

Assington Parish Council

Clerk Christine Hargan 4 Northfield Road, Onehouse, Stowmarket IP14 3HF –

Telephone: 01449 674727 Email: assingtonpc@yahoo.com

Minutes of the meeting of Assington Parish Council on Monday 25th March 2024 at 7.30pm

Present: Councillors Simon Thorogood, Andrew Hill, Ian Jordan, Bronwen Stacey, Helen Wallace, Tony Howcroft and David Wiles

In attendance: CCllr James Finch, DCllr Lee Parker, Christine Hargan (Clerk) there was 1 member of the public present

24301 Apologies for absence

None

24302 Receive **declarations of interests** and **requests for dispensation** from Councillors

None

24303 Agree **Minutes** of Assington Parish Council meetings held on 27th January and 18th March 2024

Both were resolved correct and signed by the Chairman

24304 County and District Councillor reports and **public forum**

Suffolk County Council report: CCllr Finch had forwarded his report in advance.

There were no further questions

Babergh District Council report: Cllr Parker, having previously forwarded his report, clarified the following points to the meeting:

- **CIL funding:** following adoption of the Neighbourhood Plan, 25% of the funds collected is paid to APC, with 75% retained by BDC for infrastructure applications. There are currently insufficient bids being made therefore the CIL money is being made available to “Not for profit” organisations. Currently money is coming in faster than it can be spent but there are very few new housing developments being applied for, therefore the funds will eventually dwindle.
- Is **Community Parking** a community infrastructure cost? Unfortunately not
- **Funding** for installation of water and drainage at the church: due to changes in legislation, it is unlikely that an application for District CIL would be refused, there is still a query over funding for churches from the District CIL funds
- **New district plan:** all parties are committed to building more homes.
- **CIFCO** (commercial property leg of BMSDC). The history is that In 2014 all councils were encouraged by central government to become commercially viable businesses. Whilst the valuation of the property portfolio shows significant decline, the loss is only really relevant on disposal of the portfolio. Income of £11m each year is still being achieved. The sum is relevant as one in five councils throughout the UK risks bankruptcy over the next 2 years, though fortunately BMSDC are not amongst them.

Public forum

- There were no questions from members of the public

24305 **Planning:**

a. **Planning applications:**

[DC/24/01272](#) 35 Hicks Lane Assington Sudbury Suffolk CO10 5ND, Erection of garage
Resolved no comment

Consider any planning application received **since the agenda was posted**

There were none

b. **Planning issues.**

DC/21/02579 Assington Autos, proposed change of use at Cotton Wood Barracks: this application will be going to committee, potentially on 15 May 2024. A site visit has been requested prior to committee date. DCllr Parker agreed to keep the Parish Council fully informed. Whilst a councillor may attend the visit, it will not be possible

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Signed

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to comment or ask questions. Cllr Hill to draft response to Committee. When the date for the meeting is confirmed the attendee will be confirmed.

The Barn at Assington Caravan site: a Planning **Enforcement** case was previously opened but concluded there was no case to answer. On the presence of new mobile units, given the status as private land, unless a planning condition is breached (eg the siting of units away from marked pitches) there is nothing to enforce. DCllr Parker to investigate, Clerk to email.

c. Status of **planning applications**

Acknowledged.

24306 Agree actions on Correspondence and emails circulated to Councillors by the Clerk
Reported in the actions log

24307 Agree any actions required after reviewing the Clerk's Report
Reported in the actions log

24308 **Finance**

- Receive the RFO report

Acknowledged

- Reconciliation of accounts against budget

Acknowledged

- Resolved to authorise payments to be made as per the schedule attached in the appendix

24309 **Review any issues raised for the Licensed Path, Footpaths and APC's Assets**

Clerk to email footpath wardens to arrange dates for contractors to visit and quote for work

24310 **CIL expenditure**

Acknowledged the end of the five-year initial holding period for some CIL funds in the next financial year. Project list to be removed from future associated papers

24311 **Update on National Grid Bramford to Twinstead reinforcement**

Awaiting final decision

24312 **Annual Review of Policies and Regulations**

Resolved to re-adopt the Standing Orders and Financial Regulations, policies & procedures, without amendment, having acknowledged that due to changes in regulations revised standing orders and financial regulations will be released in due course. The Risk Assessment, Effectiveness of Internal Controls, Effectiveness of Internal Audit and the level of Fidelity insurance cover, were also reviewed.

