

Assington Parish Council

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

Associated Papers for the meeting on 27th January 2025

Agenda item

1 Apologies for absence

David Wiles

3 Declarations of interest

Councillors If you have a pecuniary interest in any item on the agenda will you please notify the Clerk in advance of the meeting or declare it at this point.

4 County and District Councillor reports

Current news from both BDC and SCC can be found via the following links:

[News » Babergh Mid Suffolk](#), [Council news - Suffolk County Council](#)

5 Planning

[DC/25/00183](#) The Nook The Street Assington Sudbury Suffolk CO10 5LW Erection of detached one bed annex to provide ancillary accommodation for dependent relative.

c Status of Planning applications

| Date Received | BDC Ref | Application | APC Response | BDC Response |
|---------------|-------------|--|--------------|-------------------|
| 05/12/24 | DC/24/05303 | The Nook The Street Assington Sudbury Suffolk CO10 5LWTo | No comment | Awaiting decision |
| 21/11/24 | DC/24/05098 | Discharge of conditions Shamrock Farm Marshalls Green | No comment | granted |
| 20/11/24 | DC/24/05077 | Dillacks Farm Colchester Road Assington Sudbury Suffolk | No comment | granted |
| 06/11/24 | DC/24/04896 | Round house, Further Street, listed building consent | No comment | granted |
| 06/11/24 | DC/24/04895 | Round house, Further Street, remove render, insulate and paint | No comment | granted |
| 30/10/24 | DC/24/04806 | Assington Autos Cotton Wood Barracks Road Assington | Object | Awaiting decision |

6 Routine Correspondence.

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

There has been a variety of correspondence including:

News letters re

- Village Halls and community buildings – requests for hall hire
- Dedham Vale and Stour Valley news
- AONB/National Landscapes
- Suffolk Waste Partnership
- SALC local councillor magazine
- SALC various updates including training, vacancies and surveys 2% increase in subscription
- Request for funding Kernos Centre, who have advised two clients from the village.
- Advertisement request for Assington News
- Play inspection 20 February
- Thanks for donations toward churchyard and the Assington News
- MP re Neighbourhood plans.
- Appeal dismissed re Woodside Barracks
- Wave bill challenged as estimated and much higher than actual, received a rebate on the account

7. Clerk's Report

Actions from previous meeting

| Minute | Action | Who | Complete |
|--------|--|-------------|----------|
| | Planning comments to BDC | Clerk/AH | ✓ |
| | Pay suppliers | Clerk/Cllrs | ✓ |
| | Review planning applications prior to meetings | AH/IJ | ✓ |
| 24614 | Contact Hartley's Landscapes re the agreed contract and revise date of 2 nd cut. Request further cutting of vegetation and quote for triangles in three ways and Rose Green in village to be agreed by landscaper Cllr Wiles | Clerk DW | ✓ ✓ |
| 24617a | Clerk to notify Rev Whiffin of decision on funding | Clerk | ✓ |
| 24708 | Note donation toward church refurb in reserves | Clerk | ✓ |
| 24704 | Contact CCllr Finch requesting his help with Police attendance at the September or November PC meeting cc DCllr Parker and also survey of speeding in both the Street and Further Street to establish whether formal action regarding speeding is required. Both actioned, awaiting response from Police closer to the date of next meeting | Clerk | ✓ |
| 24704 | Email to both CCllr Finch and DCllr Parker re the layby on the A1071 to establish whether "Heaven to Betsy" has gained permission to vend at that location and if it does vend for Cllr Parker to enquire about permissions | Clerk | ✓ |
| 24704 | Object to parking charges, to DCllrs Ward and Saul | All | |
| 24708 | Note objection to BDC re raise in dog bin charges | Clerk | ✓ |
| 24708 | Raise DD to ICO | Clerk | ✓ |
| 24709 | Contact Hartleys Gardens re advice on planting the two triangles to bear in mind that deer may graze on the plants and that there is a sign post in the centre of the triangle in and that vehicles park on the green close to threeways awaiting response from Hartleys Rose Green Roses in Rose Green hardy shrubs Mahonia quote | Clerk | ✓ |
| 24711 | Notify CAB that £100 donation will be made | Clerk | ✓ |
| 24904 | Request speed survey from SCC | JF | ✓ |
| 24904 | Consider projects requiring the use of Locality Budget | All | |
| 24909 | Contact Footpath Wardens regarding replacement of finger post at The Thicks. | Clerk | ✓ |
| 241108 | Advise PCC and Assington Association that a grant of £500 to each organisation has been authorised | Clerk | ✓ |
| 241108 | Revise the Financial Regulations prior to the next Parish Council meeting | Clerk / TH | ✓ |
| 241108 | Revise the draft budget further to discussion for approval at next meeting | Clerk / TH | ✓ |
| 241109 | Contact contractor re barrels and rose bushes | Clerk | ✓ |
| 241111 | Discuss administration of wildlife area and gain outline of duties to enable a new volunteer to be found | AH | ✓ |

