

Assington Parish Council

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Associated Papers for the meeting on 2nd June 2025

Agenda item

1 Election of Chairman

2 Apologies for absence

3 Agree minutes of previous meeting

4 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.

Cllr Hill notified an interest in planning matter [DC/25/01380](#)

5 County and District Councillor report

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

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

6 Planning

[DC/25/02272](#) [DC/25/01380](#) [DC/25/01938](#) [DC/25/01944](#) [SCC/0073/25/](#)

Status of Planning applications

BDC Ref	Application	APC Response	BDC Response
DC/24/05098	Discharge of conditions Shamrock Farm Marshalls Green	No comment	granted
DC/24/05077	Dillacks Farm Colchester Road Assington Sudbury Suffolk	No comment	granted
DC/24/04896	Round house, Further Street, listed building consent	No comment	granted
DC/24/04895	Round house, Further Street, remove render, insulate and paint	No comment	granted
DC/24/04806	Assington Autos Cotton Wood Barracks Road Assington	Object	Granted
DC/24/05081	Rear extension 83 Colchester Road	No comment	Granted
DC/25/00183	The Nook, The Street	No comment	Refused
DC/25/01409	Brownsmiths Dorking Tye Assington Sudbury Suffolk CO8 5JY	No comment	Granted
DC/25/00606	Land East Of Meadow Way Assington Suffolk	object	Granted

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
- BMSDC Community Governance Review
- Bramford to Twinstead commencement of scheme
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7 Appoint members to the HR and Standards Committees (last year Cllrs Stacey and Howcroft)

8 Appoint representatives to Assington Village Charity (last year Cllr Wiles), SALC (last year Cllr Stacey)

9 Appoint Cllrs to review planning applications prior to the meetings (last year Cllrs Hill & Jordan)

10 Appoint Cllr to review accounts and AGAR prior to internal audit ((last year Cllr Jordan)

11 To Consider appointment of Heelis & Lodge as internal auditor (they provided a good service this and last year)

12 To consider continued subscription to SALC

13 To agree action (if any) on correspondence

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	✓
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	Clerk	✓
25109	Roses in Rose Green hardy shrubs Mahonia Contact Hartley's Gardens to plant Roses on Rose Green and Mahonia shrubs on the other green also to cut the bushes at the wild life / conservation area in February and to add the paths into the cutting schedule for next Financial year.	Clerk	✓
24904	Consider projects requiring the use of Locality Budget	All	
241111	Discuss administration of wildlife area and gain outline of duties to enable a new volunteer to be found	AH	✓
25111	Additional volunteers to be advertised in AN	BS	
25108	Send Precept demand to BDC	Clerk	✓
25106	Advise Kernos Centre that no grant is available	Clerk	✓
25306	Clerk received a report of water from a treatment plant in the village behind the conservation area potentially being discharged into the brook it is being investigated, AW is investigating job no 27301259 straight. Post meeting note. AW Issue closed fault is with BDC. Environmental Health is investigating.	Clerk	
25306	Notify Women's Aid, unfortunately funding not available	Clerk	✓
25308	Complete end of year procedure and to transfer spending where possible from the CIL budget	Clerk	
25309	Contact Richard Hartley regarding hedges in the Street, the Allotments and conservation area to ensure that they are cut. And instruct him to liaise with Cllr Stacey regarding the two triangles at Rose Green and Threeways	Clerk	✓
25309	Contact Chris Mortimer contracts regarding surfacing the footpath between the village hall and shop to ensure that it is usable in all weathers	Clerk	✓
25309	Enquire about a wheelchair accessible gate to be placed at the entrance to The Thicks. Gain permission from the land owner. And then gain quotations.	Chair	
25309	Collect footpaths file from current footpath wardens	Chair	✓
25309	Report footpath sign being removed from the Meadow Way	Clerk	✓
25310	Update all policies and then publish on website.	Clerk	✓
25311	Vacancy Procedure with BDC	Clerk	✓

15

Finance Report

- To consider the internal Auditor's report – attached to covering email as separate document
- To approve certificate of exemption from external audit section 1 of the Annual return Attached as PDF
- To approve section 2 of the Annual Return Attached as PDF
- Review the bank reconciliation and statement of accounts as at 31 March 2025, to agree CIL expenditure for the year.
- From the RFO report authorise payments made/to be made and note income received since last meeting, to confirm pre approval of payments to Anglian Water

(WAVE) to a maximum of £100 for allotments and to £400 Hartley's for cutting footpaths and providing additional pre agreed services.
Review reconciliation of accounts against bank statements and the statement of accounts vs Budget.

