

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 3 June 2024 at 7.30pm

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

In attendance: DCllr Lee Parker and Christine Hargan (Clerk)

24601 Election of Chairman

Resolved Cllr Thorogood Proposed by Cllr Jordan and seconded by Cllr Stacey, unanimous Chair signed the Acceptance of Office.

24602 Apologies for absence

Cllr Tony Howcroft

24603 Agree Minutes of Assington Parish Council meetings held on 25th March 2024

Resolved correct and signed by the Chair

Matters arising Cllr Stacey asked if Clerk had emailed DCllr Parker re Caravan Park, Clerk confirmed that she had.

24604 Declaration of Interests and **requests for dispensation** from Councillors

CIL expenditure Requests for funding Cllr Stacey Kitchen and toilet facilities at St Edmund Church and Cllr Wiles re the village hall.

24605 County and District Councillor reports and public forum

Suffolk County Council report: There was no report this month

Babergh District Council report: Cllr Parker reported that:

- DCllr Saul is the first Green leader and will lead the coalition until DCllr Ward takes the council through to the next election. Although the approach may be softer there is unlikely to be much change with Green party because it is a coalition
- There is no money available to influence Policy change.
- The Capital Grant window has opened and will close in July. Grants of up to £10,000 are available and so far there has been a good response.
- The General Election will be held on 4 July
- Planning committee is still meeting
- Parking charges within the area are still being debated.

Public forum

- There were no members of the public present

24606 Planning:

a. **Planning applications:**

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

[DC/24/01802](#) Erection of an agricultural storage building Land At Shamrock Farm Marshalls Green Assington Sudbury Suffolk CO10 5LS

Resolved to object – on grounds of Policy LP24, LP22 and the Assington Neighbourhood Plan

b. **Planning issues.**

[AP/24/00034](#) Appeal Woodside Barracks Road Assington CO10 5LP erection of 2No Bungalows Resolved to respond that trees have been removed/coppiced without permission and a hard based entrance has also been created without planning permission.

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Signed

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Woodside Barracks Cllr Thorogood reported on the recent site visit 6 or 7 of planning committee attended and also the owner, his agent, and the Planning Officer who explained that activities are moving to the rear of the site which should reduce noise and allow the front of the site to be used for E-bay sales. Various questions were raised including:

- There will be more concrete and therefore additional runoff.
- a water treatment system and bunding.
- oil spillage into the brook.
- Cllr Stephen Plumb asked Cllr Thorogood if he was satisfied that the committee had seen everything. He was.
- Will the Cllrs in attendance be the same ones that will hear at committee?
Yes
- Individuals can lobby the Planning Committee who are listed on the BDC website in the Cllr democracy section.
- Cllr Parker was disappointed that the general election has affected the hearing date. It is likely that 24 July is close to where it will be heard at committee.

c. Status of **planning applications**

An additional notification has been received, re the refusal of DC/24/00479.

24607 Appoint members to HR and Standards committee – Cllr Stacey and Clerk to confirm with Cllr Howcroft,

24608 Appoint representatives to

- **Assington Village Charity** Cllr Wiles
- **Suffolk Association of Local Councils (SALC)** Cllr Stacey

24609 **Appoint Councillors to review planning applications** Cllrs Jordan and Hill

24610 Consider appointment of Heelis and Lodge as internal auditor – resolved to approve

24611 Consider continued subscription to SALC Resolved to continue

24612 Agree actions on Correspondence and emails circulated to Councillors by the Clerk
Reported in the actions log

24613 Agree any actions required after reviewing the Clerk's Report
Reported in the actions log

24614 Finance

A Internal auditor report

- Recommendation 1 that SALC charges for payroll should not be recorded as staff costs Clerk to separate costs moving forwards
- Recommendation 2, that Audit recommendations from both internal and external auditors be discussed and recorded in the minutes Clerk to action

B To approve **Section 1 of the Annual Return** for the year ending 31st March 2024 Resolved to approve and were signed by Chair and Clerk

C To approve **Section 2 of the Annual Return** and submission of a certificate of exemption from external audit for the year ending 31st March 2024 Resolved to approve and were signed by Chair and Clerk

D Review the **Bank Reconciliation and the Statement of Accounts** as at 31st March 2024 Resolved to approve

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Signed

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E Consider the contract with Hartleys Landscapes for cutting of public footpaths Resolved to accept the quotation with the following revisions: 2nd cut to be carried out in July. Preapprove Hartley's invoices to a maximum of £400 to ensure prompt settlement. Further attention is required in other areas of the village Cllr Wiles to liaise with the contractor. Clerk to email both..

