

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 6 Routine Correspondence

- a. Representations to attend BDC Networking Evening on 23rd October 2017
- b. Understanding Planning courses to be held on 9th and 23rd November 2017
- c. Suffolk's Most Active Community Competition
- d. Mr Paul Willer regarding moving the 30mph sign
- e. Mr Bill Gladwin regarding sewage leak over public footpath

Agenda Item 7 Clerks Report

Minute	Action	Complete
		✓
	Minutes placed on website and notes sent to magazine.	✓
	Planning responses sent to Babergh DC	✓
17/092	Confirmed attendance to Vision Event on the 13th September and Consultation Event on 27th September	✓
17/093 a	Letter sent to Barclays Bank to change correspondence address	✓
17/093 b	Replied to Mr Willer's email	✓
	Forwarded Mr Willer's reply to Parish Councillors and Mr James Finch	✓
17/086 d	Cllr Stephen King to check minutes regarding the entrance to the new buildings	
17/086 d	Cllr Simon Thorogood to contact Chris Hesletine regarding confirmation if a grant was used to plan the hedge	

Agenda Item 8.a External Audit Report



Tel: +44 (0)23 8088 1737
Fax: +44 (0)23 8088 1701
www.bdo.co.uk

Arcadia House
Maritime Walk
Ocean Village
Southampton
SO14 3TL

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

08 August 2017
our ref: 2017/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 2017

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
- Contact details
- 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 2017 and must be made available for public access for a period of not less than five years.

BDO LLP are not your appointed auditor for the year ended 31 March 2018 onwards. Smaller Authorities' Audit Appointments (localaudits.co.uk) will be able to advise who your new auditor is, if you have not yet been notified. We thank you for all your assistance over the years we have worked with you and wish you a smooth transition to your new auditor.

Yours sincerely

Mrs Emma Prince
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.

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Section 3 – External auditor report and certificate

In respect of:

Enter name of
smaller authority here:

ASSINGTON PARISH COUNCIL

1. 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 2017; 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.

2. 2016/17 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 other matters have come to our attention giving cause for concern that relevant legislative 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)

3. 2016/17 External auditor certificate

We certify/~~do not 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 2017.

* We do not certify completion because:

External auditor signature

[Handwritten Signature]

External auditor name

**BDO LLP Southampton
United Kingdom**

Date

4/8/17

Note: The NAO issued guidance applicable to external auditors' work on 2016/17 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Agenda Item 8b Asset Register

ASSINGTON PARISH COUNCIL

Asset Register as at 1st April 2017

APC Asset No	Date Purchased	Description	Street Furniture Value	Tag / Reference	Location	Ins Value	Picture No	Notes
		Allotments			Off Meadow Way			Leased from Babergh District Council
		Conservation area			Off Meadow Way			Leased from Babergh District Council
18	Apr-12	Street Light	£970.00	1	Entrance to Coach House	£970.00	18	
26	Apr-12	Street Light	£970.00	3	The Street, outside L'Ecole	£970.00	22	
16	Apr-12	Street Light	£970.00	4	The Street, opposite The Hollies	£970.00	16	
15	Apr-12	Street Light	£970.00	5	The Street, opposite pub	£970.00	15	
14	Apr-12	Street Light	£970.00	7	The Street, 22	£970.00	14	
9	Apr-12	Street Light	£970.00	8	The Street, 27	£970.00	9	
8	Apr-12	Street Light	£970.00	9	The Street, Winstons	£970.00	8	
7	Apr-12	Street Light	£970.00	10	The Street, Centuries	£970.00	7	
6	Apr-12	Street Light	£970.00	11	The Street, Farm Shop	£970.00	6	
5	Apr-12	Street Light	£970.00	12	The Street, The Orchard	£970.00	5	
3	Apr-12	Street Light	£970.00	13	The Street, 3 The Gurdons	£970.00	3	
2	Apr-12	Street Light	£970.00	14	The Street, 8 The Gurdons	£970.00	2	
1	Apr-12	Street Light	£970.00	15	Barracks Road / Bures Road junction	£970.00	1	
17	Apr-12	Street Light	£970.00	17	Barracks Road, Perdon	£970.00	17	
27	Apr-12	Street Light	£970.00	19	Vicary Estate, outside 15	£970.00	23	
4	Apr-12	Street Light	£970.00	24	The Street, outside 1 Gurdons	£970.00	4	
19	Mar-03	Wooden Bench	£410.00		In Village Hall Playingfield	£410.00	19	
20		Wooden Bench	£400.00		The Street, by Bus Shelter	£400.00	20	
21		Notice Board	£170.00		The Street, by Bus Shelter	£170.00	21	
28	May-12	Notice Board	£100.00		Village Hall Car Park			*
22	Oct 08	Grit Bin	£115.00		Junction of Barracks Lane and Bures Road	£115.00		
23	Oct 08	Dog Bin	£100.00		Vicary Estate footpath			*
24	Oct 08	Dog Bin	£100.00		The Thicks footpath			*
25	Oct 08	Dog Bin	£100.00		Assington Mill footpath			*
26	Dec-11	Grit Bin	£180.00		Top of Daddy Do's Hill, Bures Road	£180.00		

