

MINUTES OF MEETING OF ASSINGTON PARISH COUNCIL
Held in Assington Village Hall on Monday 29th January 2018

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

Attending: Jane Hatton (Clerk) and 30 members of the public

The meeting commenced with a talk by Carroll Reeve, Chair of Lavenham Parish Council on developing a Neighbourhood Plan. The process of developing a plan for Lavenham took about 4 years to assemble all the data but Lavenham was one of the first villages to do a plan and therefore had little to base it on but a plan would probably take 2 years. They did a questionnaire to every household, as the plan needs to be evidence based and because of this and the local knowledge behind it, BDC and developers do take the plan into consideration. It needs to include the local landscape, scene, what the village has to offer and what the housing needs are of the village. There are grants to cover costs, they got a locality grant to cover the cost of a town planner and a County Councillor locality grant for a landscape assessment. In addition to the grants it cost the parish about £5,000. They set up a steering group to include Councillors and residents and organized a public meeting. Those interested were split up into working groups to each look at 6 separate tasks. They keep the evidence up to date with a housing needs survey every 3 years. Suggested that Assington might wish to consider doing their plan with a neighbouring parish.

18/001 Apologies for Absence

Babergh District Councillor Jennie Jenkins

18/002 Declaration of Interest and Requests for Dispensation

Cllr H Wallace declared a Non-Pecuniary Interest in Item 12 as she is a neighbour of the Breakers Yard. No request for dispensation had been received.

18/003 Minutes of Meeting held on 11th January 2018

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

18/004 Community Led Plan/Neighbourhood Plan

It was agreed that a date should be arranged for a village meeting with sufficient time for it to go in the newsletter. A form was passed round the public for names and emails of those who would be interested in helping to development a neighbourhood plan for Assington. It was agreed that the clerk would approach both Newton and Little Cornard with a view to working together.

18/005 Public Forum

District Councillor Jennie Jenkins was unable to attend as she has a kidney infection but wanted to inform the meeting that she had asked James Cartlidge MP to speak with the Housing Minister regarding the amount of housing that villages are taking. Also she wished to reassure residents that she will be following up on the planning applications from the last meeting with BDC Planning Department and those which are being discussed tonight.

Planning Applications: A resident who had made the points at the last meeting regarding the amount of planning applications and these houses were not needed, wished to reiterate this and was also concerned about the safety issue with lorries coming along to such a large scale development. There are no paths which will put pedestrians walking at risk. The access for any emergency vehicles was of equal concern. Another resident reiterated concerns on the issues which had previously been raised, and enquired whether a drainage survey have been done.

Breakers Yard: A resident raised the issue of noise outside the opening hours and that lights are on 24 hours a day. He has a video showing they are racing cars with no exhausts on the site after hours. The noise is often as late as 8pm in the evening and on Sundays.

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The public meeting was closed.

18/006 Routine Correspondence

- a. The Parish Council had been copied into an email from Mr Paul Willer to Mr Tim Passmore regarding his concern traffic safety and extending the 30mph sign towards the A134. It was agreed that the clerk would arrange for someone from Highways to come and meet with Councillors to walk Assington to look at the lack of footpaths, the curb outside St Edmunds Cottage, moving of the 30mph sign and location for a Welcome sign.
- b. An email had been received from Andrew McMillan, Economic Development Officer at BDC requesting actions following the Sudbury Visions for Prosperity event last October. Cllr King had attended the meeting in October and said that it was all about Sudbury not the surrounding villages.

18/007 Clerk's Report (Appendix A)

Cllr Stacey had not heard from Highways regarding the curb outside St Edmunds and this will be taken up when a meeting is arranged with Highways. It was agreed that nothing else was outstanding from the Clerk's Report.

18/008 Finance

- a. All cheques signed and due for signing as itemised in appendix B, 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.
- b. The Councillors reviewed the expenditure budget set as well as the earmarked and general reserves (appendix C) and resolved to set a Precept of £8596.94
- c. Cllr King said that a donation had already been agreed from the Art Students Group and Village Charity towards a fenced playground on the playing field for 5 to 13 years olds and Councillors agreed that the CIL money could also go towards this.
- d. The Councillors resolved to donate £50 to the Sudbury Newstalk to support a newspaper for the blind and visually impaired in and around Sudbury Cllr King proposed, Cllr Stacey seconded the motion.
- e. It was agreed that the donation request from the AONB and Brain Tumours Research would be put on the March agenda.

