

Agenda Item 4 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 HR and Standards committees

Last year, Cllrs Betts, Stacey and Symons were appointed as members of the HR Committee with Cllrs King, Wallace and Symonds being appointed as members of the Standards Committee.

Agenda Item 7 Representatives

Last year, Cllr Symons was appointed as APC's representative to Assington Village Charity and Cllr Wallace APC's representative to the Suffolk Association of Local Councils (SALC).

Agenda Item 8 Planning Applications

Last year Cllrs Symonds and King were appointed to review planning applications.

Agenda Item 9 Internal Auditor

Simon White is happy to be appointed internal auditor for 2017 / 2018.

Agenda Item 12 Konings

Konings Juices & Drinks UK Ltd
Hill Farm
Brick Kiln Hill
Boxford
Sudbury
Suffolk
CO10 5NY

FAO – Mr Simon Thorogood
Chair of Assington Parish Council
C.C. – Dave Crimmin
Parish Council Clerk

27th April 2017

Dear Sir(s),

Ref: Expansion Plans – Konings Juices & Drinks UK

Further to my letter in January advising of our intention to submit a planning application for the extension of the manufacturing facilities at the Boxford site, we are now in a position where we would like to have the opportunity to talk through those plans with the members of Assington Parish Council.

We are approximately 4-6 weeks from being in a position where we would like to submit the full application to Babergh District Council and would like ideally to be able to have dialogue with the members of Assington before this time. I would be happy to attend a Parish Council meeting or to host a specific visit to the site for members if that would be more appropriate.

If you would be so kind as to advise what would work best for the members of the Parish Council and any appropriate dates, then I will would be more than happy to work around dates and timings.

Yours faithfully

Phil Clark
Site Leader
Konings Juices and Drinks UK

Associated Papers APC Meeting on 22nd May 2017

Agenda Item 13 Routine Correspondence

No correspondence other than that listed in this pack has been received since the last meeting. If there is an email that I have circulated which is not included on the agenda and you consider it should be discussed, please raise the item at this point.

Agenda Item 14 Clerk's Report

Minute	Action	Complete ✓
17/009	Quotes to be obtained for sign.	
17/028	Minutes placed on website and notes sent to magazine.	✓
17/032 a	Cheques sent to suppliers.	✓
17/032 b	Donations sent to organisations.	✓
17/033	No response to enforcement enquiry.	
17/034	Response sent re proposed A134 speed restrictions.	✓
17/035	Open Space response sent.	✓
17/037	Defibrillator Awareness session held.	✓
17/043	Minutes placed on website and notes sent to magazine.	✓
17/045	Planning Application response(s) sent to BDC.	✓
17/047	Meeting arranged with Bill Newman for 13th June 2017.	✓
17/047	Copy of caravan park permission circulated.	✓
	Clerk's Hours	
	As at 2nd April 2017 - 288.25 hours worked / 208 hours paid	

Agenda Item 15a Internal Auditor's Report

Annual Report by the
Internal Auditor for Assington Parish Council
For the 2016/17 Financial Year

Carried out by: S. White of 20, The Street, Assington, Sudbury, Suffolk.

Report to Assington Parish Council (APC)

Acting independently and on the basis of an assessment of risk, I carried out a selective assessment of the compliance with the relevant procedures and controls expected to be in operation during the financial year ended 31st March 2017.

In following the process outlined within the Annual Return, I submit the following report:

- Appropriate books of accounts were kept throughout the period under review with all receipts and payments, including VAT, being correctly approved and accounted for in the cash book.
- Remittances and invoices supported all receipts and payments.
- The Bank reconciliation and budget was regularly monitored throughout the year as well as the Bank Statement being checked against the reconciliation at each council meeting.
- There were no petty cash items in the period reviewed.
- The annual precept requirement was based on a sound budgetary process and agreed at the APC meeting of 28th November 2016.
- The Asset Register has been properly maintained and insurance risk assessed against the total value.
- Salary and allowances paid to the Clerk are in accordance to your approvals and in line with the Inland Revenue dispensation received on 19th December 2005.
- The year-end accounts have been prepared on a correct accounting basis, agreed with the cashbook and supported by an adequate audit trail. The year-end Bank Statement has also been prepared correctly.
- APC does not act as a sole trustee and therefore has no responsibilities as a trustee.
- All APC meetings were carried out correctly with members declaring interests where appropriate.
- The risk assessment is appropriate for the activities of the council.

