

**MINUTES OF MEETING OF ASSINGTON PARISH COUNCIL**  
**Held in Assington Village Hall on Monday 20th May 2019**

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

**Attending:** Babergh District Councillor Lee Parker, Jane Hatton (Clerk) and 2 members of the Neighbourhood Plan and 1 member of the public

**19/041 Election of the Chairman**

It was resolved that Simon Thorogood be appointed as the Chairman of Assington Parish Council, who signed the Declaration of Acceptance accordingly.

**19/042 Co-opt two Candidates**

No candidates attended the meeting and it was therefore decided to discuss at the July meeting.

**19/043 Apologies for Absence**

Councillor John Symons and Helen Wallace sent their apologies which were accepted.

**19/044 Declaration of Office**

The Clerk confirmed that the Declaration of Interests has been received from the Councillors attending the meeting and would obtain the Declaration from the other Councillors as soon as they were available.

**19/045 Election of Vice Chairman**

It was decided to discuss at the July meeting when more Councillors would be available to attend.

**19/046 Declaration of Interest and Requests for Dispensation**

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

**19/047 General Power of Competence**

The Councillors resolved that Assington Parish Council still met the criteria with the Clerk's appropriate qualification and a quorum of Councillors who stood at the 2019 Parish Council Election and that they would adopt the General Power of Competence.

**19/048 Minutes of Meeting held on 25th March 2019**

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

**19/049 HR and Standards Committees**

- a. It was resolved that Cllrs Stacey and Symons were appointed as members of the HR Committee.
- b. Appointment for Standards Committees would be discussed at the July meeting.

**19/050 Representatives to Outside Bodies**

- a. Appointment for the Assington Village Charity would be discussed at the July meeting.
- b. It was resolved that Cllr Stacey would be the representative to the Suffolk Association of Local Councils (SALC)

**19/051 Appointment of Councillors to review Planning Applications**

It was resolved that Cllr Symonds will continue to investigate all planning applications for subsequent reporting to the Parish Council meeting reviewing the application and appointment of another member will be discussed at the July meeting.

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**19/052 Internal Auditor**

It was resolved that Mr Simon White be appointed as Internal Auditor for 2019/2020 and the Clerk will send a letter of engagement and thank him for his continued support.

**19/053 Annual Subscriptions**

It was resolved that the annual memberships to SALC and Community Action Suffolk be renewed for 2019/2020.

**19/054 Public Forum**

District Councillor Lee Parker said that he was delighted to be returned as a district councillor and the first council meeting will be on Wednesday. He had met with the previous District Councillor Jennie Jenkins and had done a handover of the following issues:

- a. He had written to Royal Mail regarding the resident who is not getting his post delivered and is waiting for a response.
- b. He understands that the scrap lorries are on longer parking on the layby on the A134.
- c. He has requested full details regarding the temporary house and the approval obtained.

He advised that he had sat for four years in planning and may continue on the planning committee in the future. He also advised that as an independent, the independents are not going into coalition to prop up the Conservatives.

Cllr Thorogood mentioned that several residents had questioned why the road through Newton had traffic lights and why the public was being inconvenienced when the road does not need to be closed all the time and especially not during peak hours. DCllr Parker will investigate.

**19/055 Neighbourhood Plan**

Two members of the Neighbourhood Plan group attended and informed that the consultation in April had had approx 70 people attending and was quite successful. They have employed a national firm of consultants to assess sites for development and they are waiting for them to come back with reports. The next step is to go through the process and come up with a short list and then organise another consultation event. Members had met up with the resident who had raised concerns about the sites identified and had explained the results of the survey. If sites are not put forward it makes the plan less effective but planning permissions granted since the 1st April 2018 can be added as new sites. Another concern raised had been who was involved in developing the plan and every member of the group had signed a declaration of interest. The Parish Council is the accountable body and all members complete a register of interests which is available for everyone to see on the parish council website.

**The public meeting was closed and the two members of the NP group left the meeting at this time.**

**19/056 Routine Correspondence**

- a. The email responses from Charlotte Bayes and Paul Hughes were discussed and DCllr Parker confirmed that the parish council had followed the correct course of action following receiving concerns raised about a building being erected and will seek clarification.
- b. Traffic Speed Reduction Plan was to be discussed on the July agenda and the Clerk to contact the Newton Clerk to find out what progress he has made regarding speed detectors.
- c. Cllr Stacey had looked at the BDC information on litter picking and there were a lot of

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Health and Safety issues and hopefully the reintroduction of a bin would solve some of the problem.

