

Assington Parish Council

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

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Associated Papers for the meeting on 28th July 2025

Agenda item

1 Apologies for absence

2 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.

3 Agree minutes of previous meeting

4 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](#)

5 Planning

[DC/25/03140](#) Braes Farm Further Street Assington CO10 5LE Application to determine if approval is required for a: Change of Use of Agricultural Units and Buildings to Dwellinghouses

[DC/25/02952](#) The Nook The Street Assington CO10 5LW

Discharge of Conditions Application for DC/24/05303 - Conditions 5 (Materials), 6 (Landscaping Scheme) and 9 (Biodiversity Enhancement)

[DC/25/02903](#) Cotton Wood Barracks Road Assington CO10 5LP Discharge of Conditions Application for DC/21/02579 - Condition 17 (Mitigation Licence for Great Crested Newt)

[DC/25/03224](#) Aisling House The Street Assington CO10 5LW

Application relating to DC/24/00438 variation of Condition 2 (Approved plans and documents)

Status of Planning applications

| BDC Ref | Application | APC Response | BDC Response |
|-------------|---|--------------------------------|--------------|
| DC/25/00183 | The Nook, The Street | No comment | Refused |
| DC/25/01938 | Shamrock Farm, Marshalls Green | Object | Refused |
| DC/25/01409 | Brownsmiths Dorking Tye Assington Sudbury Suffolk CO8 5JY | No comment | Granted |
| DC/25/02272 | 3 Orchard Road Assington Sudbury Suffolk CO10 5NJ | Application - New UPVC, object | Granted |
| DC/25/00606 | Land East Of Meadow Way Assington Suffolk | object | Granted |

6

To agree action (if any) on correspondence

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 various commencement of scheme, road closure
- Various surveys

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 | ✓ |
| 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 | ✓ |
| 25615 | Send annual/audit related documents to relevant parties | Clerk | ✓ |
| 25609 | Appoint additional councillor(s) to review planning applications prior to meeting and further councillor to check accounts prior to internal audit | | ongoing |
| 25614 | Wheelchair accessible gate to the Thicks Contact BDC re funding – post meeting note, preap complete feedback awaited Gain additional quotes and speak to land owner if appropriate | Clerk/ Chair | ✓ |
| 25614 | Complete unitary council questionnaire | AH | ✓ |
| 25620 | Update Financial Regs, Standing Orders and Internal Control and then publish on website. | Clerk | ✓ |
| 25616 | Report fallen/damaged signage to SCC | Clerk | ✓ |
| 25616 | Respond to resident re signage | Clerk | ✓ |
| 25622 | Discuss dangerous driving through village and lack of Police action with CCllr Finch | DW | ✓ |
| 25622 | Neighbourhood Plan update, approach Consultant for costs etc | AH | ✓ |

8 Finance Report

- a. 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.

Payments to be made

£730.78 Clerk Salary
£330.00 Hartley Garden Services Footpaths
£284.30 SALC annual subscription.
£5.00 Babergh District Council rent for the Wildlife Area

Payments paid since the last meeting

As per the minutes, plus
Hartleys £330 cutting footpaths and verges
£171.54 Community Heartbeat Trust replacement pads for defib at SOM
£12.00 bank charges

