

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 General Power of Competence (GPC)

The GPC allows a council to do anything that an individual can generally do unless prohibited by law. It is a statutory power given to English Parish Councils in the Localism Act 2011 s1-8. To be eligible to use the GPC, a council must have:

- a qualified Clerk (Jane Hatton is a qualified Clerk)
- two thirds of its councillors elected at an ordinary election or by-election (at the May 2019 election 5 members stood for election = therefore the requirement of 4.6 councillors has been met)

Agenda item 9 HR and Standards Committees

In 2018/2019 Cllrs Betts, Stacey and Symons were appointed as members of the HR Committee and Cllrs King, Wallace and Symonds appointed as members of the Standards Committee.

Agenda Item 9 Representatives

In 2018/2019 Cllr Symons was appointed as representative to Assington Village Charity and Cllr Stacey as representative to the SALC.

Agenda Item 10 Planning applications

In 2018/2019 Cllrs Symonds and King were appointed to review planning applications prior to the meeting for consideration.

Agenda Item 9 Internal Auditor

Mr Simon White has confirmed that he is prepared to continue as the internal auditor if the council wishes him to do so.

Agenda Item 14 Routine Correspondence

If there is an email that I have circulated which is not included on the agenda or below and you consider it should be discussed, please raise the item at this point.

- Emails from Paul Hughes and Charlotte Bayes, BDC regarding Haseltine Close
- Email from Christine Thurlow, BDC regarding CIL expenditure
- Email via Cllr Stacey regarding litter picking along the A134
- Email via Cllr Stacey regarding sign for no overnight parking on the A134 layby and reintroduction of litter bin.

Agenda Item 16 Clerks Report

Minute	Action	Status	Done
	Minutes placed on website / sent to parish magazine / Jennie Jenkins		<input checked="" type="checkbox"/>
19/012 a	Cllrs King and Symonds to do a schedule for hedge cutting of permissive paths for David Gotts	Forwarded email to Cllr Symonds regarding David Gotts doing the first cut on 15th April	<input checked="" type="checkbox"/>
19/024 a	Volunteer request to be put in newsletter for lorry watch		
19/032 a	DCllr Jenkins to continue to follow up the issue of the resident who is not having their post delivered		
19/032 c	DCllr Jenkins will investigate the situation regarding the temporary house erected off The Street		
19/034 a	Clerk to respond to resident regarding concerns with transport of scrap and use of the A134 layby		<input checked="" type="checkbox"/>
19/035 b	Clerk to follow up query regarding street lighting	Response received	<input checked="" type="checkbox"/>
19/035	Clerk to email CCllr Finch for an update regarding safety issues at Ryes College		
19/036 a	Cheques sent to suppliers		<input checked="" type="checkbox"/>
19/036 b	Cheques organised for donation		<input checked="" type="checkbox"/>
	Clerks Hours		
	1st April 18 to 31st March 19 - 260hrs paid / 25hr paid holiday / 28hrs worked extra - total worked 313hrs		

Agenda Item 17a Internal Auditors Report

**Annual Report by the
Internal Auditor for Assington Parish Council
For the 2018/19 Financial Year**

Carried out by: Simon John White of 20 The Street, Assington, Sudbury, Suffolk, CO10 5LJ.

Report to Assington Parish Council (APC)

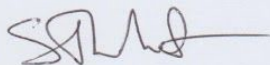
Acting independently and on the basis of an assessment of risk, I carried out a selective assessment of the compliance with the relevant procedures and controls expected to be in operation during the financial year ended 31st March 2019.

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 cashbook.
- 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 January 2019.
- 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



10th May 2019

Annual Internal Audit Report 2018/19

ASSINGTON PARISH COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2019.

The internal audit for 2018/19 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	<input checked="" type="checkbox"/>		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>		
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>		
I. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="checkbox"/>		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	<input checked="" type="checkbox"/>		
K. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. ("Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR)	<input checked="" type="checkbox"/>		
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			<input checked="" type="checkbox"/> Not applicable
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			<input checked="" type="checkbox"/> Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

NO PETTY CASH PAYMENTS

Date(s) internal audit undertaken

10/05/19

DD/MM/YY

DD/MM/YY

Name of person who carried out the internal audit

ESIMON MEJOHNER WHITE TOR

Signature of person who carried out the internal audit

SIGNATURE

Date

10/05/19

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Agenda Item 17b Section 1 and 2 of the Annual Return

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

ASSINGTON PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for 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 2019, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
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 authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>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.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
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 authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
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.	Yes	No	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

assington.onesuffolk.net

AUTHORITY WEBSITE ADDRESS

Section 2 – Accounting Statements 2018/19 for

ASSINGTON PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	11,019	15,223	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. <i>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.</i>
2. (+) Precept or Rates and Levies	7,800	8,597	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	4,755	7,247	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	3,370	3,227	<i>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.</i>
5. (-) Loan interest/capital repayments	1,573	1,553	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	3,408	7,105	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	15,223	19,182	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	15,214	19,182	<i>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.</i>
9. Total fixed assets plus long term investments and assets	21,585	21,417	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	1,553	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i> <i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Jane Hatton
Date 08/04/19

