replaced. The footpath across footpath 18 is in a bad state of repair and BDC have confirmed that repair work is due to be carried out this week. Footpath through East Farm which was partly blocked by farm machinery will be slightly moved but is placed there as issues have arose regarding hare coursing and an attempted break in to a barn. Payment received from the Allotment Association for the 2018 rent of £150.

18/131 Adoption of Telephone Kiosk

It was agreed to adopt the telephone kiosk proposed by Cllr King, seconded by Cllr Symonds. Agreed to discuss proposals for the use of the kiosk at the next meeting.

18/132 Meeting Dates for 2019

The councillors agreed the following meeting dates:

2019	Assington PC Meetings
January	28 th
March	25 th Meeting and APM
May	20 st Annual Meeting
July	29 th
September	23 rd
November	25 th

18/133 Question to the Chair

Cllr King advised that advertising had been put up on the A134 for Assington Barns and it was agreed that Cllr Symonds would approach the owners to advise them that it needed to be removed before having to contact BDC Planning Enforcement. Cllr Symonds requested that the council look at how the council would go about the compulsory purchase of land for the village. It was agreed that the clerk would investigate.

18/134 Next Meeting

The next scheduled meeting date is the 28th January 2019 starting at 7.30pm.

The meeting closed at 10.35pm

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Appendix A - Response to Issues raised by residents concerning Assington Autos from Planning Enforcement, Babergh District Council

Noise

There are therefore no restrictive planning conditions for this site relating to noise. There would however be some noise restrictions required as part of their permit and this would be for the Environment Agency to enforce. They would also cover hours of operation.

Light Pollution

Condition 1 attached to planning permission B/17/01119 states;

'No additional floodlighting shall be erected at the site without the prior written approval of the Local Planning Authority'.

This planning permission relates to the decontamination building and so I need to conduct a further site inspection to establish which floodlighting pre-dates this permission.

Security lights may be considered de-minimus and not require planning permission. However the Council's Environmental Protection Team may investigate lights causing a nuisance to neighbouring properties. It may be useful to provide information on exactly which lights are an issue?

Heavy Traffic

As there are no planning restrictions that affect the vehicular movements for the site this is not a matter for Planning Enforcement. Any damage to the highway or speeding should be reported to either the County Highway Authority or the Police, respectively.

Visual and Environmental Impact

The boundary of the site can be established by purchasing Land Registry plans however this is not a planning matter. There are no current enforceable planning conditions relating to the screening of the site.

Safety of the residents

The Police are best placed to give advice on threats and intimidation.

Advertisements/signage

The numerous signs for the business on the A134 have now been removed following my letter and the Marshalls Green street sign repaired.

Removal of trees

As the site is not within a Conservation Area and the trees are not subject to a Tree Preservation Order, permission is not required by the Local Planning Authority for their removal.

I will contact Assington Autos again to arrange a further site visit to establish whether planning permission is required for any additional hardstanding, for the use of the land to south of the site and floodlighting. I will keep you informed of any progress made.

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Appendix B Clerks Report

Minute	Action	Complete ✓
	Minutes placed on website / sent to parish magazine / Jennie Jenkins.	✓
	Planning responses sent to Babergh DC	✓
18/110	Clerk to follow up David Gotts regarding the permissive footpath	✓
18/115 a	Clerk renewed website hosting with CAS	✓
18/115 b	Clerk ordered the footpath leaflet printed	✓
18/117 a	Cllr King to contact Mike Townrow regarding rotten gate post	
18/117 c	Clerk emailed Jennie Jenkins regarding the procedure of putting up floodlights on the village hall	✓
	Clerks Hours	
	1st April 2018 to 16th November 2018 - 165 hours paid / 181 hours 45 mins worked	

Appendix C RFO Report

Receipts & Payments

22/10/18	BDC CIL	5			6,224.51	y	
02/11/18	SCC P3 Scheme	6			331.20		
26/11/18	PKF - Audit Fee	P15	807	LA 2011 ss 1 to 8			240.00
26/11/18	Assington Village Charity	P16	809	LA 2011 ss 1 to 8			3,221.78
26/11/18	Indigo Ross - Printing	P17	810	LA 2011 ss 1 to 8			150.00
26/11/18	Mrs R Symonds - Dog Bin Fixture	P19	813	LA 2011 ss 1 to 8			10.99
31/12/18	J Hatton - Salary	P18	811	LA 2011 ss 1 to 8			525.56
31/12/18	J Hatton - WFHA	P18	811	LA 2011 ss 1 to 8			39.00
31/12/18	J Hatton - Expenses	P19	811	LA 2011 ss 1 to 8			66.76
31/12/18	HMRC - Clerk Tax	P18	812	LA 2011 ss 1 to 8			131.40

