

Assington Parish Council

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

Telephone: 01449674727 Email: assingtonpc@yahoo.com

Minutes of the meeting of Assington Parish Council on Monday 25th July 2022 at 7.30pm

Present: Cllrs Bronwen Stacey, Ian Jordan and Helen Wallace

In attendance CCllr James Finch, Christine Hargan (Clerk) and 1 member of the public

The Clerk confirmed that the meeting was quorate with three members present. Due to the absence of the Chairman and Vice-chairman it was proposed by Cllr Jordan that Cllr Stacey acted as Chairman for the meeting seconded Cllr Wallace.

22/0701 **Apologies for absence**

Cllrs Simon Thorogood, Andrew Hill, Tony Howcroft

22/0702 **Declarations of interests** and request for dispensation from Councillors

No declarations of interest were declared

22/0703 **Minutes** of the previous Parish Council meeting held on 23rd May 2022

It was resolved to accept the minutes as a correct record of the meeting. Proposed HCllr Wallace seconded Cllr Jordan

22/0704 County and District Councillor reports and public forum

Highlights from CCllr Finch's previously distributed report.

- Family carers – focus on family carers, who are often unseen the members were asked to be aware of the individuals in this position and if necessary highlight available support via Suffolk Family carers website
- National Grid's plans to install pylons across Norfolk, Suffolk and Essex. The issue has been debated in Westminster, it has been established that National Grid were in disagreement with Ofgem and that their consultation did not include alternative options. Norfolk, Suffolk and Essex County Councils have written to National Grid objecting to the plans.
- SEND more resources and specialist teachers are needed
- Fostering and adoption - more homes are needed for Suffolk children.
- Roadworks in the village, the issue with moving roadworks has been acknowledged

22/0705 Agree any action required on **emails circulated** to Councillors since the last Parish Council meeting.

Actions are noted in the action log in Appendix

22/0706 Agree any action required after reviewing the **Clerk's Report**

None

22/0707 Finance

- To consider the **Internal Auditor's Report as at 31st March 2022** and agree actions on any matters arising. There were no matters arising.
- It was resolved to accept the auditor's report and to record thanks to Simon White for undertaking the audit. Mr White wished to record that whilst he was happy to continue to act as auditor, he would also be happy to hand over to another competent person. The Parish Council accept Mr White's offer to continue as auditor and the audit documents were signed by Cllr Stacey and the Clerk
- To approve the **Bank Reconciliation and the Receipts and Payments Account** for the year ending 31st March 2022
It was resolved to accept and was signed by Cllr Stacey and the Clerk
- To approve **Section 1 of the Annual Return** for the year ending 31st March 2022 It was resolved to accept and signed by Cllr Stacey and the Clerk
- To approve **Section 2 of the Annual Return** for the year ending 31st March 2022

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Signed

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It was resolved to accept and was signed by Cllr Stacey and the Clerk

- f. To approve the explanation of the **quantified significant variances** in relation to Section 2 of the Annual Return Resolved to approve
- g. From the **RFO Report** authorise payments 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

It was resolved to pay the accounts as per the schedule attached in the appendix
The Bank reconciliation and statement of accounts were noted Cllr Jordan commented that the budget figures appeared to show a large payment for the Jubilee from last year's budget. Clerk to add an additional line to accounts to clarify that previous year's expenditure was related to a Judicial Review.

22/0708 Consider amendments to the **donations policy**

Defer to next meeting. It was felt that a more meaningful debate would be possible with more Councillors present. Clerk to forward the Policy to all Councillors and to bring paper copies of the Donations policy to the next meeting.

22/0709 Planning

- a. Planning applications to consider

[DC/22/02977](#) Land At Assington Barns The Street Assington CO10 5LW
Application under Section 73 of the Town and Country Planning Act under DC/19/05807 for variation or removal of Conditions 2 (Approved plans and documents) and 5 (Boundary treatments) to enable the determination of DC/22/00461 for 1no single storey dwelling.

It was resolved to Sustain and restate the objection.

- b. Consider any planning application received **since the agenda was posted**

None

- c. **Status of planning applications** previously reviewed by Parish Council.

The status of applications was acknowledged and Cllr Hill's update on Assington Autos was noted. The Clerk was asked to write to MP James Cartledge regarding the Environment Agency's issue of temporary licence to allow the company to continue trading with increased volume.

22/0710 **Licensed Path, Footpaths and APC's Assets** including the maintenance of the allotments and conservation area

- a. Cllr Wallace had investigated the overgrown footpath and had established that the shrubs had died down and that this had allowed Mr Gotts to cut as part of his scheduled maintenance.
- b. Handrail on Footpath opposite St Edmunds Church. It was agreed that the lack of a handrail near these steps constitutes a danger to the public. The council were disappointed at the response from Suffolk County Council. Resolved to consider estimates for a metal hand rail approve to take forward, Cllr Stacey to undertake initial assessment and potentially fund from CIL
- c. Footway along the side of The Street near The Nook the footway has orange no entry signs on each end but no footpath diversion signs. Action Cllr Wallace to speak to the builder requesting that the closed section be shortened and to Update CCllr Finch before 10th August.
- d. Dog bin post Stanton's Farm has rotted and needs to be replaced.
Resolve that the Clerk will contact Sudbury Wardens and gain an estimate for repair.