- d. The Clerk confirmed that she had contacted Country Councillor James Finch regarding parking on the layby on the A134 and the suggested reintroduction of the litter bin and he had confirmed he was looking into it.
- e. Cllr Symonds had been copied into a letter sent to Steven Merry of SCC Highways from a resident in Bures about the road between Bures and Assington. The Bures resident was requesting another review of the road as the 60mph speed limit is no longer suitable. It was agreed that the Clerk will write confirming receipt and that the letter had been noted.
- f. The Clerk had received a telephone message since issuing the agenda from a resident in Barracks Road concerned about the noise and dust. It was agreed that the Clerk will contact the resident with details of how to contact the Environmental Agency.

**19/057 Clerk's Report** (Appendix A)

It was agreed that the Clerk should email CCllr Finch again for an update on his investigation into the safety issues and what procedures are in place at Ryes College. It was agreed that nothing else was outstanding from the Clerk's Report.

**DCllr Parker left the meeting at this time.**

**19/058 Finance**

- a. The Councillors reviewed and resolved to accept the Internal Audit report, appendix B and placed on the record their appreciation for the work undertaken by Mr White.
- b. The Councillors reviewed and resolved to approve sections 1 and 2 of the Annual Return for the year ending 31st March 2019 and the chairman signed both sections accordingly.
- c. All cheques signed and due for signing as itemized in appendix C, were authorized by the Councillors. The Councillors noted the income received since the last meeting and reconciliation of bank accounts against the bank statements, and Statement of Accounts against the Budget.
- d. Councillors reviewed and resolved to agree the annual increase to the Clerks hourly rate and to pay the additional 28 hours which the Clerk had worked in addition to the 285 hours paid in 2018/2019.
- e. The Councillors reviewed and resolved that they were in agreement to donate some of the CIL monies to the Village Charity to go towards the playground. In addition to the £3,221.78 donated previously and to make it up to £5000.00. It was agreed that an additional £1,778.22 be donated at this time and request more information from the Village Charity if further monies are required.

**19/059 Planning**

- a. The Councillors reviewed **Planning Application DC/19/01570** - Erection of 4 dwellings with garages/parking at land South of 10 The Gurdons, The Street, Assington and resolved to object to the application:
  - 1. It is an area of landscaping and not in keeping with the street scene.
  - 2. Being situated on a corner, the access onto the highway and the increased traffic from the properties may be a hazard to other traffic.
  - 3. This is overcrowding of the site and there is no requirement for any additional dwellings which does not meet CS11 which requires development to be appropriate in size and scale and in character to its setting and village.
  - 4. No capacity of physical infrastructure (Assington has no mains drainage or sewage) leading to a higher water level in the soil, and potential flooding on the corner at times of heavy rainfall.

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5. Highway issues with additional traffic generated and highway safety with no footpath connecting the proposed site with the amenities of the village.
6. Babergh District Council has met its 5 year housing supply needs and Assington is being overdeveloped with 159 houses in 1999 and currently there are 185 properties with another 54 with planning permission to be built.
- b. The Councillors reviewed **Planning Application DC/19/01825** - Erection of a single storey dwelling and access at land North of Brookfields, Barracks Road, Assington and resolved to support the application.
- c. The Councillors reviewed **Planning Application DC/19/02169** - Replacement and conversion of garage at The Thatched Cottage, Dorking Tye, Assington and resolved to support the application.
- d. The Councillors reviewed **Planning Application – DC/19/02170** – Replacement and conversion of garage and internal works at The Thatched Cottage, Dorking Tye, Assington and resolved to support the application
- e. The Councillors reviewed **Planning Application – DC/19/02242** – Creation of 2 vehicular accesses and enlargement of staff car park at Pump Farm School Bures Road, Assington and resolved to object to the vehicular access for the new car park being moved as this would require removal of a large section of mature native hedgerow, which should be retained at all cost.
- f. Status of planning applications previous reviewed by APC are as follows:

Date Received	BDC Ref	Application	APC Ref	APC Response	BDC Response
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	Granted
26/11/18	DC/18/05178	Erection of up to 7 dwellings with carports at land at Assington Barns, The Street, Assington	18/143a	Supported	Granted
19/02/19	APP/D3505/W/18/3217096	Outline Planning Application for erection of 6 dwellings at land east of The Street, Assington	19/022c	Objected	
28/02/19	DC/19/00971	Siting 2 portacabins and 1 storage container on land at Assington Fruit Farm, The Street, Assington	19/022b	Supported	Granted

In addition, permission had been granted since the issue of the agenda for the erection of 6 dwellings at land east of The Street - APP/D3505/W/18/3217096.