18/009 Planning

- a. **Planning Permission – DC/17/06170** – Erection of 10 dwellings at The Street, Assington and the councillors resolved to **object** to this application on the grounds that:
 - Surveys had not been seen regarding the waste disposal which was a condition of the original application and they are required as a fundamental element important to the Village.
 - The access road to the field behind was not on the application which was approved on appeal. This access is unnecessary for field access as there are other access points already, and it is obviously intended as a further development opportunity at some stage, and as such, unwanted.
 - Plot 1 position is too close to the road; it is requested that this plot be left green, and the house relocated elsewhere in the development.
 - The design and materials of the bungalows are not in keeping with the vernacular style of the existing local properties, and this should be addressed.
 - The bungalows are 3 bedrooms and the requirements of the village is for affordable properties for older local residents.

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- The wheelie bins stations are not in line with the age profile of potential residents of bungalows.
- No lighting provision on the access or private road.
- No safe pedestrian access from the private road along the village street in either direction

The PC request that a Tree Preservation Order be placed on the Oak Tree

The PC request a meeting with the applicant in order to come to some acceptable agreement on the above and associated issues

- b. **Planning Permission – DC/17/06091** – Erection of a detached dwelling with garage at The Street, Assington and the Councillors resolved to support the one property on the site but felt that it should be a 3 bedroom and not a 4 bedroom property.
- c. **Planning Permission – DC/17/06237** – Erection of 1 two storey dwelling with associated access at Site adjacent The Street, Assington and the Councillors resolved to **object** to this application on the grounds that:
- The property would be outside the building line and could set a precedent
 - The access road is unsuitable
 - Loss of privacy for neighbouring properties
 - Over development of a small site
 - The neighbouring properties have a covenant against additional building and therefore this does not fit with the village street scene or context of a Hinterland Village.
- d. **Outline Planning Permission – DC/18/00188** – Erection of 8 dwellings and new vehicular access at Lane to North of Assington Barn, Assington. The majority of Councillors resolved to **object** to this application on the grounds of the increase in the size of the development from 3 properties to 8 properties, as there is no further demand for housing in addition to the development of 10 properties already approved. Further off street developments do not meet with the stated BDC policy for the village of infill ribbon development.
- e. Status of planning applications previous reviewed by APC are as follows:

Date Received	BDC Ref	Application	APC Ref	APC Response	BDC Response
	B/15/01718	Chilton Woods	16/031b	Objected	

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13/05/17	B/15/01718	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 1,000m2 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.	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	
08/08/2017	DC/17/04046	Change of use of existing ground floor farm workshop and store to farm shop and store at Little Ropers Farm, Assington Road, Bures St. Mary, Bures, Suffolk CO8 5JX	17/094 a	Supported	
17/10/17	DC/17/04927	Erection of 2, two bedroom houses and 1, four bedroom house with 3 detached garages with living accommodation over 2 garages at The Barn at Assington, The Street, Assington	17/115a	Objected	Granted
15/11/17	DC/17/05628	Erect one and a half storey four bedroom detached house, detached cartlodge and new vehicular access at Land to the south of Dale Cottage, 1 The Street, Assington	17/125a	supported	Granted
17/11/17	DC/17/05638	Erect two dwellings with garages at 10 The Gurdons, The Street, Assington	17/115b	Objected	
28/11/17	DC/17/05753	Change of use of land to garden curtilage at former grain store at Hill Farm, The Street, Assington		Supported	

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13/12/17	DC/17/06079	Conversion of existing detached yard buildings to two units of holiday accommodation to be occupied as permanent dwellings	17/135a	Objected
02/01/18	DC/17/06240	Erection of 2 two storey 5 bedroom dwellings and new vehicular accesses at land opposite Hill Farm, The Street Assington	17/135b	Objected

18/010 Licensed Path, Footpaths and Assets

- a. The Councillors resolved to award the 2018 grass cutting to David Gotts for the footpaths at £60 per cut (6 cuts per year) £360 and the increase for the allotment and conservation areas to £45 per cut (3 cuts per year) £135. An increase of £10 per cut, increasing the annual cost from £465 to £495 for cutting both areas. Proposed Cllr Thorogood, Cllr King seconded the motion.
- b. There were no issues raised regarding assets
- c. Cllr Symonds had contacted SCC Highways and a small gate sign would cost upwards of £5,000. It was agreed this would be discussed when highways visited the village.

18/011 Data Protection Officer

It was agreed the clerk would inform SALC that they are expressing an interest in the services of The DPO Centre to appoint an officer.

