

Associated Papers APC Meeting on 26th September 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 ✓
16/006	In plans currently out for consultation with parishes affected, there are no proposed changes to the A134 speed limits in Assington.	
16/068	Minutes placed on website and notes sent to magazine.	✓
16/072	BT advised that telephone kiosk phone line not working.	
16/073 a	Cheques sent to suppliers.	✓
16/074	Planning Application responses sent to BDC.	✓
16/075	D Gotts contracted for conservation and allotments areas.	✓
16/078	Standing Orders updated on website.	✓
16/087	Minutes placed on website and notes sent to magazine.	✓
16/089	Planning Application response sent to BDC.	✓
	Clerk's Hours	
	As at 28th August 2016 - 92.25 hours worked / 88 hours paid	

Agenda Item 7a Audit Report



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Ocean Village
Southampton
SO14 3TL

Mr D Crimmin
Cragston
Sudbury Road
Newton
SUDBURY
Suffolk
CO10 0QH

26 July 2016

our ref: 2016/F6/ASSI01/FINAL

Dial: 023 8088 1737
Email: councilaudits@bdo.co.uk

Dear Mr Crimmin

Assington Parish Council - Audit for the year ended 31 March 2016

We have now completed the above audit. Please find enclosed the following documents;

- Fee Note
- Notice of Conclusion of Audit
- Notes regarding the advertisement of the Conclusion of the Audit
- Date selection form for 2016/17
- Contact details
- Survey 2015/16
- Annual Return

There were no matters which came to our attention which required the issuing of a separate additional issues arising report.

The enclosed annual return should be presented to the smaller authority, now that our audit opinion has been given, and a minute should be made to show that the annual return including our certificate has been approved and accepted by the smaller authority. The annual return and notice of conclusion of audit must be published for at least 14 days (including on the smaller authority's website*) as soon as reasonably possible before the 30 September 2016 and must be made available for public access for a period of not less than five years.

If you have any questions please contact Louise Caplen in the first instance.

Yours sincerely

For and on behalf of BDO LLP

Enc.

*In the case of a parish meeting and where the meeting has displayed the information in a conspicuous place for at least 14 days, publication on a website does not apply.

BDO LLP, a UK limited liability partnership registered in England and Wales under number OC305127, is a member of BDO International Limited, a UK company limited by guarantee, and forms part of the international BDO network of independent member firms. A list of members' names is open to inspection at our registered office, 55 Baker Street, London W1U 7EU. BDO LLP is authorised and regulated by the Financial Conduct Authority to conduct investment business



Section 3 – External auditor certificate and report 2015/16 Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2016 in respect of:

Enter name of
smaller authority here:

ASSINGTON PARISH COUNCIL

Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2016; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

External auditor report

(~~Except for the matters reported below~~)* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (~~*delete as appropriate~~).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

(continue on a separate sheet if required)

External auditor signature

BDO UK
BDO LLP Southampton
United Kingdom

External auditor name

Date

27/16

Note: The NAO issued guidance applicable to external auditors' work on 2015/16 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

BDO LLP is a limited liability partnership registered in England and Wales (with registered number OC305127).

Agenda Item 7c Insurance

Community Action Suffolk Insurance



Policy Number: YLL 272004 1953
 Policy Type: Parish Council
 Period of Insurance: 01/10/2016 - 30/09/2017
 Insured: Assington Parish Council, CO10 0QH

Summary

Effective Date: 01/10/2016
 Prepared: 08/09/2016

Mr Dave Crimmin
 Assington Parish Council
 Craigston
 Sudbury Road
 Newton
 SUDBURY
 Suffolk

