

Associated Papers APC Meeting on 23rd November 2015

Agenda Item 2 Councillor Dispensation

If there is an item on this agenda for which you have a pecuniary interest you will not be able to take part in any of the discussion or vote on a resolution. However, if you wish the council to consider your request for dispensation **you need to write to the Clerk ahead of the meeting** stating your reasons on why you should be given a dispensation.

Agenda Item 5 Routine Correspondence

Only correspondence contained elsewhere in this pack has been received since the last meeting.

Agenda Item 6 Clerk's Report

Minute	Action	Complete ✓
15/035	BDC are to change Further Street road sign by end of October 2015. Still awaiting delivery of order.	
15/069	Wrote to SCC Highways with request to extend 30mph zone.	
15/070	Quote no longer required.	✓
15/077	Minutes placed on website and notes sent to magazine.	✓
15/081 d	Cheques sent to suppliers.	✓
15/081 a	External Audit placed on Notice Boards and website.	✓
15/081 b	Allotment fencing and shed now included in insurance cover.	✓
15/082 a	Planning Application responses sent to BDC.	✓
15/085	Tenancy agreement exchanged with Assington Allotment Association.	✓
15/088	Issue raised with Babergh Enforcement.	✓
15/092	Minutes placed on website and notes sent to magazine.	✓
15/094	Planning Application responses sent to BDC.	✓
15/095	Meeting arranged re surveys.	✓
15/096	Comments sent on consultation.	✓
15/097	Damaged Vicary Estate road sign reported to Babergh.	
	Clerk Hours	
	As at 15th November 2015 - 140.75 hours worked / 132 hours paid.	

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Agenda Item 7a Responsible Finance Officer (RFO) Report

Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
07/09/15	Interest 8 June to 6 Sept	BS 216		1.31	0.00
26/10/15	BDC S106 grant			3,800.73	0.00
23/11/15	D Gotts - Footpath Maintenance	721	LA 2011 ss 1 to 8	0.00	360.00
23/11/15	Community Action Suffolk - Additional Insurance	722	LA 2011 ss 1 to 8	0.00	13.75
31/12/15	DF Crimmin - Salary Oct to Dec	723	LA 2011 ss 1 to 8	0.00	397.45
31/12/15	DF Crimmin - WFHA Oct to Dec	723	LA 2011 ss 1 to 8	0.00	39.00
31/12/15	HMRC - Clerk tax	724	LA 2011 ss 1 to 8	0.00	99.20

Reconciliation

	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Premium Accounts	30/10/15	£100.00				
	30/10/15	£13,564.46	£12,920.81	£909.40	£165.75	£0.00
Cash	16/11/15	£0.00	£0.00			£0.00
		£13,664.46	£12,920.81	£909.40	£165.75	

Statement of Accounts vs Budget

	Budget	Actual	Reserves	Budget	Actual
Assets B/Forward		£8,718.84			
Income			Expenditure		
Precept	£7,646.64	£7,646.64	Clerks Salary	£2,011.00	£1,489.95
Grants	£331.40	£4,716.48	Admin	£1,260.00	£631.31
Bank Interest	£5.00	£2.90	Donations	£600.00	£350.00
Loan	£0.00	£0.00	Street Lighting	£425.00	£0.00
Other	£200.00	£181.83	Street Lighting Upgrade	£0.00	£0.00
VAT Repayment	£0.00	£144.08	Insurance	£330.00	£301.17
			Inspection	£100.00	£0.00
			P3 Scheme	£360.00	£360.00
			Licensed Footpaths	£175.00	£0.00
			Contingency	£500.00	£0.00
			Maintenance	£575.00	£0.00
			Loan Repayment	£1,417.14	£733.70
			Loan Interest	£156.18	£52.96
			Allotments / Conservation	£750.00	£455.00
			VAT Paid	£0.00	£765.14
Total	£8,183.04	£12,691.93	Total	£750.00	£8,364.32
			Assets C/Forward		£12,920.81
Total		£21,410.77	Total		£21,410.77

Agenda Item 7b Community Warden Sceme

The letter below outlines the offer that BDC is making APC with regard to this scheme.

Place Directorate

Responsible for the Economy
and the Environment

Mr D Crimmin
Assisngton Parish Council
Cragston
Sudbury Road
Newton
Sudbury
CO10 0QH



Please ask for: Sarah Carter
Direct line: 01449 724946
Fax number: 01449 724947
Your reference:
Our reference:
E-mail: Sarah.carter@baberghmidsuffolk.gov.uk

Please reply to: Needham address

30th September 2015

Dear Mr Crimmin

Community Caretaker Scheme

Thank you for completing the Community Caretaker scheme consultation last year. I am pleased to inform you that we are now in a position to complete a trial with a number of the towns and parishes who expressed an interest in the scheme. I have enclosed an agreement which estimates the number of hours per week and hourly rate payable for your town/parish. Initially the trial will be for a period of 6 months however if it is successful, both for the district council and town and parish councils, we will continue the scheme and make it available to other areas.

