

Assington Parish Council

Clerk Christine Hargan 4 Northfield Road, Onehouse, Stowmarket IP14 3HF –
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Associated Papers for the meeting on 27th July 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 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	Granted	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	no comment	Granted
DC/26/02290	Centuries The Street Assington CO10 5LW Listed Building consent	support	Awaiting decision
DC/26/02290	Centuries The Street Assington CO10 5LW Solar panels	support	Awaiting decision
DC/26/02078	The Gables, 4 The Street Assington Front and side extension	Object	Granted
DC/26/01975	Assington Village Hall - Outside Gym	support	Awaiting decision
DC/26/01204	6 St Edmunds Close Assington Sudbury Suffolk CO10 5AJ. Two Storey rear extension	No comment	Granted

D Planning issues

A potential enforcement issue has been reported regarding access to Barrack Road from “Cotton Wood”, substantial work to internal roadways and parking has been undertaken, and no planning application has been made to connect the roadway to the Lane, and further work has been undertaken to a building and roadways at “Woodsmoke” on Barrack Road.

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
- Devolution website now live [Norfolk and Suffolk Combined County Authority - Norfolk and Suffolk Combined County Authority](#)

7 Clerk's report

8 Prior to the next meeting consideration to paying the insurance premium should be made, or gaining alternative quotes. There is no substantial rise in payment from Last year, the policy with Zurich insurance is likely to be £264.00, from an indicative quote – it is too early to gain firm quotations Policies would need to be accepted within 30 days. The closest comparable policy is from CAS and indicative costs are £548.00.

9

Actions from previous meeting

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	Clerk	✓
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	✓
26604	Mandate Change has been implemented but awaiting completion	Clerk	✓

10 Finance Report

- a. From the RFO report authorise payments made/to be made and note income received since last meeting.

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	474.69
Other = Donations, rebanked cheques Jubilee and Allot	360.00	360.00	0.00	360.00
CIL	0.00	9,561.10	0.00	0.00
Precept	9,600.00	9,600.00	9,600.00	4,800.00
VAT Repayment	0.00	855.83	0.00	0
Total Income	£12,360.00	£23,448.94	£12,000.00	£5,634.69
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	1,635.70
Admin	300.00	465.40	300.00	161.70
Subscriptions	294.00	284.30	294.00	292.17
Donations	1,100.00	0.00	1,150.00	0.00
Street Lighting	900.00	0.00	900.00	667.97
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	190.00
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	143.15
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	21.00
S142	0.00	300.00	0.00	0.00
VAT Paid	0.00	£1,890.83	£28,903.00	6.60
Total Expenditure	£9,595.00	£18,723.38	£57,806.00	£3,118.29
Totals BF+ Income - Expenditure		£93,599.72	£115,612.00	£98,499.14
Unity Trust Current Account	31 March 2026	£317.64	21-Jul-26	£699.35
Unity Trust Deposit Account	31 March 2026	£95,665.10	21-Jul-26	£97,799.79
	Total at year end	£95,982.74	Total held in bank	£98,499.14

Assington Parish Council

£ 98,499.14

20485977 • [Current T1](#)

£ 699.35

Available: £ 699.35

20485980 • [Instant Access](#)

£ 97,799.79

Available: £ 97,799.79

CIL Budget			
	2023 / 24	2024 / 25	2025 /26
	Start of year	YTD	YTD
Total received in year	8,901.31	£1,599.50	9,561.10
Total retained CIL (previous year retained plus new receipts)	71,255.86	£63,718.91	£65,514.26
Total CIL expenditure	9,136.45	£7,765.75	£6,621.00
Net retained CIL	£62,119.41	£55,953.16	£58,893.26
Anticipated Spend	Neighbourhood plan		10,000.00
	Church scullery		20,000
	Footpath repair		6,000

Ringfenced Reserves (Comprising £1,500 each for) Asset Replacement, Allotment/conservation, Election costs	4,500.00
CIL	58,893.26
General Reserves	34,696.49
Total	98,089.75

Payments to be made

£120.00 David Bracey Annual Playground inspection – he has now retired so we will need to gain a new inspector for next year.

£5.00 BDC lease of conservation area Meadow way

£1,555.00 BDC litter and dog bin collections for a year

£806.40 Clerk salary

£246.10 WAVE – allotment water

Payments since the last meeting

£14.00 bank charges

Income Received since previous meeting

£474.69 Bank interest

11 Licenced paths, footpaths and assets

Several reports have been logged regarding road signage and potholes and a potential fuel leak on the footpath behind the Vicary Estate.

- a. discuss the purchase of an additional matching bench for the playing field following the donation from a member of the public

12 Neighbourhood Plan review

Update to be provided at the meeting

13 Annual Review of Policies

There are two updates required to Policies held by the Parish Council to ensure that the Parish Council are compliant to updated legislation for IT. Both are standard Policies amended to comply with the individual needs of the Parish Council they are:

[Accessibility Statement](#)

Data Protection Policy is now a requirement, Clerk was pulled up on it in the audit, the content of the Policy was previously under the Privacy Policy, so it simply has been renamed to comply with legislation. Clerk has updated the Policy which is contained in the Policy booklet.

Apart from updating the review date no other amends are required. But a resolution is needed to comply with Audit legislation.

[Policies-and-Procedure-Booklet](#)

[APC-Model-Standing-Orders-Revised-2-June-2025.pdf](#)

[Model-Statement-of-Internal-Controls-2024-to-2025.pdf](#)

[Financial-Regulations-approved-June-2025.pdf](#)

12 Assington Village Charity Registration of Land

A discrepancy has arisen regarding the Land Registry entry for the playing field. A discussion is required to ensure that the registration is correct.

13 Request for CIL Funding by the Wildlife Area Conservation Team

Background & Project Proposal:

The proposal seeks to utilize a section of the underused council-owned scrubland currently under parish council tenancy to create an unmanaged, natural ecosystem pond measuring approximately 10m x 8m with a 1.5m sloping profile.

The design is explicitly optimized for biodiversity net gain: it features no fish, requires no commercial planting (relying on natural colonization over time), and will fill entirely via local rainfall.

All excavated earth (approx. 45 tonnes) will remain on-site to create natural perimeter landscaping, removing all muck-away waste costs.

Financial Implications & Options:

I have compiled two cost projections for the Council to review:

Volunteer/DIY Build Route: Estimated at £2,070 – £3,070 (comprising the standard Babergh planning fee of £570, local 3t excavator hire, and a premium 1.0mm EPDM rubber liner).

Fully Contracted Route: Estimated at £5,470 – £9,170 utilizing a specialist local Suffolk earthworks contractor.

Both figures represent a highly economical community asset because we have bypassed expensive fish filtration systems and initial planting costs.

Planning and Compliance:

Because this sits on civic land, a Full Planning Application to Babergh District Council is mandatory.

We will draft the complete project proposal brief, the technical specification, and the required text for the planning portal.

If the Council votes to approve the project in principle, our immediate next step will be to formally request landowner consent from the Principal Council's asset team/planning portal using the prepared brief.

I would be grateful if you could confirm receipt of this item and ensure its inclusion under "New Business / Environmental Projects" for our next meeting.

I am fully prepared to present the brief and answer any questions from fellow councillors and residents.

Thank you for your time and consideration.

14 Questions to Chair

Time date and place of next meeting, Monday 28th September 2026, 7pm in Assington Village Hall

End of Associated Papers