

Assington Parish Council

Clerk Christine Hargan 4 Northfield Road, Onehouse, Stowmarket IP14 3HF –
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Associated Papers for the meeting on 26th January 2026

Agenda item

1 Apologies for absence

2 Declarations of interest

Councillors If you have a pecuniary interest in any item on the agenda will you please notify the Clerk in advance of the meeting or declare it at this point.

3 Agree minutes of previous meeting, please provide any amendments prior to the meeting

4 County and District Councillor report

Current news from both BDC and SCC can be found via the following links:

[News » Babergh Mid Suffolk](#), [Council news - Suffolk County Council](#)

5 Planning

There are no Planning applications to consider

B Planning applications since the agenda was published

C Status of Planning applications

BDC Ref	Application	APC Response	BDC Resp
DC/25/02981	5 Woodfield The Street Assington Sudbury Suffolk CO10 5LN Erection of a Single	No comment	Granted
DC/25/02952	The Nook The Street Assington Sudbury Suffolk CO10 5LW discharge of conditions	No comment	Granted
DC/25/02903	Cotton Wood Barracks Road Assington Sudbury Suffolk CO10 5LP Discharge of	No comment	Granted
DC/2504216	5 Woodfield The Street Assington Sudbury Suffolk CO10 5LN Discharge of conditions	No comment	Granted
DC/25/04201	Shamrock Farm Marshalls Green Assington Sudbury Suffolk CO10 5LS listed building consent	Insufficient info to allow a	Withdrawn
DC/25/0390	The Old Post Office The Street Assington Sudbury Suffolk CO10 5LJ Listed building consent	No comment	Granted
DC/25/0391	The Old Post Office The Street Assington Sudbury Suffolk CO10 5LJ erection of outbuilding	No comment	Granted

6

To agree action (if any) on correspondence

Routine Correspondence.

If you wish to discuss an email forwarded that does not appear on the agenda please raise at this point.

There has been a variety of correspondence including:

News letters re

- Village Halls and community buildings
- Dedham Vale and Stour Valley news
- AONB/National Landscapes
- SALC updates
- Bramford to Twinstead: various. **Offer of funding** for community projects
- Local Government reorganisation: updates and slides from the recent presentation and
- Devolution website now live [Norfolk and Suffolk Combined County Authority - Norfolk and Suffolk Combined County Authority](#)
- Footpath contractors
- Footpath resurfacing update
- Update on potholes and signage
- Liaison on Draft IT Policy
- Liaison re bench and size of plaque
- Information on Stour Community Energy Project

