

Assington Parish Council

Clerk Christine Hargan 4 Northfield Road, Onehouse, Stowmarket IP14 3HF –
Telephone: 01449674727 Email: assingtonpc@yahoo.com

Associated Papers for the meeting on 11th May 2026

Agenda item

1 Election of Chairman

2 Apologies for absence

3 Agree minutes of previous meeting

4 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.

5 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](#)

6 Planning

Status of Planning applications

BDC Ref	Application	APC Response	BDC Response
DC/26/00413	Braes Farm, Further Street, Assington, Sudbury Suffolk CO10 5LE	No comment	Refused
DC/26/01124	Assington Barns, discharge of conditions 3 reptile habitat and 5 Biodiversity - not consulted		Awaiting decision
SCC/0018/26/D	Discharge of conditions Bramford to Twinstead Reinforcement	No comment	Awaiting decision
DC/26/01472	Land South Of The Nook The Street Assington CO10 5LW Variation of conditions		Awaiting decision
DC/26/01065	The National Grid (Bramford To Twinstead Reinforcement) Order 2024 removal of trees	no comment	Granted
DC/26/01340	The National Grid (Bramford To Twinstead Reinforcement) Order 2024 Eco Management plan	no comment	Granted
DC/26/01061	The National Grid (Bramford To Twinstead Reinforcement) Order 2025, removal of trees		Granted

6 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 – requests for hall hire
- Dedham Vale and Stour Valley news
- AONB/National Landscapes
- SALC local councillor magazine
- BMSDC Community Governance Review
- Bramford to Twinstead
- A member of the public re proposed planning application

7 Appoint members to the HR and Standards Committees (last year Cllrs Stacey and Howcroft)

8 Appoint representatives to Assington Village Charity (last year Cllr Wiles), SALC (last year Cllr Stacey)

9 Appoint Cllrs to review planning applications prior to the meetings (last year Cllrs Hill)

10 Appoint Cllr to review accounts and AGAR prior to internal audit

11 To Consider appointment of Heelis & Lodge as internal auditor (they have provided a good service this and last year)

12 To consider continued subscription to SALC

13 To agree action (if any) on correspondence

14 Clerk's report

Actions from previous meeting

15 Finance Report

a. To consider the internal Auditor's report which will be sent to Councillors prior to meeting

b. To approve certificate of exemption from external audit section 1 of the Annual return

Certificate of Exemption – AGAR 2025/26 Form 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2026 and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, provided that the authority has certified itself as exempt at a meeting of the authority after 31 March 2026 and a completed Certificate of Exemption is submitted no later than **30 June 2026** notifying the external auditor.

Assington Parish Council

certifies that during the financial year 2025/26, the higher of the authority's total gross income for the year or total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2025/26: **£23,447** R AMOUNT £00,000

Total annual gross expenditure for the authority 2025/26: **£18,722** R AMOUNT £00,000

There are certain circumstances in which an authority will be unable to certify itself as exempt, so that a limited assurance review will still be required. If an authority is unable to confirm the statements below then it cannot certify itself as exempt and it must submit the completed Annual Governance and Accountability Return Form 3 to the external auditor to undertake a limited assurance review for which a fee of £210 +VAT will be payable.

By signing this Certificate of Exemption you are confirming that:

- The authority was in existence on 1st April 2022
- In relation to the preceding financial year (2024/25), the external auditor has not:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
 - commenced judicial review proceedings under section 31(1) of the Act
 - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If the above statements apply and the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then this Certificate of Exemption can be signed and a copy submitted to the external auditor either by email or by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage* before 1 July 2026.

Signing this certificate confirms the authority will comply with the publication requirements.

Signed by the Responsible Financial Officer Date I confirm that this Certificate of Exemption was approved by this authority on this date: **11/05/2026**

Signed by Chair Date as recorded in minute reference:

Generic email address of Authority Telephone number
assington-pc.gov.uk CITY OWNED GENERIC EMAIL ADDRESS **01449 674727** NUMBER

*Published web address
Clerk@assington-pc.gov.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2026. Reminder letters for late submission will incur a charge of £40 + VAT.

Annual Governance and Accountability Return 2025/26 Form 2 Page 3 of 6
 Local Councils, Internal Drainage Boards and other Smaller Authorities

c. To approve section 2 of the Annual Return

Section 2 – Accounting Statements 2025/26 for

Assington Parish Council

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	88,874	91,257	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	10,000	9,600	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	5,926	13,849	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	3,613	4,514	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	9,930	14,208	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	91,257	95,982	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	91,257	95,982	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	35,162	40,787	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.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including FWLB).

