

Assington Parish Council

Clerk Christine Hargan 4 Northfield Road, Onehouse, Stowmarket IP14 3HF –
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Associated Papers for the meeting on 28th September 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

Current Applications

[DC/26/03752](#) Brownsmiths, Dorking Tye, Assington, Sudbury Suffolk CO8 5JY Erection of a one bedroom annex to provide accommodation ancillary to the main dwelling

[DC/26/03885](#) The Gables 4 The Street Assington Sudbury Suffolk CO10 5LH

Discharge of conditions biodiversity

B Planning applications since the agenda was published

C Status of Planning applications

BDC Ref	Application	APC Response	BDC Response
DC/26/01124	Assington Barns, discharge of conditions 3 reptile habitat and 5 Biodiversity - not consulted		granted
SCC/0018/26/D	Discharge of conditions Bramford to Twinstead Reinforcement	No comment	refused
DC/26/01472	Land South Of The Nook The Street Assington CO10 5LW Variation of conditions		Granted
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
DC/26/0363154	The National Grid (Bramford To Twinstead Reinforcement) Order 2025, Trees and hedges		Granted with conditions
DC/26/03132	The National Grid (Bramford To Twinstead Reinforcement) Order 2025, Landscape eco ph 6		Denied - amends required
DC/26/3128	The National Grid (Bramford To Twinstead Reinforcement) Order 2025, landscape eco plan		Denied - amends required

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](#)
- Local Government Review / Devolution has stalled the Districts will remain whilst the government regroups
- A complaint has been received from a member of the public who had damaged his vehicle by hitting the skip in the Village Hall Car Park with a wish to claim on the Parish Council insurance. Clerk responded that the VH grounds were not the responsibility of the Parish Council and directed them to the hirer of the skip (the installer of the gym equipment). VH insurance provider has been notified.

7 Clerk's report

Information on an additional training supplier has been received the trainers are former Essex ALC trainers [Home - CouncilWise Training & Support](#), and whilst the training may be more expensive than SALC due to being longer in duration at a training centre, it appears to be better quality. Should further training be required there is an alternative so please ask.

Actions from previous meeting

Minute	Action	Who	Complete
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	
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	✓
26705	Look at Determination on the large Solar Panel farm in Northamptonshire to determine whether the same could happen in the local area	LP	
26707	Approach local contractor to repair/reseat broken signs	Chair	
26708	Obtain costs and capacity of largest dog bins, distribute to Cllrs	Clerk	✓
26709	Report broken handrail to SCC and to provide information on how to do so to Footpath officer	Clerk	✓
26709	Request quotation for an additional bench to be fitted to the conservation area	Clerk	✓
26711	Publish updated policies on the website	Clerk	✓
26712	Gain advice on the transfer of land from PC to the Village Charity Gain costs for conveyancing work to transfer the land	DW	✓
26713	Gain advice from BDC Asset Management on procedure/permission to create a pond in the Conservation area and forward the advice to Cllrs. Emailed 3 August 2026 Meeting organised on Friday 25 September	Clerk	✓
26714	Follow up re the two bungalows in the centre of village with possibility of purchasing the small parcel of land for a small Green	Chair	

8 Finance Report

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

Payments to be made

£54.50 Community Action Suffolk – domain and mailbox annual

£264.00 Zurich Municipal insurance – policy 1 year

£844.58 Clerk salary

£64.14 HMRC

£246.10 WAVE – allotment water subject to an uplift as meter readings have been sent.

Payments since the last meeting

£14.00 bank charges

£2,000 contribution toward the outdoor gym

Income Received since previous meeting

£4800 Precept

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	10,000.00	9,600.00
VAT Repayment	0.00	855.83	0.00	0
Total Income	£12,360.00	£23,448.94	£12,400.00	£10,434.69
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	2,442.10
Admin	300.00	465.40	300.00	166.70
Subscriptions	294.00	284.30	294.00	339.17
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		2,000.00
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	1,296.00
Cut Allotments and Wildlife Area	150.00	5.00	included	246.10
Contingency	500.00		1,000.00	
Maintenance	1,400.00	0.00	1,000.00	904.75
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	35.00
S142	0.00	300.00	0.00	0.00
VAT Paid	0.00	£1,890.83	£28,903.00	285.80
Total Expenditure	£9,595.00	£18,723.38	£57,806.00	£8,573.59
Totals BF+ Income - Expenditure		£93,599.72	£115,612.00	£97,843.84
Unity Trust Current Account	31 March 2026	£317.64	21-Sep-26	£34.05
Unity Trust Deposit Account	31 March 2026	£95,665.10	11-Sep-26	£97,809.79
	Total at year end	£95,982.74	Total held in bank	£97,843.84

20485977 • [Current T1](#)

£ 34.05

Available: £ 34.05

20485980 • [Instant Access](#)

