

**MINUTES OF MEETING OF ASSINGTON PARISH COUNCIL**  
**Held in Assington Village Hall on Monday 27th January 2020**

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**Present:** Councillors Simon Thorogood (Chairman), Rose Symonds, Helen Wallace, Ian Jordan, Andrew Hill, Bronwen Stacey and John Symons

**Attending:** County Councillor James Finch, Babergh District Councillor Lee Parker, Jane Hatton (Clerk) and three members of the public

**20/015 Apologies for Absence**

None received.

**20/016 Declaration of Interest and Requests for Dispensation**

No declarations of interest or requests for dispensation had been received.

**20/017 Minutes of Meeting held on 6th January 2020**

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

**20/018 Public Forum**

CCllr Finch advised that he had attended the meeting this morning with Mr Jeremy Cooper, Chief Executive of Go Ahead regarding the bus companies proposed to withdraw all buses stopping in Assington with the exception of the school buses. Cllr Symonds, Cllr Jordan, BDC Transport Manager and representatives from Leavenheath, Nayland and Stoke By Nayland also attended the meeting where it was made clear that the bus company could no longer sustain the current service with fall in passenger numbers resulting in the buses running at a financial loss. Mr Cooper agreed to look at other solutions which would be mutually acceptable to all parties. It was agreed that a letter be sent to Mr Cooper via Cllr Finch.

A resident raised the condition of the verges in Barracks Road. Cllr Finch has written to Anglian Water advising them that they need to refurbish the verges.

DCllr Parker advised that the requested site visit was to take place on Wednesday and this is for members to be able to gain context and will ask questions of the Parish Councillor attending. There is a public exhibition in Sudbury Town Hall taking place on the 29th and 30th January showing the Sudbury plan of what is happening in Sudbury.

A resident informed the council that the hedge from the allotment to the conservation area needs to be cut back and it was agreed to discuss this in item 11. They also mentioned their concern about the water in Assington Brook on the north side of Barracks Road and that it needs to be checked for pollution.

**The public meeting was closed.**

**20/019 Neighbourhood Plan**

The draft plan was circulated and discussed. Cllr Wallace advised that it is a pre submission plan and once authorised by the parish council it can then go to BDC. The process is then to have a 6 week consultation with residents to view it on Saturday 15th February. The Parish Council approved the Draft Neighbourhood Plan for Pre-Submission Consultation, in accordance with the Neighbourhood Planning Regulations, for a period of 6 weeks and subject to the incorporation of amendments required for typographic, grammatic or factual errors.

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### 20/020 Routine Correspondence

- a. An email had been received from Assington Village Charity regarding the playground and annual inspection cost. The Councillors fully agreed that the parish council would pay the annual inspection cost of £80 plus VAT in future years.
- b. Following Cllr Hills email to residents regarding the Befriending Scheme, he had not received a response.
- c. Letter from Arthur Charvonia BDC regarding Community Governance Reviews was noted.
- d. An email had been received from a resident regarding the signs for The Thicks. The signs had been delayed over Christmas but were now ready and the Clerk and Cllr Symonds were meeting with the carpenter that week to agreed how they were to be put up. As agreed Cllr Symonds had purchased additional signs to request “dogs are kept on leads” and “clean up after your dog”. Commercial dog walkers who use The Thicks had been spoken to about the incident which had occurred but they were unaware of any of their dogs being out of control. Following a number of complaints about the numbers of dogs being walked by one individual, it was agreed that a letter will be handed in future to commercial dog walkers advising them to keep their dogs on leads.

### 20/021 Clerk’s Report (Appendix A)

Clerks reported was noted.

- a. Cllr Thorogood advised that he had had a meeting with CCllr James Finch and Cliff James from the Suffolk Education Department who pay for the children in care at Ryes College and will be investigating the discipline of the children. Cllr Thorogood had not received any response following the meeting but if the incidents regarding the children being in the road continues then it is a matter for OFSTED.
- b. Cllr Hill confirmed that he had not received a response from Paul Gant SCC Highways following the meeting on the 3rd December and it was agreed that the Clerk would follow this up.

