

MINUTES OF MEETING OF ASSINGTON PARISH COUNCIL
Held in Assington Village Hall on 26th July 2021

Present: Councillors Simon Thorogood (Chair), Ian Jordan, Helen Wallace, Bronwen Stacey, Tony Howcroft and Kevin White

Attending: Christine Hargan (Clerk), County Councillor James Finch, Babergh District Councillor Lee Parker,

21/071 **Apologies for absence**
Cllr Hill

21/072 **Receive declarations of Interest and requests for dispensation from Councillors**
Cllr Hill Jubilee Gardens – he lives opposite

21/073 **Agree Minutes of Assington Parish Council Meeting held on 24th May 2021**
Amended Cllr Howcroft was proposed as a new councillor .

21/074 **Appoint additional Parish Councillor**
Kevin White Proposed Cllr Thorogood, 2nd Cllr Howcroft

21/075 **Public Forum to include reports from Suffolk County Council and Babergh District Council.**

County Councillor Finch reported

- COVID numbers increasing
- Spending on Special educational needs
- Recycling restrictions are being eased on 4th August

Full report attached as appendix

DCllr Parker explained his role for benefit of new Councillors

- Congratulations for getting the Neighbourhood plan through to referendum.
- Bell View in Sudbury on the agenda for planning meeting 29 July 2021
- The houses built without permission at Bures to be reduced in size rather than full demolition.
- He has been granted a Locality budget and has funds available and is accepting requests funds for projects.

21/076 **Agree Actions on Correspondence and emails circulated to the councillors by the Clerk**

Cllr Thorogood to approach the village hall committee regarding additional seating for the playing field.

Cllr Wallace to remove the tired banner in support of the NHS. To resite it in the village if appropriate.

Clerk to respond to Babergh regarding dog bins. Request one large bin rather than 2 small ones.

SALC – There will be no-one attending their AGM.

Purchase of gift for the auditor. Clerk to check whether it is possible to use PC funds for this kind of purchase.

Invitation to consult on Boxford Neighbourhood plan. Clerk to forward email to Cllr Wallace.

Rowley Grove, It was decided not to donate to Suffolk Wildlife Trust toward the purchase as it is outside the parish.

SIGNED

DATED

Assington Parish Council adopted the General Power of Competence on the 18th May 2019

MINUTES OF MEETING OF ASSINGTON PARISH COUNCIL
Held in Assington Village Hall on 26th July 2021

Book Local Council Administration. Arnold Baker. Purchase approved.

Suffolk County Council project Discovering Suffolk, Clerk has already responded but will forward email to Cllr Stacey.

Suffolk Highways meeting with CCllr Finch and highways officer David Chenery, Clerk to propose meeting at the Village Hall car park on Wednesday 4th August at 10am and to forward the email to Cllr Stacey. Cllrs Hill and Stacey to attend. This will double up as the organised walk of the parish.

21/077 **Agree any actions required after reviewing the Clerk's Report**
As above

21/078 **Finance**
i Approve audited accounts.
Approved.
ii From the RFO Report authorise payments made/to be made and note income received since the May meeting. All income and expenditure agreed as per the Finance report attached as appendix
iii Review reconciliation of Accounts against bank Statement and the Statement of Accounts vs Budget.
These were reviewed and agreed to remove bank loan and interest from report Clerk to reclaim VAT

21/079 **Planning**
i, DC/21/02579 Assington Autos Cotton Wood Barracks Road Assington CO10 5LP : Awaiting decision
ii DC/21/02696 4 The Gurdons Assington Suffolk CO10 5LW two storey side and first floor rear extension, conversion of outbuilding and formation of driveway it was agreed to enter a **No Comment** return
iii DC/21/03889 Meadowlea The Street Assington Suffolk CO10 5LW Erection two storey rear extension, porch extension and new link between dwelling/existing garage.
it was agreed to enter a **No Comment** return
iv DC/21/03366 Wrights Farm, Further Street, Assington CO10 5LE erection of dropped kerb
it was agreed to support this application.
V DC/19/04423 Hedge Land To The South Of No 10 The Gurdons Assington CO10 5LW.
Clerk to notify District Council that the hedge has been replaced by the householder with a non native hedge