On the basis of my examination, it is my opinion that the system of internal controls is adequate and effective for Assington Parish Council's needs and planned coverage.



S. J. White

4th May 2017

Agenda Item 15b Section 1 of the Annual Return

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of smaller authority here:

ASSINGTON PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017, that:

	Agreed		'Yes' means that this smaller authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.		NA	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority on:

Signed by Chair at meeting where approval is given:

and recorded as minute reference:

Clerk:

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

Agenda Item 15c Bank Reconciliation and the Statement of Accounts

ASSINGTON PARISH COUNCIL			
Bank Reconciliation for Financial year ending 31st March 2017			
Balances per Bank Statements as at 31st March			
Barclays Community		£100.00	
Barclays Premium Account		<u>£12,026.71</u>	
			£12,126.71
Add any Unbanked Cash as at 31 March			£0.00
Less Unpresented Cheques as at 31 March			
	753	£8.99	
	754	£300.00	
	755	£284.80	
	756	£413.77	
	760	£50.00	
	761	£50.00	
			<u>£1,107.56</u>
		Total Cash	<u>£11,019.15</u>
CASH BOOK			
Opening Balance			£10,534.70
Add Receipts in the year			<u>£10,247.88</u>
			£20,782.58
Less Payments in the year			<u>£9,763.43</u>
		Total Cash	<u>£11,019.15</u>

ASSINGTON PARISH COUNCIL			
Receipts & Payments Account for the year ending 31st March 2017			
Receipts			
Precept		£7,568.00	
Grants		£1,439.10	
Bank Interest		£5.53	
Loan		£0.00	
Other		£360.92	
VAT Repayment		£874.33	
			£10,247.88
Payments			
Clerks Salary		£2,288.15	
Admin		£600.61	
Donations		£700.00	
Street Lighting		£344.81	
Street Lighting Upgrade		£0.00	
Insurance		£324.03	
Inspection		£100.00	
P3 Scheme		£360.00	
Licensed Footpaths		£80.00	
Contingency		£2,356.52	
Maintenance		£237.33	
Loan Repayment		£1,499.73	
Loan Interest		£73.59	
Allotments / Conservation		£75.00	
VAT Paid		£723.66	
			£9,763.43
Excess of Receipts over Payments			£484.45
Add Balance Brought Forward			£10,534.70
Balance Carried Forward			£11,019.15
Represented by			
Barclays Community		£100.00	
Barclays Premium		£10,919.15	
Cash		£0.00	
			£11,019.15

I have prepared these accounts from the books and records of the Assington Parish Council and certify that they are a true record of the Parish Council's transactions

Agenda Item 15d Explanations

Mrs Emma Prince
BDO Stoy Hayward
Arcadia House
Maritime Walk
Ocean Village
Southampton
SO14 3TL

Dear Mrs Prince

Please find enclosed the Annual Return from Assington Parish Council for the year ending 31st March 2017.

The 2015 / 2016 Accounting Statement has been "RESTATED" as the car mileage allowance paid to the Clerk has now been classified as "Staff Costs" rather than "All Other Payments" in accordance to The Practitioners' Guide dated March 2017 section 2.15 - Line 4: Staff Costs.

In 2015 / 2016 the car millage paid to the Clerk was £81.90

I also attach:

- An explanation of the quantified significant variances in relation to the Annual Return
- A bank reconciliation for the year ending 31st March 2017

I hope that the annual return is in accordance to the criteria set but please do not hesitate to contact me should you have any questions.