For Local Councils Only

11. Do the figures in the accounting statements above exclude any Trust transactions?	Yes	No	
		<input checked="" type="checkbox"/>	For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 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.

SIGNATURE REQUIRED

Date: **11/05/2026**

I confirm that these Accounting Statements were approved by this authority on this date: **11/05/2026**

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Annual Governance and Accountability Return 2025/26 Form 2 Page 6 of 6
 Local Councils, Internal Drainage Boards and other Smaller Authorities

d. To sign the annual CIL report for the District Council



Neighbourhood CIL Expenditure Report

Town or Parish Council: Assington Parish Council
1 April 2025 to 31 March 2026

A	Total CIL income balance carried over from previous year	£55,953.16
B	Total CIL income received in reporting year (receipts received in April and October)	£9,561.10
C	Total CIL spent within reporting year (expenditure, net amount if VAT recoverable)	£9,606.88
D	Total CIL retained at year end (A+B-C)	£55,907.38

Neighbourhood CIL Expenditure – Details of Spent Funds

Items to which CIL funds have been spent:	(Net amount if VAT recoverable)
Defibrillators	408.85
Installation of fencing and water points to allotments	222.73
Street Lighting	574.30
Purchase of shed for use as a food bank	996.00
Applying surface to permissive footpath	5,625.00
Playground inspection	100.00
Cutting footpaths in the parish	1,650.00
Christmas tree lights	30.00
Total spent	£9,606.88

Neighbourhood CIL – Details of Allocated Funds (not yet spent)

Items to which CIL funds have been allocated but not yet spent:	(Net amount if VAT recoverable)
Neighbourhood Plan	£15,000

Scullery for the Church	£20,000
Footpath repair	£6,000
Total Allocated	£41,000

Has the expenditure report been uploaded onto the Parish's website: (Y/N)

This form needs to be signed by two representatives of the Parish/Town Council (electronic signatures are not acceptable)

Signed: Position:

Verified: Position:

Please scan and email this form to the following email address

infrastructure@baberghmidssuffolk.gov.uk

- e. Review the bank reconciliation and statement of accounts as at 31 March 2026,

Bank Reconciliation to Date				
	2024 - 25		2025 - 26	
Income				
Balance Brought Forward from year end accounts	TBC	£88,874.16		£91,257.18
	Budget	Year End	Budget	YTD
Grants P3 grass cutting	400.00	385.68	400.00	886.52
Grants other	0.00	0.00	0.00	0.00
Bank Interest	2,000.00	2,427.01	2,000.00	2,185.49
Other = Donations, rebanked cheques Jubilee and Allo	360.00	360.00	360.00	360.00
CIL	0.00	1,599.50	0.00	9,561.10
Precept	10,000.00	10,000.00	9,600.00	9,600.00
VAT Repayment	0.00	1,154.19	0.00	855.83
Total Income	12,760.00	£15,926.38	£12,360.00	£23,448.94
Expenditure	exclude VAT where paid as it is reclaimed, and is shown as VA			
Staff Costs, salaries, HMRC	5,000.00	3,612.90	5,000.00	4,513.97
Admin	300.00	300.19	300.00	465.40
Subscriptions	294.00	282.69	294.00	284.30
Donations	1,100.00	1,100.00	1,100.00	1,150.00
Street Lighting	900.00	0.00	900.00	0.00
CIL	300.00	7,765.75	30,000.00	9,606.88
Insurance	460.00	264.00	300.00	264.00
Audit	1,200.00	170.00	460.00	170.00
Grass Cutting (P3 Scheme)	300.00		1,200.00	0.00
Licensed Footpaths	150.00		300.00	0.00
Cut Allotments and Wildlife Area	500.00		150.00	5.00
Contingency	1,400.00	0.00	500.00	
Maintenance	200.00		1,400.00	0.00
Water and associated costs Allotments / Conservation	65.00	0.00	200.00	0.00
Neighbourhood Plan		0.00	0.00	0.00
Bank charges		71.40	65.00	73.00
S142	0.00	0.00	0.00	300.00
VAT Paid		£1,076.43	0.00	1,890.83
Total Expenditure	£9,595.00	£14,643.36	£42,169.00	£18,723.38
Totals BF+ Income - Expenditure		£90,157.18	£84,338.00	£95,982.74
Unity Trust Current Account	31 March 2025	£4,922.97	31-Mar-26	£317.64
Unity Trust Deposit Account	31 March 2025	£85,732.05	31-Mar-26	£95,665.10
			Total held in bank	£95,982.74

- f. From the RFO report authorise payments made/to be made and note income received since last meeting, to confirm pre approval of payments to Anglian Water (WAVE) to a maximum of £100 for allotments and to £400 to LM Garden Maintenance for cutting footpaths and providing additional pre agreed services.
Review reconciliation of accounts against bank statements and the statement of accounts vs Budget.