21/0710 Donations
I Headway - £ 75
ii Sudbury CA £100
iii Suffolk Accident Rescue Service - admin@sars999.org.uk no
iv Sudbury Newstalk no
vi Boxford Primary School library fund £ 50
Proposed Cllr Wallace Seconded Cllr White Clerk to contact the above requesting bank details so that funds can be transferred over.

21/0711 **Review**
I **Training requirements for Councillors**

SIGNED

DATED

Assington Parish Council adopted the General Power of Competence on the 18th May 2019

MINUTES OF MEETING OF ASSINGTON PARISH COUNCIL

Held in Assington Village Hall on 26th July 2021

The Parish Council will support training if required. Clerk to forward training opportunities to the new councillors

ii **Document retention periods**

Following discussion it was agreed to leave these as they are.

iii **Standing Orders**

The Clerk as reviewed these and the current ones include an index page following discussion it was agreed to leave these as they are.

iv **Risk Assessments**

As there have been no material changes following discussion it was agreed to leave these as they are.

v **Financial Controls**

Following discussion it was agreed to review these when we have established electronic banking

21/0712 **Organise walk of the Parish.** As stated earlier in the meeting this to be combined with the meeting with the Highways, team on 4th August at 10am

21/0713 **Speed watch** – Purchase of Speed monitoring equipment proposed by Cllr Jordan and Seconded by Cllr Wallace.

21/0714 **Questions to the Chair**

Jubilee Green. Yes we will support this in principle, but the details need to be clarified at a later date.

Cllr Wallace raised issue of increasing amount of CIL money and requested we nominate a Cllr to lead on this now we are back to full complement and to look at spending it on projects. To be discussed at the September meeting.

Name for the new road leading from Orchard Gardens development by the Farm shop? Clerk to contact the Planning Department at Babergh.

Cllr Howcroft asked if the agenda could be re-ordered so that planning issues be discussed after the Councillor reports

Also requested that hyperlinks to planning applications be placed on future agendas to the relevant planning application on future agendas

21/0715 **Next Scheduled APC meeting to be held on Monday 27th September 2021**

SIGNED

DATED

Assington Parish Council adopted the General Power of Competence on the 18th May 2019

MINUTES OF MEETING OF ASSINGTON PARISH COUNCIL
Held in Assington Village Hall on 26th July 2021

APPENDIX A – Actions

Action	Who	Complete
Approach the village hall committee to discuss further seating for the playing field.	ST	
Remove the tired banner in support of the NHS	HW	
To ask Babergh District Council if one large dog bin could be supplied rather than 2 small ones, and also to ask if an additional dog bin could be supplied rather than litter picking equipment as the locality already have this	Clerk	✓
Purchase of gift for auditor Clerk to check if this is permissible use of Council funds. No	Clerk	✓
Boxford Neighbourhood plan Clerk to forward email to HW	Clerk	✓
Purchase book Book Local Council Administration. Arnold Baker.	Clerk	✓
Complete return for audited accounts to PKF Littlejohn and post on website	Clerk	✓
Insert Hyperlinks for planning applications in future agendas	Clerk	
Contact District council re name for the road at the new Orchard development	Clerk	✓
Purchase speed equipment	AH	✓
Review Financial controls when we have trialled internet banking	all	
Attend meeting with SCC Highways Clerk to suggest meeting point Village Hall car park	AH, BT	✓
Amend budget to remove bank loan and interest	Clerk	✓
Contact charities to gain bank details so that Parish Council can donate	Clerk	✓
Reclaim VAT	Clerk	in progress
Amend asset register	BS	✓