27	Jan-14	Dog Bin	£108.00		The Street, nr Shop			*
28	Mar-14	Rubbish Bin	£100.00		Bus Shelter, The Street			*
29	Sep-15	Allotment Fencing	£1,425.21		Allotments, Off Meadow Way	£1,425.21		
30	Sep-15	Allotment Shed	£650.00		Allotments, Off Meadow Way	£650.00		
31	Mar-17	Defib & Cabinet	£2,020.00		Village Hall Car Park	£2,020.00		
32	Mar-17	Dog Bin	£87.00		End of Thicks Footpath on Little Cornard boundary			*
33								
34								
		Total	£21,585.21			Total	£20,890.21	

* Not to be included in Asset Insurance as value is equal to insurance excess (Minute 09/012)

Agenda 8c Insurance Cover

Community Action Suffolk Insurance



Policy Number: YLL 272004 1953
 Policy Type: Parish Council
 Period of Insurance: 01/10/2017 - 30/09/2018
 Insured: Assington Parish Council, CO10 0QH

Mr Dave Grimmin
 Assington Parish Council
 Craigston
 Sudbury Road
 Newton
 SUDBURY
 Suffolk. CO10 0QH

Summary

Effective Date: 01/10/2017
 Prepared: 30/08/2017

	Period of Cover	Sum Insured	Premium	To Pay
Business Interruption (Core 1)				
	01/10/2017 - 30/09/2018	£500.00		
Employers Liability (Core)				
	01/10/2017 - 30/09/2018	£10,000,000.00		
Public Liability (Core 1)				
	01/10/2017 - 30/09/2018	£10,000,000.00		
Employee Dishonesty (Core 1)				
	01/10/2017 - 30/09/2018	£25,000.00		
Libel and Slander (Core 1)				
	01/10/2017 - 30/09/2018	£250,000.00		
Personal Accident (Core)				
	01/10/2017 - 30/09/2018	See full policy schedule / policy booklet		
Legal Expenses (Core)				
	01/10/2017 - 30/09/2018	£100,000.00		
Money (Core)				
	01/10/2017 - 30/09/2018	See full policy schedule / policy booklet		
Hirees Liability (Core)				
	01/10/2017 - 30/09/2018	£2,000,000.00		
Public Liability for Skate park / BMX				
	Not Selected			
Public Liability for Playground Equipment				
	Not Selected			
Employers Liability (Full Time Employees)				
	Not Selected			
Employee Dishonesty (increase from core cover)				
	Not Selected			

Business Services at CAS Ltd, Brightspace, 180 Haddleigh Road, Ipswich, IP2 0HH
 A company limited by guarantee and registered in England. Number 033327788
 Authorized and regulated by the Financial Conduct Authority FCA No: 313794
 Telephone: 01473 345300 Email: insurance@communityactionsuffolk.org.uk

All Risks				
16 Street Lights	01/10/2017 - 30/09/2018	£15,520.00		
1 Wooden Bench	01/10/2017 - 30/09/2018	£410.00		
1 Wooden Bench	01/10/2017 - 30/09/2018	£400.00		
Noticeboard	01/10/2017 - 30/09/2018	£170.00		
Grit Bin - Barracks	01/10/2017 - 30/09/2018	£115.00		
Grit Bin - Daddys Hill	01/10/2017 - 30/09/2018	£180.00		
Office Equipment -	01/10/2017 - 30/09/2018	£2,500.00		
Allotment Fencing	01/10/2017 - 30/09/2018	£1,425.21		
Communal Shed	01/10/2017 - 30/09/2018	£850.00		
Defibrillator & Cabinet	01/10/2017 - 30/09/2018	£2,000.00		
			Premium + Administration	£299.11
			Insurance Premium Tax:	£35.91
			Total:	£335.02

Associated Papers APC Meeting on 25th September 2017

Agenda Item 8d

25/09/17	BDO - Audit Fee	P10	771	LA 2011 ss 1 to 8		120.00
30/09/17	J Hatton - Salary July to September	P11	772	LA 2011 ss 1 to 8	0.00	390.78
30/09/17	J Hatton - WFHA July to Septmber	P11	772	LA 2011 ss 1 to 8	0.00	39.00
30/09/17	J Hatton - Expenses 1 June to 30 Septmber	P12	772	LA 2011 ss 1 to 8	0.00	71.65
30/09/17	HMRC - JH Clerk Tax	P11	773	LA 2011 ss 1 to 8	0.00	97.60
30/09/17	Business Services at CAS Ltd	P13	774	LA 2011 ss 1 to 8	0.00	335.02