18/012 Breakers Yard

It was agreed that the clerk should contact BDC to find out if they had any restrictions agreed with regards to the opening hours and if work and deliveries are only allowed outside these hours and what restrictions there were regarding lights. Also if they had given permission for the sign which has been erected above the Marshall Green sign on the junction with the A134 and if they can investigate these issues which have been raised by concerned residents. It was also agreed that the clerk should write to the owner informing them of the concerns of residents.

18/013 Risk Management Register

The Councillors reviewed the risk assessment and management report (appendix D) and agreed that it was appropriate for the APC's level of operations

18/014 Internal Audit

The Councillors reviewed the current system of internal audit and internal controls and resolved that they were satisfied that they met the requirements expected of the council.

18/015 Question to the Chair

Cllr Betts said that once all these houses were built there would be CIL monies available and it was agreed that how this was spent should be part of the Neighbourhood Plan meeting, so that residents could give their opinions.

18/016 Next Meeting

The next scheduled meeting date is Monday 26th March 2018 starting at 7.30pm.

18/017 Standing Orders

The Councillors resolved that in accordance to APC's Standing Order 3d the public and press be excluded from the meeting due to the confidential nature of the Clerk's Contract of Employment.

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18/018 Clerks Hours

The Councillors agreed that from the 1st January 2018 the clerk's weekly hours should be increased from 4 to 5 hours per week. Cllr Stacey will draw up a new contract.

The meeting closed at 9.55pm

Appendix A Clerks Report

Minute	Action	Complete
	Minutes placed on website and sent to parish magazine and Jennie Jenkins.	✓
	Planning responses sent to Babergh DC	✓
17/122 a	Clerk contacted SCC to confirm street lighting to remain the same over the holiday period	✓
17/122 d	Clerk contacted Ken Jackson regarding Tree Wardens	✓
17/124 c	Clerk submitted Transparency application to SALC	✓
17/126	Clerk invited Carroll Reeve to the next meeting to give his feedback on Lavenham's Neighbourhood Plan	✓
17/136 a	Reply to Cllr Stacey from Highways regarding curb outside St Edmunds Cottage	☐
17/137 d	Clerk forwarded application for nomination to Buckingham Palace Garden Party to Cllr Symons	✓
Clerks Hours		
1st June 2017 to 19th January 2018 - 184 hours worked/132 hours paid		

Appendix B RFO Report

Date	Details	File Ref	Ref	Minute	Power	Receipts		Payments
08/01/18	Bank Interest 4 Sept to 3 Dec					3.22	y	0.00
29/01/18	Anglian Water - allotments Sept to December	P21	781		LA 2011 ss 1 to 8	0.00		52.40
29/01/18	SALC - CiLCA Course	P22	782		LA 2011 ss 1 to 8	0.00		300.00
29/01/18	SALC - Local Councils Explained	P23	782		LA 2011 ss 1 to 8	0.00		20.99

	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Premium Accounts	29/01/18	£100.00	£17,653.11	£840.07	£0.00	£0.00
Cash	22/01/18	£0.00	£0.00			£0.00
		£18,493.18	£17,653.11	£840.07	£0.00	

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	Budget	Actual		Reserves	Budget	Actual
Assets B/Forward		£11,019.15				
Income	-		Expenditure	-	-	
Precept	£7,800.00	£7,800.00	Clerks Salary		£2,240.00	£2,376.95
Grants	£331.40	£331.20	Admin		£1,300.00	£869.76
Bank Interest	£5.00	£3.22	Donations		£600.00	£350.00
Loan	£0.00	£0.00	Street Lighting		£350.00	£0.00
Other	£300.00	£360.15	CIL		£0.00	£0.00
CIL	£0.00	£3,221.78	Insurance		£330.00	£335.02
VAT	£0.00	£723.66	Inspection		£100.00	£100.00
Repayment			P3 Scheme		£360.00	£360.00
			Licensed Footpaths		£175.00	£100.00
			Contingency		£500.00	£0.00
			Maintenance		£630.00	£0.00
			Loan Repayment		£1,417.14	£786.66
			Loan Interest		£156.18	£0.00
			Allotments / Conservation		£655.00	£328.33
			VAT Paid		£0.00	£199.33
Total	£8,436.40	£12,440.01	Total	£0.00	£8,813.32	£5,806.05
			Assets C/Forward			£17,653.11
Total		£23,459.16	Total			£23,459.16

Appendix C Precept

At the meeting on 27th November 2017, it was agreed a total expenditure of £9,293.32 for 2018/2019:

	2016 / 17		2017 / 18			2018 / 19
	Budget	Actual	Budget	Actual to Date	To year end	Budget
Income	-		-			
Grants	331.40	1,439.10	331.40	0.00	331.40	331.40
Bank Interest	5.00	5.53	5.00	0.00	5.00	5.00
Loan	0.00	0.00	0.00	0.00	0.00	0.00
Other	300.00	360.92	300.00	360.15	360.92	360.00
CIL	0.00	0.00	0.00	3,221.78	3,221.78	0.00
VAT Repayment	0.00	874.33	0.00	723.66	874.33	0.00
Total Income	636.40	2,679.88	636.40	4,305.59	4,793.43	696.40
Precept		7,568.00			7,800.00	

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Expenditure	-	-	-			
Clerks Salary	2,200.00	2,288.15	2,240.00	2,376.95	2,200.00	2,700.00
Admin	1,300.00	600.61	1,300.00	599.77	1,260.00	1,300.00
Donations	600.00	700.00	600.00	350.00	600.00	600.00
Street Lighting	350.00	344.81	350.00	0.00	350.00	350.00
CIL	0.00	0.00	0.00	0.00	0.00	0.00
Insurance	330.00	324.03	330.00	335.02	330.00	350.00
Inspection	100.00	100.00	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	80.00	175.00	120.00	175.00	175.00
Contingency	500.00	2,356.52	500.00	0.00	500.00	500.00
Maintenance	600.00	237.33	630.00	0.00	630.00	630.00
Loan Repayment	1,417.14	1,499.73	1,417.14	786.66	1,417.14	1,417.14
Loan Interest	156.18	73.59	156.18	0.00	156.18	156.18
Allotments / Conservation	655.00	75.00	655.00	275.93	655.00	655.00
VAT Paid	0.00	723.66	0.00	148.33	148.33	0.00
Total Expenditure	8,743.32	9,763.43	8,813.32	5,452.66	8,881.65	9,293.32

Reserves held by APC

Maintaining the reserves for asset replacement and allotment/conservation which may be spend in 2018/2019. Election costs maintained and will not be needed 2018/19 unless there is a by-election.

	2016 / 17		2017 / 18		2018 / 19	
	Start of year	End of year	Start of year	End of year	Start of year	End of year
Asset Replacement	850.00	1,250.00	1,250.00	1,500.00	1,500.00	1,500.00
Allotments / Conservation	500.00	1,000.00	1,000.00	1,500.00	1,500.00	1,500.00
Election Costs	1,420.00	1,450.00	1,450.00	1,500.00	1,500.00	1,500.00
Clerk Gratuity Fund	603.64	675.08	675.08	0.00	0.00	0.00
Total Earmarked Reserves	3,373.64	4,375.08	4,375.08	4,500.00	4,500.00	4,500.00
General Reserves	7,161.06	5,740.71	5,740.71	7,539.26	7,539.26	
Total Reserves	10,534.70	11,019.15	11,019.15	12,039.26	12,039.26	

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Precept for
2018/2019

	2016 / 17	2017 / 18	2018 / 19 Example 1	2018 / 19 Example 2	2018 / 19 Example 3
START OF YEAR					
Earmarked Reserves	3,373.64	4,375.08	4,500.00	4,500.00	4,500.00
General Reserves	7,161.06	6,644.07	7,539.26	7,539.26	7,539.26
Total Reserves	10,534.70	11,019.15	12,039.26	12,039.26	12,039.26
Income ex Precept	2,679.88	4,793.43	696.40	696.40	696.40
Precept	7,568.00	7,800.00	7,971.36	8,300.98	8,596.94
Total Income	10,247.88	12,593.43	8,667.76	8,997.38	9,293.34
Expenditure	9,763.43	8,881.65	9,293.32	9,293.32	9,293.32
Tax Base	171.81	173.40	177.22	177.22	177.22
Band D Council Tax	£45.40	£44.98	£44.98	£46.84	£48.51

Example 1: Precept increase to £7971.36 to keep Band D Council Tax the same as last year

Example 2: Precept increase to £8300.98

Example 3: Precept increase to £8596.94 to cover expected expenditure in 2018/19

Appendix D Risk Register

ASSINGTON PARISH COUNCIL RISK ASSESSMENT AND MANAGEMENT REPORT
JANUARY 2018

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	Medium	Low	Limited Insurance	Accounts books from 1st April 2001 backed up by: 1. Computer hard disk 2. Back up held on BT Cloud

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2. Minutes i. Historical ii. Post-1973 iii. May 2001 onwards	Low Medium High	Low Low Low	Limited Insurance	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

End of Appendices

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