

MINUTES OF MEETING OF ASSINGTON PARISH COUNCIL
Held in Assington Village Hall on Monday 28th January 2019

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

Attending: County Councillor James Finch, Jane Hatton (Clerk) and 2 members of the public

19/001 Apologies for Absence

Councillor John Symons and Babergh District Councillor Jennie Jenkins

19/002 Declaration of Interest and Requests for Dispensation

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

19/003 Minutes of Meeting held on 17th December 2018

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

19/004 Public Forum

- a. District Councillor Jennie Jenkins was unable to attend but provided the following report:
The Joint Local Plan consultation has been put on hold until after the May Elections due to the Boundary changes and the number of new Cllrs that are expected to be elected thus giving them the chance to get to know their Wards. The Budget goes to Full Council on the 19th February putting forward a £5 per annum increase on a Band D property, there has been an unfortunate media article stating that this increase will be in place for the next 4 years, that cannot be agreed by the present Administration as after May the new Members will be making the decisions. Within the Budget is a plan to increase the Capital Fund Investment by a further £25m, this has not yet been agreed and Members are very wary due to everything else that is going on.
- b. County Councillor James Finch reported that the assessment report for the Sudbury Congestion Relief Scheme has been published and the bypass had been put on hold. Meetings are being organised to discuss the priorities. SCC are removing the grant funding to the Citizens Advice Service but reducing it over the next 2 years but are giving them assistance in finding other funding streams. A report has been published showing an increase in sports and activity in Suffolk and employment from the sector is going faster than any other. There are almost 900 children in care in Suffolk and James is organising "drop in sessions" for residents to enable them to find out more about how to foster and adopt. The first will be held in Leavenheath Village Hall on Monday 25th March and then every quarter.
- c. Cllr Finch confirmed that he will look into the safety issues at Ryes College as councillors had been informed by the college that it is not a secure unit but further concerns had been raised by residents which included children throwing stones at cars, playing dare in the road and going on private property.
- d. Cllr Stacey asked if details of the new speed reduction along the A134 could be sent to her and Cllr Finch confirmed he would.
- e. Cllr Stacey also raised the issue of the raised kerb outside St Edmunds Cottage and the lack of response from SCC Highways. It was agreed that the clerk would email Steve Merry at SCC Highways to ask for dates when he would be available to walk the village and Cllr Finch will be copied into these emails, as he will also follow up both issues of the kerb and the meeting with Steve Merry in the village.
- f. The owner of Assington Autos and the owner of the land spoke about the issues which have been raised by residents and confirmed that they were dealing with the light issues by lowering them, reducing the wattage of the lights by the street and putting them on a

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sensor. He is also building a new wall to contain the noise level and they are waiting to hear from Environment Agency about a noise prevention plan they have put in place. He is concreting a section at the back of the land to enable him to put up racks of cars but he can only use the land which has a permit and will not using land further than the permit allows. The site has not been in operation in January whilst this happens.

The public meeting was closed.

19/005 Neighbourhood Plan

Cllr Wallace reported that 52% of adults in the village had completed the survey and the NP group are organizing a consultation event for the 13th April. A full NP update is in the February edition of Assington News. The NP had signed up for a free 30 day trial of Parish Online which provides a mapping service which is essential for the NP process. It was agreed that the Parish Council pay for the first annual subscription of £100 proposed by Cllr Thorogood, second Cllr Stacy.

19/006 Routine Correspondence

- a. It was agreed that the information sent from SALC regarding Designated Green Spaces was quite specific and that there is not anything currently which could comply.
- b. Email response from Steve Merry already discussed in item 19/004.
- c. It was agreed that the council did not have anything to contribute to the Communities Strategy Consultation.
- d. Cllr Wallace had received a telephone message from the owners of Wrights Farm, informing her that they now have to collect their post as the postman will not deliver due to the difficulties of pulling out into the fast moving traffic on the A134 from their gateway. It was mentioned that the speed reduction might make a difference and Cllr Wallace will respond to the owners to explain that there was nothing the council could do but maybe the homeowner could talk to the post office and find out if they could make the access better for the postman.
- e. Correspondence from a resident had been received regarding concerns about the adoption of the kiosk. It was agreed that Cllr Symonds would respond and explain that the it had been agreed as the option was either to adopt it or it was going to be removed. It had been agreed to investigate other uses for the kiosk and those received so far had been a bookstore, art gallery, tourist information centre, photos showing the history of Assington. It as agreed to discuss it further at the next meeting in March.
- f. Cllr King agreed that he would attend the funding events organized by BDC and Community Action Suffolk on the 6th February.

