

Assington Parish Council

Clerk Christine Hargan 4 Northfield Road, Onehouse, Stowmarket IP14 3HF –
Telephone: 01449674727 Email: assingtonpc@yahoo.com

Minutes of a Meeting held 7.30pm on Monday 29th November 2021 at Assington Village Hall

Present: Simon Thorogood (Chair), Andrew Hill (Vice Chair), Councillors Helen Wallace, Tony Howcroft, Ian Jordon

In attendance: CCllr James Finch, Christine Hargan (Clerk)

21/111 **Apologies for absence**

Cllrs Bronwen Stacey, Kevin , DCllr Lee Parker

21/112 **Receive declarations of Interest and request for dispensation from Councillors**

None

21/113 **Agree Minutes** of Assington Parish Council meetings held on Monday 27th September, 11 October and 25 October 2021

Resolved to agree the minutes of all three meetings, signed by the chair

21/114 **Public Forum** to include reports from Suffolk County Council and Babergh District Council

Questions from the CCllr Report

Lorry Review – whilst the community is anxious about movements to/from Assington Autos, it was noted that the village does not have an issue with lorries using the roads as a thoroughfare or short-cut. It was therefore agreed to respond to that affect.

21/115 **Planning**

i. Planning Applications

[DC/21/06155](#) Land North of Assington Barn The Street Assington Suffolk Non-Material Amendment sought following approval of reserved matters DC/21/02556 - Re-positioning of Plot 1 dwelling house and garage, it was resolved to issue a no comment.

ii. Status of Planning applications

[DC/21/05299](#) The Field House Barracks Road Assington Suffolk CO10 5LP outline planning permission for 2 no 4 bed houses – refused

[DC/21/05464](#) The Nook 7 Heseltine Close Assington Suffolk CO10 5AL Construction of new vehicular access – awaiting decision. The applicant has revised the surfacing of the drive in line with the Parish Council's recommendations.

[DC/21/02579](#) Update on Assington Autos Planning Application – awaiting decision awaiting update from Lee Parker. The applicant has supplied answers to questions posed by the District Council, however, the Environmental team are awaiting more information.

iii. Appeals

[AP/21/00109](#) DC/21/00510 Land To The East Of The Barn, Assington Barns The Street Assington CO10 5LW – appeal against refused planning application. It was agreed that the Clerk would draft a response reaffirming the Parish Council's previous comments and send to Councillors for approval.

[AP/21/00110](#) Erection of 18No dwellings (comprising 10No three bed bungalows, 1 No four bed bungalow and 7 No one bed almshouse type units for older persons) (re-submission of DC/19/04391) | Land East Of Assington Barns The Street Assington CO10 5LW

21/116 **Clerk's Report**

- i. Agree actions on Correspondence and emails circulated to the Councillors by the Clerk,
- ii. The Police Review following discussion it was agreed that Cllr Jordan would draft a response.
- iii. The meeting resolved that the Clerk should add Cllr Howcroft to the bank mandate, He will raise payments to be authorized by one other signatory following consultation with the Clerk.
Agree any actions required after reviewing the Clerk's Report