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- 22/0711 Highways update
CCllr Finch to explore and provide explanation of what is happening with moving road closures in the village.
- 22/0712 Quiet Lanes Suffolk
Cllr Hill has collected the signs from Suffolk County Council and the Council is very grateful for his time and work in installing them
- 22/0713 Queen's Platinum Jubilee Celebrations
Cllr Stacey's report is attached in the appendix
- 22/0714 Consider alternative Insurance provision from 1 October 2022
Alternative policies were discussed it was proposed by Cllr Jordan that Zurich would continue to be our insurance provider from 1 October with their new Parish Protect Policy for Smaller Parish Councils which provides £1million of cover across the main aspects including Employer's Liability, Public Liability, Legal costs including for the
- 22/0715 Consider the issue of light pollution in the village
Having been raised by and carried over from the last meeting it was agreed to defer to next meeting as Cllr Hill's input is required.
- 22/0716 Consider the recruitment of an additional Parish Councillor
The resignation of Cllr White was noted and accepted. Clerk to implement the recruitment process. It was acknowledged that one statement of interest has already been made.
- 22/0717 To consider adopting the [Councillors Code of Conduct](#) 2020
Clerk to forward the link to all Councillors with a requirement to review for the next meeting.
- 22/0718 **Questions to the Chair**
Noticeboards look old and tatty documents are faded. Clerk to review statutory documentation to laser print and laminate to protect the ink and to acquire keys for an update.
- 22/0719 Next scheduled meeting will be held on **Monday 26th September 2022** starting at 7.30pm

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Signed

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Appendix

Actions

Minute	Action	Who	Complete
22/0707	Pay suppliers	Clerk/TH	✓
22/0707	Clerk to add additional line to accounts to show Jubilee separately from Judicial review expenditure from previous year	Clerk	✓
22/0707	Send accounts to external auditor PKF Littlejohn, place on noticeboards and website	Clerk/AH	✓
22/0708	Send Donations Policy to Councillors to review prior to next meeting.	Clerk/all	
22/0709	Planning comments to BDC	Clerk	✓
22/0709	Clerk to compose letter to MP re Assington Autos	Clerk	
22/0710	Speak to developer of the Nook regarding reopening footway in the street	HW	
22/0710	Contact Sudbury Wardens re replacement of dog bin post near Stantons Farm	Clerk	
22/0710	Implement gaining quotes for replacement of handrail on Footpath opposite church	BS	
22/0716	Clerk to notify BDC of Councillor Vacancy and to forward notices to Cllr Hill for noticeboards	Clerk	✓
22/0717	Councillors Code of Conduct All to review for discussion at the September meeting	All	

Schedule of payments to be made

£626.56 Clerk salary and Working From Home Allowance 52 hours = average of 5.8 hours per week

£506.62 Babergh District Council, Dog and litter bin emptying

£35 ICO Data Protection registration paid by Standing Order at the end of July date to be confirmed

£26.54 WAVE water for allotments

£18.90 Andrew Hill expenses

22/0712 Queen's Platinum Jubilee Celebrations

Report provided by Cllr Stacey

Barn Dance

Previous expenses paid by you in relation to the Jubilee = £195.74

+ £200 (Barn Dance band)

Total outlay: £395.74

After receipt of this payment from me of £215..... minus £215

Leaves a total outlay for the Assington Jubilee Celebrations=£180.74

APC received a grant of £250 from Lee Parker's fund towards our celebrations, so I feel happy that I have managed to work well within the scope of that budgeted amount.

David and Karen Wiles organised the children's Tea party, and in addition to huge amounts of food for this which parents donated, each child was given a "goody bag" which contained (among other things) a little teddy, which were donated by a local resident and a Jubilee medal, which were paid for via sponsorship by a company/ employer of another resident; The Strawberries were provided and paid for by another resident.

Signed

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Post meeting note from Cllr Wallace

Regarding the broken fence post holding dog bin. Cllr Wallace established that the bin is attached to a finger post sign leading down to Assington Thicks from the back road leading to Sudbury (between the two entrances to Staunton Farm) and so this should be known to highways and byways as they initially installed it.

In addition another dog bin is lying in the hedge at the entrance to Wemsleys Lane, it seems that this was attached to a short post but not knocked into the ground so this also needs attention.

Regarding blocked footpath near the farm shop. Within 48hrs of the meeting a more permanent entrance was made to the development site which is now behind locked metal doors and the barriers to the footpath have been removed and people are using the footpath as before. Over the next few weeks Cllr Wallace will try to liaise with the builder.

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Signed

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Date