19/007 Clerk's Report (Appendix A)

It was agreed that nothing else was outstanding from the Clerk's Report.

19/008 Maintenance of the Defibrillator

An invoice had been received to replace the pads for the defibrillator for £39 plus VAT which will be required every 2 years and replacement of the internal battery in 2021, cost not confirmed. It was proposed that future maintenance costs be covered by the parish council by Cllr King, second by Cllr Thorogood.

19/009 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 £9,500.00

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19/010 Planning

- a. **Planning Permission – DC/19/00210** – Application for Listed Building Consent to reinstate former rear door opening to kitchen at The Old Workhouse, Further Street, Assington and the councillors resolved to **support** to this application.
- b. 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	
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	
11/08/18	DC/18/04077	Conversion of detached outbuilding to two dwellings at Hill Farm, The Street, Assington	18/105b	Objected	
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	
23/10/18	DC/18/01894	Erection of new detached dwelling at Land South of Wistons, The Street, Assington (re-consultation)	18/128b	Supported	
31/10/18	DC/18/04684	Change of use of land for the stationing of 180 solar panels at Woodthorpes Farm, Nayland Road, Assington	18/128c	Supported	Granted
19/11/18	DC/18/04077	Conversion of detached outbuilding to two dwellings at Hill Farm, The Street, Assington (re-consultation)	18/128d	Objected	
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	
27/11/18	DC/18/05132	Conversion of outbuilding/garage to annex/studio at 81 Dyers Lane, Assington	18/143b	Supported	Granted
06/12/18	DC/18/05348	Erection of extension at Lantern House, The Street, Assington	18/143c	Supported	

19/011 Election Briefing

Clerk updated councillors regarding the Election Briefing attended and it was agreed to put posters up on both notice boards to advertise the May Elections.

19/012 Licensed Path, Footpaths and Assets

- a. The Councillors resolved to award the 2019 grass cutting to David Gotts for the footpaths at £60 per cut (6 cuts per year) £360 and for the allotment and conservation areas at £45 per cut (3 cuts per year) £135. It was agreed that Cllrs King and Symonds would look at a schedule for the permissive paths, as there is no longer any grass which needs to be cut but only the hedge. Proposed Cllr King, second Cllr Symonds.
- b. There were no issues raised regarding assets.
- c. Cllr Symonds had reported a rotten handrail and missing step on a footpath and was concerned regarding cyclists using footpath 18 and the clerk will investigate new signage.
- d. It was agreed that a new bin was required at the front of the village hall to be located next to the existing dog bin. The clerk was asked to investigate costs.

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19/013 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.

19/014 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.

19/015 Question to the Chair

- a. Cllr Stacey as editor of the Assington News had received a request from a resident to update the information in the newsletter regarding the issues to TPO's on the oaks along the road from the A134 since the minutes in November 2018. The landowner owns the trees and correspondence had been received from David Pizzey, Arboricultural Officer at BDC that they did merit TPOs.
- b. Cllr King wanted to point out that V&B were advertising the new houses as St Edmunds Meadow but they had agreed this was only for advertisement and the development would be called St Edmunds Close.
- c. Residents have raised concerns regarding the number of cars being parked on farm land at Barracks Farm and Cllr Thorogood will contact the landowner.
- d. Concerns raised in item 19/004 regarding Ryes College, it was agreed that the clerk would write again to the school with these concerns especially regarding the safety issues.

19/016 Next Meeting

The next scheduled meeting date is Monday 25th March 2019 starting at 7.30pm.

