

Associated Papers APC Meeting on 30th January 2017

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

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 6 Clerk's Report

Minute	Action	Complete ✓
16/006	Plans for reduced speed limits on A134 have now changed.	
16/117	Minutes placed on website and notes sent to magazine.	✓
16/121 a	Cheques sent to suppliers.	✓
16/121 c	Transparency grant received from SALC.	✓
16/122	Planning Application responses sent to BDC.	✓
16/123	First Anglian Water bill for allotments will be for period Dec to May 2017.	✓
16/123	D Gotts advised on contract award.	✓
16/125	Response sent to SALC Survey.	✓
16/128	Damage reported to SCC Highways who have indicated that it will be repaired.	✓
16/134	Minutes placed on website and notes sent to magazine.	✓
16/136	Planning Application response sent to BDC.	✓
16/137	Jennie Jenkins asked for update on Enforcement enquiries.	✓
	Due to the application date not allowing sufficient time after APC's January meeting, as per request received from Cllr Stacey, I have forwarded the nomination of Cllr Thorogood to SALC for the Buckingham Palace Garden Party ballot.	✓
	Clerk's Hours	
	As at 15th January 2017 - 197.75 hours worked / 168 hours paid	

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Agenda Item 7a Responsible Finance Officer (RFO) Report

Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
05/01/17	Bank Interest 5 Sept to 4 Dec	BS 242		2.17	0.00
11/01/17	SALC Transparency Grant			107.90	0.00
11/01/17	PWLB - Loan Repayment	D/Dr	LA 2001 ss 1 to 8	0.00	786.66
30/01/17	Gardens Arb Business - Footpaths	750	LA 2001 ss 1 to 8	0.00	432.00
30/01/17	Gardens Arb Business - Permissive footpath	750	LA 2001 ss 1 to 8	0.00	96.00
30/01/17	Gardens Arb Business - Conservation / Allotments	750	LA 2001 ss 1 to 8	0.00	84.00
30/01/17	CHT - Defibrillator & Cabinet	751	LA 2001 ss 1 to 8	0.00	2,424.00

Reconciliation

	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Premium Accounts	30/12/16	£100.00	£13,338.25	£4,363.30	£107.90	£0.00
Cash	23/01/17	£0.00	£0.00			£0.00
		£17,593.65	£13,338.25	£4,363.30	£107.90	

Statement of Accounts vs Budget

	Budget	Actual		Reserves	Budget	Actual
Assets B/Forward		£10,534.70				
<u>Income</u>			<u>Expenditure</u>			
Precept	£7,568.00	£7,568.00	Clerks Salary	£2,200.00	£1,504.92	
Grants	£331.40	£1,439.10	Admin	£1,300.00	£530.05	
Bank Interest	£5.00	£5.53	Donations	£600.00	£350.00	
Loan	£0.00	£0.00	Street Lighting	£350.00	£0.00	
Other	£300.00	£360.92	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	£360.00	
			Licensed Footpaths	£175.00	£80.00	
			Contingency	£500.00	£2,020.00	
			Maintenance	£600.00	£0.00	
			Loan Repayment	£1,417.14	£1,499.73	
			Loan Interest	£156.18	£73.59	
			Allotments / Conservation	£655.00	£75.00	
			VAT Paid	£0.00	£536.00	
Total	£8,204.40	£10,247.88	Total	£0.00	£8,743.32	£7,444.33
			Assets C/Forward			£13,338.25
Total		£20,782.58	Total			£20,782.58

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Agenda Item 7b Precept 2017 / 18

At the November meeting you agreed an expenditure budget of £8,813.32 for 2017 / 18.