Appendix B Clerk's Report

Correspondence

Email from Cllr Symonds

Assets

1. The dog bin at the entrance to The Thicks continues to get full to overflowing by the weekends
2. Banner in support of the NHS and all front line workers is now looking rather underwhelmed in its present position
3. Additional seating recreation ground

Email from Babergh re a welcome back fund, 2x dog bin,

HMRC

SALC – Platinum Jubilee for the Queen celebrating 70 years on the throne,

Footpath 20 update gained permission from the landowner for a hardcore path. Awaiting quotes

Jubilee Garden – suggestion has been made from the community that a garden is created in the centre of the parish

SIGNED

DATED

Assington Parish Council adopted the General Power of Competence on the 18th May 2019

MINUTES OF MEETING OF ASSINGTON PARISH COUNCIL

Held in Assington Village Hall on 26th July 2021

National Grid, re Bramford-Twinstead tee I) notification of receipt of the objection. ii) offer to meet with parishioners to discuss the scheme.

BOOK Local Council Administration by Arnold Baker reprinted in December 2020 so is likely to be current for some time. Cost is £149.99 OK to purchase?

Suffolk County Council Discovering Suffolk project finger post plaques on order
Community Action Suffolk – have sent a survey do we wish to join?

Invitation to consult on Boxford Neighbourhood plan

Suffolk Highways email correspondence from Cllr Hill and CCllr Finch re speed and pedestrian safety issues in The Street– Meeting with David Chenery and James Finch on Wed 4th August at 10am on site. Also regarding the Ryes School to be updated at the July meeting

Donations these have been deferred twice:

Parish Council normally contribute to the following

Sudbury CA - £100

Headway - £75

Additional requests from

Suffolk Accident Rescue Service - admin@sars999.org.uk

Sudbury Newstalk

Suffolk Wildlife Trust one off donation toward the purchase of Rowley Grove

Boxford Primary School library fund

Actions

Notify re deferment of donations – complete

Salc – Complete

Typo – complete

Email to Hollingsworths re footpath complete

Appendix C – Finance Report

Income

Allotment rental received £180

Banked donations re Judicial Review £2,435.21

Outgoing

Wave bill £42.94

Information Commissioner Office notification that they will be collecting £40

SALC bill for HMRC PAYE – £265.22 and revision refunding over paid tax.

Judicial Review request for repayment of £5,950.00

Clerk Salary £821.36

Year End 2020-21

Year to date

Bank reconciliation

Business Premium Account £ 84702.55

Community Account £100

SIGNED

DATED

Assington Parish Council adopted the General Power of Competence on the 18th May 2019

MINUTES OF MEETING OF ASSINGTON PARISH COUNCIL
Held in Assington Village Hall on 26th July 2021

Budget

	2020/21	
	Budget	To year end
Income		
Grants	331.40	331.40
Bank Interest	10.00	24.00
Other	360.00	360.00
CIL	0.00	27,216.00
Precept		10,000.00
VAT Repayment	0.00	1,426.00
Total Income	701.40	39,357.40
Expenditure		
Staff Costs	2,900.00	3,368.00
Admin	1,550.00	441.00
Donations	600.00	700.00
Street Lighting	375.00	0.00
CIL	0.00	423.00
Insurance	350.00	329.00
Inspection	0.00	0.00
P3 Scheme	360.00	288.00
Licensed Footpaths	175.00	630.00
Contingency	500.00	108.00
Maintenance	630.00	563.00
Bank Loan	0.00	0.00
Interest on loan	0.00	0.00
Allotments / Conserva	655.00	435.00
Neighbourhood Plan	1,500.00	6,266.00
VAT Paid	0.00	990.00