The meeting closed at 9.45pm

Appendix A Clerks Report

Minute	Action	Status	Done ✓
	Minutes placed on website / sent to parish magazine / Jennie Jenkins		✓
18/143	Planning responses sent to Babergh DC		✓
18/123	Speed reduction plan to be sent to James Finch		
18/125 c	Clerk to contact Suffolk Better Broadband to enquire about a new box	Article for newsletter	✓
18/126	Clerk re-emailed Jennie Jenkins regarding the procedure of putting up floodlights on the village hall	More information requested by BDC	✓
18/127 d	Clerk to contact BDC Infrastructure regarding S106/CIL money expenditure	CIL monies can be used for NP expenses	✓
18/128 c	Clerk emailed BDC to clarify the issued of the speed survey at Wistons		✓
18/133	Clerk investigated the options of compulsory purchase of land	Details sent to councillors	✓
18/140 b	Clerk emailed Steve Merry SCC regarding the response from the owners of St Edmunds Cottage to the request that the kerb be moved in line with the neighbouring property and reduced in height. Available dates to walk the village.	Awaiting response	✓
18/144	Cllr Symonds to write an article for Newsletter requesting ideas for the use of the kiosk		
18/145	Clerk to contact SALC and District Cllr regarding procedure to impliment designated green spaces	Response received from SALC Awaiting response from District Cllr	✓
	Clerks Hours		
	1st April 2018 to 31st December 2018 - 195 hours paid / 232 worked		

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Appendix B RFO Report

Receipts and Payments

03/12/18	Bank Interest 3 Sept to 2 Dec				11.65	y	
28/01/19	Mr S King - NP expenses	P21	815	LA 2011 ss 1 to 8			27.10
28/01/19	Garden Arb Business Ltd - Foot	P22	816	LA 2011 ss 1 to 8			288.00
28/01/19	Garden Arb Business Ltd - Allot	P23	816	LA 2011 ss 1 to 8			108.00
28/01/19	Community Heartbeat	P24	817	LA 2011 ss 1 to 8			50.40
28/01/19	SALC - Election Briefing	P25	818	LA 2011 ss 1 to 8			30.00

Bank Reconciliation

	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community	31/12/18	£100.00				
Premium Accounts	31/12/18	£22,783.61	£21,697.79	£1,185.82	£0.00	£0.00
Cash	21/01/19	£0.00	£0.00			£0.00
		£22,883.61	£21,697.79	£1,185.82	£0.00	

Statement of Accounts vs Budget

	Budget	Actual	Reserves	Budget	Actual
Assets B/Forward		£15,222.90			
Income			Expenditure		
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	£29.93	Donations	£600.00	£550.00
Loan	£0.00	£0.00	Street Lighting	£350.00	£0.00
Other	£360.00	£330.00	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	£240.00
			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	£149.01
			Neighbourhood Plan	£0.00	£375.93
			VAT Paid	£0.00	£135.13
Total	£9,293.34	£15,833.56	Total	£0.00	£9,293.32
					£9,358.67
			Assets C/Forward		£21,697.79
Total		£31,056.46	Total		£31,056.46

Appendix C Precept

At the November 2018 meeting, it was agreed a total expenditure of £9,750.00 for 2019/2020 to include £1,500.00 towards the costs of the Neighbourhood Plan and increase to the Admin of £250 to include any additional training for councillors or the clerk.

