

Associated Papers APC Meeting on 21st March 2016

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

Apart from correspondence included in agenda item no correspondence has been received since the last meeting.

Agenda Item 6 Clerk's Report

Minute	Action	Complete ✓
15/069	Wrote to SCC Highways with request to extend 30mph zone.	
15/110	Dementia Awareness session booked for 30th March at 7.30pm.	✓
16/003	Minutes placed on website and notes sent to magazine.	✓
16/006	Wrote to James Finch re A134	
16/007 a	Cheques sent to suppliers.	✓
16/007 b	Precept demand sent to Babergh.	✓
16/008	Planning Application response sent to BDC.	✓
16/010	Arranging meeting with Nick Ward.	
16/014	Nomination sent re ballot.	✓
16/015	Wrote to Jennie Jenkins re tented residents.	✓
16/019	Minutes placed on website and notes sent to magazine.	✓
16/021	Planning Application response sent to BDC.	✓
16/022	Contacted SCC Highways re sign.	✓
	Clerk Hours	
	As at 6th March 2016 - 206.75 hours worked / 196 hours paid.	

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Agenda Item 7a Responsible Finance Officer (RFO) Report

Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
21/03/16	BDC - Dog & Litter bin emptying	726	LA 2011 ss 1 to 8	0.00	284.80
21/03/16	DF Crimmin - Expenses Sep to Feb	727	LA 2011 ss 1 to 8	0.00	143.80
31/03/16	DF Crimmin - Salary Jan to Mar	728	LA 2011 ss 1 to 8	0.00	550.07
31/03/16	DF Crimmin -WFHA Jan to Mar	728	LA 2011 ss 1 to 8	0.00	39.00
31/03/16	HMRC - Clerk Tax	729	LA 2011 ss 1 to 8	0.00	137.60

Reconciliation

	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community	29/02/16	£100.00				
Premium Accounts	29/02/16	£11,888.40	£10,833.13	£1,155.27	£0.00	£0.00
Cash	15/03/16	£0.00	£0.00			£0.00
		£11,988.40	£10,833.13	£1,155.27	£0.00	

Statement of Accounts vs Budget

	Budget	Actual		Reserves	Budget	Actual
Assets B/Forward		£8,718.84				
<u>Income</u>			<u>Expenditure</u>			
Precept	£7,646.64	£7,646.64	Clerks Salary		£2,011.00	£2,177.62
Grants	£331.40	£4,939.53	Admin		£1,260.00	£814.11
Bank Interest	£5.00	£4.45	Donations		£600.00	£350.00
Loan	£0.00	£0.00	Street Lighting		£425.00	£308.63
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	£237.33
			Loan Repayment		£1,417.14	£1,473.82
			Loan Interest		£156.18	£99.50
			Allotments / Conservation	£750.00	£455.00	£3,805.73
			VAT Paid		£0.00	£874.33
Total	£8,183.04	£12,916.53	Total	£750.00	£8,364.32	£10,802.24
			Assets C/Forward			£10,833.13
Total		£21,635.37	Total			£21,635.37

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Agenda Item 7a Clerks Expenses