- 21/117 **Finance**
 From the RFO report authorise payments made/to be made and note income received since the September meeting
 The following payments were agreed:
 Gardens Arb £756
 Suffolk County Council £8,217.16 - From CIL Budget
 Richardson Landscapes £3,228 - From CIL Budget
 Clerk Salary £843.04
 Clerk expenses £833.46 including computer, scanner, associated office software, stationery and travel to 5 meetings
 HMRC £13.85
 The Clerk will reclaim VAT from the above payments prior to the next meeting.
 a. Review reconciliation of accounts against bank statement and the statement of accounts vs budget
 Following discussion it was resolved to amend the monthly reports. The Clerk will remove all names from income/expenditure made since previous meeting to comply with Data Protection and record them within cells in the Finance spreadsheet.
 There will be two reports in the future, the first will combine the budget with all income and expenditure for current and previous financial year, the totals will include bank balances/statement values. The second will relate to CIL income and expenditure.
 Update on Addresses for the Orchard Gardens development. The Clerk notified that she had obtained the procedure for street naming from BDC. Cllr Hill to discuss failure of BDC to follow their procedures relating to street naming with DCllr Parker.
- 21/118 **Update on National Grid Bramford to Twinstead Tee**
 A public meeting has been provisionally agreed with James Cartlidge on February 18th. Final date and venue to be confirmed.
- 21/119 **Update on Neighbourhood Plan**
 Cllr Wallace reported that a referendum date from BDC is awaited
- 21/1110 **Update on Footpaths**
 The footpath warden, sent a report to Cllr Stacey, for inclusion to the Assington News and were reminded that correspondence for the magazine should be sent via the Parish Council. They have responded that in future they will simply complete an annual report.
 Motorcycles have been ridden through the Thicks, at speed Cllr Thorogood is optimistic that it is an isolated incident.
 Cycles are being ridden through the wood after dark.
 Clerk to send phone no of Mr Thompson Assington Thicks to Cllr Thorogood
- 21/1111 **Review**
 a. Draft Budget for 2022/23,
 The draft budget was discussed and amended and is included in the annex
 b. Draft Precept for 2022/23
 Will be finalized during the January meeting and the form will be signed and sent to BDC following the meeting.
- 21/1112 **Projects**
 i. Update on the proposed works on speed reduction Cllr Hill has proposed some amendments to the scheme to SCC with revisions and an agreed price expected soon. Total costs will be around £30k. Cllr Hill was thanked for all of his work on the project.
 ii. Update on the works to improve drainage to public footpath No. 20. Complete.
 iii. Update on the proposed Jubilee Green – Cllr Hill has been unable to secure a free designer, it was resolved to pay for a design and to apply for a licence, from BDC to undertake works for the proposed garden. Following discussion it was acknowledged that a village sign would cost around £6k
- 21/1113 **Highways Issues**
 None

21/1114 **Questions to the Chair**

21/1115 **Next scheduled APC meeting to be held on Monday 31st January 2022**

Dates of meetings in 2022

31 January

28 March

23 May

25 July

26 September

28 November

Annexes

Action	Who	Complete
Pay vendors	Clerk	
Change Bank mandate to include Cllr Howcroft as a signature	Clerk	
Send draft response to planning application to Cllrs and when approved to BDC	Clerk	
Update financial reports	Clerk	
Police Review draft response	Cllr Jordon	
Discuss with DCllr Parker failure of BDC to follow procedure for street naming, also update on neighbourhood plan and apply for licence re jubilee garden	Cllr Hill	
Acquire quotes for Jubilee Garden	Cllr Hill	
Reclaim VAT on all appropriate remittances	Clerk	
Send chair contact details for Mr Thompson	Clerk	
Standardise Agenda to discuss Budget in November and Donations in January	Clerk	Ongoing

Budget						
	2020/21		2021-22		2022-23	
	Budget	To year end	Budget	YTD	Budget	Notes
Income						
Grants	331.4	331.2	331.4	488.4	331.4	P3 Grant from SCC
Bank Interest	10	24.35	10	4.01	10	
Other	360	360	360	3915.21	360	Other =Donations, Judicial Review and Allotment
CIL	0	27216.03	0	27719.33	0	
Precept		10000	10000	10000	10000	
VAT Repayment	0	1426.41	0	1030.41	500	
Total Income	£701.40	£39,357.99	£10,701.40	£43,157.36	£11,201.40	
Expenditure						
Staff Costs	2900	3368.63	2900	2445.26	3575	rationale, clerk £12.5 x 5.5 hours x 52
Admin	1550	441.44	1550	0	300	mileage,(7x21x.45x2) =£132.3 plus
Donations	600	700	600	950	1000	
Street Lighting	375	0	375	0	500	Electricity prices are rising
Insurance	350	329.28	350	426.24	450	Due to be thoroughly researched in June
Audit	0	0	0	0	350	£200 for PKF Littlejohn and also £150 -
Grass cutting (P3)	360	288	360	0	330	
Licensed Footpaths	175	630	175	0	150	Gardens Arb Invoice -Vat -P3 grant
Contingency	500	108	500	0	500	
Maintenance	630	563.46	630	0	630	
Allotments / Conservation	655	435.39	655	49	655	£150-water £436 (20-21) was sum of allotments + licenced footpaths
Neighbourhood Plan	1500	6266.48	1500	1355	0	
VAT Paid	0	990.87	0	0	500	Several major projects planned with CIL money, which can be reclaimed through the year
Total Expenditure	£9,595.00	£14,544.55	£9,595.00	£6,552.57	£10,165.00	