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	2016 / 17		2017 / 18		2018 / 19		2019 /20
	Budget	Actual	Budget	Actual	Budget	Actual to Date	To year end
Income							
Grants	331.40	1,439.10	331.40	437.36	331.40	331.20	331.20
Bank Interest	5.00	5.53	5.00	12.01	5.00	18.28	18.28
Loan	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
CIL	0.00	0.00	0.00	3,221.78	0.00	6,224.51	6,224.51
VAT Repayment	0.00	874.33	0.00	723.66	0.00	320.98	320.98
Total Income	636.40	2,679.88	636.40	4,754.96	696.40	7,074.97	7,254.97
Precept		7,568.00		7,800.00			8,596.94
Expenditure							
Staff Costs	2,200.00	2,288.15	2,240.00	3,370.24	2,700.00	1,553.03	2,700.00
Admin	1,300.00	600.61	1,300.00	845.44	1,300.00	801.39	1,300.00
Donations	600.00	700.00	600.00	400.00	600.00	550.00	600.00
Street Lighting	350.00	344.81	350.00	336.95	350.00	0.00	350.00
CIL	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
Inspection	100.00	100.00	100.00	100.00	100.00	0.00	200.00
P3 Scheme	360.00	360.00	360.00	360.00	360.00	0.00	360.00
Licensed Footpaths	175.00	80.00	175.00	100.00	175.00	0.00	175.00
Contingency	500.00	2,356.52	500.00	0.00	500.00	86.52	86.52
Maintenance	600.00	237.33	630.00	237.33	630.00	0.00	630.00
Loan Repayment	1,417.14	1,499.73	1,417.14	1,573.32	1,417.14	773.07	1,417.14
Loan Interest	156.18	73.59	156.18	0.00	156.18	13.59	156.18
Allotments / Conservation	655.00	75.00	655.00	378.72	655.00	59.01	655.00
Neighbourhood Plan	0.00	0.00	0.00	0.00	0.00	0.00	0.00
VAT Paid	0.00	723.66	0.00	314.19	0.00	27.30	27.30
Total Expenditure	8,743.32	9,763.43	8,813.32	8,351.21	9,293.32	4,213.91	8,994.48
							9,750.00

Reserves held by APC

If a poll is held for the APC election in May 2019, costs will be drawn from the Election reserve. Maintaining the reserves for asset replacement and allotment/conservation which may be spend in 2019/2020. General Reserves include CIL monies which have restrictions on how it can be spent.

	2016 / 17		2017 / 18		2018 / 19		2019 /20	
	Start of year	End of year	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	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	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	1,500.00	1,500.00
Clerk Gratuity Fund	603.64	675.08	675.08	0.00	0.00	0.00	0.00	0.00
Total Earmarked Reserv	3,373.64	4,375.08	4,375.08	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00
General Reserves *	7,161.06	6,159.62	6,159.62	10,722.90	10,722.90	14,041.35	14,041.35	?
* Includes CIL Monies								

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Precept for 2019/2020						
	2016 / 17	2017 / 18	2018 / 19	2019 / 20	2019 / 20	2019 / 20
				Example 1	Example 2	Example 3
START OF YEAR						
Earmarked Reserves	3,373.64	4,375.08	4,500.00	4,500.00	4,500.00	4,500.00
General Reserves	7,161.06	6,159.62	7,539.26	6,765.00	6,765.00	6,765.00
Total Reserves	10,534.70	10,534.70	15,222.90	14,041.35	14,041.35	14,041.35
Income ex Precept	2,679.88	4,793.43	696.40	696.20	696.20	696.20
Precept	7,568.00	7,800.00	8,594.94	9,053.80	9,500.00	10,000.00
Total Income	10,247.88	12,593.43	9,291.34	9,750.00	10,196.20	10,696.20
Expenditure	9,763.43	8,881.65	9,293.32	9,750.00	9,750.00	9,750.00
Tax Base	171.81	173.40	177.22	204.29	204.29	204.29
Band D Council Tax	£45.40	£44.98	£48.51	£44.31	£46.50	48.95

The 3 examples given show:

Example 1: Increase Precept to £9,053.80 to cover expected expenditure

Example 2: Increase Precept to £9,500.00

Example 3: Increase Precept to £10,000.00

The Council Tax that a Band D household in Assington pays is the Precept demanded by APC divided by the Tax Base received.

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Appendix D Risk Register

ASSINGTON PARISH COUNCIL RISK ASSESSMENT AND MANAGEMENT REPORT
JANUARY 2019

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 2. Minutes i. Historical ii. Post-1973 iii. May 2001 onwards	Medium Low Medium High	Low Low Low Low	Limited Insurance Limited Insurance	Accounts books from 1st April 2001 backed up by: 1. Computer hard disk 2. Back up held on BT Cloud 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 and their management.

End of Appendices

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