Payments to be made

£730.78 Clerk Salary tbc
£134.70 Clerk expenses Mileage 3 x meetings (November, January and February) and 26 weeks WFHA 1 October-31 March
£ HMRC tbc
£170.00 Heelis & Lodge – Internal Audit tbc

£292.17 SALC subscription
 £39.60 SALC training
 Anglian Water/WAVE invoice expected in June.

Can you please pre-authorise payments to LM garden maintenance for up to £500, Community Heartbeat Trust for up to £200 for consumables (pads and batteries due in July) for defibrillators and to WAVE for up to £100

Payments paid since the last meeting

As per the minutes, plus
 £14.00 bank charges

Income Received since previous meeting

£4,800.00 Precept

Ringfenced Reserves (Comprising £1,500 each for) Asset Replacement, Allotment/conservation, Election costs	4,500.00
CIL	54,307.88
General Reserves	40,257.82
Total	99,065.70

CIL Budget	2023 / 24	2024 / 25	2025 /26
	Full year	Full year	Full year
	£8,901.31	£0.00	£9,561.10
Total received in year			
	£71,255.86	£62,119.41	£63,914.76
Total retained CIL (previous year retained plus new receipts)			
Permissive footpath Mortimer Contracts			5,625.00
Playground inspection			100.00
cutting footpaths			1,650.00
Christmas Lights			30.00
Amenity Land	5.00		
Total CIL expenditure	9,136.45	7,765.75	9,606.88
Net retained CIL	62,119.41	54,353.66	54,307.88
Anticipated Spend			15,000.00
	Neighbourhood plan		
	Church scullery		20,000.00
	Footpath repair		6,000.00

Bank Reconciliation to Date				
	2025 - 26		2026 - 27	
Income				
Balance Brought Forward from year end accounts	TBC	£88,874.16		£95,982.74
	Budget	Year End	Budget	YTD
Grants P3 grass cutting	400.00		400.00	0.00
Grants other	0.00		0.00	0.00
Bank Interest	2,000.00		2,000.00	0.00
Other = Donations, rebanked cheques Jubilee and Allot	360.00		0.00	0.00
CIL	0.00		0.00	0.00
Precept	9,600.00		10,000.00	0.00
VAT Repayment	0.00		0.00	0
Total Income	£12,360.00	£0.00	£12,400.00	£0.00
Expenditure	s exclude VAT where paid as it is reclaimed, and is shown as VA			
Staff Costs, salaries, HMRC	5,000.00		6,000.00	0.00
Admin	300.00		300.00	0.00
Subscriptions	294.00		294.00	0.00
Donations	1,100.00		1,150.00	0.00
Street Lighting	900.00		900.00	0.00
CIL	30,000.00			0.00
Insurance	300.00		300.00	0.00
Audit	460.00		1,200.00	0.00
Grass Cutting (P3 Scheme)	1,200.00		1,675.00	0.00
Licensed Footpaths	300.00		included	0.00
Cut Allotments and Wildlife Area	150.00		included	0.00
Contingency	500.00		1,000.00	
Maintenance	1,400.00		1,000.00	0.00
Water and associated costs Allotments / Conservation	200.00			0.00
Neighbourhood Plan	0.00		15,000.00	
Bank charges	65.00		84.00	0.00
S142	0.00		0.00	0.00
VAT Paid	0.00		£28,903.00	0.00
Total Expenditure	£9,595.00	£0.00	£57,806.00	£0.00
Totals BF+ Income - Expenditure		£88,874.16	£115,612.00	£95,982.74
Unity Trust Current Account	31 March 2025	£317.64	06-May-26	£400.60
Unity Trust Deposit Account	31 March 2025	£95,665.10	06-May-26	£98,665.10
		£95,982.74	Total held in bank	£99,065.70

Assington Parish Council

£ 99,065.70

20485977 • [Current T1](#)

£ 400.60

Available: £ 400.60

20485980 • [Instant Access](#)

£ 98,665.10

Available: £ 98,665.10

- 16 Licenced paths, footpaths and assets**
- 17 Consider Councillor training with SALC if required**
- 18 Shoulder of Mutton**
- 19 Projects to consider for CIL expenditure**
- 20 Questions to chair**

Additional matters, footpath warden.

Time date and place of next meeting, 27 July, 7pm in Assington Village Hall

End of Associated Papers