Date	Description	Postage			No of Calls	Telephone Phone Call to	Printing			Travel Miles
		1st	2nd	Other			A4 Print	A3 Print	Lams	
10/09/15					3	C Heseltine, Homefield Sheds, S King				
11/09/15					2	Homefield Sheds, S King				
14/09/15					1	S King				
15/09/15	Maps							11		6
22/09/15					4	S King, D Gotts, S Thorogood, BDC	225		4	
23/09/15	Meeting Pack									8
28/09/15	Meeting									6
29/09/15			4		4	P le Grys x 2, CAS, C Heseltine, S Thorogood				
30/09/15					2	P le Grys x 2				
01/10/15					1	P le Grys	8		8	
02/10/15	BDO Notices									6
08/10/15					1	S Thorogood				
09/10/15					2	S Thorogood, S King				
14/10/15					2	L Symons, P Le Grys				
15/10/15				£0.93	5	P Le Grys x 2, S King, C Heseltine, CAS				
19/10/15	Meeting Pack				2	S Thorogood, S King	91		4	
20/10/15					1	S King				8
22/10/15					1	J Jenkins				
26/10/15	Meeting				4	S King, S Thorogood, BDC x 2				6
28/10/15					1	S King				
03/11/15					1	D Gotts				
09/11/15					4	S King, S Thorogood, L Symons, P le Grys				
11/11/15					2	P le Grys x 2				
13/11/15					1	S Thorogood				
17/11/15	Meeting Pack				1	S King	168		4	8
18/11/15					2	P le Grys, S Thorogood				
19/11/15						BDC				
23/11/15					1	L Symons				6
24/11/15			2							
08/12/15	P le Grys				2	S Thorogood, S King x 2				6
09/12/15	Planning Committee				1	S Thorogood				8
10/12/15					2	S King, P le Grys				
11/12/15					1	P le Gyrs				
14/12/15					4	P le Gyrs x 3, S Thorogood				
21/12/15					1	V Davies				
04/01/16										
18/01/16	Meeting Pack				2	BDC, S Thorogood	188		6	
19/01/16	Notices				1	BDC				9
20/01/16					1	BDC				
22/01/16					1	S Thorogood				
25/01/16	Meeting				1	S King				5
26/01/16					5	BDC x 2, S King, N Ward x 2				
27/01/16					2	BDC x 2				
28/01/16			2		1	N Ward				
04/02/16					1	S Thorogood				
15/02/16					1	BDC				
16/02/16	Meeting Pack & Notices				1	BDC	91		4	9
22/02/16	Meeting				1	N Ward				6
23/02/16					1	S King				
		0	8		78		771	11	30	97
		£0.00	£4.32	£0.93	£9.36		£30.84	£1.10	£3.60	£43.65

Expenditure on behalf of Assington Parish Council

Date	Description	Ref	Gross	VAT	Net	Account Heading
22/10/15	500 A4 Double sided maps @ 10p each		£50.00	£0.00	£50.00	Admin
	Postage		£5.25		£5.25	
	Cost of Calls		£9.36		£9.36	
	Printing		£31.94		£31.94	
	Laminates		£3.60		£3.60	
	Travel Costs		£43.65		£43.65	
	Total		£143.80	£0.00	£143.80	Balanced

Agenda Item 7b Donations

Past and Current Year Donations	
2012/2013	
Assington PCC	£350.00
Assington PCC	£100.00
SARS	£50.00
Suffolk Age UK	£50.00
CAB	£50.00
	£600.00
2013/2014	
Assington PCC	£350.00
SARS	£50.00
CAB	£50.00
Assington Association	£50.00
Macmillan Cancer	£50.00
Suffolk Age UK	£25.00
Sudbury Newstalk	£25.00
	£600.00
2014/2015	
Assington PCC	£350.00
CAB	£50.00
Assington Assoc	£50.00
Macmillian Cancer	£50.00
EACH	£50.00
Assington PCC	£50.00
	£600.00
2015/2016	
Assington PCC	£350.00
	£350.00

The East Anglia's Childrens Hospices have written re a donation.

Agenda Item 7c Earmarked Reserves

Asset Replacement	850.00
Allotments / Conservation	500.00
Election Costs	1,420.00
Clerk Gratuity Fund	603.64
Total Earmarked Reserves	3,373.64

Agenda Item 8b Chilton Woods response

With the deadline for responses now extended to the 23rd March APC has the opportunity to agree the following draft response:

The councillors reviewed Planning Application B/15/01718 Chilton Woods Mixed Use Development, Land North of, Woodhall Business Park, Sudbury – Outline application (with all matters reserved except for access) - Erection of up to 1,100 dwellings and resolved to object to the planning application on the following grounds:

- i. The impact that the Chilton Woods generated traffic will have upon the A134 through the village and traffic using The Street. The councillors remain unconvinced that the increase in traffic can be safely accommodated along this stretch of A134 that already has an unacceptable level of fatal RTA's recorded on the bends towards Leavenheath.
- ii. The modelling to quantify the Chilton Woods generated traffic are based on 2024 when the site is only partly developed. The applicant needs to quantify the traffic movements when the development is complete in 2031.