	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community	31.8.17	£100.00				
Premium Accounts	31.8.17	£15,942.99	£16,042.99	£0.00	£0.00	£0.00
Cash	25.8.17	£0.00	£0.00			£0.00
		£16,042.99	£16,042.99	£0.00	£0.00	

Payroll No 2	Name J Hatton	NI No *****
01/05/17	208 hours at £9.392 per hour	£162.79 pm £488.38 pq
WFHA	£3 per week	£39 per quarter

Month	Salary	Tax Deducted	NEST Pension Deducted	NI Deducted	Net	Ee's HMRC	Er's NI	HMRC
1	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
2	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
3	£162.79	£32.40	£0.00	£0.00	£130.39	£130.39	£32.40	£0.00 £32.40
4	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
5	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
6	£488.38	£97.60	£0.00	£0.00	£390.78	£390.78	£97.60	£0.00 £97.60
7					£0.00	£0.00	£0.00	
8					£0.00	£0.00	£0.00	
9					£0.00	£0.00	£0.00	£0.00 £0.00
10					£0.00	£0.00	£0.00	
11					£0.00	£0.00	£0.00	
12					£0.00	£0.00	£0.00	£0.00 £0.00
Totals	£651.17	£130.00	£0.00	£0.00	£521.17	£521.17		£0.00 £130.00

Associated Papers APC Meeting on 25th September 2017

Assington
Parish Council
Clerks Expenses

2017/18	June	July	Aug	Sept	total
Stationery costs		25.01			25.01
Postage		1.12	0.56		1.68
Mileage at 45p	£16.34	8.82	11.88	7.92	44.96
Total	16.34	34.95	12.44	7.92	71.65

Agenda Item 9c Status of planning applications

Date Received	BDC Ref	Application	APC Ref	APC Response	BDC Response
	B/15/01718	Chilton Woods	16/031b	Objected	
07/04/17	B/16/01569	The Old Workhouse, Further Street - Application for Listed Building Consent- Removal of cement render and installation of replacement wool wood fibreboards with lime render and wash finish together with associated timber frame repairs.	17/045c	Supported	
03/04/17	B/17/00465	The Coach House, Assington Park - Application for Listed Building Consent - Conversion and alterations to outbuilding to form self contained annexe.	17/045h	Supported	
03/04/17	B/17/00464	The Coach House, Assington Park - Conversion and alterations to outbuilding to form self contained annexe.	17/045i	Supported	
	B/17/00947	Adjoining Parish Little Ropers Farm, Assington Road, Bures St Mary - Change use of land to a campsite(retention of).	17/065b		
18/04/17	APP/D3505/W/17/31685 91	Appeal by The Hill Farm Assington Partnership B/16/01167 Site Address: Land north of The Hollies, The Street, Assington, SUDBURY, CO10 5LH	17/065a		
	B/17/01119	Cotton Wood, Barracks Road - Erection of decontamination building (retention of).	17/065c	Supported	
13/05/17	B/15/01718	Amendments to 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 1,150 dwellings (Use Class C3); 15ha of employment development (to include B1, B2 and B8 uses, a hotel (C1), a household waste recycling centre (sui generis) and a district heating network); village centre (comprising up to 1,000m2 Gross Floor Area (GFA) of retail floor space (A1, A2, A3, A4 and A5), village hall (D2), workspace (B1a), residential dwellings (C3), primary school (D1), pre-school (D1) and car parking); creation of new vehicular access points and associated works; sustainable transport links; community woodland; open space (including children's play areas); sustainable drainage (SuDS); sports pavilion (D2) and playing fields; allotments; and associated ancillary works.	17/065d		
27/06/17	DC/17/03117	Erection of extensions to existing production premises and new buildings to Hill Farm, Brick Kiln Hill, Polstead - provide canning line (12,611sqm) warehouse space (7,100sqm) apple processing and juice storage (2,060sqm) and apple processing (1,040sqm) associated vehicle parking, landscaping and drainage infrastructure.	17/081 a	Objected	
21/07/17	DC17/03535	Prior Approval Application to Hill Farm, The Street, Assington to conversion to 3 dwellings	17/081 d	Objected	

Associated Papers APC Meeting on 25th September 2017

08/08/2017	DC/17/0404 6	Change of use of existing ground floor farm workshop and store to farm shop and store at Little Ropers Farm, Assington Road, Bures St. Mary, Bures, Suffolk CO8 5JX	17/094 a	Supported	
09/08/17	DC/17/0397 3	Erection of detached building to provide secure garaging, workshop, shower and studio facilities at Willow Farm, Further Street, Assington, Sudbury, Suffolk CO10 5LD	17/094 b	Supported	
16/08/17	DC/17/0416 1	Erection of 3 No detached dwellings with garages and construction of new vehicular access to The Street at Land to the North of Assington Barn, The Street, Assington, Sudbury Suffolk CO10 5LW	17/094 c	Objected	