7 Clerk's report

Actions from previous meeting

Minute	Action	Who	Complete
	Planning c2omments to BDC	Clerk/AH	✓
	Pay suppliers	Clerk/Cllrs	✓
	Review planning applications prior to meetings	AH	✓
24709	Contact Hartleys Gardens re advice on planting the two triangles to bear in mind that deer may graze on the plants and that there is a sign post in the centre of the triangle in and that vehicles park on the green close to threeways awaiting response from Hartleys Rose Green	Clerk	✓
25109	Roses in Rose Green hardy shrubs Mahonia Contact Hartley's Gardens to plant Roses on Rose Green and Mahonia shrubs on the other green also to cut the bushes at the wild life / conservation area in February and to add the paths into the cutting schedule for next Financial year.	Clerk	✓
	Consider projects requiring the use of Locality Budget	All	
25108	Send Precept demand to BDC	Clerk	✓
25106	Advise Kernos Centre that no grant is available	Clerk	✓
25306	Clerk received a report of water from a treatment plant in the village behind the conservation area potentially being discharged into the brook it is being investigated, AW is investigating job no 27301259 straight. Post meeting note. AW Issue closed fault is with BDC. Environmental Health is investigating.	Clerk	✓
25309	Contact Richard Hartley regarding hedges in the Street, the Allotments and conservation area to ensure that they are cut. And instruct him to liaise with Cllr Stacey regarding the two triangles at Rose Green and Threeways	Clerk	✓
25309	Contact Chris Mortimer contracts regarding surfacing the footpath between the village hall and shop to ensure that it is usable in all weathers	Clerk	✓
25309	Enquire about a wheelchair accessible gate to be placed at the entrance to The Thicks. Gain permission from the land owner. And then gain quotations. Cllr Howcroft to establish land ownership.	Chair TH	Ongoing
25616	Clerk to forward agreement / licence to TH Clerk to establish additional names to quote Meet contractors on site	Clerk Clerk DW	✓ ✓
25309	Report footpath sign being removed from the Meadow Way	Clerk	✓
25615	Send annual/audit related documents to relevant parties	Clerk	
25609	Appoint additional councillor(s) to review planning applications prior to meeting and further councillor to check accounts prior to internal audit		ongoing
25614	Wheelchair accessible gate to the Thicks Contact BDC re funding – post meeting note, preap complete feedback awaited Gain additional quotes and speak to land owner if appropriate	Clerk/ Chair	✓
25614	Complete unitary council questionnaire	AH	✓
25620	Update Financial Regs, Standing Orders and Internal Control and then publish on website.	Clerk	✓
25616	Report fallen/damaged signage to SCC	Clerk	✓
25616	Respond to resident re signage	Clerk	✓
25622	Discuss dangerous driving through village and lack of Police action with CCllr Finch	DW	✓
25622	Neighbourhood Plan update, approach Consultant for costs etc	AH	✓
25704	Place a box in the bus stop for suggestions to improve bus services to the village	AH	
25706	Check whether Cllr Thorogood has spoken to the landowner re installing additional wheelchair friendly gates to the Thicks	Clerk	✓
25706	Contact potential Councillor to confirm whether still interested in the role	AH	
25709	Section of permissive footpath closest to Village hall, Ask home owners whether they will agree to the PC resurfacing	TH	

25710	Neighbourhood Plan - apportion £10,000 of CIL money toward the cost of a review.	Clerk	✓
25711	Set up a Working Party and subsequently consider a Community Interest Group, lest it is needed moving forwards in regards to the pub	AH,TH	
25712	Set up Parish Website with a .gov.uk domain and purchase a single associated email address for use by Clerk. All correspondence to be through that address and forwarded to Cllrs	Clerk	✓
	Bus survey to be placed in the bus stop responses to AH or Clerk for distribution to CCllr Finch	AH	
25904	Enquire about ANPR scheme and forward to Cllrs for consideration	Clerk	
25904	Place survey forms into the bus stop, compile responses and send to CCllr Finch	AH/Clerk	
25909	Obtain quotations for cutting footpaths and verges	Clerk	
25912	Contact Mortimer Contracts for updated estimate for section of path from Orchard Road to the Village hall	Clerk	

8 Finance Report

- a. From the RFO report authorise payments made/to be made and note income received since last
Review reconciliation of accounts against bank statements and the statement of accounts vs Budget.

Budget 2026 - 27					
	2024 - 25		2025 - 26		
	Budget	To year end	Budget	YTD	Forecast to year end
Income					
Balance Brought Forward from year end accounts	TBC	£88,874.16		£0.00	
Grants P3 grass cutting	400.00	385.68	400.00	386.52	386.52
Grants other	0.00	0.00	0.00	0.00	0.00
Bank Interest	2,000.00	2,427.01	2,000.00	1,681.52	2,000.00
Other = Donations, rebanked cheques Jubilee and Allo	360.00	360.00	360.00	360.00	360.00
CIL	0.00	1,599.50	0.00	9,561.10	9,561.10
Precept	10,000.00	10,000.00	9,600.00	9,600.00	9,600.00
VAT Repayment	0.00	1,154.19	0.00	0	800.00
Total Income	12,760.00	£15,926.38	£12,360.00	£21,589.14	£22,700.00
Expenditure	Figures exclude VAT where paid as it is reclaimed, and is shown as VAT paid				
Staff Costs, salaries, HMRC	5,000.00	3,612.90	5,000.00	3,783.19	5,500.00
Admin	300.00	300.19	300.00	416.31	500.00
Subscriptions	294.00	282.69	294.00	284.30	282.69
Donations	1,100.00		1,100.00	0.00	1,100.00
Street Lighting	900.00	0.00	900.00	0.00	800.00
CIL	300.00	7,765.75	30,000.00	1,195.20	6,000.00
Insurance	460.00	264.00	300.00	264.00	264.00
Audit	1,200.00	170.00	460.00	170.00	1,050.00
Grass Cutting (P3 Scheme)	300.00		1,200.00	1,650.00	
Licensed Footpaths	150.00		300.00	0.00	120.00
Cut Allotments and Wildlife Area	500.00		150.00	5.00	
Contingency	1,400.00	0.00	500.00	0.00	820.00
Maintenance	200.00		1,400.00	940.20	
Water and associated costs Allotments / Conservation	65.00	0.00	200.00	167.33	
Neighbourhood Plan		0.00	0.00		600.00
Bank charges		71.40	65.00	54.00	80.00
VAT Paid		£1,076.43	0.00	527.04	
Total Expenditure	£9,595.00	£13,543.36	£42,169.00	£9,456.57	£16,600.00
Totals BF+ Income - Expenditure		-£12,389.17	£84,338.00	£12,132.57	5,000.00
Unity Trust Current Account	31 March 2025	£4,922.97	20-Jan-26	£428.62	
Unity Trust Deposit Account	31 March 2025	£85,732.05	20-Jan-26	£102,661.13	
			Total held in bank	£103,089.75	