Clerk report

Agenda item 2 Councillor Dispensation.

If there is an item for which you have an interest you will be unable to take part in discussion or vote in a resolution. If you wish to have your request for dispensation considered please write to the Clerk ahead of the meeting stating the reasons why you should be given dispensation.

Agenda item 6 Routine Correspondence.

If you wish to discuss an email forwarded that does not appear on the agenda please raise.

Action	Who	Complete
Approach Village Hall committee re further seating for the Playing field Seating will be from the pub and will let us know if they will need seating in the future. Thanks from village hall committee for t t tables	ST	

Find local designer for Jubilee Gardens	AH	✓
Speed reduction design suggest camber to protect curbing to SCC	AH	✓
Financial reporting and CIL Budget liaise re format and report at each meeting	Clerk/AH	✓
Write to CCllr Finch supporting his approach to National Grid	Clerk/TH	✓
Neighbourhood Plan Clerk to prompt DCllr Parker for referendum date	Clerk	✓
Financial Controls Clerk to organise change to bank mandate	Clerk	✓
Orchard Gardens Development Clerk to contact BDC to ask why street naming process not followed	Clerk	ongoing
Organise Meeting on 11 October 2021 to discuss DC/21/05299 The Field House Barracks Road Assington Suffolk CO10 5LP	Clerk	✓
Accept insurance quotation Zurich and organise payment	Clerk	✓
Write to BDC regarding DC/21/02579	Clerk	✓
Organise payments	Clerk	✓
Standardise Agenda to discuss Budget in November and Donations in January	Clerk	Ongoing
Approach Village Hall committee re further seating for the Playing field result was a request to pay for table tennis tables	ST	✓
Clerk to acquire new computer, scanner and associated office and security software	Clerk	✓
Clerk to revise finance reports	Clerk	✓
Clerk to contact Barclays regarding the bank mandate	Clerk	✓

Correspondence previously distributed that may require discussion

Police Review Ian to draft an overall response.

Lorry Review – nothing to add

Finance report

Payments to be approved

Councillors resolved to agree the payments

£8217.16- Suffolk County Council CIL expenditure on 20mph speed limit

£3228- Richardson Landscape Construction

£756.00 - Gardens Arb Business Ltd correcting drainage problem on footpath 20

£13.85 – HMRC, Employers tax and national insurance

Christine Hargan Salary hours were well and truly busted during October and November due to additional work required on gaining insurance quotations and policy, two additional meetings, the end of Audit report, and time taken to investigate the accounts, including reassociated mandatory documentation and formatting the new computer, uploading files and revising the account reports as requested at the last meeting.

£843.04- Christine Hargan salary including WFHA average of 7.88 hours per week.

£833.16 - Christine Hargan expenses includes purchase of new scanner, computer and associated software, mileage for 5 meetings, 1 ream of paper.