Bank Reconciliation to Date			
	2023 - 24		
	Budget	To year end	Budget
Balance Brought Forward from year end accounts		84,391.56	
<u>Income</u>			
Grants P3 grass cutting	331.40	1,021.40	
Grants other	0.00	0.00	
Bank Interest	10.00	181.19	
Other = Donations, rebanked cheques Jubilee and Allot	360.00	575.00	
CIL	0.00	20,694.71	
Precept	10,000.00	10,000.00	
VAT Repayment	500.00	537.86	
Total Income	£11,201.40	£33,010.16	
<u>Expenditure</u>	Figures exclude VAT where paid as it is reclaimed, VAT		
Staff Costs, salaries, HMRC, Payroll, expenses	3,575.00	4,349.71	
Admin	300.00	476.36	
Subscriptions		252.90	
Donations	1,000.00	1,500.00	
Street Lighting	500.00	636.89	
CIL	0.00	22,786.73	
Insurance	450.00	264.00	
Audit	350.00	200.00	
Grass Cutting (P3 Scheme)	330.00	360.00	
Licensed Footpaths	150.00	135.00	
Cut Allotments and Wildlife Area		135.00	
Contingency	500.00	0.00	
Maintenance	630.00	1,069.48	
Jubilee/coronation Celebrations	0.00	395.74	
Water and associated costs Allotments / Conservation	655.00	93.14	
Neighbourhood Plan	0.00	0.00	
Bank charges			
VAT Paid	500.00	496.88	
Total Expenditure	£8,940.00	£33,151.83	
Totals BF+ Income - Expenditure		£84,249.89	
Unity Trust Current Account	31 March 2024	£4,922.97	31 March 2024
Unity Trust Deposit Account	31 March 2024	£85,732.05	31 March 2024
			Total held

Bank Reconciliation to Date			
	2024 - 25		
<u>Income</u>			
Balance Brought Forward from year end accounts	TBC	£88,874.16	
	Budget	Year End	Budget
Grants P3 grass cutting	400.00	0.00	
Grants other	0.00	0.00	
Bank Interest	2,000.00	0.00	
Other = Donations, rebanked cheques Jubilee and Allot	360.00	0.00	
CIL	0.00	4,589.04	
Precept	10,000.00	4,800.00	
VAT Repayment	0.00	0.00	
Total Income	12,760.00	£9,389.04	£12,360.00
<u>Expenditure</u>	Figures exclude VAT where paid as it is reclaimed,		
Staff Costs, salaries, HMRC, Payroll, expenses	5,000.00	718.86	
Admin	300.00	134.70	
Subscriptions	294.00	0.00	
Donations	1,100.00	0.00	
Street Lighting	900.00	574.30	
CIL	300.00	0.00	
Insurance	460.00	0.00	
Audit	1,200.00	0.00	
Grass Cutting (P3 Scheme)	300.00	0.00	
Licensed Footpaths	150.00	0.00	
Cut Allotments and Wildlife Area	500.00	0.00	
Contingency	1,400.00	0.00	
Maintenance	200.00	100.00	
Water and associated costs Allotments / Conservation	65.00	5.91	
Neighbourhood Plan		0.00	
Bank charges		6.00	
VAT Paid		134.86	0.00
Total Expenditure	£9,595.00	£12,169.00	£12,169.00
Totals BF+ Income - Expenditure			£6,210.04
Unity Trust Current Account	31 March 2025	£4,922.97	27 March 2025
Unity Trust Deposit Account	31 March 2025	£85,732.05	27 March 2025
			Total held

Assington Parish Council	£ 98,971.59
20485977 • <u>Current T1</u>	£ 2,624.04 Available: £ 2,624.04
20485980 • <u>Instant Access</u>	£ 96,347.55 Available: £ 96,347.55

Payments to be made

£730.78 Clerk Salary
 £170.00 Heelis & Lodge – Internal Audit
 £330.00 Hartley Garden Services
 £27.00 SALC for providing payroll service.
 Hartleys Garden Services has revised their contract for 2025 to incorporate additional cutting of hedges and grass cutting £1,650 plus VAT which is obviously to be reclaimed. I am expecting an additional bill this month for cutting hedges and verges
 Anglian Water/WAVE invoice expected in June.

Can you please pre-authorise payments to Hartleys for up to £500, Community Heartbeat Trust for up to £200 for consumables (pads and batteries) for defibrillators and to WAVE for up to £100

Payments paid since the last meeting

As per the minutes, plus
 £12.00 bank charges
 £147.54 Community Heartbeat Trust Defib consumables
Income Received since previous meeting
 £4,589.04 CIL
 £4,800.00 Precept

CIL Budget	2021/22	2022 / 23	2023 / 24	2024 / 25
	Full year	Full year	Start of year	YTD
	£27,719.33	£20,694.71	8,901.31	£1,599.50
Total received in year				
Total retained CIL (previous year retained plus new receipts)	£75,311.27	£85,141.28	71,255.86	£63,718.91
Total CIL expenditure	£10,864.70	22,786.73	9,136.45	£4,664.17
Net retained CIL	£64,446.57	£62,354.55	£62,119.41	£59,054.74

16 Licenced paths, footpaths and assets

Hartleys have agreed to replace the fallen footpath signs

17 Consider Councillor training with SALC if required

18 Councillor recruitment

19 Projects to consider for CIL expenditure

To consider quotation (if received) for surfacing the promissory footpath in The Street

20 To consider adopting the revised [Draft Standing-Orders-June-2025](#), [Draft-Financial-Regulations-June-2025](#) [Draft-Statement-of-Internal-Controls-2024-to-2025](#)

Standing Orders, Financial Regulations and draft internal controls

Background there have been changes in legislation and therefore the Financial Regulations have been amended by NALC, the Standing Orders have been revised to mirror them. The internal auditor has advised that the published internal controls are too brief and has recommended adopting the model internal controls (links above).

21 Bus Stop improvements SCCllr Finch has advised that funding is available to improve the bus stop provision given the danger posed to parishioners whilst awaiting busses it would be rude not to apply for funding

22 Questions to chair

Additional matters, footpath warden.

Time date and place of next meeting, 28 July, 7.30pm in Assington Village Hall

End of Associated Papers