8 Finance Report

Payments to be made

£45.00 SALC – provision of payroll services

£718.86 Clerk salary

Pre-approve invoice for inspection of play equipment £130

Payments paid since the last meeting

As per the minutes except for the clerk expenses

£267.00 Community Heartbeat Trust

£6.00 bank charges

Income Received since previous meeting

£ 614.62 bank interest

b

| Bank Reconciliation to Date | | | | |
|---|---|--------------------|---------------------------|-------------------|
| | 2023 - 24 | | 2024 - 25 | |
| | Budget | To year end | Budget | YTD |
| Income | | | | |
| Balance Brought Forward from year end accounts | | 84,391.56 | | £88,874.16 |
| Grants P3 grass cutting | 331.40 | 1,021.40 | 331.40 | 385.68 |
| Grants other | 0.00 | 0.00 | 0.00 | 0.00 |
| Bank Interest | 10.00 | 181.19 | 30.00 | 1,856.34 |
| Other = Donations, rebanked cheques Jubilee and Allot | 360.00 | 575.00 | 360.00 | 360.00 |
| CIL | 0.00 | 20,694.71 | 0.00 | 1,599.50 |
| Precept | 10,000.00 | 10,000.00 | 10,000.00 | 10,000.00 |
| VAT Repayment | 500.00 | 537.86 | 0.00 | 1,154.19 |
| Total Income | £11,201.40 | £117,401.72 | 10,721.40 | £15,355.71 |
| | | | | |
| Expenditure | Figures exclude VAT where paid as it is reclaimed, and is shown as VAT paid | | | |
| Staff Costs, salaries, HMRC, Payroll, expenses | 3,575.00 | 4,349.71 | 4,500.00 | 2,894.04 |
| Admin | 300.00 | 476.36 | 300.00 | 255.19 |
| Subscriptions | | 252.90 | 240.00 | 282.69 |
| Donations | 1,000.00 | 1,500.00 | 1,100.00 | 1,100.00 |
| Street Lighting | 500.00 | 636.89 | 800.00 | 0.00 |
| CIL | 0.00 | 22,786.73 | 20,000.00 | 4,214.17 |
| Insurance | 450.00 | 264.00 | 300.00 | 264.00 |
| Audit | 350.00 | 200.00 | 460.00 | 170.00 |
| Grass Cutting (P3 Scheme) | 330.00 | 360.00 | 360.00 | 1,050.00 |
| Licensed Footpaths | 150.00 | 135.00 | 150.00 | 225.00 |
| Cut Allotments and Wildlife Area | | 135.00 | 750.00 | 126.08 |
| Contingency | 500.00 | 0.00 | 500.00 | 0.00 |
| Maintenance | 630.00 | 1,069.48 | 750.00 | 1,050.50 |
| Jubilee/coronation Celebrations | 0.00 | 395.74 | 0.00 | 0.00 |
| Water and associated costs Allotments / Conservation | 655.00 | 93.14 | 400.00 | 0.00 |
| Neighbourhood Plan | 0.00 | 0.00 | 0.00 | 0.00 |
| Bank charges | | | | 53.40 |
| VAT Paid | 500.00 | 496.88 | | 1,067.43 |
| Total Expenditure | £9,595.00 | £33,151.83 | 30,610.00 | £12,752.50 |
| Totals BF+ Income - Expenditure | | | £61,220.00 | £91,477.37 |
| Unity Trust Current Account | 31 March 2024 | £4,922.97 | 22 January 2025 | £389.53 |
| Unity Trust Deposit Account | 31 March 2024 | £85,732.05 | 22 January 2025 | £91,087.84 |
| | | | Total held in bank | £91,477.37 |