ASSINGTON PARISH COUNCIL
EXPENSES CLAIM FORM

NAME Christine Hargan	MONTH(s)/YEAR* March - November 2021
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Date	Journey details (to from, one-way or return)	Reason for journey (e.g. meeting name)	Miles	Car parking	Other
24/5/21	Onehouse Assington return	May	42		
26/7/21	Onehouse Assington return	July	42		
27/9/21	Onehouse Assington return	September	42		
11/10/21	Onehouse Assington return	October	42		
25/10/21	Onehouse Assington return	October	42		
Total Miles:			210 x.45		
Column total:					
Note, current mileage rate is 45p/mile					Sub total: £94.50

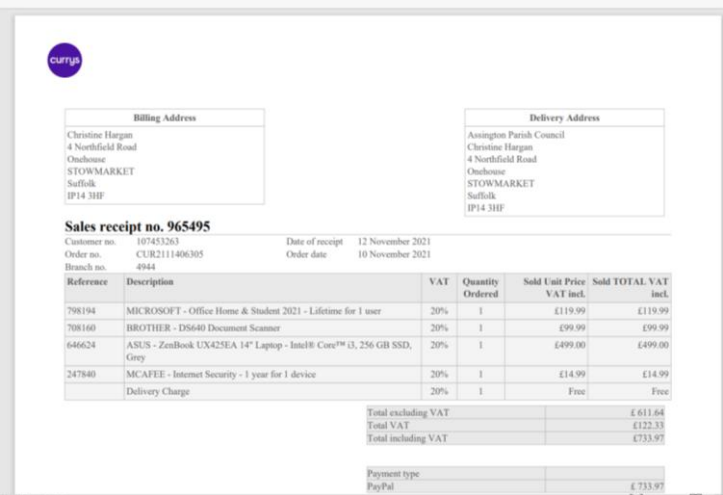
Date	Expenditure incurred on behalf of APC	Net	VAT	Total
27/10/21	Paper, Morrisons at Hadleigh	4.99		4.99
10/11/21	Currys purchase of Asus computer, Brother Scanner and associated software	611.64	122.33	733.97
Sub total:				£738.96

TOTAL RECLAIM £833.46

I certify that I have undertaken the journeys shown, and any expenditure incurred, on behalf of the Parish Council and that I have done so in connection with my official duties

Signed: _____ Date: _____
Authorised: _____ Date: _____

Attach your receipts in date order please, with car park tickets separately attached, also in date order.
*Do not claim across a year-end



CIL monies held by APC	2017/18	2018/19	2019/20	2020/21	2021/22
CIL monies received	£3,221.78	£6,224.51	£5,352.33	£9,139.66	£12,685.60
			£11,344.81	£18,076.37	£15,033.73
Total received in year	£3,221.78	£6,224.51	£16,697.14	£27,216.03	£27,719.33
Total CIL retained	£3,221.78	£9,446.29	£26,143.43	£53,359.46	£81,078.79
CIL Monies spent					
Assington Village Charity for Playing field		£3,221.78	£1,778.22		£1,327.07
Signs for the Thicks			£70.00		
Total CIL retained	£3,221.78	£6,224.51	£24,295.21	£53,359.46	£79,751.72

Statement of Accounts vs Budget

	Budget £	Actual £	Reserves £	Budget £	Actual £
Assets B/Forward		68,540.49			
Income					
Precept	10,000.00	10,000.00		2,900.00	2,445.26
Grants	331.40	488.40		1,550.00	420.98
Bank Interest	10.00	4.01		600.00	950.00
Other	360.00	-		375.00	378.09
CIL	-	27,719.33		-	1,327.07
VAT repayment	-	1,030.41		350.00	426.24
				-	200.00
				360.00	-
				175.00	-
				500.00	-
				630.00	335.20
				655.00	49.00
				1,355.00	1,355.00
				-	5,950.00
					25.00
					198.29
					500.26
Sub-Total	£10,701.40	£78,540.49	Total	£0.00	£9,450.00
					£14,560.39
					£111,697.85
Total		£147,080.98	Total		£97,137.46

Budget Year to Date

BANK RECONCILIATION AT 17 November 2021	
Balance as per year end accounts	£68,540.49
Income	£43,157.36

Expenditure	£14,660.39
Total	£97,137.46
Represented by:	
Barclays Community Account	£100.00
Barclays Business Premium	£97,037.46