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Associated Papers APC Meeting on 20th May 2019

Agenda Item 16c RFO Report

Receipts and Payments

Date	Details	File Ref	Ref	Minute	Power	Receipts		Payments
Community & Premium Accounts								
01/04/19	Balance Brought Forward					19,181.80		
11/04/19	BDC Precept	1				4,750.00	y	
11/04/19	BDC CIL Payment	2				5,352.33	y	
20/05/19	SALC annual subscription	PO1	825		LA 2011 ss 1 to 8			180.96
20/05/19	Assington PCC - Donation	PO2	826		LA 2011 ss 1 to 8			350.00
20/05/19	Sudbury CA - Donation	PO3	827		LA 2011 ss 1 to 8			100.00
20/05/19	Headway Suffolk - Donation	PO4	828		LA 2011 ss 1 to 8			75.00
20/05/19	Assington Association - Donation	PO5	829		LA 2011 ss 1 to 8			75.00
20/05/19	SCC - Street Lighting	PO6	830		LA 2011 ss 1 to 8			448.50
20/05/19	BDC - Lease of Conservation area	PO7	831		LA 2011 ss 1 to 8			5.00
30/06/19	J Hatton - Salary	PO8	832		LA 2011 ss 1 to 8			539.25
30/06/19	J Hatton - WFHA	PO8	832		LA 2011 ss 1 to 8			39.00
30/06/19	J Hatton Expenses	PO8	832		LA 2011 ss 1 to 8			90.04
30/06/19	HMRC	PO9	833		LA 2011 ss 1 to 8			134.80

Bank Reconciliation

	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community	30/04/19	£100.00				
Premium Accounts	30/04/19	£29,184.13	£27,246.58	£2,037.55	£0.00	£0.00
Cash	15/05/19	£0.00	£0.00			£0.00
		£29,284.13	£27,246.58	£2,037.55	£0.00	

Statement of Accounts vs Budget

	Budget	Actual		Reserves	Budget	Actual
Assets B/Forward		£19,181.80				
Income			Expenditure			
Precept	£9,500.00	£4,750.00	Staff Costs		£2,880.00	£693.85
Grants	£331.20	£0.00	Admin		£1,550.00	£290.20
Bank Interest	£5.00	£0.00	Donations		£600.00	£875.00
Loan	£0.00	£0.00	Street Lighting		£350.00	£373.75
Other	£360.00	£0.00	CIL		£0.00	£0.00
CIL	£0.00	£5,352.33	Insurance		£350.00	£0.00
VAT Repayment	£0.00	£0.00	Inspection		£350.00	£0.00
			P3 Scheme		£360.00	£0.00
			Licensed Footpaths		£175.00	£0.00
			Contingency		£500.00	£0.00
			Maintenance		£630.00	£0.00
			Loan Repayment		£0.00	£0.00
			Loan Interest		£0.00	£0.00
			Allotments / Conservation		£655.00	£5.00
			Neighbourhood Plan		£1,500.00	£0.00
			VAT Paid		£0.00	£74.75
Total	£10,196.20	£10,102.33	Total	£0.00	£9,900.00	£2,312.55
			Assets C/Forward			£27,246.58
Total		£29,284.13	Total			£29,559.13

Associated Papers APC Meeting on 20th May 2019

Agenda Item 16g Clerk Hourly Rate

SCP	1 April 2018	1 April 2019			Old SCP[s]	Scale Ranges
	£ per annum	New SCP	£ per annum	* £ per hour		Based on New SCP
18	£18,870	7	£19,554	£10.16	18	LC1 (7-12) (substantive benchmark range)
19	£19,446	8	£19,945	£10.37	19	
20	£19,819	9	£20,344	£10.57	20	
		10	£20,751	£10.79		
21	£20,541	11	£21,166	£11.00	21	
22	£21,074	12	£21,589	£11.22	22	

Clerk salary point is between the 18 to 22 range and is currently salary point 19 to be reviewed annually on the 1st June. An increase to salary scales from April 2019 for salary point 19 is from £10.107 per hour to £10.37 per hour which is an annual increase from £2627.82 to £2696.20..

For the year 1st April 2018 to 31st March 2019, there were 11 meetings held which meant an additional unpaid 28 hours worked by the clerk. A total of 313 hours worked and 285 hours paid including 25 days paid holiday.

Agenda Item 19 Status of planning applications

Date Received	BDC Ref	Application	APC Ref	APC Response	BDC Response
22/06/18	DC/18/02836	Erection of extension to existing production premises, associated car parking, landscaping and drainage infrastructure at Hill Farm, Stoke Road, Polstead	18/081a	Objected	Granted
26/11/18	DC/18/05178	Erection of up to 7 dwellings with carports at land at Assington Barns, The Street, Assington	18/143a	Supported	Granted
19/02/19	APP/D3505/W/18/321709 6	Outline Planning Application for erection of 6 dwellings at land east of The Street, Assington	19/022c	Objected	
28/02/19	DC/19/00971	Siting 2 portacabins and 1 storage container on land at Assington Fruit Farm, The Street, Assington	19/022b	Supported	Granted