### 20/022 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 £10,000.00.

### 20/023 Planning

Status of planning applications previous reviewed by APC are as follows:

Date Received	BDC Ref	Application	APC Ref	APC Response	BDC Response
19/09/19	DC/19/04391	Outline Planning Application for the erection of up to 19 dwellings at Land East of The Barn at Assington, The Street, Assington	19/132a	Objected	
06/12/19	DC/19/05503	Erection of a summerhouse and creation of a swimming pool at Abbotts Meadow, Dorking Tye, Assington		No comment	Granted
17/12/19	DC/19/05808	Outline planning permission Appearance, Landscaping, Layout and Scale for up to 7 dwellings at Land at Assington Barns, The Street, Assington	20/009a	Objected	
17/12/19	DC/19/05807	Outline planning permission Appearance, Landscaping, Layout and Scale for up to 8 dwellings at Land at Assington Barns, The Street, Assington	20/009a	Objected	
17/12/19	DC/19/05831	Change of use of existing restaurant and outbuilding to 5 dwellings with new vehicular access at The Case Restaurant, Further Street, Assington	20/009c	Supported but subject to conditions	

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**20/024 Licensed Path, Footpaths and Assets**

- a. The Councillors resolved to award the 2020 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.
- b. The Councillors agreed that the cost of the additional work to cut the hedge and bank in front of 3 and 4 Woodfield of £175 was excessive and an alternative will be found.
- c. The Councillors agreed that a quote would be requested from David Gotts for cutting back the hedge between the allotments and conservation area.
- d. There were no issues raised regarding assets.

**20/025 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.

**20/026 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.

**20/027 Jubilee Oak**

The Councillors agreed that following Cllr Symonds investigating the options for a tree guard for the oak, she will obtain a quote from the carpenter she is meeting this week. The plaque will be discussed at the next meeting.

**20/028 Signs for the Thicks and Notice Board**

The Councillors noted that the Clerk and Cllr Symonds were meeting with the carpenter this week to see if additional posts were required for the signs and agreed the cost of the repair to the notice board.

**20/029 Community Facebook Group**

Cllr Hill advised that there was interest from residents in the village to set up a community facebook group and councillors agreed.

**20/030 Question to the Chair**

Cllr Wallace advised that the grant obtained from Groundwork for the preparation of the Neighbourhood Plan, if not fully spent by the end of the financial year will be returned. The group could apply again but hopefully all the major expenses would have been incurred in this financial year. The clerk confirmed that there was money allocated to the costs of the neighbourhood plan in the 20/21 budget.

**20/031 Next Meeting**

The next scheduled meeting date is Monday 23rd March 2020 at 7.30pm.

**The meeting closed at 10pm**

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### Appendix A Clerk's Report

Minute	Action	Status	Done
	Minutes placed on website / sent to parish magazine / Lee and James		<input checked="" type="checkbox"/>
	Planning Comments sent to BDC		<input checked="" type="checkbox"/>
	Cheques sent to suppliers.		<input checked="" type="checkbox"/>
19/138	CCllrs Finch to send the evidence of children being in the road from The Ryes College to find out how to make it a secure facility		<input type="checkbox"/>
20/003	Clerk to change the date of the May meeting to the 18th		<input checked="" type="checkbox"/>
20/006	Clerk to respond to resident about the hedge along 1-4 Woodfields		<input checked="" type="checkbox"/>
20/007	Clerk to contact carpenter for a quote for the repair of the Village Hall Notice Board	Awaiting a quote	<input checked="" type="checkbox"/>
20/011	Paul Gant SCC to send his comments regarding the points raised at the meeting on the 3rd December		<input type="checkbox"/>
20/013 a	Clerk to investigate the requirements for the replacement bench on the playground and obtain photos of proposed bench		<input checked="" type="checkbox"/>
20/014 b	Clerk to investigate the purchase of a convection heater		<input checked="" type="checkbox"/>
19/148	Clerk to contact David Gotts about additional work and the issue of the field being ploughed to the hedge	Awaiting response	<input checked="" type="checkbox"/>
	<b>Clerks Hours</b>		
	1st April to 31st December 2019 : 219 worked /195hrs paid		
	<b>Calendar Reminder</b>		
	Shoulder of Mutton AVC renewal due 19th August 2024		

### Appendix B RFO Report

#### Receipts and Payments

02/12/19	Bank Interest 2 Sep - 1 Dec			22.13	y		
27/01/20	Jane Hatton - Expenses Aug - Dec	PO26	851	LA 2011 ss 1 to 8			94.39
27/01/20	Auto Innovations - Signs for Thicks	PO27	852	LA 2011 ss 1 to 8			84.00