CO10 0QH	Period of Cover	Sum Insured	Premium	To Pay
Business Interruption (Core 1)				
	01/10/2016 - 30/09/2017	£500.00		
Employers Liability (Core)				
	01/10/2016 - 30/09/2017	£10,000,000.00		
Public Liability (Core 1)				
	01/10/2016 - 30/09/2017	£10,000,000.00		
Employee Dishonesty (Core 1)				
	01/10/2016 - 30/09/2017	£25,000.00		
Libel and Slander (Core 1)				
	01/10/2016 - 30/09/2017	£250,000.00		
Personal Accident (Core)				
	01/10/2016 - 30/09/2017	See full policy schedule / policy booklet		
Legal Expenses (Core)				
	01/10/2016 - 30/09/2017	£100,000.00		
Money (Core)				
	01/10/2016 - 30/09/2017	See full policy schedule / policy booklet		
Hirers Liability (Core)				
	01/10/2016 - 30/09/2017	£2,000,000.00		
All Risks				
16 Street Lights	01/10/2016 - 30/09/2017	£15,520.00		
1 Wooden Bench	01/10/2016 - 30/09/2017	£410.00		
1 Wooden Bench	01/10/2016 - 30/09/2017	£400.00		
Noticeboard	01/10/2016 - 30/09/2017	£170.00		
Grit Bin - Barracks	01/10/2016 - 30/09/2017	£115.00		
Grit Bin - Daddys Hill	01/10/2016 - 30/09/2017	£180.00		
Office Equipment-	01/10/2016 - 30/09/2017	£2,500.00		
Allotment Fencing	01/10/2016 - 30/09/2017	£1,425.21		
Communal Shed	01/10/2016 - 30/09/2017	£650.00		
		Premium + Administration	£286.40	£286.40
		Insurance Premium Tax:	£28.64	£28.64
		Total:	£315.04	£315.04

5 YEAR LONG TERM UNDERTAKING. YEAR 4. CEASES 30/09/2018

Business Services at CAS Ltd, Community Action Suffolk, 160 Hadleigh Road, Ipswich, IP2 0HH authorized and regulated by the Financial Conduct Authority
 FCA No: 313794

Agenda Item 7d Responsible Finance Officer (RFO) Report

Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
04/07/16	PWLB - Repayment	D/Dr	LA 2001 ss 1 to 8	0.00	786.66
29/07/16	ICO - Data Protection	D/Dr	LA 2001 ss 1 to 8	0.00	35.00
01/09/16	BDC Precept			3,784.00	0.00
26/09/16	BDO - Audit Fee	742	LA 2001 ss 1 to 8	0.00	120.00
26/09/16	CAS - Insurance	743	LA 2001 ss 1 to 8	0.00	315.04
26/09/16	DF Crimmin - Expenses Mar to August	744	LA 2001 ss 1 to 8	0.00	135.35
30/09/16	DF Crimmin - Salary July to Sept	745	LA 2001 ss 1 to 8	0.00	405.23
30/09/16	DF Crimmin - WFHA July to Sept	745	LA 2001 ss 1 to 8	0.00	39.00
30/09/16	HMRC - Clerk Tax	746	LA 2001 ss 1 to 8	0.00	101.40

Reconciliation

	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community	29/07/16	£100.00				
Premium Accounts	29/07/16	£13,460.56	£16,228.54	£1,116.02	£3,784.00	£0.00
Cash	16/05/16	£0.00	£0.00			£0.00
		£13,560.56	£16,228.54	£1,116.02	£3,784.00	

Statement of Accounts vs Budget

	Budget	Actual	Reserves	Budget	Actual
Assets B/Forward		£10,534.70			
Income			Expenditure		
Precept	£7,568.00	£7,568.00	Clerks Salary	£2,200.00	£1,003.28
Grants	£331.40	£0.00	Admin	£1,300.00	£441.05
Bank Interest	£5.00	£1.62	Donations	£600.00	£350.00
Loan	£0.00	£0.00	Street Lighting	£350.00	£0.00
Other	£300.00	£270.92	Street Lighting Upgrade	£0.00	£0.00
VAT Repayment	£0.00	£874.33	Insurance	£330.00	£315.04
			Inspection	£100.00	£100.00
			P3 Scheme	£360.00	£0.00
			Licensed Footpaths	£175.00	£0.00
			Contingency	£500.00	£0.00
			Maintenance	£600.00	£0.00
			Loan Repayment	£1,417.14	£746.60
			Loan Interest	£156.18	£40.06
			Allotments / Conservation	£655.00	£5.00
			VAT Paid	£0.00	£20.00
Total	£8,204.40	£8,714.87	Total	£0.00	£8,743.32
					£3,021.03
			Assets C/Forward		£16,228.54
Total		£19,249.57	Total		£19,249.57