	2015 / 16		2016 / 17			2017 / 18
	Budget	Actual	Budget	Actual to Date	To year end	Budget
<u>Income</u>						
Grants	331.40	4,939.53	331.40	1,439.10	1,331.20	331.40
Bank Interest	5.00	6.02	5.00	5.53	5.00	5.00
Loan	0.00	0.00	0.00	0.00	0.00	0.00
Other	200.00	181.83	300.00	360.92	360.92	300.00
VAT Repayment	0.00	144.08	0.00	874.33	874.33	0.00
Total Income	536.40	5,271.46	636.40	2,679.88	2,571.45	636.40
Precept		7,646.64			7,568.00	
<u>Expenditure</u>						
Clerks Salary	2,011.00	2,177.62	2,200.00	1,504.92	2,200.00	2,240.00
Admin	1,260.00	814.11	1,300.00	530.05	1,260.00	1,300.00
Donations	600.00	650.00	600.00	350.00	600.00	600.00
Street Lighting	425.00	308.63	350.00	0.00	350.00	350.00
Insurance	330.00	301.17	330.00	315.04	315.04	330.00
Inspection	100.00	0.00	100.00	100.00	100.00	100.00
P3 Scheme	360.00	360.00	360.00	360.00	360.00	360.00
Licensed Footpaths	175.00	0.00	175.00	80.00	175.00	175.00
Contingency	500.00	0.00	500.00	2,020.00	2,270.00	500.00
Maintenance	575.00	237.33	600.00	0.00	600.00	630.00
Loan Repayment	1,417.14	1,473.82	1,417.14	1,499.73	1,417.14	1,417.14
Loan Interest	156.18	99.50	156.18	73.59	156.18	156.18
Allotments / Conservation	455.00	3,805.73	655.00	75.00	655.00	655.00
VAT Paid	0.00	874.33	0.00	536.00	100.00	0.00
Total Expenditure	8,364.32	11,102.24	8,743.32	7,444.33	10,558.36	8,813.32

Reserves held by APC

The Clerk's Gratuity reserve will be used when the Clerk leaves on the 30th June 2017.

	2015 / 16		2016 / 17		2017 / 18	
	Start of year	End of year	Start of year	End of year	Start of year	End of year
Asset Replacement	700.00	850.00	850.00	1,250.00	1,250.00	1,500.00
Allotments / Conservation	750.00	500.00	500.00	1,000.00	1,000.00	1,500.00
Election Costs	1,420.00	1,420.00	1,420.00	1,450.00	1,450.00	1,500.00
Clerk Gratuity Fund	527.64	603.64	603.64	675.08	675.08	0.00
Total Earmarked Reserves	3,397.64	3,373.64	3,373.64	4,375.08	4,375.08	4,500.00
General Reserves	5,321.20	7,161.06	7,161.06	5,740.71	5,740.71	?

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Precept for 2017 / 2018

Babergh has written to APC regarding the Tax Base in which it is stated that APC's Tax Base will increase from **171.81** in 2016 / 2017 to **173.40** in 2017 / 18.

Using the projections for income, expenditure and earmarked reserves, APC will also need to consider the level it wishes to maintain its General Reserves. Best practice would suggest that the level of General Reserves should be somewhere between 50 -100% of main income.

The 3 examples I give below show:

Example 1 Increase the Precept to £7,638.30 to keep the Band D Council Tax the same as previously.

Example 2 Increase the Precept to £7,800

Example 3 Increase the Precept to £8,000.

	2015 / 16	2016 / 17	2017 / 18	2017 / 18	2017 / 18
			Example 1	Example 2	Example 3
START OF YEAR					
Earmarked Reserves	3,397.64	3,373.64	4,375.08	4,375.08	4,375.08
General Reserves	5,321.20	7,161.06	5,740.71	5,740.71	5,740.71
Total Reserves	8,718.84	10,534.70	10,115.79	10,115.79	10,115.79
Income ex Precept	5,271.46	2,571.45	636.40	636.40	636.40
Precept	7,646.64	7,568.00	7,638.30	7,800.00	8,000.00
Total Income	12,918.10	10,139.45	8,274.70	8,436.40	8,636.40
Expenditure	11,102.24	10,558.36	8,813.32	8,813.32	8,813.32
END OF YEAR					
Earmarked Reserves	3,373.64	4,375.08	4,500.00	4,500.00	4,500.00
General Reserves	7,161.06	5,740.71	5,077.17	5,238.87	5,438.87
Total Reserves	10,534.70	10,115.79	9,577.17	9,738.87	9,938.87
Tax Base	173.59	171.81	173.40	173.40	173.40
Band D Council Tax	£44.05	£44.05	£44.05	£44.98	£46.14

The Council Tax that a Band D household in Assington pays is the Precept demanded by APC divided by the Taxbase for that year.

Agenda Item 7c Grass Cutting Contracts

David Gotts has quoted £60 per cut for the footpath cutting and £35 per cut of the conservation area and the allotment boundary, which is the same as 2016.