Yours sincerely

Dave Crimmin MILCM

Clerk and RFO to Assington Parish Council

**Explanation to the quantified significant variances for boxes 2 - 6, 9 and 10 in
Section 2 of the 2016 / 17 Annual Return**

Box 3 Total Other Receipts

2016 £5,271 2017 £2,680 Difference -£2,591 -49%

Other Receipts	2016	2017	Difference
Grants	4,940	1,439	-£3,501
Other	182	361	£179
VAT Repayment	144	874	£730
			-£2,592

Box 6 Total Other Payments

2016 £7,269 2017 £5,903 Difference -£1,367 -19%

Other Payments	2016	2017	Difference
Contingency including defibrillator & cabinet	0	2,356	£2,356
Allotments	3,806	75	-£3,731
			-£1,375

Box 9 Total Fixed Assets

2016 £19,478 2017 £21,585 Difference £2,107 11%

During 2016 / 2017 a defibrillator & cabinet (£2,020) and dog bin (£87) were added to the Asset Register.

Box 10 Total Borrowings

2016 - £4,579 2017 - £3,079 Difference -£1,500 -33%

Reflects the Capital Repayment of £1,500 during 2016 / 2017.

Agenda Item 15e Section 2 of the Annual Return

Section 2 – Accounting statements 2016/17 for

Enter name of smaller authority here:

ASSINGTON PARISH COUNCIL

RESTATED

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	8,719	10,535	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	7,647	7,568	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	5,271	2,680	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	2,260 2,178	2,288	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	1,573	1,573	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	7,269 3,351	5,903	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	10,535	11,019	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	10,535	11,019	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	19,478	21,585	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
10. Total borrowings	4,579	3,079	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)		Yes No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

St. Quinn

Date 15/05/2017

I confirm that these accounting statements were approved by this smaller authority on:

and recorded as minute reference:

Signed by Chair at meeting where approval is given:

Associated Papers APC Meeting on 22nd May 2017

Agenda Item 15f Responsible Finance Officer (RFO) Report

Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
08/04/17	BDC Precept			3,900.00	0.00
23/04/17	BDC CIL Payment			3,221.78	0.00
10/05/17	HMRC VAT Repayment			723.66	0.00
22/05/17	Anglian Water - Allotments Nov to March	762	LA 2011 ss 1 to 8	0.00	107.12
22/05/17	SALC - Annual Subscription	763	LA 2011 ss 1 to 8	0.00	187.54
22/05/17	BDC - Lease of Conservation area	764	LA 2011 ss 1 to 8	0.00	5.00

Reconciliation

	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Premium Accounts	28/04/17	£100.00				
	28/04/17	£18,040.93	£18,564.93	£299.66	£723.66	£0.00
Cash	16/05/17	£0.00	£0.00			£0.00
		£18,140.93	£18,564.93	£299.66	£723.66	

Statement of Accounts vs Budget

	Budget	Actual		Reserves	Budget	Actual
Assets B/Forward		£11,019.15				
Income			Expenditure			
Precept	£7,800.00	£3,900.00	Clerks Salary	£2,240.00	£0.00	£0.00
Grants	£331.40	£0.00	Admin	£1,300.00	£187.54	£187.54
Bank Interest	£5.00	£0.00	Donations	£600.00	£0.00	£0.00
Loan	£0.00	£0.00	Street Lighting	£350.00	£0.00	£0.00
Other	£300.00	£0.00	CIL	£0.00	£0.00	£0.00
CIL	£0.00	£3,221.78	Insurance	£330.00	£0.00	£0.00
VAT Repayment	£0.00	£723.66	Inspection	£100.00	£0.00	£0.00
			P3 Scheme	£360.00	£0.00	£0.00
			Licensed Footpaths	£175.00	£0.00	£0.00
			Contingency	£500.00	£0.00	£0.00
			Maintenance	£630.00	£0.00	£0.00
			Loan Repayment	£1,417.14	£0.00	£0.00
			Loan Interest	£156.18	£0.00	£0.00
			Allotments / Conservation	£655.00	£112.12	£112.12
			VAT Paid	£0.00	£0.00	£0.00
Total	£8,436.40	£7,845.44	Total	£0.00	£8,813.32	£299.66
			Assets C/Forward			£18,564.93
Total		£18,864.59	Total			£18,864.59

Agenda Item 15g Churchyard Maintenance Donation

For the past 6 years APC has donated £350 towards the Churchyard maintenance.

