

MINUTES OF MEETING OF ASSINGTON PARISH COUNCIL
Held via Conference Call on Monday 27th July 2020

Present: Councillors Simon Thorogood (Chairman), Rose Symonds, Helen Wallace, Andrew Hill, Bronwen Stacey, Ian Jordan, County Councillor James Finch and Babergh District Councillor Lee Parker

Attending: Jane Hatton (Clerk)

20/068 Apologies for Absence

Councillor John Symons sent his apologies and these were accepted.

20/069 Declaration of Interest and Requests for Dispensation

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

20/070 Minutes of Meeting held on 14th July 2020

The minutes of the meeting were approved and will be signed by the Chairman as a correct record and Cllrs agreed that in item 20/062e, Cllrs would also like to thank Rose and Roger Symonds for previously being the footpath wardens.

20/071 Internal Auditor

It was resolved that Mr Simon White be appointed as Internal Auditor for 2020/2021 and the Clerk will send a letter of engagement and thank him for his continued support.

20/072 Public Forum

County Councillor Finch updated Councillors on Covid related matters, Suffolk Corona Watch, Public Transport, Free Solar Panels for Businesses, Chevrons on the B1508, Fostering and Adoption. CCllr Finch gave an update on the recommendations from Suffolk County Council Highways, following the visit of Paul Gant in December 2019 and that he will fund a survey with some of his locality budget to take place in September. Cllr Hill asked where the survey would be located and it was agreed that there would be two surveys either end of The Street and Cllrs would be advised beforehand of the locations, for their comments. CCllr Finch advised that there will be school signs for the Ryes College and possible zig zag road markings to be confirmed. Cllr Finch advised that there were no funds to do protective work on the two greens in Barracks Road and Hicks Lane but suggested that other Parish Council had funded improvements in similar circumstances, Cllr Symonds suggested a sign on the greens to stop people parking on them. The issue of the grass/gravel area at the entrance to the Vicary Estate was raised, with the view of making it a public green space in line with the aspiration for more public green space in the neighbourhood plan. CCllr Finch will look into what is needed for the Parish Council to take over the management from Suffolk Highways. Cllrs Hill and Jordan suggested that the speed survey should be done first before looking at the other speed reduction actions. Cllr Symonds had been contacted by a resident concerned about the volume and speed of traffic between Assington and Bures and Quiet Lanes Suffolk would be discussed later on the agenda.

District Councillor Parker did not have anything additional to add from the update he gave at the meeting last week. Cllr Wallace asked about the planning breaches of Assington Autos as several residents in Barracks Road had approached her concerned about the hours of work. DCllr Parker said that he was looking into this and the road sign which appears alongside the road in Assington and Leavenheath.

The public meeting was closed.

County Councillor James Finch left the meeting at this time.

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20/073 Neighbourhood Plan

Cllr Hill advised that they are waiting for the draft to come back.

20/074 Routine Correspondence

The Clerk received an update from Paul Hollingsworth, the new footpath warden on the conditions of the footpaths in Assington.

20/075 Clerk's Report (Appendix A)

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

20/076 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 and Certificate of Exemption for the year ending 31st March 2020 and the chairman to sign both sections accordingly.
- c. All cheques to be 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 agreed that the Homeworking Allowance should remain as previously paid. Councillors reviewed and resolved to pay the additional 50 hours which the Clerk had worked in addition to the 285 hours paid in 2019/2020.

20/077 Planning

- a. Councillors considered the **Planning Appeal APP/D3505/W/20/3250773** - Erection of up to 19 dwellings at Land East of The Barn at Assington, The Street, Assington and agreed to **Object** on the same lines as previously. Cllrs discussed organising a community campaign but decided against this given that there is a lack of evidence from other parishes, notably in Long Melford, that such campaigns are effective. Councillors discussed a proposal from a resident to engage professional legal advice to help support the objection, but determined that professional planning advice was what would be most beneficial at this stage. Given the significance of the damage that would be caused to the village were the appeal to be successful, councillors agreed to pay a modest fee (estimated to be c. £200-300) to engage a professional planning agent to support the council's case, on an exceptional basis. BDC also confirmed that the original objections submitted were relevant and that they would also be objecting to the appeal.

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

Date Received	BDC Ref	Application	APC Ref	APC Response	BDC Response
31/03/20	DC/20/01307	Change of use and conversion of barn into 1 dwelling at Shamrock Farm, Marshalls Farm, Assington	20/033	Objected	
31/03/20	DC/20/01308	Works to facilitate conversion of barn into 1 dwelling at Shamrock Farm, Marshalls Farm, Assington	20/033	Objected	
14/04/20	DC/20/01440	Erection of single storey front/side extension at Zareba, The Street, Assington	20/051a	Supported	Granted (not notified by BDC)
30/06/20	APP/D3505/W/20/324986 5	Change of use of existing restaurant and outbuilding to provide 5 dwellings at The Case Restaurant, Further Street, Assington	20/065	Objected	

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20/078 Document Retention Policy

Councillors agreed that no changes were required to the policy.

20/079 Walk the Parish

Councillors agreed that they would review walking the village in September.

Babergh District Councillor Lee Parker left at this time.

20/080 Licensed Path, Footpaths and Assets

Councillors agreed that the assets would be reviewed following walking the village. The new footpath wardens had given a verbal report to the Clerk.

20/081 Councillor Training

Councillors agreed that they would attend any relevant training.

20/082 Traffic Speed Reduction Plan

Cllr Hill had looked into setting up a Community Speed Watch group at the request of residents in the Street and found that and currently Suffolk Police are funding the equipment. The group would take around 8 weeks to set up and Councillors were concerned that this might coincide with the speed survey. It was agreed that Cllr Hill would email CCllr Finch to advise him that they would like to move forward with the training and to find out if CCllr Finch has any concerns about proceeding with the new group at this time. Assuming Cllr Finch had no material concerns, the Parish Council would also support such an initiative.