24313 **Questions to the Chair**

A request for monthly Parish Council meetings was acknowledged, but not considered necessary at this time

Clerk to report pothole Near Kiln Cottage, Bures Road, Assington

24314 **Date of the next meeting** Monday 3 June to be held in the Village Hall at 7.30pm

The meeting was closed at 20:45

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Appendix

Actions

Minute	Action	Who	Complete
23/104	Contact Police speeding team requesting monitoring of 40mph speed limit	JF	✓ Awaiting feedback
23/104	Contact SCC Highways (John Taylor) to identify digital speeding device for use in Further Street	JF	✓ Awaiting feedback
231105	Planning comments to BDC	Clerk/AH	✓
23/108	Open current and instant access deposit account with Unity Trust Bank	Clerk/TH	✓
23/516	Transfer funds to Unity Trust Bank. Test transfer made	Clerk/TH	✓
23716	Transfer £5k to UT Bank for November payments if successful		✓
231108	Transfer balance		✓
	Assist Cllr Stacey with setting up banking application	Clerk/TH	✓
24108	Send letter to Barclays transferring interest to UT	Clerk	
24/308	Pay suppliers	Clerk/Cllrs	✓
24313	Review planning applications prior to meetings	AH/IJ	✓
23/709	Review projected projects for CIL expenditure	TH/Clerk	ongoing
23/911			
231104	Communicate with SCC to gain refund due following the 20mph Speed limit	JF	
231106	Communicate with Gardens Arb regarding the current schedule of cuts, forward information to contractors to enable quotations to be made	Clerk	Tried and failed
24106	Gain info from parishioners regarding how much permissory path and additional hedging is normally cut as part of the SCC footpaths budget and provide to Clerk so that quotations can be sought	Clerk/BS	
24306	Contact landscapers and arrange for FP wardens to show round the paths	Clerk/PH	
24106	Scrap metal Policy for BDC Clerk to respond nothing to add	Clerk	✓
24106	DDay 80 th Anniversary Clerk to contact Cllr Wiles	Clerk	✓
24106	Communicate approval of grant funding to Cllr Wiles	Clerk	✓
24113	Compose letter to previous auditor and email to Chair	Clerk	✓
24/310	Remove CIL projects and National Grid from next agenda and associated Papers	Clerk	
24/304	Email DCllr Parker information on Caravan Park	Clerk	✓
24306	Complete statement for Planning Committee re DC/21/02579 Communicate as to who should speak to Committee	AH all	
24/313	Report pothole via highways reporting tool	Clerk	✓
24/312	Update review date of Policies Procedures etc on website.	Clerk	
24/309	Organise quotations for footpath cutting with contractors and Footpath Wardens	Clerk	

Finance

Income Received since previous meeting

£1,460.11 VAT reclaim

3p transfer from Barclays

Payments to be made

£677.39 Clerk Salary

£217.15 Clerk Expenses WFH allowance, mileage, postage and stationery

£38.70 WAVE/ Anglian Water business

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£606.31 + VAT = £727.57 SCC Street Lighting statement received invoice awaited

£120.00 David Bracey playground inspection

Bank Reconciliation to Date				
	2022-23		2023-24	
	Budget	To year end	Budget	YTD
Income				
Balance Brought Forward from year end accounts		84,391.56		84,249.89
Grants P3 grass cutting	331.40	1,021.40	331.40	385.28
Grants other	0.00	0.00	0.00	0.00
Bank Interest	10.00	181.19	30.00	897.78
Other = Donations, rebanked cheques Jubilee and Allo	360.00	575.00	360.00	360.00
CIL	0.00	20,694.71	0.00	8,901.31
Precept	10,000.00	10,000.00	10,000.00	10,000.00
VAT Repayment	500.00	537.86	0.00	1,460.11
Total Income	£11,201.40	£117,401.72	10,721.40	£106,254.37
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	3,513.08
Admin	300.00	476.36	300.00	274.51
Subscriptions		252.90	240.00	216.16
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	0.00	6,892.18
Insurance	450.00	264.00	300.00	264.00
Audit	350.00	200.00	460.00	430.00
Grass Cutting (P3 Scheme)	330.00	360.00	360.00	360.00
Licensed Footpaths	150.00	135.00	150.00	135.00
Cut Allotments and Wildlife Area		135.00	750.00	189.72
Contingency	500.00	0.00	500.00	0.00
Maintenance	630.00	1,069.48	750.00	599.91
Jubilee/coronation Celebrations	0.00	395.74	0.00	658.47
Water and associated costs Allotments / Conservation	655.00	93.14	400.00	218.30
Neighbourhood Plan	0.00	0.00	0.00	0.00
Bank charges				17.22
VAT Paid	500.00	496.88		1,267.62
Total Expenditure	£9,595.00	£33,151.83	10,610.00	£16,136.17
Totals Income - Expenditure			£21,220.00	£90,118.20
Barclays Community Account at	31 March 2023	£100.00	23 January 2024	£0.00
Barclays Business Premium at	31 March 2023	£84,149.89	23 January 2024	£0.00
Unity Trust Current Account			20 March 2024	£4,940.97
Unity Trust Deposit Account			20 March 2024	£85,177.23
			Total held in bank	£90,118.20

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Assington Parish Council	90,118.20 GBP
20485977 • Current T1	4,940.97 GBP Available: 4,940.97 GBP
20485980 • Instant Access	85,177.23 GBP Available: 85,177.23 GBP

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Signed

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Date