Agenda Item 8d Status of planning applications

BDC Ref	Application	APC Ref	APC Response	BDC Response
B/08/00316	Enforcement Reference following APC's question re vehicular access at 8 The Gurdons		Raised	
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	Object	
B/15/01382	Adjoining Parish - Gedding Hall, Nayland Road - Alterations and conversion of two barns to residential use.	15/106a	No comment	
B/16/00078	St Edmunds Cottage, The Street - Erection of two storey rear extension and garage and associated alterations.	16/021b	Supported	Approved 07/03/2016
B/15/01348	Amendments / additional information received re 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.	16/021a	Objected	
B/15/01698	4 The Gurdons, The Street - Erection of a single-storey rear extension (retention of)	16/021c	Supported	Approved 26/02/2016
B/16/00037	Oak House, The Street - Change of use from existing garage / workshop to 1 No. unit of holiday let accommodation.	16/008a	Objected	Approved 03/03/2016

Agenda Item 11 Quiet Lanes



Quiet Lanes Suffolk
C/o Sandcliff, School Road,
Waldringfield,
Ipswich, Suffolk IP12 4QR
01473 736423 / 07768316214
neilwinship@directsave.net

*Expect others
round the bend
& Respect their
right to lane
space.*

Assington

To Clerks of Suffolk Parishes in & near
Dedham Vale and lower Stour Valley

19 January 2016

Dear David Crimmin

Quiet Lanes Suffolk

Might your parish council be interested in nominating any minor rural roads as Quiet Lanes?

Origins: Recognising the gradual increase in motorised traffic and need to conserve the tranquillity of the countryside, the Department for Transport introduced the Quiet Lanes and Home Zones Regulations in 2006. They followed trials in North Norfolk, Kent and Jersey. Suffolk considered 20 lanes but in the event did nothing. Meanwhile the Suffolk Coast & Heaths AONB put Quiet Lanes into its 5-year management plan in 2008 and again in 2013. Responding to continuing traffic growth and suspecting it deters residents and visitors from walking, cycling, riding horses and mobility scooters along minor rural roads, Quiet Lanes Suffolk (QLS) was formed as a voluntary, charitable organisation in 2013/14 to run a pilot scheme in Suffolk.

Our Progress: QLS appreciated from the start that implementing Statutory Instrument 2006 No. 2082 would be burdensome on Suffolk County Council (the relevant Highways Authority) when austerity has reduced the Council's resources. It was also evident that the few 2006-09 schemes in other counties, had not been cost-effective because of the cost of council-officer-time and travel and the lack of effective hearts' and minds' campaigns. With the agreement of SCC Highways¹, QLS determined to initiate a grass-roots pilot scheme, Phase 1 of which has run 2014/15 in the southern part of the Suffolk Coast & Heaths AONB. Provisional results on those 15 lanes are encouraging but not yet decisive; unsurprising since they comprise only some 10% of such minor rural road length in the Southern part of Coastal District so that only a small proportion of residents and visitors will have even seen one of the signs. Our stand at the Suffolk Show and other surveys have found widespread interest and support.

2016/17: QLS is therefore working on Phase 2 with 12 further parishes, mainly in Coastal District, nominating some 17 more lanes thus approaching the 42 lanes that North Norfolk had in its trial.

As the Dedham Vale AONB and Stour Valley Association have now included support for Quiet Lanes in their latest Management Plan², interest from your Parish would be much appreciated.