Budget

	Budget	YTD
Income		
Grants	331.40	167.00
Bank Interest	10.00	1.99
Other	360.00	180.00
CIL	0.00	12,685.60
Precept	0.00	5,000.00
VAT Repayment	0.00	0.00
Total Income	701.40	17,867.59
Expenditure		
Staff Costs	2,900.00	794.22
Admin	1,550.00	0.00
Donations	600.00	-800.00
Street Lighting	375.00	0.00
CIL	0.00	0.00
Insurance	350.00	0.00
Inspection	0.00	0.00
P3 Scheme	360.00	0.00
Licensed Footpaths	175.00	0.00
Contingency	500.00	0.00
Maintenance	630.00	0.00
Bank Loan	0.00	0.00
Interest on loan	0.00	0.00
Allotments / Conserva	655.00	-42.94
Neighbourhood Plan	1,500.00	-1,355.00
VAT Paid	0.00	0.00
Total Expenditure		4,100.76

Appendix D County Councillor Report

SIGNED

DATED

Assington Parish Council adopted the General Power of Competence on the 18th May 2019

MINUTES OF MEETING OF ASSINGTON PARISH COUNCIL
Held in Assington Village Hall on 26th July 2021

A report for Assington Parish Council meeting on 26th July 2021

From James Finch – County Councillor for the Stour Valley

Tel: 01206 263649 Mobile 07545 423796 Email: james.finch@suffolk.gov.uk

COVID 19 infection rates over July

THERE ARE SIGNIFICANT INCREASES IN INFECTION IN SOUTH SUFFOLK including the local area In the 7 days up to July 18 there were **1788 new cases of COVID-19 in Suffolk** – this doubled again in that week. Locally in the area of my Division, there were 26 cases up to th

the seven day period ending 20 July in the local Middle Super Output Area (MSOA) of 18 villages. **BUT** in the Sudbury, Hadleigh and East Bergholt areas which surround the Stour Valley division, they are in the 60's and 70's. I urge all those of you who are travelling locally and mixing with more people for work and / or pleasure to take a Rapid Flow Test twice per week.

Say Yes2Test - get tested twice a week to keep Suffolk safe.

Read More about testing and how you can get your test: <https://yes2test.co.uk/>. Regular testing is seen as key in controlling the spread of the virus as the UK's vaccination programme continues. Shops, pubs, and indoor leisure businesses such as gyms re-opened in England on Monday April 12 under the government's roadmap to recovery from lockdown, and in Suffolk bosses are being asked to sign up to the Yes2Test scheme which asks them to commit to workforce testing.

Independent review of aspects of Suffolk's Special Educational Needs and Disability (SEND) services to be carried out by experts from Lincolnshire.

In recent weeks, there have been calls from some parents and carers of children with SEND - known as the Campaign for Change (SEND Suffolk) - for an audit of the council's compliance with the legal requirements set out for the service.

Suffolk County Council has considered this request, It has been announced that a multi-agency team from Lincolnshire will carry out an independent review into special educational needs and disability (SEND) provision. This review will be carried out by a senior professional with no links to, or direct involvement with, Suffolk's provision and will focus on the processes, communication protocols and family-facing elements of SEND services within Suffolk County Council. The review will focus on the processes, communication protocols and family-facing elements of SEND services within Suffolk County Council. It will not look at specific cases or the provision given to specific children. The review will look at:

- The effective flow of cases
- Communication with young people and families
- Processes for dealing with incoming enquiries from young people and families in a timely manner
- A focus on the family-facing elements of the service
- The allocation of provision and, where appropriate, placement in a timely way for children

The review started at the end of June and will be completed within six weeks. The report, with any recommendations, will be published on Suffolk County Council's website, shared with those who contributed to it and also scrutinised, in public, by the council's Education and Children's Services Scrutiny Committee.

The review team from Lincolnshire will consist of two senior officers from Lincolnshire County Council, performance analysts and the chair of the county's parent carer network.

State-of-the-art vehicles join Suffolk Fire and Rescue Service's fleet

SIGNED

DATED

Assington Parish Council adopted the General Power of Competence on the 18th May 2019

MINUTES OF MEETING OF ASSINGTON PARISH COUNCIL

Held in Assington Village Hall on 26th July 2021

On May 20th, it was announced that Suffolk Fire and Rescue had unveiled three new vehicles, packed with the latest technology, to support firefighters at emergency incidents.

