

Assington Parish Council

Clerk Christine Hargan 4 Northfield Road, Onehouse, Stowmarket IP14 3HF –
Telephone: 01449 674727 Email: clerk@assington-pc.gov.uk

Minutes of the meeting of Assington Parish Council on Monday 11th May 2026

Present: Councillors (Cllrs) Simon Thorogood, Tony Howcroft, Bronwen Stacey & David Wiles, Kim Howard and Mark Armitage.

In attendance: CCllr Philip Faircloth-Mutton, Christine Hargan (Clerk) and one member of the community.

26501 **Election of Chairman and to receive Declaration of Acceptance of Office**
Following a brief discussion, it was resolved that Cllr Simon Thorogood would continue to act as Chairman and the Declaration was duly completed and signed, proposed by Cllrs Howcroft and Stacey

26502 **Apologies** for absence
Cllr Andrew Hill and DCllr Lee Parker.

26503 Agree **Minutes** of Assington Parish Council meeting held on 30th March 2026
Minutes were resolved to be accurate and signed by Cllr Thorogood. There were no matters arising

26504 **Declaration of Interests and requests for dispensation**
There were none

26505 County and District Councillor reports and **public forum**
No bespoke written reports were received but the following show the latest news for both district and county councils [News » Babergh Mid Suffolk](#), [Council news - Suffolk County Council](#)

The Chair welcomed County Councillor Philip Faircloth-Mutton and congratulated him on his recent election

Following introductions CCllr Faircloth-Mutton gave a brief report on

- The formation and inductions to the new council
- SCC AGM to take place next week
- The newly appointed Councillors will appear at Suffolk Show, and parishioners were encouraged to come and meet them
- Election results:: some of the area groups may comprise of multiple political parties.
- CCllr asked how the Parish Council would prefer the focus of future reports and agreed to focus on local matters, as the general information is available online (and through the links above).
- Personal interests are to support parishes on important matters as they arise.
- Specialist subject, countryside and environment, and he will, where possible support grants for projects. Recent wins have been assisting with funding for highways projects, including licences, organizing jetting of drains and installing parking restrictions/yellow lines and community gates. He aims to help parishes stretch their funds where possible.
- Parish Councillors reported that during the installation of the 20mph Speed limit in the village, the project was signed off prematurely and consequently, the parish paid for work that wasn't completed, he agreed to look into the issue and completion of the work.
- There is a problem with speeding through the village. Police installed a temporary camera and the results reported, category one danger to life but no support or

.....
Signed

.....
Date

further action was taken by Suffolk Constabulary, CClr Faircloth-Mutton agreed to pursue with Melanie Hall.

Public Forum

The member of the public did not wish to raise any concerns

26506

Planning:

a. Planning applications:

- [DC/26/0147 Land South Of The Nook The Street Assington CO10 5LW](#) Design and Layout change simply to change the orientation of the extension, Following discussion the response was resolved no comment
- b. Consider any planning application received since the agenda was posted
- c. Status of **planning applications** were noted
- d. The concern regarding planning enforcement on two sites in the village were lodged with Planning Enforcement who said they would monitor the sites but currently there was no evidence of any contravention to planning conditions

26507

Appoint members to the HR and the Standards Committees Cllrs Howard and Stacey

26508

Appoint representatives to
A Assington Village Charity Cllr Wiles
B Suffolk Association of Local Councils Cllr Stacey

26509

Appoint members to review Planning applications ahead of meeting Cllrs Hill and Howard.

26510

Appoint Councillor to review accounts and AGAR prior to internal audit following a brief discussion Cllr Armitage

26511

To consider the appointment of Heelis and Lodge as Internal Auditor
Resolved to appoint Heelis and Lodge as the 2026-27 internal auditor

26512

To consider continued subscription to SALC
Resolved to subscribe

26513

Agree actions on Correspondence and emails circulated to Councillors by the Clerk
Reported in the actions log

26514

Agree any actions required after reviewing the Clerk's Report
Noted in the actions log