Assington Parish Council

£ 91,477.37

20485977 • Current T1

£ 389.53

Available: £ 389.53

20485980 • Instant Access

£ 91,087.84

Available: £ 91,087.84

| | | |
|--|----------------------|-------------------|
| CIL Budget | | |
| | 2023 / 24 | 2024 / 25 |
| | Start of year | YTD |
| Total received in year | 8,901.31 | £1,599.50 |
| Total retained CIL (previous year retained plus new receipts) | 71,255.86 | £63,718.91 |
| Total CIL expenditure | 9,136.45 | £4,664.17 |
| Net retained CIL | £62,119.41 | £59,054.74 |

D revised financial regulations attached separately.

The regulations require a councillor other than a signatory to check the Clerk's maths prior to being submitted for audit.

e budget 2025-26

Attached separately. Hard copies will be provided at the meeting

E Budget – hard copies will be provided at the meeting.

| Budget 2025 - 26 | | | | | | | | | | | | | | | | | | | | |
|---|---|--------------------|--------------------|-------------------|----------------------|-------------------|---|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | 2023 - 24 | | 2024 - 25 | | | 2025 - 26 | | | | | | | | | | | | | | |
| | Budget | To year end | Budget | YTD | Forecast to year end | Budget 2025-6 | | | | | | | | | | | | | | |
| Income | | | | | | | | | | | | | | | | | | | | |
| Balance Brought Forward from year end accounts | | 84,391.56 | | £88,874.16 | | TBC | | | | | | | | | | | | | | |
| Grants P3 grass cutting | 331.40 | 1,021.40 | 331.40 | 385.68 | 385.68 | 400.00 | | | | | | | | | | | | | | |
| Grants other | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | always | | | | | | | | | | | | | |
| Bank Interest | 10.00 | 181.19 | 30.00 | 1,856.34 | 1,800.00 | 2,000.00 | interest rate has dropped slightly | | | | | | | | | | | | | |
| Other = Donations, rebanked cheques Jubilee and CIL | 360.00 | 575.00 | 360.00 | 360.00 | 360.00 | 360.00 | | | | | | | | | | | | | | |
| Precept | 0.00 | 20,694.71 | 0.00 | 1,599.50 | 1,599.50 | 0.00 | | | | | | | | | | | | | | |
| Precept | 10,000.00 | 10,000.00 | 10,000.00 | 10,000.00 | 10,000.00 | 10000? | There is still lots of CIL in the coffers | | | | | | | | | | | | | |
| VAT Repayment | 500.00 | 537.86 | 0.00 | 1,154.19 | 0.00 | 0.00 | VAT income balances out the output so it makes | | | | | | | | | | | | | |
| Total Income | £11,201.40 | £117,401.72 | £10,721.40 | £15,355.71 | £14,145.18 | £2,760.00 | | | | | | | | | | | | | | |
| Expenditure | | | | | | | | | | | | | | | | | | | | |
| | Figures exclude VAT where paid as it is reclaimed, and is shown as VAT paid | | | | | | | | | | | | | | | | | | | |
| Staff Costs, salaries, HMRC, Payroll, expenses | 3,575.00 | 4,349.71 | 4,500.00 | 2,894.04 | 4,320.00 | 5,000.00 | | | | | | | | | | | | | | |
| Admin | 300.00 | 476.36 | 300.00 | 255.19 | 300.00 | 300.00 | WFHA, mileage + stationery and sub to Macaffee | | | | | | | | | | | | | |
| Subscriptions | | 252.90 | 240.00 | 282.69 | 282.69 | 294.00 | SALC has increased their subscription by 2% | | | | | | | | | | | | | |
| Donations | 1,000.00 | 1,500.00 | 1,100.00 | 1,100.00 | 1,100.00 | 1500? | | | | | | | | | | | | | | |
| Street Lighting | 500.00 | 636.89 | 800.00 | 0.00 | 800.00 | 900.00 | always comes in at the last minute | | | | | | | | | | | | | |
| Insurance | 450.00 | 264.00 | 300.00 | 264.00 | 264.00 | 300.00 | | | | | | | | | | | | | | |
