

# Assington Parish Council

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

Associated Papers for the meeting on 3<sup>rd</sup> June 2024

## Agenda item 1 Election of Chairman

## Agenda item 2 Apologies for absence

## Agenda item 3 Agree minutes

## Agenda item 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.

## Agenda item 5 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](#)

## Agenda item 6 Planning

### Status of Planning applications

The status of the planning applications remains unchanged from the last meeting

Date Received	BDC Ref	Application	APC Response	BDC Response
30/01/24	DC/24/00455	Garden Cottage Vicarage Lane Assington Sudbury Suffolk	n/a	Refused
30/01/24	DC/24/00479	Shamrock Farm Marshalls Lane Assington	Object	Awaiting decision
01/02/24	DC/24/00438	Aisling House The Street Assington Sudbury Suffolk CO10 5LW	no comment	Granted
13/03/24	DC/24/001272	35 Hicks Lane garage	No comment	Granted
13/02/24	DC/24/00647	Garden Cottage Vicarage Lane Assington Sudbury Suffolk	No comment	granted

## Agenda item 7 appoint members to HR and Standards committees

## Agenda item 8 appoint representatives to

- Assington Village Charity
- Suffolk Association of Local Councils (SALC)

## Agenda item 9 Appoint councillors to review planning applications

## Agenda item 12 Routine Correspondence.

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

There have been a variety of correspondence including:

News letters re

- Public Sector executive
- What's New in Public Sector Today
- Village Halls and community buildings
- Dedham Vale and Stour Valley news
- AONB/National Landscapes
- school holiday activities

SALC various updates including training, vacancies

National Grid update on Bramford to Twinstead Tee

The Circuit/Webnos defib at the pub accessed again

Quotations from contractors re grass cutting

Suffolk Highways pothole repair

Archiving historic documentation – SCC Archive will take the aged but trimmed files OK to take then in July once I return from holiday? Obviously their location will be recorded

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## Agenda Item 13. Clerk's Report

### Actions from previous meeting

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 23/516 23716 231108	Open current and instant access deposit account with Unity Trust Bank Transfer funds to Unity Trust Bank. Test transfer made Transfer £5k to UT Bank for November payments if successful Transfer balance Assist Cllr Stacey with setting up banking application	Clerk/TH Clerk/TH 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 23/911	Review projected projects for CIL expenditure	TH/Clerk	ongoing
231104	Communicate with SCC to gain refund due following the 20mph Speed limit	JF	
231106 24106 24306	Communicate with Gardens Arb regarding the current schedule of cuts, forward information to contractors to enable quotations to be made 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 Contact landscapers and arrange for FP wardens to show round the paths	Clerk Clerk/BS Clerk/PH	Tried and failed
24106	Scrap metal Policy for BDC Clerk to respond nothing to add	Clerk	✓
24106	DDay 80 <sup>th</sup> 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	✓

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## Agenda Item 4 Finance Report

The Footpaths Wardens have requested that three cuts be quoted;

Estimate is for 16 man hours per cut at £21.88. Obviously you can choose to vary number of cuts and also when they take place and whether any additional work is provided. First cut was made during early May. Can you please consider pre-approval of Hartley invoices to a pre-agreed total to enable this small business to be paid quickly



### LANDSCAPE MAINTENANCE AGREEMENT

	Rate	Quantity	Amount
Assington Parish Council			
Grass cutting of Assington Public Paths	£ 350.00	3	£ 1,050.00
		<b>Contract Value</b>	<b>£ 1,050.00</b>

### LANDSCAPE MAINTENANCE SCHEDULE

	Apr	May	Jun	Jul	Aug	Sep
Assington Parish Council						
Grass cutting of Assington Public Paths	1		1			1

### Income

**£1599.50 BDC CIL**

**£5000 BDC Precept**

Pre approve WAVE/ Anglian Water invoices to a total of £100

Hartley Landscapes pre agree payments as per contract to maximum of (say) £400 potentially to include additional work if required

If approved

£5000 toward white goods for the village hall

Donation toward water and drainage to St Emund King and Martyr

### Payments to be made

£ 677.39 Clerk Salary

£ 22.50 SALC Payroll Services

£ 247.69 SALC Annual Subscription

£138.00 Bright Owl Ltd 100 x A4 20mph [wheelie bin stickers](#)

£170.00 Heelis & Lodge internal audit

### Payments paid since the last meeting

Those agreed at the previous meeting

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Bank Reconciliation to Date				
	2022-23		2023-24	
	Budget	To year end	Budget	YTD
<b>Income</b>				
<b>Balance Brought Forward from year end accounts</b>		<b>84,391.56</b>		£88,874.16
Grants P3 grass cutting	331.40	1,021.40	<b>331.40</b>	0.00
Grants other	0.00	0.00	<b>0.00</b>	0.00
Bank Interest	10.00	181.19	<b>30.00</b>	0.05
Other = Donations, rebanked cheques Jubilee and Allo	360.00	575.00	<b>360.00</b>	0.00
CIL	0.00	20,694.71	<b>0.00</b>	1,599.50
Precept	10,000.00	10,000.00	<b>10,000.00</b>	5,000.00
VAT Repayment	500.00	537.86	<b>0.00</b>	0.00
<b>Total Income</b>	<b>£11,201.40</b>	<b>£117,401.72</b>	<b>10,721.40</b>	<b>£6,599.55</b>
<b>Expenditure</b>				
	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	<b>4,500.00</b>	0.00
Admin	300.00	476.36	300.00	0.00
Subscriptions		252.90	240.00	0.00
Donations	1,000.00	1,500.00	1,100.00	0.00
Street Lighting	500.00	636.89	<b>800.00</b>	0.00
CIL	0.00	22,786.73	0.00	0.00
Insurance	450.00	264.00	<b>300.00</b>	0.00
Audit	350.00	200.00	460.00	0.00
Grass Cutting (P3 Scheme)	330.00	360.00	360.00	0.00
Licensed Footpaths	150.00	135.00	150.00	0.00
Cut Allotments and Wildlife Area		135.00	<b>750.00</b>	0.00
Contingency	500.00	0.00	<b>500.00</b>	0.00
Maintenance	630.00	1,069.48	750.00	0.00
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	<b>0.00</b>	0.00
Bank charges				0.00
VAT Paid	500.00	496.88		0.00
<b>Total Expenditure</b>	<b>£9,595.00</b>	<b>£33,151.83</b>	10,610.00	<b>£0.00</b>
<b>Totals BF+ Income - Expenditure</b>			<b>£21,220.00</b>	<b>£95,473.71</b>
<b>Unity Trust Current Account</b>	<b>31 March 2024</b>	<b>£4,922.97</b>	<b>28 May 2024</b>	<b>£3,142.16</b>
<b>Unity Trust Deposit Account</b>	<b>31 March 2024</b>	<b>£85,732.05</b>	<b>28 May 2024</b>	<b>£92,331.55</b>
			<b>Total held in bank</b>	<b>£95,473.71</b>