£ 97,809.79

Available: £ 97,809.79

CIL Budget				
	2023 / 24	2024 / 25	2025 /26	2026 / 27
	Full year	Full year	Full year	YTD
Total received in year	£8,901.31	£9,561.10	£9,561.10	£0.00
Total retained CIL (previous year retained plus new receipts)	£71,255.86	£71,680.51	£73,475.86	£64,255.50
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			
Donation toward Gym Equipment				2000.00
Total CIL expenditure	9,136.45	£7,765.75	£9,220.36	£2,000.00
Net retained CIL	£62,119.41	£63,914.76	£64,255.50	£62,255.50
Anticipated Spend	Neighbourhood plan		£15,000.00	
	Church scullery		£20,000.00	
	Footpath repair		£6,000.00	

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

9 Licenced paths, footpaths and assets

Quotation has been received from Barn Workshop



Quotation to Build Memorial Bench

To Build reclining Seat in Iroko Hardwood

Comprising rounded seating position and curved Back.

The completed Seat has wide shaped Arms, sturdy Legs for stability, and comes with a natural Oiled finish.

Cost to Build Seat	1450 w	£425.00
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Cost to Build 2 Seats ea	1450 w for	£775.00
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Cost to provide pre-drilled fixing Irons £45.00 each set

Labour to anchor and fix into ground £60.00.ea

Footpath report

None received

Dog bins

This has been like drawing teeth the district council would prefer to keep 25litre bins clearly we would need more of them! And a response to whether a 90litre bin would be acceptable has been awaited for the last week. An alternative supplier has been sought and was much more expensive than BDC.

10 Neighbourhood Plan review

Update to be provided at the meeting

11 Assington Village Charity registration of land and contribution toward planning costs

History: Some years ago the land that part of the playing field sits on was gifted to the Parish (Council) by a member of the community as a legacy. The land has been looked after as playing fields adjacent to the Village Hall. 30+ years later when installing an outdoor gym it was found that the land had not been registered and that a planning application was required.

In order to correct the issue and to register the land solicitors have been instructed. A discussion is required to formally ensure that the discrepancy is corrected.

12 Request for CIL Funding and update re planning by the Wildlife Area Conservation Team

Background & Project Proposal an update will be provided following a meeting with BDC

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13 Emergency Plan given the recent fires in Suffolk and beyond is an EP necessary?

Community Emergency Planning Helping local communities prepare, respond and recover Nobody understands your community as well as you do. In the unfortunate event of an emergency, your local knowledge and early community action could make a significant difference. That's why I am writing to encourage your town or parish council to consider developing a new, or reviewing an existing Community Emergency Plan. As Suffolk has seen over the past few years, emergencies such as flooding, severe weather such as storms and drought, wildfires, power outages and many more do

happen and can do so with little or no warning – resulting in wide reaching impacts on our communities.

A changing climate is predicted to bring us more emergencies in the future, and there are well-founded warnings from authoritative organisations such as the World Meteorological Organisation and the UK Met office that the El Nino weather phenomenon could bring more extreme storms over this autumn and winter. While emergency responders and local authorities have arrangements in place through the Suffolk Resilience Forum, an established Community Emergency Plan can make a significant difference in the first few hours of an incident, helping to reduce the impact of an emergency and greatly improving the resilience of a community by using local knowledge, skills and resources to support residents during and after any incident.

Community Emergency Planning is about understanding local risks, using the already well-established networks and relationships that parish and town councils have, to promote preparedness at an individual and household level and then identifying the people, places and resources that may be needed when an emergency does occur. Having a plan does not remove the responsibility of the emergency services and local authorities to respond to emergencies, but complements their arrangements by helping communities to stay informed, support one another and recover more quickly.

A Community Emergency Plan does not need to be complex or lengthy. It is important that it suits the needs of your community and is flexible enough to respond to a range of different risks. For further information on preparing for emergencies please visit Prepare your community - Suffolk Resilience Forum. One tool that may be helpful in alerting residents to risks is the National Emergency Briefing, a 50 minute film in which experts in various fields set out their analyses of the impact of climate change. Many communities in Suffolk have already organised viewings of this film, and we encourage you to do so for your community.

Details of how to organise this can be found at nebriefing.org/the-film. If you are interested in developing a Community Emergency Plan or are interested in what your town or parish council can do to promote preparedness, please contact our Emergency Planning Officers at Suffolk Joint Emergency Planning Unit (JEPU) - Emergency.planning@suffolk.gov.uk who are happy to help, advise and support throughout the process. Thank you for the important role your council plays in supporting local resilience. By taking time to plan ahead, communities can be better prepared, better connected and better able to respond when disruption occurs.

14 Shoulder of Mutton update

15 Questions to Chair

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

End of Associated Papers