26515

Finance

- Consider the Internal Auditor's report as at 31st March 2026 and agree actions on any matters arising The report was considered and due to the Clerk's absence the Policies and Procedures were not reviewed at the March meeting. Internal Auditor's comments regarding a Privacy Policy and Accessibility Statement need to be addressed the policies should be amended, Clerk to confer with the Standards Committee and bring the renamed Policies to the July meeting for resolution and when reviewed refer to the audit in the minutes. Cllr Armitage noted that a Modern Slavery Policy will be required to be fully compliant. Cllr Howcroft actioned the Clerk to refer to the auditor as to what the Privacy Policy and Accessibility Statement should cover
- To approve certificate of exemption from external audit for the year ending 31st March 2026 resolved to sign

.....
Signed

.....
Date

- To approve **Section 1 of the Annual Return** for the year ending 31st March 2026 resolved to sign
- To approve **Section 2 of the Annual Return** for the year ending 31st March 2026 resolved to sign
- Receive the RFO report.
Acknowledged
- Reconciliation of accounts against budget
Acknowledged
Approve payments as per list in the appendix
Clerk has spoken to Wave (Anglian Water) regarding their final demand for £175.85. They appear to have reduced the Bill from March by £100, but have neglected to actually re-bill with information as to what the charges are estimated as. They have suggested that the parish council send them weekly meter readings.to ensure that future bills are correct, Clerk to speak to Allotment Society.
Clerk to check CIL report for accuracy on expenditure breakdown and forward to councilors for verification prior to signature.

26516 Review any issues raised for the Licensed Path, Footpaths and APC's Assets

Jeff Stacey has volunteered to be the footpath warden. Clerk was asked to report that the the Footpath sign adjacent to the Vicary Estate has been removed to Suffolk County Council Clerk to report, and chase whether funding is available. If not to ask SCC to suggest supplier for sign. The footpath behind Vicary estate is constantly muddy due to a spring, the length of the stretch is about 10 metres, following discussion it was resolved that footpath warden should approach the land owner to maintain the pathway and if unwilling gain permission to attend and to gain a quote. Clerk to check who the contractor was that completed a previous piece of boardwalk. Minor asset re road signage at Rose Green looked at Graham Hogger, to look at post, Allotment water Proposed pay up to £177 provided the bill is based on actual reads Clerk to diarise review of allotment rent during the Budget review in January.

26517 Consider Councillor Training with SALC if required

Cllr Armitage requested Part 2 of the basic Councillor training

26518 Shoulder of Mutton

The pub continues to operate successfully and host a range of public events, including live music, wine tasting and a monthly quiz and all appear to be well attended although more support from the local population is always welcome. The pub is also now open Monday and Tuesdays 12-7, with food at lunchtimes those days. An event to officially re-open the beer garden will be held on the 22nd May, in ample time for the summer.

26519 Projects to consider for CIL expenditure

The upgrade to the footpath in The Street,
To make good wooden edges along footpath from farm shop to the park and add topsoil and grass seed to both sides to bring up to level.£661.60, Clerk to formally accept the quotation. Contact parishioner to meet to discuss the works to the footpath due to holidays potentially following Whitsun
Gym equipment planning meeting from BDC 3 quotes, have been acquired and the Village Hall Committee subject to funding have opted to accept the quote from Fresh Air Fitness £16,750 for 7 pieces of equipment and a footpath to enable all weather usage, Cllr Howard's concern re tree roots was resolved as, the equipment will be anchored using inserts, if they come near tree insert planning permission resolved to fund the project with £2,000 from CIL funding.
Bus shelter is Clerk to investigate who owns it re maintenance.Health and safety and identifiable need.

26520 Neighbourhood Plan

.....
Signed

.....
Date

Cllr Hill has been working with Places 4 People and will submit a request for Babergh grant this week to assist towards our costs – deadline is 15th May. He has put out feelers to seek members of the Neighbourhood Planning Group. Most of the previous members are interested in rejoining but it will also go on Facebook for anyone new.

The committee will look to do a community engagement event this summer and have been advised that they can work on assessing sites before BDC decide on the numbers allocated to Assington (expected early 2027)

BDC is expected to launch a consultation imminently on settlement hierarchy and possibly on how development is focussed (e.g. on Ipswich west / Sudbury / Hadleigh / large villages / small villages / new villages /towns(!) etc)

26521 Questions to the Chair

- Resignation of Cllr Howcroft – sincere thanks were extended to Tony Howcroft for his work with the Parish Council over the last 5 years.. Clerk will agenda a change of bank mandate for the July meeting.
- Parishioners have complained about the lack of progress and issues with parking at the two bungalows being built in the centre of the village.