Or in the previous format if you prefer

	Statement Date	Statement Balance	Actual Balance	Credits not shown	Difference
Barclays Community Account	17/11/2021	£100.00	£100.00	£0.00	£0.00
Barclays Business Premium	17/11/2021	£97,037.46	£97,037.46	£0.00	£0.00
Cash			£0.00	£0.00	

28/09/2021	Salary Christine Hargan		£626.56	£0.00
28/09/2021	WAVE water bill		£6.06	£0.00
28/09/2021	Boxford Primary School donation toward		£50.00	£0.00
25/10/2021	PKF Littlejohn		£240.00	£0.00
30/9/21	SALC payroll services		£27.00	£0.00
26/10/21	Suffolk County Council payment for grass cutting APC001			£321.40
15/10/21	Babergh District Council CIL payment			£15,033.73
30/09/2021	Zurich Insurance		£426.24	£0.00
15/10/2021	Assington Village Hall		£1,073.50	£0.00
17/11/2021	Xylem Holdings Ltd/TableTennisTables.co.uk		£518.98	£0.00
			£0.00	£0.00
				£0.00
			£14,560.39	£111,697.85
				£14,560.39
	Total			£97,137.46

	2018 /19		2019 /20		2020/21		2021-22		
	Budget	Actual	Budget	To year end	Budget	To year end	Budget	YTD	to year end
Income									
Grants	331.40	331.20	331.20	9,313.30	331.40	331.20	331.40	488.40	
Bank Interest	5.00	18.28	5.00	30.34	10.00	24.35	10.00	4.01	
Other = Donations Judicial review and Allotment	360.00	360.00	360.00	330.00	360.00	360.00	360.00	3,915.21	
CIL	0.00	6,224.51	0.00	16,697.14	0.00	27,216.03	0.00	27,719.33	
Precept		8,596.94		9,500.00		10,000.00	0.00	10,000.00	
VAT Repayment	0.00	320.98	0.00	298.01	0.00	1,426.41	0.00	1,030.41	
Total Income	696.40	15,851.91	696.20	26,668.79	701.40	39,357.99	701.40	43,157.36	
Expenditure									
Staff Costs	2,700.00	3,226.73	2,880.00	2,900.00	2,900.00	3,368.63	2,900.00	2,445.26	
Admin	1,300.00	1,122.66	1,550.00	1,550.00	1,550.00	441.44	1,550.00	0.00	
Donations	600.00	550.00	600.00	875.00	600.00	700.00	600.00	950.00	
Street Lighting	350.00	0.00	350.00	373.75	375.00	0.00	375.00	0.00	
CIL	0.00	3,221.78	0.00	1,778.22	0.00	423.00	0.00	1,327.07	
Insurance	350.00	337.34	350.00	329.28	350.00	329.28	350.00	0.00	
Audit	100.00	200.00	350.00	0.00	0.00	0.00	0.00	0.00	
P3 Scheme	360.00	240.00	360.00	360.00	360.00	288.00	360.00	0.00	
Licensed Footpaths	175.00	0.00	175.00	175.00	175.00	630.00	175.00	0.00	
Contingency	500.00	250.68	500.00	200.00	500.00	108.00	500.00	0.00	
Maintenance	630.00	317.62	630.00	400.00	630.00	563.46	630.00	0.00	
Allotments / Conservation	655.00	171.27	655.00	655.00	655.00	435.39	655.00	49.00	
Neighbourhood Plan	0.00	425.93	1,500.00	1,500.00	1,500.00	6,266.48	1,500.00	1,355.00	
VAT Paid	0.00	245.25	0.00	94.75	0.00	990.87	0.00	0.00	
Total Expenditure	7,720.00	10,309.26	9,900.00	11,191.00	9,595.00	14,544.55	9,595.00	6,126.33	

Add opening and closing balance and bank statement for 20/21 and 21/22

And delete previous years. Resolved by the meeting that this will be the format for the income/expenditure report for the future