| Audit | 350.00 | 200.00 | 460.00 | 170.00 | 170.00 | 460.00 | Keep the budget estimate high in case we have to present the books again if CIL is received | | | | | | | | | | | | | |
| Grass Cutting (P3 Scheme) | 330.00 | 360.00 | 360.00 | 923.92 | 1,050.00 | 1,200.00 | costs are going up for all contractors post budget | | | | | | | | | | | | | |
| Licensed Footpaths | 150.00 | 135.00 | 150.00 | 225.00 | 225.00 | 300.00 | | | | | | | | | | | | | | |
| Cut Allotments and Wildlife Area | | 135.00 | 750.00 | 126.08 | 125.00 | 150.00 | | | | | | | | | | | | | | |
| Contingency | 500.00 | 0.00 | 500.00 | 0.00 | 0.00 | 500.00 | | | | | | | | | | | | | | |
| Maintenance | 630.00 | 1,069.48 | 750.00 | 1,050.50 | 828.00 | 1,400.00 | Added 6 sets of degib pads, the battery cost will be added to this year. | | | | | | | | | | | | | |
| Water and associated costs Allotments / Conserva | 655.00 | 93.14 | 400.00 | 126.08 | 130.00 | 200.00 | Water has now been turned off credit received for £12.19 | | | | | | | | | | | | | |
| Neighbourhood Plan | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | When does the plan need updating? Remove line? | | | | | | | | | | | | | |
| Bank charges | | | | 53.40 | 65.00 | 65.00 | currently £6 per month | | | | | | | | | | | | | |
| VAT Paid | 500.00 | 496.88 | | 1,067.43 | 0.00 | | | | | | | | | | | | | | | |
| Total Expenditure | £9,595.00 | £9,969.36 | 10,610.00 | £8,538.33 | £9,659.69 | £11,069.00 | | | | | | | | | | | | | | |
| Totals BF+ Income - Expenditure | | | £21,220.00 | £95,691.54 | | | | | | | | | | | | | | | | |
| CIL | 0.00 | 22,786.73 | 20,000.00 | 4,214.17 | 5,000.00 | 25,000.00 | Contribution to the cloakroom and kitchen | | | | | | | | | | | | | |
| Unity Trust Current Account | 31 March 2024 | £4,922.97 | 08 January 2025 | £656.53 | | | | | | | | | | | | | | | | |
| Unity Trust Deposit Account | 31 March 2024 | £85,732.05 | 08 January 2025 | £91,087.84 | | | | | | | | | | | | | | | | |
| | | | Total held in bank | £91,744.37 | | -3,947.17 | | | | | | | | | | | | | | |
| Ringfenced Reserves (Comprising £1,500 each for) Asset Replacement, Allotment/conservation, Election costs | 4,500.00 | 4,500.00 | 4,500.00 | 4,500.00 | 4,500.00 | | | | | | | | | | | | | | | |
| CIL | 64,446.57 | 73,347.88 | 73,347.88 | 76,236.44 | 59,054.00 | | | | | | | | | | | | | | | |
| General Reserves | 12,952.00 | 15,448.06 | 15,448.06 | 10,950.00 | 23,190.37 | | | | | | | | | | | | | | | |
| Total | 81,898.57 | 93,295.94 | 93,295.94 | 91,686.44 | 86,744.37 | | | | | | | | | | | | | | | |
| Precept increase | Current year | option 1 1% | option 2 2% | option 3 3% | option 4 5% | | | | | | | | | | | | | | | |
| Council tax base | 249.36 | 247.00 | 247.00 | 247.00 | 247.00 | | | | | | | | | | | | | | | |
| Total Precept | 10,000.00 | 10,004.00 | 10,103.00 | 10,203.00 | 10,401.00 | | | | | | | | | | | | | | | |
| Band D Council tax | 40.10 | 40.50 | 40.90 | 41.31 | 42.11 | | | | | | | | | | | | | | | |

9 Licenced paths, footpaths and assets

a Administration of wildlife area – no supporting information to add

10 Questions to chair

11 Time date and place of next meeting, 31 March, 7.30pm in Assington Village Hall to be preceded at 7pm by the Annual Parish Meeting.

End of Associated Papers