

Assington Parish Council

Clerk Christine Hargan 4 Northfield Road, Onehouse, Stowmarket IP14 3HF –
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Minutes of the meeting of Assington Parish Council on Monday 2nd June 2025

Present: Councillors (Cllrs) Simon Thorogood, Andrew Hill, Tony Howcroft, Bronwen Stacey & David Wiles.

In attendance: Christine Hargan (Clerk) and 2 members of the community.

25601 **Election of Chairman and to receive Declaration of Acceptance of Office**

Following a brief discussion it was resolved that Cllr Simon Thorogood would act as Chairman and the Declaration was duly completed and signed

25602 **Apologies** for absence

DCllr Lee Parker, CCllr James Finch

25603 Agree **Minutes** of Assington Parish Council meeting held on 31st March 2025

Minutes were resolved to be accurate and signed by Cllr Thorogood. There were no Matters arising

25604 **Declaration of Interests and requests for dispensation**

Cllr Hill declared an interest in Planning Application no DC/25/01380 being resident and applicant at the property

25605 County and District Councillor reports and **public forum**

No bespoke reports were received but the following show the latest news for both district and county councils [News » Babergh Mid Suffolk](#), [Council news - Suffolk County Council](#)

Public forum

The Chair welcomed 2 members of the public who did not wish to raise any concerns

25606 **Planning:**

a. **Planning applications:**

[DC/25/01380](#) Squirrel House The Street Assington Sudbury Suffolk CO10 5LJ Erection of a two storey rear extension. Proposed cart lodge with home office (following demolition of existing garage)

Resolved no comment

[DC/25/02272](#) 3 Orchard Road Assington Sudbury Suffolk CO10 5NJ new upvc, glazed roof conservatory

Resolved no comment

[DC/25/01938](#) Shamrock Farm Marshalls Green Assington Sudbury Suffolk CO10 5LS

Application under S73 to vary Condition 2 (Approved Plans and Documents) to allow revised internal layout, roof material, window positions, and use of the west wing as per submitted plans and documents.

Proposed to **Object** quoting from the Neighbourhood plan ASSN 12a and 12f. There was no heritage statement attached to the application as is required in the case of a listed property, and it was agreed that the retention of the thatch was a key feature in the original planning approval which any developer of the property would reasonably be expected to be aware of in advance..

[DC/25/01944](#) Shamrock Farm Marshalls Green Assington Sudbury Suffolk CO10 5LS as above listed buildings application – resolved to **Object** as above

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Signed

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Date

Resolved no comment

- b. Consider any planning application received since the agenda was posted
There were none
- c. Status of **planning applications** were noted

- 25607 Appoint members to the HR and the Standards Committees Cllrs Howcroft and Stacey
- 25608 Appoint representatives to
A Assington Village Charity Cllr Wiles
B Suffolk Association of Local Councils Cllr Stacey
- 25609 Appoint members to review Planning applications ahead of meeting Cllr Hill and to add one other when additional Councillors are appointed
- 25610 Appoint Councillor to review accounts and AGAR prior to internal audit following a brief discussion it was agreed to postpone decision until another Councillor is appointed
- 25611 To consider the appointment of Heelis and Lodge as Internal Auditor
Resolved to appoint Heelis and Lodge for the 2025-26 internal auditor
- 25612 To consider continued subscription to SALC
Resolved to subscribe
- 25613 Agree actions on Correspondence and emails circulated to Councillors by the Clerk forward the newsletter/survey for village halls
Reported in the actions log
- 25614 Agree any actions required after reviewing the Clerk's Report
- The Unitary Council questionnaire was discussed. Cllr Hill to complete and voice concerns about accountability, connectivity with locals, planning and expense, with a preference for two unitary councils most likely to address these concerns.
- 25615 **Finance**
- Consider the Internal Auditor's report as at 31st March 2025 and agree actions on any matters arising The report was considered and it was resolved to hold the Annual Parish Council meeting on Monday May 11th 2026 and to adopt the revised Statement of Internal Control.
 - To approve certificate of exemption from external audit for the year ending 31st March 2025 signed
 - To approve **Section 1 of the Annual Return** for the year ending 31st March 2025
Signed
 - To approve **Section 2 of the Annual Return** for the year ending 31st March 2025
Signed
 - Receive the RFO report.
Acknowledged
 - Reconciliation of accounts against budget
Acknowledged
- Hartleys following discussion the two Greens will be planted in Autumn and as part of the work the small trees/shrubs on threeways will be removed to avoid them obscuring signage. A new contract from the contractor which formalises the additional work on

maintaining footpaths has been provided, it was agreed to accept the contract but to review the workload next year in line with budgetary control.

25616 Review any issues raised for the Licensed Path, Footpaths and APC's Assets

A footpath warden is still being sought. Clerk was asked to report the following to Suffolk County Council the signs on

- Rose Green turning to Arger Fen
- Dorking Tye turning – place directions sign has fallen
- Assington Lane/Hagmore Green road National Speed limit and quiet lane signs adjacent to A134 (previously was blocking road)
- Clerk was asked to discuss concerns of parishioner regarding signage pointing toward Assington on the A134 from Colchester to Sudbury direction with Cllr Finch and to respond to the parishioner

Clerk to discuss whether an application from the Central CIL pot for accessible gates providing entry to the Thicks for people with disabilities would be worthwhile

25617 Consider Councillor Training with SALC if required

None currently required but would be reviewed when additional councillors are appointed

25618 Councilor recruitment

Two potential Councillors were discussed and the interest will be followed up

25619 Projects to consider for CIL expenditure

- Installation of wheelchair accessible gate adjacent to Assington Thicks main access gate approx £2000. Clerk to enquire whether it is suitable for central CIL funding
- Quotation has been received from Mortimer Contracts for resurfacing the permissive footpaths. Following discussion dates on the permissive agreement were checked and Cllr Howcroft agreed to enquire whether land ownership had changed. it was agreed that Due Diligence should be followed, and therefore alternative quotations sought – It was agreed in principle to use CIL money, Clerk to email the agreement to Cllr Howcroft and also to investigate the contractor who completed previous work in the village and contact him. Cllr Wiles agreed to meet the contractor on site.