Associated Papers APC Meeting on 26th September 2016

Agenda Item 7d Clerk's Expenses

Date	Description	Postage			No of Calls	Telephone	Printing			Travel
		1st	2nd	Other		Phone Call to	A4 Print	A3 Print	Lams	Miles
03/03/16					2	A Crossman [redacted], S Thorogood				
07/03/16							3		2	
08/03/16	Notices									6
14/03/16					1	BDC				
16/03/16							165		6	6
17/03/16					1	S King				
21/03/16	APM & Meeting				2	S Thorogood x 2	106			6
22/03/16			6		3	BDC, H Wallace, J Peacock				
29/03/16	Notices						2		2	6
30/03/16					1	S Thorogood				
31/03/16					1	S Thorogood				
01/04/16	Postage Adjustment			-£0.06						
04/04/16					2	S King, S Thorogood				
06/04/16	Meeting Pack				2	S King x 2	117		4	
07/04/16	N Ward									6
08/04/16					2	S King x 2				
14/04/16	Meeting									6
20/04/16	Audit						54			
25/04/16	Audit Pack									6
05/05/16								2	2	
10/05/16	Audit									5
16/05/16	Meeting Pack				2	S Thorogood, BDC	175		6	
17/05/16	Notices									9
19/05/16					2	J Jenkins x 2				
20/05/16					2	S Thorogood, S King				
23/05/16	Meeting						7			6
24/05/16			3		2	S King x 2	24			
25/05/16	S King								8	6
26/05/16	Audit Notices									6
27/05/16					2	S King, D Gotts				
31/05/16									2	
01/06/16	Survey						48			
14/06/16					2	S Thorogood, S King				
15/06/16					1	CAS				
22/06/16	200 copies of survey				3	S King x 3	800			6
30/06/16					1	S King				
04/07/16					2	D Gotts x 2				
07/07/16					1	S King				
18/07/16					2	S King, David Gotts				
19/07/16							244		4	6
25/07/16					2	S Thorogood x 2				
26/07/16					2	S Thorogood, J Peacock				
01/08/16					1	S Thorogood				
03/08/16	SO & FR x 8						304			
		0	9		44		2049	2	36	86
		£0.00	£4.95	-£0.06	£5.28		£81.96	£0.20	£4.32	£38.70

Expenditure on behalf of Assington Parish Council

Date	Description	Ref	Gross	VAT	Net	Account Heading
	Postage		£4.89		£4.89	
	Cost of Calls		£5.28		£5.28	
	Printing		£82.16		£82.16	
	Laminates		£4.32		£4.32	
	Travel Costs		£38.70		£38.70	
	Total		£135.35	£0.00	£135.35	Balanced
	Mileage rate from 6/4/2011	45p				
	1st Class Post	64p				
	2nd Class Post	55p				
	A4 Printing per page	4p				
	A3 Printing per Page	10p				
	Laminator pouch	12p				
	Telephone Calls	10p +VAT				

Agenda Item 8b 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/15/01718	Chilton Woods	16/031b	Objected	
B/16/00713	7 The Gurdons - Erection of two-storey and single-storey rear extensions, single-storey front extension and associated alterations. Construction of new vehicular access.	16/074a	Support	Approved 21/07/2016
B/16/00810	Maple Cottage, 59 Barracks Road - Erection of single-storey side extension (following demolition of existing conservatory).	16/074b	Support	Approved 08/08/2016
B/16/00738	Land east of Centuries, The Street - Change of use of land for the siting of 2 No. touring caravans for permanent C3 land use in support of pastoral farming business.	16/074c	Objected	Refused 02/09/2016
B/16/01056	Land south of 1, Woodfield - Erection of 2 no. 3-bedroom detached dwellings and construction of vehicular access.	16/089a	Objected	

Agenda Item 10 Survey results

Cllr King will email the final summary of the survey for your review at next Monday's meeting

Agenda Item 11 Defibrillator

James Finch has donated £1,000 towards the Assington defibrillator from his Locality Budget. We await a response from the Assington Village Charity regarding APC's request to mount the defibrillator on the outside wall of the village hall.

Agenda Item 12 OneSuffolk website

With reference to the email circulated on the 7th September, APC will need to consider payment of a £50 annual charge to continue using the OneSuffolk hosting service from Community Action Suffolk.