

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 22nd May 2023 at 7.30pm

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

In attendance: DCllr Lee Parker, Christine Hargan (Clerk) and 3 members of the public

23/501 Election of Chairman

It was resolved to elect Cllr Simon Thorogood as Chairman and he duly signed the declaration of acceptance of office

23/502 Apologies for absence

None

23/503 Election of Vice Chairman

It was resolved to elect Cllr Andrew Hill act as Vice-Chairman

23/504 **Declarations of acceptance of office** were signed by all Councillors present

23/505 **Declarations of interests and requests for dispensation from Councillors**

None

23/506 Minutes of the previous Parish Council meeting held on 27th March 2023

Resolved to amend the minutes reference to "speed reduction" was amended to "road safety" the minutes were then signed as an accurate record of the meeting.

23/507 Appoint members to the **HR and the Standards Committee** Cllr Stacey **Finance**, Cllr Howcroft

23/508 Appoint **representatives** to:

a. Assington Village Charity - Cllr Wiles

b. Suffolk Association of Local Councils (SALC) - Cllr Stacey

23/509 Appoint **Councillors** to review planning applications for consideration ahead of meeting Cllrs Jordan and Hill

23/510 To consider the appointment of Heelis and Lodge as **Internal Auditor** – Resolved to appoint.

23/511 To consider payment of **annual subscriptions** to SALC Resolved to subscribe

23/512 County and District Councillor reports and public forum

Report DCllr Parker Following the local elections there is no overall control of the District Council. The Greens and the Liberal democrats are likely to lead following the meeting on 23rd May. Various Councillor opportunities exist following the election. Whilst the leaders of the Council may rotate, the members in the cabinet should remain fixed.

The following questions were asked

Will there be a new Chief Executive? No, the CE deals with paid staff, elected Council leaders will change annually

Will DCllr Parker work within the Planning Committee? Initially no, he will be with the Licencing Committee, but will look towards a move into the Planning Committee later in the year.

23/513 Planning

There were no Planning Applications to consider prior to publication of the agenda

Consider any planning application received since the agenda was posted

DC/21/02579 Assington Autos, notification that additional documents have been published

It was resolved to wait until the additional documents go to the planning committee

DC/23/02374 Full Planning Application - Erection of 2no. single storey dwellings and garages - Plot B1 and B2 (in lieu of the dwelling approved under planning permission DC/22/01624) | Land South Of 'The Nook' The Street Assington Sudbury Suffolk CO10 5LW

Whilst this application falls outside of the Neighbourhood Plan 8 plots had previously been agreed therefore the council resolved No comment.

It was noted that the applicants have not complied with the approved plans which specify the surface of the drive on planning application no DC/17/04161. The drive appears to be gravel leading to the highway and the approved surface is block paving and tarmac. Cllr Hill to draft a response to BDC Enforcement to inform them as it is important not to set a precedent of approved plans not being conformed with.

Status of planning applications previously reviewed by Parish Council.

Accepted

23/514 Action required on emails.

Cllr Wiles had volunteered to serve on the Village Hall Committee. Following the AGM just one vacancy remains on the Village Hall Committee.

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Signed

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Coronation celebration was well attended and enjoyed by over 100 people. Photographs have been provided for the Parish record. A plaque is now fixed to the wall outside the Village Hall. Clerk to create a collage for BDC archive and to send a report on expenditure for Cllr Parker's Locality budget.

23515 Agree any **action** required after reviewing the **Clerk's Report**

Actions are noted in the action log

23/516 Finance

- a. To consider the **Internal Auditor's Report as at 31st March 2023** and agree actions on any matters arising

It was resolved to amend the Risk Register to add amended GDPR regulations and to ensure that the review of the external audit report is noted in the minutes following receipt.

- b. To approve **Section 1 of the Annual Return** for the year ending 31st March 2023

Resolved

- c. To approve **Section 2 of the Annual Return** for the year ending 31st March 2023

Resolved

- d. Review the **Bank Reconciliation and the Statement of Accounts as at 31st March 2023**

Noted

- e. From the **RFO Report** authorise payments made/to be made and note income received since the last meeting, review Reconciliation of Accounts against Bank Statements and the Statement of Accounts vs Budget

Resolved to pay outstanding invoices as per the schedule in the appendix. Finance report noted **High Interest accounts** as discussed at the previous meeting were not available for not for profit organisations, the best deal is with Unity Trust Bank with 2.3% interest gross. It was resolved for Cllr Howcroft and Clerk to open current and deposit accounts.

23/517 **Licensed Path, Footpaths** and APC's **Assets** including the maintenance of the allotments and conservation area moving on with Allotments
No footpath issues

Conversation with land owner was noted re the Thicks BDC had requested permission to install a cycle path round the perimeter of the Thicks permission was refused.

Allotments: the work to fence and additional water points not yet carried out, Cllr Thorogood to chase contractor.

The redesignated greens are regenerating naturally. Cllr Wiles to ask the groundsman responsible for the playing field to maintain them and consider a planting scheme which will be paid for from CIL funds. Resident comments re the speed watch have been received. Concerns from residents have been noted regarding their wellbeing due to the vigilance of the speed-watch group and the resulting correspondence from the Police. The main problems with people driving at speed were early morning around 7am and late afternoon; generally people passing through the village as commuters.