Reconciliation

	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Premium Accounts	31/10/18	£100.00				
	31/10/18	£26,659.70	£22,308.07	£4,782.83	£331.20	£0.00
Cash	19/11/18	£0.00	£0.00			£0.00
		£26,759.70	£22,308.07	£4,782.83	£331.20	

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Statement of Account vs Budget

	Budget	Actual		Reserves	Budget	Actual
Assets B/Forward		£15,222.90				
<u>Income</u>			<u>Expenditure</u>			
Precept	£8,596.94	£8,596.94	Clerks Salary	£2,700.00	£2,244.19	
Grants	£331.40	£331.20	Admin	£1,300.00	£1,022.95	
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	£3,221.78	
CIL	£0.00	£6,224.51	Insurance	£350.00	£337.34	
VAT Repayment	£0.00	£320.98	Inspection	£100.00	£200.00	
			P3 Scheme	£360.00	£0.00	
			Licensed Footpaths	£175.00	£0.00	
			Contingency	£500.00	£95.68	
			Maintenance	£630.00	£0.00	
			Loan Repayment	£1,417.14	£773.07	
			Loan Interest	£156.18	£13.59	
			Allotments / Conservation	£655.00	£59.01	
			VAT Paid	£0.00	£69.13	
Total	£9,293.34	£15,671.91	Total	£0.00	£9,293.32	£8,586.74
			Assets C/Forward			£22,308.07
Total		£30,894.81	Total			£30,894.81

Appendix D Budget Proposal

Income

Based on 2018/19, 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 as agreed for 2019/2010 in administration to £1550.00 to cover any additional training and another expenditure row for Neighbourhood Plan costs for £1500.00.

Below are the tables which show a comparison between 2016/17 budget and actual. 2017/18 budget and actual, 2018/2019 budget, actual to date and the anticipated at the year end and that anticipated required in 2018/19.

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	2016 / 17		2017 / 18		Budget	2018 / 19		2019 / 20
	Budget	Actual	Budget	Actual		Actual to Date	To year end	Budget
<u>Income</u>								
Grants	331.40	1,439.10	331.40	437.36	331.40	331.20	331.20	331.20
Bank Interest	5.00	5.53	5.00	12.01	5.00	18.28	18.28	5.00
Loan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other	300.00	360.92	300.00	360.15	360.00	180.00	360.00	360.00
CIL	0.00	0.00	0.00	3,221.78	0.00	6,224.51	6,224.51	0.00
VAT Repayment	0.00	874.33	0.00	723.66	0.00	320.98	320.98	0.00
Total Income	636.40	2,679.88	636.40	4,754.96	696.40	7,074.97	7,254.97	696.20
Precept		7,568.00		7,800.00			8,596.94	
<u>Expenditure</u>								
Staff Costs	2,200.00	2,288.15	2,240.00	3,370.24	2,700.00	1,553.03	2,700.00	2,880.00
Admin	1,300.00	600.61	1,300.00	845.44	1,300.00	801.39	1,300.00	1,550.00
Donations	600.00	700.00	600.00	400.00	600.00	550.00	600.00	600.00
Neighbourhood Plan	0.00	0.00	0.00	0.00	0.00	0.00	280.00	1,500.00
Street Lighting	350.00	344.81	350.00	336.95	350.00	0.00	350.00	350.00
CIL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Insurance	330.00	324.03	330.00	335.02	350.00	350.00	337.34	350.00
Inspection	100.00	100.00	100.00	100.00	100.00	0.00	200.00	100.00
P3 Scheme	360.00	360.00	360.00	360.00	360.00	0.00	360.00	360.00
Licensed Footpaths	175.00	80.00	175.00	100.00	175.00	0.00	175.00	175.00
Contingency	500.00	2,356.52	500.00	0.00	500.00	86.52	86.52	500.00
Maintenance	600.00	237.33	630.00	237.33	630.00	0.00	630.00	630.00
Loan Repayment	1,417.14	1,499.73	1,417.14	1,573.32	1,417.14	773.07	1,417.14	0.00
Loan Interest	156.18	73.59	156.18	0.00	156.18	13.59	156.18	0.00
Allotments / Conservation	655.00	75.00	655.00	378.72	655.00	59.01	655.00	655.00
VAT Paid	0.00	723.66	0.00	314.19	0.00	27.30	27.30	0.00
Total Expenditure	8,743.32	9,763.43	8,813.32	8,351.21	9,293.32	4,213.91	9,274.48	9,650.00

End of Appendices

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