Assington Parish Council

£ 10

20485977 - [Current T1](#)

Available

20485980 - [Instant Access](#)

£ 1

Available: £

Payments to be made

- £730.78 Clerk Salary
- £49.49 WAVE (Anglian Water)
- £6,750 Mortimer Contracts for the footpath
- £66.00 Community Action Suffolk

Payments paid since the last meeting

£12.00 bank charges

Income Received since previous meeting

£386.52 remittance from SCC for cutting footpaths

£561.59 Interest on Deposit account

Notes to accompany the preliminary budget.

- The tax base has been decreased, it is calculated by the number of houses multiplied by a figure devised by Babergh District Council, but they subtract the number of properties that are exempt from, or gain a discount on Council tax with an aging demographic it is likely to be the reason for the decrease this year.

At the previous meeting the council indicated that they favoured an increase to £10,000 which would be an increase of 4.41%. and reinstated the annual Precept as equal to 2023/24. This needs to be confirmed and the Precept demand signed. Other options are a 0% increase the amount of Precept you gain will be £9,577 (a decrease of £23 from last year) if the figure is to remain at £9600, it will be an increase to those who pay council tax of 0.24%.

- Notes on planned expenditure
- There is an increase in employer's national insurance following the last budget which has increased employment expenditure insofar as in previous years you did not pay it, but this year it is an unbudgeted £300. So the total employment cost will be increased to £6,000
- SALC have increased their subscription by 3% which is shown as a £10 increase in the figures
- Street lighting is an unknown as it is billed on what has been used.
- Audit. If we pay the grant for the scullery we will need an external audit. Therefore keep estimate high?
- There is a lot of CIL in the bank what do you want to spend it on?
- Two quotations have been received from potential contractors to cut footpaths, verges and hedges and as they do not need to be public knowledge are attached to the covering email
- Lines on the budget/accounts sheet. Due to the way the charges for footpaths, nature area and allotments are made, two of the lines on the budget sheet are superfluous, delete?

CIL Budget			
2021/22	2022 / 23	2023 / 24	2024 / 25
Full year	Full year	Start of year	YTD

Total CIL expenditure	£10,864.70	22,786.73	9,136.45	£6.00
Net retained CIL	£64,446.57	£62,354.55	£62,119.41	£66,702.45
Earmarked CIL donation toward scullery				
Earmarked CIL toward Neighbourhood Plan				

9 Licenced paths, footpaths and assets

No reports have been received, however, several reports have been logged regarding road signage and potholes.

10 Neighbourhood Plan review

Update to be provided at the meeting

11 Shoulder of Mutton

Update to be provided at the meeting

12 Update on the footpath from the farm shop to the village hall

The section of footpath to the village hall has been resurfaced and the invoice has been tendered as above

13 Questions to Chair

Time date and place of next meeting, Monday 30 March 2026, 7pm in Assington Village Hall

End of Associated Papers