Time date and place of next meeting Monday 27th July to be held in Assington Village Hall at 7.00pm.

The meeting was closed at 9.pm

DRAFT

Appendix

County and District Council reports

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

Minute	Action	Who	Complete
251106	Provide parish photos for the website	all	
251106	Follow up request for ANPR Decided to put into dormancy until the NP consultation as it needs to have parish support	Clerk	✓
251109	Send photos of fallen signage at Rose Green and Dorking Tye to local contractor simon to pick up	ST	
251109	Communicate with SCC street lighting re Christmas period lighting	Clerk	✓
251109	Forward quotations to Cllrs for Footpath cutting once received	Clerk	✓
251112	Communicate dates for footpath resurface to Cllrs when received	Clerk	✓
251113	Communicate with Cllr Wiles re installing Christmas tree	Clerk	✓
251113	Book village hall for meetings throughout 2026	Clerk	✓
251113	Email prospective councillor joining information for the PC	Clerk	✓
261	Traffic/reckless driving going past the pub, James Police should do it, reported category 1 danger to life, SCC are not legally able to progress, go back to Pollice. David to send James to revert to Police. again in village has it gone anywhere – no James will chase	JF	
26100	Clerk to liaise with both Cllrs Armitage and Howard regarding training and induction to Parish Council, Training for Cllr Armitage booked, Cllr Howard was not keen	Clerk	✓
26104	Traffic/reckless driving going past the pub, James Police should do it, reported category 1 danger to life, SCC are not legally able to progress, go back to Pollice. David to send James to revert to Police. again in village has it gone anywhere – no James will chase	JF	
26104	Consider parishioner responses re bus service	JF	✓
26104	Resend the email with parishioner survey responses for improved bus services	AH	✓
26105	Liaise with Cllrs re potential roadway at recycling plant	LP	
26106	Contact contractor re the footpath in The Street and liaise with Cllrs Hill & Thorogood to draft a re response to parishioner	Clerk	✓
26108e	Review reserves at the next meeting	All	
26108d	Contact contractors re Grass Cutting and notify that contract has been awarded, and minor change to number of cuts to the contract for successful applicant	Clerk	✓
26108f	Send Precept Demand to BDC	Clerk	✓
26109	Contact parishioner with bank details to enable donation toward bench to be made.	Clerk	✓
261010	Clerk to liaise with both Cllrs Armitage and Howard regarding training and induction to Parish Council	Clerk	✓
26308	Request suggestions for CIL expenditure on Facebook and website	Cllr Hill/Clerk	
26309	Notify LM Groundcare that the revised quotation has been accepted. A clear instruction must be provided to the contractor Cllrs to meet with the contractor to agree a schedule of work also to backfill/seed the area around permissive footpath and reduce a potential trip hazard to the ends of the path	Clerk Cllrs	✓
26309	Verify that Building control officer did inspect the Permissive footpath	Clerk	✓
26505	Review the project for 20mph speed restrictions completion and funding	PFM	
26505	Category 1 speeding Discuss with SCC	PFM	
26511	Notify Heelis & Lodge of appointment as internal auditor for 2026/27		

.....
Signed

.....
Date

26513	Liaise with member of the public re meeting dates and venue to discuss the permissive footpath. Cllrs to attend meeting	Clerk/BS &ST	
26515	Internal Auditor report, liaise with IA re suitability of Privacy Policy and Accessibility Statement and ask whether Modern Slavery Policy is necessary	Clerk	
26515	Forward provisional policies to Standards Committee for editing	Clerk	
26515	Agenda item Policy Review in July meeting and reference internal audit in the minutes.	Clerk	
26515	Send exemption to external audit to PKF Littlejohn	Clerk	
26515	Complete audit documentation and Publish on website and noticeboard	Clerk/AH	
26516	Report missing Footpath sign to SCC and liaise regarding replacement	Clerk	
26516	Accept quotation from LM for landscaping the area surrounding the permissive footpath	Clerk	
26516	Check details of contractor who completed boardwalk within the village	Clerk	
26516	Diarise review of allotment rent in January for the budget	Clerk	
26517	Book Cllr Armitage on Councillor Training session 2	Clerk	
26519	Bus Shelter, Clerk to investigate who owns it regarding H&S maintenance	Clerk	
26521	Notify resignation of Cllr Howcroft to BDC and start the vacancy process	Clerk	
26521	Agenda item for next meeting Mandate change	Clerk	