¹ On 18 Nov 2015 SCC re-confirmed general support for the concept but that said is not in a position to provide resources from area offices to support further development at present.

² Page 29 of <http://www.dedhamvalestourvalley.org/assets/About-Us/Man-Plan-consultation/DVSVP-MP-Review-2015-FINAL-13.pdf>

Finance

QLS has not called on the Phase 1 Parishes for any financial support yet:

- Provision and erection of 22 posts with 48 signs including traffic management (stop-go) and contractors' technical support officer time for the 15 lanes in Phase 1 cost SCC Highways **£5,630** i.e. just £375 (VAT free) per lane³.
- Meanwhile QLS has spent **£21,000** granted from the Big Lottery Fund, two funds administered by SC&H AONB and from Suffolk Coastal District Council. That has gone on leaflets etc. for our **Expect & Respect** Campaign and notably on £15,450 invested in four electronic devices that continuously count pedestrians, bikes, horses and cars.⁴ QLS volunteers are of course unwaged but have been paid mileage.

Potential Benefits

1. Individual physical & mental **health** from walking, cycling, riding etc. saves NHS money;
2. Community **well-being** from people meeting and greeting one another;
3. **Nature prospers**: Flora and fauna suffer less noise and exhaust fumes;
4. **Climate change alleviation** due to reduced emissions from engines;
5. Visitors attracted for walking and cycling generate **income** for the hospitality sector.

SCC has published walking and cycling strategies to promote transition from cars to feet and bikes for local journeys and for recreation; with reducing funding from central government, 1 & 2 above should contribute to savings on public health care services as well as 5 boosting our local economy.

Commitment

Hoping that your parish will be interested, Annex A lists the tasks in note form; a local champion is needed to work with QLS. A map is enclosed for marking with candidate lanes, which should be minor rural roads linking local footpaths and bridleways and attractive for non-motorised users; ideally they should not be key routes for vehicles. Please return one copy to me.

If it might help your Parish Council, residents or a prospective champion, I can easily attend with a short presentation and readiness for a Q & A session. Incidentally I recently planned and then walked as directly as possible from Ipswich to Marks Tey, avoiding the A12 (T) and main roads; of the 24 miles, 72 % of my walk **had** to be along minor roads and only 27% could be on footpaths and bridleways. That walk would have been safer and more enjoyable if the small number of drivers who speed too close for comfort, had been more considerate, but I suppose very few of them ever walk or cycle, especially when it is raining.

Neil Winship

³ SCC Councillors' Highways Locality Budgets covered those costs. SCC East Area staff time attending meetings and ordering works was not recorded or recharged to the project.

⁴ QLS considered that the quantitative criterion for success the pilot scheme should be a significant increase in the numbers of non-motorised users.

Tasks for Suffolk Parishes Proposing a Quiet Lane.

Tasks that are mandatory under 'The Quiet Lanes and Home Zones (England) Regulations 2006 (Statutory Instrument 2006 No. 2082) are shown in [blue](#).