**19/060 Licensed Path, Footpaths and Assets**

- a. Cllr Symonds provided a copy of her Footpath report - Appendix D.
- b. Cllr Thorogood had received concerns from residents regarding the issue of commercial dog walkers with large number of dogs which are not under control using The Thicks. The main footpath through The Thicks is available for anyone to use but the other paths are only for the use of residents. It was agreed that the Clerk would contact the owner of The Thicks for is comments and agreement to erect a notice.
- c. Cllr Thorogood asked what whether the insurance policy cover was to replace the assets like for like or to the value submitted and the Clerk will investigate.

**19/061 Councillor Training**

To be discussed at the July meeting.

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**19/062 Question to the Chair**

The Councillors wished to record their appreciation and thanks for all the support given by Stephen King and Steve Betts during their time on the council.

**19/063 Next Meeting**

The next scheduled meeting date is Monday 29th July 2019 starting at 7.30pm.

**The meeting closed at 9.40pm**

**Appendix A Clerk's Report**

Minute	Action	Status	Done
	Minutes placed on website / sent to parish magazine / Jennie Jenkins		☑
19/012 a	Cllrs King and Symonds to do a schedule for hedge cutting of permissive paths for David Gotts	Forwarded email to Cllr Symonds regarding David Gotts doing the first cut on 15th April	☑
19/024 a	Volunteer request to be put in newsletter for lorry watch		
19/032 a	DCllr Jenkins to continue to follow up the issue of the resident who is not having their post delivered		
19/032 c	DCllr Jenkins will investigate the situation regarding the temporary house erected off The Street		
19/034 a	Clerk to respond to resident regarding concerns with transport of scrap and use of the A134 layby		☑
19/035 b	Clerk to follow up query regarding street lighting	Response received	☑
19/035	Clerk to email CCllr Finch for an update regarding safety issues at Ryes College		
19/036 a	Cheques sent to suppliers		☑
19/036 b	Cheques organised for donation		☑
	<b>Clerks Hours</b>		
	1st April 18 to 31st March 19 - 260hrs paid / 25hr paid holiday / 28hrs worked extra - total worked 313hrs		

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**Appendix B Internal Audit Report**

**Annual Report by the**  
**Internal Auditor for Assington Parish Council**  
**For the 2018/19 Financial Year**

Carried out by: Simon John White of 20 The Street, Assington, Sudbury, Suffolk, CO10 5LJ.

Report to Assington Parish Council (APC)

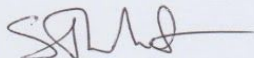
Acting independently and on the basis of an assessment of risk, I carried out a selective assessment of the compliance with the relevant procedures and controls expected to be in operation during the financial year ended 31<sup>st</sup> March 2019.

In following the process outlined within the Annual Return, I submit the following report:

- Appropriate books of accounts were kept throughout the period under review with all receipts and payments, including VAT, being correctly approved and accounted for in the cashbook.
- Remittances and invoices supported all receipts and payments.
- The Bank reconciliation and budget was regularly monitored throughout the year as well as the Bank Statement being checked against the reconciliation at each council meeting.
- There were no petty cash items in the period reviewed.
- The annual precept requirement was based on a sound budgetary process and agreed at the APC meeting of 28<sup>th</sup> January 2019.
- The Asset Register has been properly maintained and insurance risk assessed against the total value.
- Salary and allowances paid to the Clerk are in accordance to your approvals and in line with the Inland Revenue dispensation received on 19<sup>th</sup> December 2005.
- The year-end accounts have been prepared on a correct accounting basis, agreed with the cashbook and supported by an adequate audit trail. The year-end Bank Statement has also been prepared correctly.
- APC does not act as a sole trustee and therefore has no responsibilities as a trustee.
- All APC meetings were carried out correctly with members declaring interests where appropriate.
- The risk assessment is appropriate for the activities of the council.

On the basis of my examination, it is my opinion that the system of internal controls is adequate and effective for Assington Parish Council's needs and planned coverage.