20/083 Quiet Lanes Suffolk

Cllr Hill confirmed that he would complete the Quiet Lanes survey.

20/084 Questions to the Chair

Cllr Symonds asked if anyone had been advised of the name for the four new houses near Gurdons. The Clerk confirmed that she is normally notified of any new names for developments and had not received anything.

20/085 Next Meeting

The next scheduled meeting date is Monday 28th September 2020 at 7.30pm.

The meeting closed at 9.30pm

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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 type="checkbox"/>
20/021 b	Clerk to contact Paul Gant SCC Highways as a response had not been received following the meeting with Cllrs on the 3rd December	Awaiting response	<input checked="" type="checkbox"/>
20/062 a	BDC Parker to look into the planning permission at Assington Autos regarding the sites operating hours		<input type="checkbox"/>
20/050 b	Clerk to arrange cheques for donations		<input checked="" type="checkbox"/>
20/066 b	Cllr Hill to again follow up the response from SCC Highways with Cllr Finch		<input type="checkbox"/>
20/062 b	Cllr Hill to complete BDC survey on planning services	Cllr Hill confirmed that he has completed the survey	<input checked="" type="checkbox"/>
20/064	Clerk to update Standing Orders and Financial Regulations		<input checked="" type="checkbox"/>
20/066	BDC Parker to look into if there are any restrictions on filling up garden ponds		<input type="checkbox"/>
	Clerks Hours		
	1st April 2019 to 31st March 2020 : 335 hrs worked /260 hrs pd		
	1st April 2020 to 30th June 2020: 69hrs worked/60 hrs pd		
	Calendar Reminder		
	Shoulder of Mutton AVC renewal due 19th August 2024		

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Appendix B Internal Audit Report

**Annual Report by the
Internal Auditor for Assington Parish Council
for the 2019/20 Financial Year**

Carried out by: Simon White - 20 The Street, Assington, Sudbury, Suffolk

Report to Assington Parish Council (APC)

Acting independently and based on 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 31st March 2020.

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

- 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 were 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 reviewed at the APC meeting on 26th November 2018. *Note that while there was no record of agreement to follow the reviewed budget it is evident that it was.*
- 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 with PAYE regulations.
- 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 and members declared their interests where appropriate.

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- The risk assessment is appropriate for the activities of the Council.

Based on 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

6th July 2020

SIGNED

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Appendix C RFO Report

Receipts and Payments

18/05/20	Cancelled cheque 857	2			60.00		
18/05/20	Charge for stopped cheque 857	PO3					12.50 y
20/05/20	HMRC VAT Repayment	3			1,426.41	y	
08/06/20	Bank Interest 2 Mar - 7 Jun				13.51	y	
30/06/19	J Hatton - Salary	PO4	872	LA 2011 ss 1 to 8			539.25
30/06/20	J Hatton - WFHA	PO4	872	LA 2011 ss 1 to 8			39.00
30/06/20	J Hatton - Expenses	PO5	872	LA 2011 ss 1 to 8			113.16
30/06/20	HMRC	PO4	873	LA 2011 ss 1 to 8			134.80
30/06/20	Assington Allotment Rent	4		LA 2011 ss 1 to 8	180.00		
01/07/20	Groundwork - NP Grant	5		LA 2011 ss 1 to 8	5,074.00		
27/07/20	Cllr Hill - NP Expenses	PO6	874	LA 2011 ss 1 to 8			148.97
27/07/20	Cllr Symons - Donation Expenses	PO7	875	LA 2011 ss 1 to 8			100.00
27/07/20	BDC - Conservation Lease	PO8	876	LA 2011 ss 1 to 8			5.00
27/07/20	B.D. Hurren - Park Bence	PO9	877	LA 2011 ss 1 to 8			423.00
27/07/20	Donation - Assington PCC	PO10	878	LA 2011 ss 1 to 8			350.00
27/07/20	Donation - Sudbury CAB	PO10	879	LA 2011 ss 1 to 8			100.00
27/07/20	Donation - Marie Curie	PO10	880	LA 2011 ss 1 to 8			50.00
27/07/20	Donation - Assington Association	PO10	881	LA 2011 ss 1 to 8			100.00
29/07/20	ICO - Data Protection Registration	PO11	DD	LA 2011 ss 1 to 8			40.00

Bank Reconciliation

	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Premium Accounts	30/6/20	£100.00				
		£51,308.56	£54,519.38	£2,143.18	£5,254.00	£0.00
Cash		£0.00	£0.00			£0.00
		£51,408.56	£54,519.38	£2,143.18	£5,254.00	

Statement of Accounts vs Budget

	Budget	Actual	Reserves	Budget	Actual
Assets B/Forward		£38,996.28			
Income			Expenditure		
Precept	£9,500.00	£5,000.00	Staff Costs	£2,880.00	£683.95
Grants	£331.20	£5,074.00	Admin	£1,550.00	£319.95
Bank Interest	£5.00	£13.51	Donations	£600.00	£700.00
Loan	£0.00	£0.00	Street Lighting	£350.00	£0.00
Other	£360.00	£240.00	CIL	£0.00	£423.00
CIL	£0.00	£9,139.66	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	£3,235.98
			VAT Paid	£0.00	£0.00
Total	£10,196.20	£19,467.17	Total	£0.00	£9,900.00
					£5,367.88
Total		£58,463.45	Assets C/Forward		£54,519.38
			Total		£59,887.26

* Grant of £5,074 is for the Neighbourhood Plan

End of Appendices

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