What next?

If you wish to take part in the trial you will need to recruit a local cleanser. Quite often there are people who live directly in the community who are keen to undertake a few hours work per week that not only brings them some income but they feel that they are giving something back to their locality. From our experience we know that it works to have a local employee as others in the town or village are less likely to litter if they know the person who has to come behind them and clear up and it builds a sense of civic pride. Once you have a cleanser on board we can agree a start date; we hope you will be in a position to proceed by 1st January 2016.

What you will need to do prior to the cleanser starting:

- Carry out a risk assessment (we can help you with this – we have a standard template that you can adapt to suit the individual needs of your area.
- Provide protective equipment for the cleanser
- Provide a safety briefing for your cleanser (again we can advise on this)
- Find a suitable location for storage of waste (this will be collected by us on a weekly basis)

I look forward to hearing from you and will gladly answer any questions or queries you may have.

Kind regards

Sarah Carter
Public Realm Officer
Public Realm Service

Community care taking scheme – Assington Parish Council

Currently Assington is litter picked and swept by The Landscape Group (TLG) on behalf of BDC as required. The Landscape Group arranges cleansing schedules in accordance with the Council's responsibilities under the Environmental Protection Act 1990.

Rapid Response: TLG will attend any large littering or incidences of fly tipping.

Road sweeper: TLG road sweeper mechanically sweeps kerbed areas quarterly or 6 monthly as required.

Litter/Dog bins: Litter bins and dog bins are cleared weekly by TLG (if requested by the Parish and the Parish Council contributes towards the cost of this service).

Community Caretaker Agreement:

1. Assington Parish Council seeks local labour to attend to daily litter clearance. This will be supported financially by BDC (as below), who will also continue to make available rapid response service, mechanical sweeping, dog and litter bin clearing and weekly rubbish removal.
2. BDC Public Realm Service is able to contribute £7.85 per hour at 2 hours per week towards the hiring of a local street cleanser by Assington Parish Council;
 - Yearly remuneration: £816.40
3. Assington Parish Council is responsible for recruiting, employing and training the street cleanser. A risk assessment should be completed on an annual basis. BDC can provide support and guidance with training, risk assessment and Health and Safety advice.
4. Assington Parish Council is responsible for purchasing equipment, protective clothing and consumables for the use of the street cleanser.
5. BDC will maintain its responsibilities under the EPA 1990 Act.
6. A weekly, free of charge, collection of waste bags will be made by TLG from a suitable location to be provided by the parish.
7. BDC will provide a claim form at the end of each quarter for the Parish to complete and return. On receipt of this, BDC will arrange payment to the Parish Council for the appropriate amount
8. This agreement is for a trial period of 6 months but can be extended, if both parties wish to do so, at the end of the initial period.

Note: Any incidents of vomit, needles or large quantities of litter will involve the TLG rapid response being made available to assist at the earliest opportunity, please call 0845 606 6170 to report.

BDC does not devolve to Assington Parish Council any responsibility placed upon it via the EPA 1990 Act.

Please provide the following details for all future correspondence and return to:

The issue that I foresee, in addition to the protective equipment, cleaning materials, training and health & safety that APC would need to cover, is that there is also additional work for the Clerk to undertake as follows:

- The cleaner would be an employee of APC so a contract of employment and job specification would need to be drawn up as well as developing processes for holidays and sickness.
- The Clerk would need to run a monthly payroll for payment to the cleaner (the Clerk is paid quarterly).
- The Clerk would need to complete a quarterly return in order to receive the grant from BDC.

In addition, the hourly rate paid by BDC may need to be supplemented by APC when the "living wage" is introduced by the government.

Agenda Item 7c Budget Proposal 2016 / 2017

Income

Income sources for 2016 / 2017 have been based on those for 2015 / 2016. The assumption is that there will be a P3 grant from SCC for cutting the footpaths and that £300 will be received from the Allotment Association.

Expenditure

The following should be noted

- The Clerk's hour rate is now as agreed in March 2015.
- Within Contingency, I am again proposing a £500 budget for 2016 / 17 which will also cover any discretionary Project(s) spend.
- The Allotment / Conservation budget now covers rent, water and maintenance costs
- Appendix A shows the full rationale for the 2016 / 17 budget.
- APC is asked to consider **a total expenditure budget of £8,743.32 for 2016 / 17.**

Please find below tables which show a comparison between 2014 / 15 budget and actual, 2015 / 16 budget, actual to date and that ***anticipated at year end*** and that anticipated in 2016 / 17.