Serial	Task	Detail	Comments
1	Consider potential lanes in your parish	Single carriageway? Joins up other rights of way? Has alternative for vehicles?	
2	Sound out local residents	Will owners of properties adjoining the lane support proposal? Do the neighbouring parishes wish to be involved?	A draft of a possible letter from you to them ~ Annex A.
3	Discuss at Parish Council(s).	Do they support or feel there should be a Parish Survey?	Costs to Parishes have been trivial.
4	Lobby your SCC Councillor	Tell your County Councillor what is proposed and ask her or him to: - Mention to SCC Cllr Finch - Consider contribute to the cost of the signs from his local highways or locality budget. ⁵	Each post with both start and end signs cost £247 in 2014 hence about £500 per quiet lane.
5	Arrange a public meeting	Give at least 21 days notice of an open meeting in or near the relevant area (i.e. parishes in which the proposed lane(s) run to discuss the proposal and inform all how and to whom to make representations (objections). QLS is seeking agreement from SCC Highways that you and we may arrange, advertise and run the meeting on their behalf. Also a decision on whether representations must go direct to SCC or may be 'assembled' by QLS for batch delivery to SCC	Since a copy of the notice for the meeting must be sent to the occupiers of all premises within the relevant area , QLS recommend a single letter be: - displayed on parish notice boards - advertised in the newsletter - delivered or posted to every property adjoining the lane(s).
6	Keep QLS well informed and told of other organisations that may be affected.	The regulations require that a number of other bodies and organizations ⁶ must be consulted and a notice placed in the local newspaper.	QLS is seeking SCC Highways agreement that it may do this on their behalf.
7	Decide and report to QLS where to put the Quiet Lanes signs.	Study each end of the proposed lane to decide the precise placing. Then photograph and describe by measurements from reference point.	QLS will pass to SCC Highways for them to arrange the work with their contactor.

⁵ Their SCC locality budget is £12,000 for 2015/16 and is administered centrally by Democratic Services. Each also has a local highways budget of £4,000 pa administered by the three SCC Highways areas. Since the majorities of walkers and cyclists using Quiet Lanes come from neighbouring towns, there is an argument for County Councillors for nearby divisions in towns to contribute to rural Quiet Lanes signs.

⁶ District Council (planning), School, NHS, Fire, Police, Road Haulage Association, Freight Transport Association plus any other premises and organisations likely to be affected, such as bus services.

Agenda Item 12 Suffolk Year of Walking



People Directorate

Responsible for Communities and Housing

Please ask for: Sue Calver
Direct line: 01449 724653

Fax number:
Your reference:
Our reference:

Dear Sir/Madam

Suffolk Year of Walking – May 2016 to April 2017

Suffolk's first walking strategy was launched in 2015 setting out a vision to increase the number of people walking in Suffolk. As well as the many health benefits associated with walking the strategy also highlights the natural environment of Suffolk which makes it a wonderful place to walk, both in urban and rural areas.

Babergh and Mid Suffolk District Council are proud to offer the opportunity for parishes throughout the two districts to apply for a trained walk leader to lead a walk in their local area.

Applying for a walk leader is free of charge but is limited to one walk per **ward**, your ward covers the following areas:

LEAVENHEATH WARD – Leavenheath & Assington

We hope that this project will enable parishes to work together with neighbouring villages to advertise and highlight the natural beauty of their local area; ensuring local residents and people from further afield are able to partake.

Babergh & Mid Suffolk District Council will provide the parish with a trained walk leader and we ask for a commitment from the parish to provide at least two people who are willing to help out with the walk on the day. Walk leaders will be allocated on a first come first served basis.

When thinking about your parish please ensure that any walk you may be considering is as inclusive and accessible as possible given we have many rural areas and it is highly likely that people will travel to attend the walk, so car parking and preferably toilet facilities would also need to be a consideration. Providing a walk in your area will give you the opportunity to promote local facilities such as pubs, cafes, Community shops etc where visitors may choose to use before or after your walk.

This project also provides the parish with the potential for advocating past local history, village stories, anecdotal tales and themes which might be of interest to visitors. To support your event Babergh & Mid Suffolk District Council can offer a minor Arts grant of up to £250 the funding available can be used to provide a poet or storyteller for your walk to accentuate the above. To apply for this funding please contact Zoey Banthorpe, Arts Officer on zoey.banthorpe@baberghmidsuffolk.gov.uk or telephone 01449 724 638.

Babergh & Mid Suffolk District Council are working in partnership with the Tourist Information Centre in Stowmarket, although all the parish walks will be free of charge for participants booking is essential and must be made directly with the TIC on 01449 676800

If you would like to take up this offer we need confirmation and return of the attached form by 31st March 2016.

Yours sincerely