S. J. White



10<sup>th</sup> May 2019

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**Appendix C RFO Report**

**Receipts and Payments**

Date	Details	File Ref	Ref	Minute	Power	Receipts	Payments
<b>Community &amp; Premium Accounts</b>							
01/04/19	Balance Brought Forward					19,181.80	
11/04/19	BDC Precept	1				4,750.00	y
11/04/19	BDC CIL Payment	2				5,352.33	y
20/05/19	SALC annual subscription	PO1	825		LA 2011 ss 1 to 8		180.96
20/05/19	Assington PCC - Donation	PO2	826		LA 2011 ss 1 to 8		350.00
20/05/19	Sudbury CA - Donation	PO3	827		LA 2011 ss 1 to 8		100.00
20/05/19	Headway Suffolk - Donation	PO4	828		LA 2011 ss 1 to 8		75.00
20/05/19	Assington Association - Donation	PO5	829		LA 2011 ss 1 to 8		75.00
20/05/19	SCC - Street Lighting	PO6	830		LA 2011 ss 1 to 8		448.50
20/05/19	BDC - Lease of Conservation area	PO7	831		LA 2011 ss 1 to 8		5.00
30/06/19	J Hatton - Salary	PO8	832		LA 2011 ss 1 to 8		539.25
30/06/19	J Hatton - WFHA	PO8	832		LA 2011 ss 1 to 8		39.00
30/06/19	J Hatton Expenses	PO8	832		LA 2011 ss 1 to 8		90.04
30/06/19	HMRC	PO9	833		LA 2011 ss 1 to 8		134.80

**Bank Reconciliation**

	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community	30/04/19	£100.00				
Premium Accounts	30/04/19	£29,184.13	£27,246.58	£2,037.55	£0.00	£0.00
Cash	15/05/19	£0.00	£0.00			£0.00
		£29,284.13	£27,246.58	£2,037.55	£0.00	

**Statement of Accounts vs Budget**

	Budget	Actual	Reserves	Budget	Actual
Assets B/Forward		£19,181.80			
<b>Income</b>			<b>Expenditure</b>		
Precept	£9,500.00	£4,750.00	Staff Costs	£2,880.00	£693.85
Grants	£331.20	£0.00	Admin	£1,550.00	£290.20
Bank Interest	£5.00	£0.00	Donations	£600.00	£875.00
Loan	£0.00	£0.00	Street Lighting	£350.00	£373.75
Other	£360.00	£0.00	CIL	£0.00	£0.00
CIL	£0.00	£5,352.33	Insurance	£350.00	£0.00
VAT Repayment	£0.00	£0.00	Inspection	£350.00	£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	£0.00	£0.00
			Loan Interest	£0.00	£0.00
			Allotments / Conservation	£655.00	£5.00
			Neighbourhood Plan	£1,500.00	£0.00
			VAT Paid	£0.00	£74.75
<b>Total</b>	<b>£10,196.20</b>	<b>£10,102.33</b>	<b>Total</b>	<b>£0.00</b>	<b>£9,900.00</b>
					<b>£2,312.55</b>
			Assets C/Forward		£27,246.58
<b>Total</b>		<b>£29,284.13</b>	<b>Total</b>		<b>£29,559.13</b>

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**Appendix D**

**ASSINGTON PARISH MEETING MARCH 2019**

**Report from Footpath Wardens**

Since taking over as footpath wardens last Autumn we have tried to walk all of the footpaths regularly with the help of our four legged companions Floss and Fen. In general the footpaths are well maintained and well used by both local residents and visitors to the village, most walkers seem to respect the countryside and litter is minimal.

When we have encountered a problem that we cannot rectify ourselves on any of the paths, we have contacted either the land owner or the rights of way officer at Suffolk County Council who have dealt with the problem quickly.

**F/P 21** The newly installed dog waste bin at Wemsies Lane has proved to be worthwhile.

**F/P16** Gate posts at both entrances to the Thicks were reported as being rotten at the base and have been replaced by the landowner. Also at the Thicks, a fallen tree which was across the path at the rear entrance was quickly dealt with.

**F/P 18** (Dorking Tye to the Thicks) The footbridge which consisted of two planks, across footpath 18 was rotten and in an unsafe condition, this this has now been replaced with a very sturdy bridge with handrails either side.

**F/P 16** East Farm, The footpath was partially blocked by an item of farm equipment which the landowner explained had been placed there to deter hare coursers following an incident on his land and a break in to an out building, the obstacle has since been removed.

**F/P20/12** The steps and handrail at the junction of footpaths 20 & 12 leading from Vicary Estate to the Church were reported as being in a poor state of repair, this work has been completed.

**F/P 24** Tiger Hill, footbridge showing signs of wear and tear, and will monitor.

**F/P 4/5** Sheep's Walk, Broken stile, which has been reported to the landowner.

Concerns have been raised by members of the public regarding Cyclists using the footpaths, in particular footpath 18, which seems to be a short cut form Dorking Tye/ Little Cornard area through the Thicks into The Street. We have put up NO CYCLES signs at either end of the path and on the new bridge. The footpath becomes very 'cut up' during wet periods of weather.

David Gotts has once again been awarded the maintenance contract for cutting the footpaths for 2019/2020./

Rose & Roger Symonds.

**End of Appendices**

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