

**MINUTES OF MEETING OF ASSINGTON PARISH COUNCIL**  
**Held in Assington Village Hall on Monday 28th September 2020**

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

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

**20/097 Apologies for Absence**

Councillor Simon Thorogood, County Councillor James Finch and Babergh District Councillor Lee Parker sent their apologies which were accepted.

**20/098 Declaration of Interest and Requests for Dispensation**

No declaration of Interest or requests for dispensation had been received.

**20/099 Minutes of Meeting held on 7th September 2020**

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

**20/100 Public Forum**

No updates received from SCC Finch or BDC Parker.

**The public meeting was closed.**

**20/101 Neighbourhood Plan**

Cllr Wallace informed Councillors that they should all have received a copy of the plan and Cllr Symonds congratulated the NP team on the plan and all their hard work.

**20/102 Routine Correspondence**

- a. Councillors agreed that this was a matter to raise with SCC Finch and to raise the large vehicles encroaching on residents' verges at the next meeting.
- b. Councillors agreed that Suffolk Broadband should be contacted with details of the areas in the village without broadband to see if when the new buildings are built the broadband can be extended to these areas. Clerk to liaise with Cllr Symonds before contacting Suffolk Broadband.
- c. Councillors agreed that they are interested in enhancing biodiversity and had confirmed to BDC that they would like to take up the offer of trees to plant in the village. Whilst waiting to hear back from BDC they will look at suitable areas of land which ideally would be accessible to all to make a wildlife area.
- d. Since the agenda had been distributed an email had been received from Andrew Reid, SCC Cabinet Member for Highways that officers will be writing to the Local Planning Authority case officer to clarify the Highways response to Planning Application - DC/20/03362.

**20/103 Clerk's Report (Appendix A)**

Cllrs noted the clerk's report and the outstanding items which will be raised with BDC Parker at the next meeting.

**20/104 Finance**

- a. Councillors reviewed the Asset Register and resolved that it accurately reflected the council's assets at this time.
- b. Councillors reviewed the Insurance Cover and agreed payment to CAS proposed Cllr Symons and seconded by Cllr Stacey
- c. 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 Statement of Accounts against the Budget.

Councillor Wallace clarified the position with regards to the Neighbourhood Plan spend of £6,266.48

*SIGNED* \_\_\_\_\_ *DATED* \_\_\_\_\_  
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which seemed high for the 2020/21 year. This is due to the refund of the 2019/21 grant which had not be spent in that financial year but the cheque was cleared in this financial year. The actual NP spend in 2020/21 currently is £3,239.47 and the grant received for the current financial year is for £5,074.

**20/105 Review of Key Policies**

- a. Councillors agreed that no changes were required to the Financial regulations and Standing Orders.
- b. Councillors agreed that no changes were required to the Document Retention Policy.

**20/106 Planning**

- a. Consider **Planning Application - DC/20/03353** - Change of use of agricultural land to domestic garden and erection of post and rail fencing at land rear of School Lodge and L'Ecole, The Street, Assington and resolved to **support** the application.
- b. Status of **Planning Applications** and Cllr Hill had received information that APP/D3505/W/20/3250773 had been withdrawn.

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	
30/06/20	APP/D3505/W/20/3249865	Change of use of existing restaurant and outbuilding to provide 5 dwellings at The Case Restaurant, Further Street, Assington	20/065	Objected	
15/07/20	APP/D3505/W/20/3250773	Erection of up to 19 dwellings at Land East of The Barn at Assington, The Street, Assington	20/077	Objected	
11/08/20	DC/20/03362	Erection of Nursery School with ancillary parking and constructions of vehicular access to The Street at Land south of Access Road from C733 to the Church, Assington	20/094a	Objected	
13/08/20	DC/20/03422	Provision of visitors car parking space at Land East of The Street, Assington	20/094b	Supported	Granted

**20/107 Walk the Parish**

Councillors Symonds and Wallace will walk the parish and report back on the village assets.

**20/108 Traffic Speed Reduction Plan**

Councillor Hill advised that the speed survey in the village was taking place this week and it was agreed to defer discussion until the next meeting.

**20/109 Definitive Map**

Councillor Hill advised that a local resident was asking for support from the Parish Council for his application for the disused part of the 'old' main road, from opposite the entrance drive of Assington Hall to opposite Aveley Lane (TL938388 -> TL939387) to be identified on the Definitive Map as a Public Right of Way. Councillors agreed that residents had used this route as a public path for as long as memories can recall and agreed to support the application.

**20/110 Recruitment of a new Clerk**

Councillor Stacey advised that the position had been advertised with an increase to hours to 5.5 average hours per week and an increase in salary range to 7-12, depending on qualification and experience. The deadline for applications was the 1st November 2020.

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**20/111 Question to the Chair**

- a. The Councillors noted their concern that the pub was closed and wanted to express their support for the owner in looking for new tenants.
- b. The Councillors wished to express their thanks to Bryn Hurren for putting on the Horticultural Show and were very grateful for all his hard work in making it a success, particularly with such challenging conditions this year.

**20/112 Next Meeting**

The next scheduled meeting date is Monday 30th November 2020 starting at 7.30pm.

**The meeting closed at 8.40pm**

**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"/>
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"/>
20/072	BDC Parker to look into the planning permission at Assington Autos regarding the sites operating hours and the road sign		<input type="checkbox"/>
20/066	BDC Parker to look into if there are any restrictions on filling up garden ponds		<input type="checkbox"/>
	<b>Clerks Hours</b>		
	1st April 2020 to 31st August 2020: 121hrs worked/105 hrs pd		
	<b>Calendar Reminder</b>		
	Shoulder of Mutton AVC renewal due 19th August 2024		

**Appendix B RFO Report**

**Receipts and Payments**

ASSINGTON				Minute	Power	Receipts	Payments
Date	Details	File Ref	Ref				
09/09/20	BDC Precept	6				5,000.00	
28/09/20	Springold Design - NP Booklets	PO16	887		LA 2011 ss 1 to 8		98.00
30/09/20	J Hatton - Salary	PO17	888		LA 2011 ss 1 to 8		565.15
30/09/20	HMRC	PO17	889		LA 2011 ss 1 to 8		141.40

**Bank Reconciliation**

	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Premium Accounts	31/7/20	£100.00	£54,405.13	£5,574.25	£5,000.00	£0.00
Cash		£0.00	£0.00			£0.00
		£54,979.38	£54,405.13	£5,574.25	£0.00	

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**Statement of Accounts vs Budget**

	Budget	Actual	Reserves	Budget	Actual
Assets		£38,996.28			
B/Forward					
<b>Income</b>			<b>Expenditure</b>		
Precept	£10,000.00	£10,000.00	Staff Costs	£2,880.00	£1,909.00
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	£171.00
			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	£6,266.48
			VAT Paid	£0.00	£632.70
			<b>Total</b>	<b>£0.00</b>	<b>£9,900.00</b>
<b>Total</b>	<b>£10,696.20</b>	<b>£24,467.17</b>			
			Assets C/Forward		£54,405.13
<b>Total</b>		<b>£63,463.45</b>	<b>Total</b>		<b>£64,832.26</b>

**End of Appendices**

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