Councillors suggested that the speed watch group consider focusing more at those times. It was recognised that while non-compliance with the limit had gone up since the Street became 20mph, overall average speeds have reduced significantly.

Dog bins: Clerk to ask Sudbury Wardens to supply posts and to fit the bins. One by threeways, and the other opposite the church entrance. Clerk to contact BDC and Sudbury Wardens to notify of agreed locations.

23/518 Councillor Training

None requested

23/519 Projects for CIL expenditure

Actions estimates related to CIL expenditure to be collected for the next meeting.

Air source heat pump and solar panels for the Village Hall **Cllr Wiles** to confer with Village Hall Committee on related projects and new defibrillator(s) purchase of additional machine agreed in principle, subject to quotation.

Replacement noticeboards, **Cllr Wiles** to confer with a carpenter regarding the viability of renovation or replacement

Footpaths: Opportunity improve the surface and reduce the size of aggregate to improve safety for people with disabilities and pushchairs near Centuries and also

Entrance to the Thicks is rocky **Cllrs Wallace** and **Howcroft** to confer with footpath wardens re a solution

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Signed

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Replace multiple stiles at Sheepwalk Farm/Rice's Barn with gates to make them accessible **Cllr**

Wallace to consider a plan and confer with footpath wardens and land owner

Access exiting the church possibility of mirror to aid visibility – **Cllr Stacey**

EV charging points

Children sign (flashing) during school hours

Village sign – already approved

Village beacon

Flag pole

Replacement for bus service – transport for people

Road narrows sign adjacent to Centuries and St Edmunds Close,

Neighbourhood plan to create a green space, patch of land opposite Hill Farm could be considered for an additional green space but may be too expensive for APC to take on - Cllr Stacey has planted some primrose and cowslip plants to follow up previous actions.

The following items were dropped from the list because the Parish Council do not consider them feasible

Additional footpaths within the village from old school house to the church – this has been extensively tested with Suffolk Highways and found not to be possible.

Bus stop to put a tarmac path on the A134 The PC do not own the land and space is limited – the matter remains with the County Council and bus company.

23/520 **Questions to the Chair**

The village hall have been looking at acquiring a website for the village which would be partially funded by advertising Cllr Wiles asked if consideration would be given to upgrading the existing One Suffolk website. Clerk has already undertaken research for another Parish Council and agreed to forward on the research to Cllr Wiles.

23/521 Monday 31st July 2023 at 7.30pm

The meeting was closed at 9.20pm

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Signed

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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
23/305	Planning comments to BDC none to send	Clerk/AH	
23/305	Letter to Environment Agency re Assington Autos	AH	
23/108 23/516	Open current and instant access deposit account with Unity Trust Bank	Clerk/TH	Ongoing
23/308	Pay suppliers	Clerk/TH	✓
23/309	Liaise with SCC Highways regarding final bill for Speed Reduction and to request refund of overpaid monies	AH	
23/311	Distribute projects for CIL expenditure to Councillors and to Assington News		✓
23/309	Permissive footpaths enquire whether upon completion land is sold with permissive path in place	HW	
23/309 / 23517	Ask Sudbury Wardens to supply posts and fit new dog bins. Locations for dog bins agreed as Footpath 12 at threeways, and ditto opposite church. What3words locations to be agreed with councillors and distributed to BDC and Sudbury Wardens.	Clerk	ongoing
23513	Review planning applications prior to meetings	AH/IJ	
23/514	Send end of project reports and photographs to BDC	Clerk	
23/516	Send audit report to external auditors	Clerk	
23516	Advertise period of public rights to examine accounts	Clerk	
23/517	Chase contractor regarding fitting new fence posts and water points to the allotments	ST	
23/517	Ask groundsman responsible for playing field for costs to and attend to the traffic islands and to consider a planting scheme	DW	
23/519	Confer with Village Hall Committee on projects for CIL expenditure and purchase of defibrillators. Clerk to share previous quotes	DW/Clerk	
23/519	Confer with carpenter regarding viability of renovation or replacement of noticeboards	DW	
23/519	Explore improvement of surface of footpath opposite Centuries and entrance to the Thicks	HW/TH	
23/519	Explore viability of replacing multiple stiles at Sheepwalk Farm/Rice's Barn with gates and confer with Footpath Wardens	HW/TH	
23/519	Explore placement of mirror on adjacent to Footpath 12 to aid visibility when exiting the church	BS	
23/520	Assist with/forward website research undertaken previously to Cllr Wiles	Clerk	
23/520	Clerk to order 20mph wheelie bin stickers x 100 payment to £40 pre authorised	Clerk	

23/108

Income since last meeting

£5000 Precept

£6877.84 CIL

Payments to be made

£645.24 Clerk Salary

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£90 WAVE water bill. Wave had estimated all bills until we gave them a reading in March

£5.00 lease of conservation area

£845.55 BDC Dog and litter bin emptying

£220.00 Heelis and Lodge Internal Audit services

£216.16 SALC

Payments already made agreed in principle in March 2023

£129.22 Councillor Expenses for Coronation

£200.00 Band hire – Happy Sounds music

£206.87 Councillor Expenses for Coronation

£141.94 Councillor Expenses for Coronation

Resolved to pay

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Signed

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Date