#### Bank Reconciliation

	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Premium Accounts	31/12/19	£100.00				
		£49,676.30	£46,313.50	£3,462.80	£0.00	£0.00
Cash		£0.00	£0.00			£0.00
		£49,776.30	£46,313.50	£3,462.80	£0.00	

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**Statement of Accounts vs Budget**

	Budget	Actual		Reserves	Budget	Actual
Assets B/Forward		£19,181.80				
<b><u>Income</u></b>			<b><u>Expenditure</u></b>			
Precept	£9,500.00	£9,500.00	Staff Costs	£2,880.00	£2,444.65	
Grants	£331.20	£9,313.20	Admin	£1,550.00	£555.37	
Bank Interest	£5.00	£52.47	Donations	£600.00	£875.00	
Loan	£0.00	£0.00	Street Lighting	£350.00	£373.75	
Other	£360.00	£360.00	CIL	£0.00	£1,848.22	
CIL	£0.00	£16,697.14	Insurance	£350.00	£329.28	
VAT Repayment	£0.00	£298.01	Inspection	£350.00	£0.00	
			P3 Scheme	£360.00	£0.00	
			Licensed Footpaths	£175.00	£484.00	
			Contingency	£500.00	£193.13	
			Maintenance	£630.00	£42.00	
			Loan Repayment	£0.00	£0.00	
			Loan Interest	£0.00	£0.00	
			Allotments / Conservation	£655.00	£214.92	
			Neighbourhood Plan	£1,500.00	£1,483.19	
			VAT Paid	£0.00	£517.61	
<b>Total</b>	<b>£10,196.20</b>	<b>£36,220.82</b>	<b>Total</b>	<b>£0.00</b>	<b>£9,900.00</b>	<b>£9,361.12</b>
			Assets C/Forward			£46,313.50
<b>Total</b>		<b>£55,402.62</b>	<b>Total</b>			<b>£55,674.62</b>

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**Appendix C Precept**

At the November 2019 meeting, it was agreed a total expenditure of £9,595.00 for 2020/2021.

	2018 /19		2019 /20			2020/21
	Budget	Actual	Budget	Actual to Date	To year end	Budget
<b>Income</b>						
Grants	331.40	331.20	331.20	9,313.20	9,313.30	331.40
Bank Interest	5.00	18.28	5.00	30.34	30.34	10.00
Other	360.00	360.00	360.00	180.00	330.00	360.00
CIL	0.00	6,224.51	0.00	16,697.14	16,697.14	0.00
VAT Repayment	0.00	320.98	0.00	298.01	298.01	0.00
<b>Total Income</b>	<b>696.40</b>	<b>7,254.97</b>	<b>696.20</b>	<b>26,518.69</b>	<b>26,668.79</b>	<b>701.40</b>
<b>Precept</b>		<b>8,596.94</b>			<b>9,500.00</b>	
<b>Expenditure</b>						
Staff Costs	2,700.00	3,226.73	2,880.00	2,347.95	2,900.00	2,900.00
Admin	1,300.00	1,122.66	1,550.00	467.68	1,550.00	1,550.00
Donations	600.00	550.00	600.00	875.00	875.00	600.00
Street Lighting	350.00	0.00	350.00	373.75	373.75	375.00
CIL	0.00	3,221.78	0.00	1,778.22	1,778.22	0.00
Insurance	350.00	337.34	350.00	329.28	329.28	350.00
Inspection	100.00	200.00	350.00	0.00	0.00	0.00
P3 Scheme	360.00	240.00	360.00	0.00	360.00	360.00
Licensed Footpaths	175.00	0.00	175.00	0.00	175.00	175.00
Contingency	500.00	250.68	500.00	104.78	200.00	500.00
Maintenance	630.00	317.62	630.00	42.00	400.00	630.00
Loan Repayment	1,417.14	1,552.89	0.00	0.00	0.00	0.00
Loan Interest	156.18	20.41	0.00	0.00	0.00	0.00
Allotments / Conservation	655.00	171.27	655.00	79.92	655.00	655.00
Neighbourhood Plan	0.00	425.93	1,500.00	1,483.19	1,500.00	1,500.00
VAT Paid	0.00	245.25	0.00	94.75	94.75	0.00
<b>Total Expenditure</b>	<b>9,293.32</b>	<b>11,882.56</b>	<b>9,900.00</b>	<b>7,976.52</b>	<b>11,191.00</b>	<b>9,595.00</b>

**Reserves held by APC**

Maintaining the reserves for asset replacement and allotment/conservation which may be spent in 2020/2021. General Reserves include Neighbourhood Plan grant.