Income Received since previous meeting

| Bank Reconciliation to Date | | | | |
|---|---|-------------------|---------------------------|-------------------|
| | 2024 - 25 | | 2025 - 26 | |
| Income | | | | |
| Balance Brought Forward from year end accounts | TBC | £88,874.16 | | £91,257.18 |
| | Budget | Year End | Budget | YTD |
| Grants P3 grass cutting | 400.00 | 385.68 | 400.00 | 0.00 |
| Grants other | 0.00 | 0.00 | 0.00 | 0.00 |
| Bank Interest | 2,000.00 | 2,427.01 | 2,000.00 | 565.60 |
| Other = Donations, rebanked cheques Jubilee and Allot | 360.00 | 360.00 | 360.00 | 360.00 |
| CIL | 0.00 | 1,599.50 | 0.00 | 4,589.04 |
| Precept | 10,000.00 | 10,000.00 | 9,600.00 | 4,800.00 |
| VAT Repayment | 0.00 | 1,154.19 | 0.00 | 0 |
| Total Income | 12,760.00 | £15,926.38 | £12,360.00 | £10,314.64 |
| | | | | |
| Expenditure | s exclude VAT where paid as it is reclaimed, and is shown as VA | | | |
| Staff Costs, salaries, HMRC, Payroll, expenses | 5,000.00 | 3,612.90 | 5,000.00 | 1,449.64 |
| Admin | 300.00 | 300.19 | 300.00 | 157.20 |
| Subscriptions | 294.00 | 282.69 | 294.00 | 0.00 |
| Donations | 1,100.00 | | 1,100.00 | 0.00 |
| Street Lighting | 900.00 | 0.00 | 900.00 | 0.00 |
| CIL | 300.00 | 7,765.75 | | 0.00 |
| Insurance | 460.00 | 264.00 | 300.00 | 0.00 |
| Audit | 1,200.00 | 170.00 | 460.00 | 170.00 |
| Grass Cutting (P3 Scheme) | 300.00 | | 1,200.00 | 550.00 |
| Licensed Footpaths | 150.00 | | 300.00 | 0.00 |
| Cut Allotments and Wildlife Area | 500.00 | | 150.00 | 0.00 |
| Contingency | 1,400.00 | 0.00 | 500.00 | |
| Maintenance | 200.00 | | 1,400.00 | 940.20 |
| Water and associated costs Allotments / Conservation | 65.00 | 0.00 | 200.00 | 5.91 |
| Neighbourhood Plan | | 0.00 | 0.00 | |
| Bank charges | | 71.40 | 65.00 | 18.00 |
| VAT Paid | | £1,076.43 | 0.00 | 302.54 |
| Total Expenditure | £9,595.00 | £13,543.36 | £12,169.00 | £3,593.49 |
| Totals BF+ Income - Expenditure | | £91,257.18 | £24,338.00 | £97,978.33 |
| Unity Trust Current Account | 31 March 2025 | £4,922.97 | 22 July 2025 | £705.18 |
| Unity Trust Deposit Account | 31 March 2025 | £85,732.05 | 22 July 2025 | £97,273.15 |
| | | | Total held in bank | £97,978.33 |

Assington Parish Council

£ 97,978.33

20485977 • [Current T1](#)

£ 705.18

Available: £ 705.18

20485980 • [Instant Access](#)

£ 97,273.15

Available: £ 97,273.15

| CIL Budget | | | | | |
|---|------------|------------|---------------|------------|------------|
| | 2021/22 | 2022 / 23 | 2023 / 24 | 2024 / 25 | 2025 /26 |
| | Full year | Full year | Start of year | YTD | YTD |
| Total received in year | £27,719.33 | £20,694.71 | 8,901.31 | £1,599.50 | 4,589.04 |
| Total retained CIL (previous year retained plus new receipts) | £75,311.27 | £85,141.28 | 71,255.86 | £63,718.91 | £60,542.20 |
| Net retained CIL | £64,446.57 | £62,354.55 | £62,119.41 | £55,953.16 | £60,542.20 |

9 Licenced paths, footpaths and assets

10 Neighbourhood Plan review

11 Shoulder of Mutton

Background: the property has been listed and approved as an Asset of Community Value, following which the Parish Council has been asked for their assistance to get the pub up and running again. How and if the Parish Council is in a position to help will be discussed at the meeting.

12 Website a change in legislation has transpired which necessitates the creation of a website with it's own bespoke domain and associated email addresses. If the Parish Council does not comply with the legislation they will fail the next audit.

- a. Option 1 purchase a domain and use the existing supplier to host the domain and the associated email addresses. I believe this to be the most economical option but am awaiting costs for design and hosting of email.
- b. Option 2 to purchase a domain and use an external company to host the website and email address – approximate cost depending upon supplier will be circa £1500 over 3 years. Research data can be provided. However that includes support design and population of the new website.

13 Questions to Chair

Additional matters, footpath warden and additional councillors.

Time date and place of next meeting, 29 September, 7pm in Assington Village Hall

End of Associated Papers