Agenda Item 7d Donation Request

*Assington Mill
Assington, Sudbury, CO10 5LZ
Tel: 01787 229955/07770 550570
Email: info@assingtonmill.com*

Dave Crimmin
Clerk to the Assington Parish Council
Cragston
Newton Green
CO10 0QH

8 January 2017

Dear Sir

The Assington News

This is a request for financial help from the Parish Council towards the funding of the Assington News. As you know, I have recently taken over the editorship from Joan Peacock, as from January this year. My aims are to increase the sense of community in this small village by publicising local events and by writing and asking other people to write articles that will be of general interest; to increase the content of the magazine so that there are more pages of news than advertising space and to help the Horticultural Show;

Thanks to a wider group of voluntary distributors, the January issue went to all households in Assington, including those living on the edge of the village, some for the first time. The new format appears to have gone down well. I haven't had any adverse comments as yet. Every month the magazine will contain news from as many contributors as possible, as well as the parish council and the church and will contain a list of useful names and contact details inside the front cover and a diary of events inside the back cover.

My budget for the coming year is as follows:

<i>Expenditure p.a.</i>		<i>Income p.a.</i>	
Print costs:	1728.00 (2017 estimate)	Adverts	920 (up from £679 in 2016)
		Donations	567 (2016 figure)
Hort. Show	69.27 (2016 figure)	Hort. Show	156.56 (2016 figure)
Total	£1797.27		£1643.56
(Loss, potential	£153.71)		

The print costs could be variable, depending on the size of each issue, as could the advertising and the donations. However, running at a potential loss cannot be sustainable.

With the above in mind, I would ask the parish for a grant of £250 p.a.

Yours faithfully

Anne Holden

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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/16/01280	Jasspurr Cattery, Willow Cottage, Colchester Road - Erection of extension to existing cattery block and re-location of 2 no. existing family units.	16/122a	Supported	Approved 13/12/2016
B/16/01448	The Barn at Assington, The Street - Application under S73 of the Town and Country Planning Act (1990) - Change of use to caravan and camping site including provision for static, seasonal and touring caravans, tented camping and winter storage of caravans: Variation of condition 6 of consent ref. B/15/01348 to enable varied wording of occupation restriction.	16/122b	Objected	
B/16/01353	Assington Fruit Farm, The Street - Erection of 1 no. one and a half storey detached dwelling.	16/122c	Supported	Approved 02/12/2016
B/16/01346	The Barn at Assington, The Street - Erection of single storey front/side/rear extension to existing cafe tea room. As amplified by Drawing Nos. 2419/0001A and 2419/0002A received 14 October 2016 to show informal parking bays, bin storage area and relocated gas tanks.	16/122d	Supported	Approved 07/12/2016
B/16/01612	Hill Farm, The Street - Application for Listed Building Consent - Conversion of existing detached yard building/cartshed and associated works to provide 2 no. units of holiday accommodation. Works include insertion of four roof lights, weatherboarding infilling between existing timber posts, insertion of windows and doors, insertion of a second floor, internal walls.	16/136a	Supported	Approved 20/01/2017
B/16/01611	Hill Farm, The Street - Conversion of existing detached yard building/cartshed and associated works to provide 2 no. units of holiday accommodation.	16/136b	Supported	Approved 20/01/2017
B/16/01638	Chestnut Grove, Bures Road - Erection of 1 no. single-storey eco-house, garage and bin store plus associated works including vehicular access and landscaping; demolition of outbuildings and removal of containers; Erection of 1 no. cartlodge, change of use of existing cottage into 2 no. holiday lets, erection of porch and rear extension to cottage (following demolition of front and rear existing extensions), replacement of windows and renovation works.	16/136c	Supported	

Agenda Item 10 Defibrillator

I have today received the defibrillator and cabinet so I will now arrange with Stephen (Chairman of VH) and the electrician a suitable installation date. APC will then need to address the governance issues of the defibrillator as well as hosting an awareness session.

Agenda Item 11 Suffolk Minerals & Waste Local Plan

As per my emails to you on the Suffolk Minerals & Waste Local Plan Issues & Options consultation. Stephen has a paper copy of the documents should you require these instead of the electronic version.