CIL monies has been shown separately to General Reserves and these are as follows:

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<b>CIL monies held by NPC</b>			
	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>
CIL monies received	£3,221.78	£6,224.51	£5,352.33
			£11,344.81
<b>Total CIL monies received</b>	<b>£3,221.78</b>	<b>£6,224.51</b>	<b>£16,697.14</b>
<b>CIL monies spent</b>			
Assington Village Charity for the Playground		£3,221.78	£1,778.22
Signs for The Thicks and other footpaths			£81.58
<b>Total CIL monies spent</b>		<b>£3,221.78</b>	<b>£1,859.80</b>
<b>Total CIL retained</b>			
	<b>£3,221.78</b>	<b>£6,224.51</b>	<b>£21,073.43</b>

<b>Reserves held by NPC</b>						
	<b>2018/19</b>		<b>2019/20</b>		<b>2020/21</b>	
	<b>Start of year</b>	<b>End of year</b>	<b>Start of year</b>	<b>End of year</b>	<b>Start of year</b>	<b>End of year</b>
Asset Replacement	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
Allotments / Conservation	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
Election Costs	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
<b>Total Earmarked Reserves</b>	<b>4,500.00</b>	<b>4,500.00</b>	<b>4,500.00</b>	<b>4,500.00</b>	<b>4,500.00</b>	<b>4,500.00</b>
General Reserves	7,501.12	8,446.39	8,446.39	16,921.52	16,921.52	?
CIL monies	3,221.78	6,224.51	6,224.51	21,143.43	21,073.43	?

*Figures in italics includes £8982.00 NP Grant of which £1,483.19 has been spent.*

	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2020/21</b>	<b>2020/21</b>
			<b>Example 1</b>	<b>Example 2</b>	<b>Example 3</b>
<b>START OF YEAR</b>					
Earmarked Reserves	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00
General Reserves	7,539.26	6,765.00	16,921.52	16,921.52	16,921.52
<b>Total Reserves</b>	<b>15,222.90</b>	<b>11,265.00</b>	<b>21,421.52</b>	<b>21,421.52</b>	<b>21,421.52</b>
Income ex Precept	696.40	696.20	701.40	701.40	701.40
<b>Precept</b>	<b>8,594.94</b>	<b>9,500.00</b>	<b>9,500.00</b>	<b>9,700.00</b>	<b>10,058.88</b>
<b>Total</b>	<b>9,291.34</b>	<b>10,196.20</b>	<b>10,201.40</b>	<b>10,401.40</b>	<b>10,760.28</b>
Expenditure	9,293.32	9,750.00	9,595.00	9,595.00	9,595.00
<b>Tax Base</b>	<b>177.22</b>	<b>204.29</b>	<b>216.32</b>	<b>216.32</b>	<b>216.32</b>
<b>Band D Council Tax</b>	<b>£48.98</b>	<b>£46.50</b>	<b>£43.92</b>	<b>£44.84</b>	<b>£46.50</b>

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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.

**Appendix D Risk Register**

**ASSINGTON PARISH COUNCIL RISK ASSESSMENT AND MANAGEMENT REPORT**  
**JANUARY 2020**

<b>Risk Identified</b>	<b>Impact</b>	<b>Risk</b>	<b>Insurance Cover</b>	<b>Steps Taken to Minimise Risk</b>
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 Chrome
2. Minutes			Limited Insurance	Pre-Oct.1973 held in Bury archives. Minute books held by Clerk. Minutes also retained on:
i. Historical	Low	Low		1. Computer hard disk
ii. Post-1973	Medium	Low		2. Back up held on Chrome
iii. May 2001 onwards	High	Low		
Loss of or damage to Council property				Assets register kept up to date
1. Street Lighting	Medium	Low	Yes	Regular inspections carried out by Suffolk County Council
2. Seats, notice board	Low	Low	Yes	Inspected and maintained by Parish Council
3. Dog Bins & Grit Bins	Low	Low	Grit Bins only as dog bins below excess.	Inspected and maintained by Parish Council
(Bus shelter is the property of SCC)				

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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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