Assington Parish Council		£ 95,473.71
20485977 - <a href="#">Current T1</a>		£ 3,142.16 Available: £ 3,142.16
20485980 - <a href="#">Instant Access</a>		£ 92,331.55 Available: £ 92,331.55

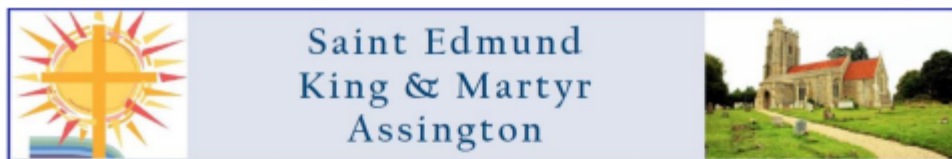
Agenda Item 9 Licenced paths, footpaths and assets

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Potential investment for boardwalk to overcome flooded/boggy footpath

**Agenda Item 11** projects to consider for CIL expenditure



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Wednesday, 3 May 2024

Dear Councillors

## **Re: Installation of toilet and kitchen facilities at St Edmund's, Assington**

You may be aware that Assington Parochial Church Council (PCC) is planning to install a kitchen and toilet at St Edmund's church, a Grade I Listed Building. This is commonly referred to as 'The Tower Project'. I am sure you will appreciate the particular difficulties presented by the absence of a toilet in a public building that hosts approximately forty services a year including weddings, baptisms and funerals. It is anticipated that adding a toilet and kitchen at the church will also enable the PCC to offer the church as a building for wider community use and for secular events.

The PCC has established a fund in its accounts, which is restricted to raising funds for the Tower Project. At the time of writing there is approximately £35k in that fund as a result of a legacy used to establish it, personal donations and various fundraising activities carried out over the past three years.

The PCC has engaged the services of an architect, approved for such projects by the Diocesan Advisory Committee of the Diocese of St Edmundsbury and Ipswich, who has provided a very detailed breakdown of estimated costs.

Including allowances for inflation (to end-2023), preliminaries, contingencies and professional fees, the predicted cost is £118k plus VAT. A scheme to reclaim VAT, The Listed Places of Worship Grant Scheme, currently exists. Although that

The Parochial Church Council of St Edmund King and Martyr, Assington  
The Vicarage, Church Square, Bures, CO8 5AA  
01787 228292 | [vicar@parishchurch.co.uk](mailto:vicar@parishchurch.co.uk)

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scheme is only guaranteed to run until 31<sup>st</sup> March 2025, there are grounds for optimism that it will be extended.

The PCC is aware that the matter of grants for the Tower Project was raised informally by Councillor Stacey, who is of course also a PCC member and a churchwarden, at the Assington Parish Council (APC) meeting in March and that other Councillors subsequently provided Councillor Stacey with helpful suggestions for fundraising sources. However, the purpose of this letter is to ask APC to consider setting aside some of the Community Infrastructure Levy (CIL) funds, that it itself holds, for this project.

To help guide any discussion, the estimate includes approximately £20k for work to prepare and erect a tower arch screen that will frame the project, approximately £16k for the toilet and tower interior works (these include specialist plaster work and the replacement of the tower floor) and approximately £20k for electrical, plumbing and drainage (exterior and interior).

The PCC is grateful for you giving this your consideration and will be very happy to provide any additional information you require in coming to a decision.

Yours sincerely, on behalf of the PCC,



The Rev Daniel Whiffin (Chair)

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The Assington Village Hall Charity

Assington Village Hall

The Street

Assington

Charity Number 1076737

Letter Dated 13/05/2024

Dear Parish Councillors,

Further to my email 28/3/24 regarding revised application to CIL our funding request please see the breakdown of combined costs for the new £5000 CIL funding application to enable us to purchase the new equipment for the impending kitchen refurbishment starting 3<sup>rd</sup> June 2024, and to be able to purchase and fit new front doors to the village hall. Please see below. All costs are accurate and current.

Leisure Cookmaster Range Cooker	£1099
Hotpoint Dishwasher	£409
Beko Upright Freezer	£419
Beko Fridge	£349
Pair of Edurance Secure Front Doors	£2700
Total	£4996

The doors have a 6 week lead time on them, however the appliances are 3 days, which would enable us to complete the kitchen fully if successful with this application.

The proposed works will definitely increase the hire ability of the hall and heighten the security of the building.

I therefore submit these costs for CIL funding consideration.

Yours Sincerely

David Wiles

Chairman of The Assington Village Hall Charity

**End of Associated Papers**