8 Finance Report

.....
Signed

.....
Date

End of year

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	386.52
Grants other	0.00	0.00	0.00	500.00
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	as exclude VAT where paid as it is reclaimed, and is shown as VAT			
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	0.00
Street Lighting	900.00	0.00	900.00	0.00
CIL	300.00	7,765.75	30,000.00	10,756.88
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

.....
Signed

.....
Date

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	386.52	400.00	0.00
Grants other	0.00	500.00	0.00	0.00
Bank Interest	2,000.00	2,185.49	2,000.00	0.00
Other = Donations, rebanked cheques Jubilee and Allot	360.00	360.00	0.00	0.00
CIL	0.00	9,561.10	0.00	0.00
Precept	9,600.00	9,600.00	10,000.00	0.00
VAT Repayment	0.00	855.83	0.00	0
Total Income	£12,360.00	£23,448.94	£12,400.00	£0.00
Expenditure	Figures exclude VAT where paid as it is reclaimed, and is shown as VAT paid			
Staff Costs, salaries, HMRC	5,000.00	4,513.97	6,000.00	0.00
Admin	300.00	465.40	300.00	0.00
Subscriptions	294.00	284.30	294.00	0.00
Donations	1,100.00	0.00	1,150.00	0.00
Street Lighting	900.00	0.00	900.00	0.00
CIL	30,000.00	10,756.88		0.00
Insurance	300.00	264.00	300.00	0.00
Audit	460.00	170.00	1,200.00	0.00
Grass Cutting (P3 Scheme)	1,200.00	0.00	1,675.00	0.00
Licensed Footpaths	300.00	0.00	included	0.00
Cut Allotments and Wildlife Area	150.00	5.00	included	0.00
Contingency	500.00		1,000.00	
Maintenance	1,400.00	0.00	1,000.00	0.00
Water and associated costs Allotments / Conservation	200.00	0.00		0.00
Neighbourhood Plan	0.00	0.00	15,000.00	
Bank charges	65.00	73.00	84.00	0.00
S142	0.00	300.00	0.00	0.00
VAT Paid	0.00	£1,890.83	£28,903.00	0.00
Total Expenditure	£9,595.00	£18,723.38	£57,806.00	£0.00
Totals BF+ Income - Expenditure		£93,599.72	£115,612.00	£95,982.74
Unity Trust Current Account	31 March 2026	£317.64	06-May-26	£400.60
Unity Trust Deposit Account	31 March 2026	£95,665.10	06-May-26	£98,665.10
	Total at year end	£95,982.74	Total held in bank	£99,065.70

.....
Signed

.....
Date

20485977 • **Current T1**

£ 400.60

Available: £ 400.60

20485980 • **Instant Access**

£ 98,665.10

Available: £ 98,665.10

CIL Budget	2023 / 24	2024 / 25	2025 / 26
	Full year	Full year	Full year
Total received in year	8,901.31	£9,561.10	9,561.10
Total retained CIL (previous year retained plus new receipts)	71,255.86	£71,680.51	£73,475.86
Litter and dog bins	537.96		996.00
Permissive footpath Mortimer Contracts			5,625.00
Playground inspection			100.00
cutting footpaths			1,263.48
Christmas Lights			30.00
Amenity Land	5		
Total CIL expenditure	9,136.45	£7,765.75	£9,220.36
Net retained CIL	£62,119.41	£63,914.76	£64,255.50
Anticipated Spend	Neighbourhood plan		15,000.00
	Church scullery		20,000
	Footpath repair		6,000

Payments to be made

- £730.78 Clerk Salary
- £134.70 Clerk expenses Mileage 3 x meetings (November, January and February) and 26 weeks WFHA 1 October-31 March
- £190.00 Heelis & Lodge – Internal Audit
- £292.17 SALC subscription
- £39.60 SALC training
- £175.85 Anglian Water/WAVE invoice expected in June.

Payments paid since the last meeting

- As per the minutes
- £14.00 bank charges

Income Received since previous meeting

None

Note contractual review of Clerk salary, uplift of one Salary Scale Point

.....
Signed

.....
Date