The Command Support Vehicles will typically be used as a hub at large, complex incidents, from which officers can manage operations and work with other emergency services.

Some of the new features on the vehicles include:

- Dedicated WiFi, enabling officers at the scene to quickly stream and share data, images, footage and plans with colleagues who are based remotely, for example at the Combined Fire Control Room
- LCD display built into the side of the vehicle, allowing officers to share content with other agencies attending an incident, such as live drone footage and plans
- Latest communications and computer technology with access to live information, weather reports, data on substances and chemicals, and direct contact with other agencies and services

Suffolk Fire and Rescue Service has invested £360,000 in the new units, which replace the three existing Command Support Vehicles.

Easing of restrictions when visiting Suffolk's Recycling Centres

Suffolk is set to continue on its path of working towards full capacity at recycling centres as. From 19 July, there will be some changes to the rules when visiting the county's recycling centres, but you will still need to book, pending a full review of arrangements. The changes will take place in two phases to enable a managed increase in the number of bookings and to ensure that sites are operating safely and effectively.

Phase one: From Monday 19 July:

- The one visit per week rule will remain in place, but an extra 3,760 slots will become available per week.
- Cars with small trailers will now be able to book a 15 min car slot (750kg max gross weight, single axle and unbraked) and will also be allowed at Haverhill Recycling Centre.
- Cars with large trailers will now book a 30 min large trailer/van slot (over 750kg max gross weight, double axle or braked), apart from at Haverhill Recycling Centre due to its size.
- Vans without trailers will be able to book at all Recycling Centres (including Haverhill). Vans must book a 30 min van slot.
- Vans with trailers are still prohibited from using any of the recycling centres
- Social distancing will be removed from all sites. Cars can park next to each other (as directed by site staff) and restrictions on number of people on walkway/gantry removed.
- Staff will be able to assist visitors if requested. (All staff will wear FFP3 standard face coverings when assisting and follow good practice on Covid hygiene).
- More than one adult will now be allowed to unload per vehicle
- Guidance will remain for the public to continue wearing face coverings if possible. Face coverings for staff remain optional except when assisting the public.

Phase two: From Monday 16 August: (In addition to changes in phase 1)

- An additional 4,500 slots will be made available per week, taking Suffolk's Recycling Centres to full capacity (weekly total to 27,422)

SIGNED

DATED

Assington Parish Council adopted the General Power of Competence on the 18th May 2019

MINUTES OF MEETING OF ASSINGTON PARISH COUNCIL

Held in Assington Village Hall on 26th July 2021

- Removal of the limit of “one visit per week rule“ for household waste
- Trade waste will remain restricted to one visit per week (to ensure fair usage of the system which is mainly designed for residents’ household waste)

Virtual Fostering and Adoption Sessions for the Stour Valley

Since the incidence of COVID 19 sadly the demand for this service has increased significantly. Therefore, those who would like to join one of the following events please email for the log in codes:-

The Foster Carer recruitment Event is held the 1st Wednesday of every month, and the Adoption Event is the 1st Thursday. all 7:00pm in your home.

To book a place please email Claire.Gwatkin@suffolk.gov.uk. She will then send instructions on how to join the virtual meeting. As always, our team will be happy to answer any questions you have about fostering or adoption! They normally will have a foster carer or adoptive parent available to help you too at these events. For more details to find out more refer to the web-site - <https://www.fosterandadopt.suffolk.gov.uk>

Please continue to spread the word.

My Priorities

Education - Supporting Vulnerable People - Jobs and Growth - Localism and the Stour Valley - Building on Suffolk’s Strength all underpinned by strong financial management and low council tax.

SIGNED

DATED

Assington Parish Council adopted the General Power of Competence on the 18th May 2019