25620 To consider adopting the revised Standing Orders, Financial Regulations and Statement of Internal Control
Resolved to adopt as read

25621 Bus stop improvements and local authority Grant
Money is available however, no resolution was made.

25622 Questions to the Chair

- Cllr Hill reported that the Asset of Community Value on the Shoulder of Mutton pub should be in place in about 10 days time. The Councillors were concerned about the future of the pub, which appeared a successful business only nine months ago. One Councillor mentioned that barrels outside the pub could be moved to the rear of the building to tidy up the forecourt. All agreed that the village, not least through the neighbourhood plan consultation, has stated the importance of the pub to the village community and that we should do anything reasonably possible to support its continuing. It was agreed to offer support to the current tenant or owners.
- Neighbourhood Plan review needs to be kicked off. Cllr Hill to approach consultant for a discussion and to seek costings.
- Cllr Howcroft queried the start time of the meetings and asked if it could be revised to 7pm in the future. Agreed

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Signed

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Date

Time date and place of next meeting Monday 28th July to be held in Assington Village Hall at 7.00pm.

The meeting was closed at 9.24pm

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Signed

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Date

Appendix

County and District Council reports

[News » Babergh Mid Suffolk](#), [Council news - Suffolk County Council](#)

Status of Planning applications, Thain bungalow has been granted.

Actions

| 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 | |
| 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 | ✓ |
| 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. Cllr Howcroft to establish land ownership. | Chair TH | Ongoing |
| 25616 | Clerk to forward agreement / licence to TH Clerk to establish additional names to quote Meet contractors on site | Clerk Clerk DW | ✓ ✓ |
| 25309 | Report footpath sign being removed from the Meadow Way | 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 | |

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Signed

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Date

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|-------|--|-------|--|
| 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

Payments to be made

£ 27.00 SALC administrating Staff Payroll
£730.78 Clerk salary
£ 330.00 Hartleys Garden Services
£ 170.00 Heelis & Lodge internal audit

Payments paid since the last meeting

As per the minutes
£12.00 bank charges

Income Received since previous meeting

None

Note contractual review of Clerk salary, uplift of one Salary Scale Point which equates to 24p an hour.
Rose Green trying to retain aspect of village greenery, Brownen to speak Clerk to provide info

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Signed

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Date

| Bank Reconciliation to Date | | | | |
|---|---|--------------------|---------------------------|-------------------|
| | 2023 - 24 | | 2024 - 25 | |
| | 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 | 385.68 |
| Grants other | 0.00 | 0.00 | 0.00 | 0.00 |
| Bank Interest | 10.00 | 181.19 | 30.00 | 1,856.34 |
| Other = Donations, rebanked cheques Jubilee and Allot | 360.00 | 575.00 | 360.00 | 360.00 |
| CIL | 0.00 | 20,694.71 | 0.00 | 1,599.50 |
| Precept | 10,000.00 | 10,000.00 | 10,000.00 | 10,000.00 |
| VAT Repayment | 500.00 | 537.86 | 0.00 | 1,154.19 |
| Total Income | £11,201.40 | £117,401.72 | 10,721.40 | £15,355.71 |
| | | | | |
| 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 | 3,612.90 |
| Admin | 300.00 | 476.36 | 300.00 | 300.19 |
| Subscriptions | | 252.90 | 240.00 | 282.69 |
| 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 | 20,000.00 | 4,214.17 |
| Insurance | 450.00 | 264.00 | 300.00 | 264.00 |
| Audit | 350.00 | 200.00 | 460.00 | 170.00 |
| Grass Cutting (P3 Scheme) | 330.00 | 360.00 | 360.00 | 1,050.00 |
| Licensed Footpaths | 150.00 | 135.00 | 150.00 | 225.00 |
| Cut Allotments and Wildlife Area | | 135.00 | 750.00 | 126.08 |
| Contingency | 500.00 | 0.00 | 500.00 | 0.00 |
| Maintenance | 630.00 | 1,069.48 | 750.00 | 1,050.50 |
| 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 | | | | 65.40 |
| VAT Paid | 500.00 | 496.88 | | 1,076.43 |
| Total Expenditure | £9,595.00 | £33,151.83 | 30,610.00 | £13,537.36 |
| Totals BF+ Income - Expenditure | | | £61,220.00 | £90,692.51 |
| Unity Trust Current Account | 31 March 2024 | £4,922.97 | 24 March 2025 | £304.67 |
| Unity Trust Deposit Account | 31 March 2024 | £85,732.05 | 24 March 2025 | £90,387.84 |
| | | | Total held in bank | £90,692.51 |

Assington Parish Council

£ 90,692.51

20485977 • Current T1

£ 304.67

Available: £ 304.67

20485980 • Instant Access

£ 90,387.84

Available: £ 90,387.84

Signed

Date