Agenda Item 15i Clerk Hourly Rate

The Clerk's rate of pay was increased by 1% from the 1st April 2017 as agreed in Minute 16/083 at your meeting in July 2016.

Associated Papers APC Meeting on 22nd May 2017

Agenda Item 16f 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/16/01671	Tamara, Barracks Road - Erection of summerhouse (retention of).	17/022a	Objected	Approved 20/03/2017
B/16/01653	The Old Workhouse, Further Street - Application for Listed Building Consent- Relocation of toilet and wash hand basin on the ground floor.	17/045a	Supported	Approved 11/05/2017
B/16/01669	The Old Workhouse, Further Street - Application for Listed Building Consent - Replace 2No vertical wooden struts and reconstitute an under stairs cupboard on the ground floor.	17/045b	Supported	Approved 11/05/2017
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	
B/16/01586	The Old Workhouse, Further Street - Application for Listed Building Consent- Replacement of 2 no. wooden window frames.	17/045d	Supported	
B/17/00430	Dale Cottage, The Street - Erection of 1no. dwelling, construction of new vehicular access including associated off-street parking.	17/045e	Objected	Approved 10/05/2017
B/17/00453	81 Dyers Lane - Application for Listed Building Consent- Erection of front porch and insertion of doors.	17/045f	Supported	Approved 03/05/2017
B/17/00452	81 Dyers Lane - Erection of front porch and insertion of doors.	17/045g	Supported	Approved 03/05/2017
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	
B/17/00464	The Coach House, Assington Park - Conversion and alterations to outbuilding to form self contained annexe.	17/045i	Supported	

Agenda Item 17 Pensions Regulations

APC has a staging date of the 1st May 2017 as far automatic enrolment for workplace pensions is concerned. Under the regulations, due to the Clerk's circumstances, APC does not have to provide a workplace pension. Under this scenario, the attached letter must be sent to him with 6 weeks of the 1st May:

Assington Parish Council's pension scheme - A change in the law that affects you

Dear Mr Crimmin

To help people save more for their retirement, all employers are now required by law to provide a workplace pension scheme for certain staff and pay money into it.

We must enrol any of our staff who meet all of the following criteria:

- You earn over £192 per week (or £833 per month)
- You are aged 22 or over and
- You are under state pension age

Because you did not meet these criteria, **you have not become a member of the scheme automatically, but you can ask to join it if you want to**. If you do join, each month you will put money into the pension directly from your pay and the government will also contribute through tax relief. If you earn over £113 a week (or £490 a month), the minimum amount you will put into the scheme each pay period will be 1% of your earnings.

If you earn over £113 when you ask to join, we will also contribute to the pension scheme on your behalf. If you earn less than £113 a week we are not obliged to contribute to the scheme as well. If you want to join the pension scheme, tell us in writing by sending a letter which has to be signed by you. Or if you send it electronically, please include the phrase, 'I confirm I personally submitted this notice to join a workplace pension scheme.'

In the future if you earn more than £192 per week (or £833 per month) or turn 22, and you have not joined the scheme, we will automatically enrol you and tell you we have done this.

Yours sincerely,

Simon Thorogood
Chairman, Assington Parish Council

At the time of producing the pack I am not aware of the arrangements of Jane Hatton as far as a workplace pension is concerned, but as she will be an employee on the 1st June 2017 she will need to be written to within 6 weeks of her start date confirming the arrangements or otherwise.

By the 2nd October 2017, APC must complete its declaration of compliance with The Pensions Regulator. I plan to update this before I leave on the 30th June 2017.

Agenda Item 20 BDC Meeting

As per the email I circulated on the 3rd May 2017.