Agenda Item 12 Risk Register

ASSINGTON PARISH COUNCIL RISK ASSESSMENT AND MANAGEMENT REPORT
JANUARY 2017

Risk Identified	Impact	Risk	Insurance Cover	Steps Taken to Minimise Risk
Fraud by Clerk or Councillor(s) resulting in immediate financial loss	Medium	Low	Yes	1. Internal accounting procedures and controls as under Financial Regulations 2. Examination of all records by Internal Auditor (following end of financial year) 3. Councillors check bank statements against accounts reconciliation at each meeting. 3. No assets held in cash
Financial loss due to negligent or inadequate accounting	Medium	Low	No	1 and 2 as above, with attention paid to sound budgeting and adequate precept arrangements
Loss of or damage to Council records 1. Accounts 2. Minutes i. Historical ii. Post-1973 iii. May 2001 onwards	Medium Low Medium High	Low Low Low Low	Limited Insurance Limited Insurance	Accounts books from 1st April 2001 backed up by: 1. Computer hard disk 2. Back up held on BT Cloud Pre-Oct.1973 held in Bury archives. Minute books held by Clerk. Minutes also retained on: 1. Computer hard disk 2. Back up held on BT Cloud.
Loss of or damage to Council property 1. Street Lighting 2. Seats, notice board 3. Dog Bins & Grit Bins (Bus shelter is the property of SCC)	Medium Low Low	Low Low Low	Yes Yes Grit Bins only as dog bins below excess.	Assets register kept up to date Regular inspections carried out by Suffolk County Council Inspected and maintained by Parish Council Inspected and maintained by Parish Council
Injury to persons as a consequence of assets ownership or provision of amenities	Low	Low	Yes	All physical assets and parish footpaths regularly inspected
Damage to Council's reputation	Medium	Low	No	The Council and each individual councillor follow legal requirements and standing orders. They adhere to the Code of Conduct for Parish Councils. The councillors consider any training requirements at the meeting in May. Any complaints or grievances are investigated without delay.

No changes have been made to the working practices of the Council which are likely to have any bearing on risks and their management.

Agenda Item 13 Internal Audit and Internal Control

Under the Finance and Audit Regulations APC must carry out a review of its Internal Controls on at least an annual basis. The regulations require the Council to carry out a review of the effectiveness of Internal Controls and to consider the findings of this review. In 2011 the need for a council to review its systems of internal audit was removed. However, as it appears to be a good process to undertaken annually, the current process is included for your review.

Internal Controls

The Parish Council accounts are produced on an excel spreadsheet. This file along with all other data files held on behalf of the Council are backed up using BT's Cloud.

All entries within the Receipts and Payments are supported by documentation that is referenced back to the excel spreadsheet. Each item of expenditure highlights the power used by Council and the minute where the expenditure was authorised. On the foot of each page of the minutes the fact that "Assington Parish Council adopted the General Power of Competence on the 18th May 2015" is noted. A list of receipts and payments to be authorised at each meeting are contained in the RFO Report.

The Council holds money at Barclays Bank and these balances are reconciled in the RFO Report for each scheduled meeting of the Council. A councillor also checks the bank account statements against the reconciliation report at each meeting. Three councillors, Symonds, Symons and Thorogood are the signatories for the Bank accounts.

The councillors are also given a Statement of Affairs vs Budget in the RFO Report for their review at each scheduled meeting. The annual budget proposal for 2017 / 2018 was reviewed at the APC meeting on 28th November 2016 and the process and financial statements are included in the minutes.

VAT recoverable is normally claimed after the last meeting of the financial year in March.

No Petty Cash is held by the Council and all cash / cheques received are deposited as soon as practicable after receipt.

Internal Auditor

Mr White was appointed as this Council's Internal Auditor at the APC meeting held on 23rd May 2016 minute 16/053. Mr White meets the criteria set for an internal auditor as he is completely independent from the Council, undertakes the audit in accordance to the APC's Audit Plan with integrity, objectivity and a good understanding of local council legislation and procedures.

Mr White produced a professional and helpful report for the 2015 / 2016 accounts which you accepted at the Parish Council meeting held on 23rd May 2016 minute 16/059a. Mr White undertakes the level of coverage required of a council of this size at no fee.

Agenda Item 14 Street Names

Babergh has requested the following:

Re Street Name and Numbering Service

We are currently reviewing the above service.

As the service responsible for Street Naming and Numbering within the Local Authority, we will work with Parish and Town Councils when a new development is proposed and, wherever possible, will accept the suggestions for new street names put forward. Acceptance of any new street name is of course subject to those suggestions meeting the criteria contained in the Council's Street Naming and Numbering Policy which is compliant with the Data Entry Conventions and Best Practice for the National Land and Property Gazetteer V3.2., which aims to ensure that no address confusion will occur with similar street names.

In 2010 it was decided that the Parish and Town Council, not the developer, be invited to suggest new road names as these tend to have historical or geographical significance. This process can delay the street naming and numbering workflow as decisions can take some time to be reached.

We therefore ask if you can provide a list of appropriate street names which we can hold on file and refer to when we receive a new request from a developer.

I look forward to hearing from you.

Kind regards

Julie Hammond
Senior Admin and Technical Support Officer – Building Control
Babergh and Mid Suffolk District Councils - Working Together