	2014 / 15		2015 / 16			2016 / 17
	Budget	Actual	Budget	Actual to Date	To year end	Budget
Income						
Grants	255.80	331.40	331.40	4,716.48	4,716.48	331.40
Bank Interest	5.00	5.27	5.00	2.90	5.00	5.00
Loan	0.00	0.00	0.00	0.00	0.00	0.00
Other	0.00	522.75	200.00	181.83	181.83	300.00
VAT Repayment	0.00	184.89	0.00	144.08	144.08	0.00
Total Income	260.80	1,044.31	536.40	5,045.29	5,047.39	636.40
Precept		7,362.96			7,646.64	
Expenditure						
Clerks Salary	2,007.00	1,992.15	2,011.00	1,489.95	2,177.62	2,200.00
Admin	1,100.00	819.86	1,260.00	631.31	1,260.00	1,300.00
Donations	600.00	600.00	600.00	350.00	600.00	600.00
Street Lighting	650.00	314.56	425.00	0.00	330.00	350.00
Insurance	355.00	317.42	330.00	301.17	301.17	330.00
Inspection	100.00	0.00	100.00	0.00	0.00	100.00
P3 Scheme	275.00	331.40	360.00	360.00	360.00	360.00
Licensed Footpaths	150.00	168.50	175.00	0.00	175.00	175.00
Contingency	500.00	96.85	500.00	0.00	500.00	500.00
Maintenance	295.00	237.33	575.00	0.00	575.00	600.00
Loan Repayment	1,417.14	1,448.37	1,417.14	733.70	1,417.14	1,417.14
Loan Interest	156.18	124.95	156.18	52.96	156.18	156.18
Allotments / Conservation	375.00	5.00	455.00	3,805.73	3,805.73	655.00
VAT Paid	0.00	144.08	0.00	765.14	900.00	0.00
Total Expenditure	7,980.32	6,600.47	8,364.32	8,489.96	12,557.84	8,743.32

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Appendix A

	2016 / 17	
	Budget	Notes on Budget Next Year
Income		
Grants	331.40	P3 Scheme
Bank Interest	5.00	
Loan	0.00	
Other	300.00	Allotments £300
VAT Repayment	0.00	
Total Income	636.40	
Precept		
Expenditure		
Clerks Salary	2,200.00	228 hours at £9.647
Admin	1,300.00	SALC £185 / VH Hire £200 / Councillor Training £350 / Expenses inc Travel £275 / Clerk WFH £156 / Misc £99
Donations	600.00	Church £350 / Other £250
Street Lighting	350.00	
Insurance	330.00	£300 + £30 membership
Inspection	100.00	BDO LLP
P3 Scheme	360.00	6 cuts for 2015
Licensed Footpaths	175.00	
Contingency	500.00	Project £500
Maintenance	600.00	Dog Bin Collection 5 x £60 (4 APC's and 1 at Village Hall) 1 rubbish @ £50 / Asset Maint £250
Loan Repayment	1,417.14	
Loan Interest	156.18	
Allotments / Conservation	655.00	Rent £205 / Maintenance £250 / Water £200
VAT Paid	0.00	
Total Expenditure	8,743.32	

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Agenda Item 7d Transparency Code Grant

Please find attached the grant application form that requires to be approved by councillors before it is submitted to SALC.

Agenda Item 8c Status of planning applications

BDC Ref	Application	APC Ref	Date of Response	APC Response	BDC Response
B/08/00316	Enforcement Reference following APC's question re vehicular access at 8 The Gurdons			Raised	
	Heritage enquiry re Bambridge Hall	12/115		Enforcement action being proposed.	
B/15/00715	12 The Street - Application for Listed Building Consent - Installation of replacement white UPVC windows and rear door.	15/068b	28/07/15	Support	Withdrawn
B/15/00999	2 Woodfield - Erection of porch.	15/082a	29/09/15	Support	Approved 29/09/2015
B/15/01348	The Barn at Assington, The Street - Change of use to caravan and camping site including provision for static, seasonal and touring caravans, tented camping and winter storage of caravans.	15/094a	30/10/15	Object	
B/15/01393	The Barn at Assington, The Street - Erection of 2 No. two bedroom houses and 1 No. four bedroom house with associated off street parking and detached garages. Construction of new vehicular access.	15/094b	30/10/15	Support	
B/15/01378	Moors Farm, Wormingford Road - Application for Listed Building Consent - Conversion of existing single storey detached barn together with associated works to provide 2 No. units of holiday accommodation.	15/094c	30/10/15	Support	
B/15/01377	Moors Farm, Wormingford Road - Conversion of existing single storey detached barn together with associated works to provide 2 No. units of holiday accommodation.	15/094d	30/10/15	Support	

Agenda Item 11 Meeting dates in 2016

The following Mondays starting at 7.30pm in the Village Hall are proposed for APC meetings in 2016:

- 25th January
- 21st March
- 23rd May - Annual Meeting of the Parish Council
- 25th July
- 26th September
- 28th November.

The Annual Parish Meeting will be held on Monday 21st March 2016 starting at 7pm.