F 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

24615 Review any issues raised for the Licensed Path, Footpaths and APC's Assets

Triangles at Rose Green and Three Ways. Clerk to speak to Hartley's landscaping regarding planting to deter cars from parking on them.

24616 Consider whether Councillor training is required. None was requested.

24617

CIL expenditure

- a. To consider a donation toward the addition of toilets and kitchen facilities at St Edmund King and Martyr Church Assington. Resolved to donate £20,000 Proposed by Cllr Jordan Seconded Cllr Wiles carried unanimously
- b. To consider a donation of up to £5,000 toward replacement of white goods and doors as part of the kitchen refurbishment at the village hall. Resolved that invoices to the value of £5,000 made out to the name of Assington Parish Council will be settled from CIL funds. Proposed by Cllr Hill and seconded by Cllr Jordan, unanimously carried
- c. To consider the addition of a boardwalk on footpath, path by the meadow where the hard-standing was placed last year. The Councilors were not convinced that this is a good use of funds and agreed to wait until the autumn
- d. To consider the addition of a gate on the allotment site to prevent grazing permission granted. The gate has already been acquired and just requires permission to fit at no cost to the Parish Council

24618

Questions to the Chair

- Cllr Hill had been requested by the footpath wardens to raise the issue of untidy front gardens. Garden maintenance is outside the remit of the Parish Council
- A complaint had been received against the speed watch group from a member of the public. The group are catching on average 2 speeders a week who are passing through the village including one young mum with children in the car who was travelling at 48mph.
- Clerk was asked to remind CCllr Finch about speeding on the main road.

24619

Date of the next meeting Monday 29 July to be held in the Village Hall at 7.30pm

The meeting was closed at 21.20

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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
24/604	Remind Cllr Finch	Clerk	
231105	Planning comments to BDC	Clerk/AH	✓
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	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 promissory 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	
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, some of the potholes in Bures Road have been resolved, Chair to monitor and forward to Clerk if further action is necessary	Clerk	✓
245		ST	
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	✓
24612	Potholes in Bures road Chair to identify location of unrepaired holes Clerk to chase. Water leak on Three Ways Cllr Wallace reported that residents have received a road closure notice from Anglia Water and will advise if the leak is not repaired.	ST/Clerk HW/Clerk	
24607	Confirm with Cllr Howcroft willingness to assist with Standards committee.	Clerk	
24614	Scan print and laminate AGAR and send to Cllr Hill to display on noticeboards Send AGAR and associated documents to external auditor Display on Website	Clerk	
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 Greenin village to be agreed by landscaper Cllr Wiles	Clerk DW	

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24617a	Clerk to notify Rev Whiffin of decision on funding	Clerk	✓
24617b	Notify contractors to make out invoices to APC	DW	

Finance

Income

£1,599.50 BDC CIL

£5,000 BDC Precept

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

Invoice awaited from Hartleys Landscapes £350.00

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

Hartley Landscapes pre approve payments to maximum of £400 to include additional work at agreed hourly rate as instructed

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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		£88,874.16
Grants P3 grass cutting	331.40	1,021.40	331.40	0.00
Grants other	0.00	0.00	0.00	0.00
Bank Interest	10.00	181.19	30.00	0.05
Other = Donations, rebanked cheques Jubilee and Allot	360.00	575.00	360.00	0.00
CIL	0.00	20,694.71	0.00	1,599.50
Precept	10,000.00	10,000.00	10,000.00	5,000.00
VAT Repayment	500.00	537.86	0.00	0.00
Total Income	£11,201.40	£117,401.72	10,721.40	£6,599.55
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	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	800.00	0.00
CIL	0.00	22,786.73	0.00	0.00
Insurance	450.00	264.00	300.00	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	750.00	0.00
Contingency	500.00	0.00	500.00	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	0.00	0.00
Bank charges				0.00
VAT Paid	500.00	496.88		0.00
Total Expenditure	£9,595.00	£33,151.83	10,610.00	£0.00
Totals BF+ Income - Expenditure			£21,220.00	£95,473.71
Unity Trust Current Account	31 March 2024	£4,922.97	28 May 2024	£3,142.16
Unity Trust Deposit Account	31 March 2024	£85,732.05	28 May 2024	£92,331.55
			Total held in bank	£95,473.71

Assington Parish Council

£ 95,473.71

20485977 - Current T1

£ 3,142.16

Available: £ 3,142.16

20485980 - Instant Access

£ 92,331.55

Available: £ 92,331.55

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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 Allot	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

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