**SPROUGHTON PARISH COUNCIL**

**MINUTES OF THE ANNUAL COUNCIL MEETING HELD IN THE BARLEY ROOM, SPROUGHTON ON WEDNESDAY 8TH MAY**

**PRESENT:** Cllr K Barwick, Cllr H Davies, Cllr J King, Cllr S Maxwell, Cllr Z Norman, Cllr P Powell, Cllr I Selby

Mrs R Jermyn: Chair, Sproughton Working Group

**1.5 ELECTION OF CHAIR**

Cllr Davies was proposed as Chair by Cllr Powell and seconded by Cllr Norman. There being no other nominations, Cllr Davies was duly elected

**2.5 DECLARATION OF ACCEPTANCE OF OFFICE BY CHAIR**

Having been elected as Chair, Cllr Davies duly signed the Declaration of Acceptance as Office of Chair

**3.5 QUESTIONS FROM THE PUBLIC**

None received

**4.5 TO RECEIVE REPORTS FROM THE DISTRICT AND COUNTY COUNCILLORS**

Cllr Norman, in his capacity of District Councillor, stated there was nothing to report due to only being elected a few days previously. He stated he would like to focus on planning matters but accepted he was waiting to hear as to how places were to be allocated

**5.5 APOLOGIES**

None received

**6.5 TO ACCEPT MEMBERS DECLARATIONS OF INTEREST**

The Clerk advised Councillors that Declarations of Interest would need to be re-submitted due to the new four year term of election

**7.5 CONSIDERATION OF DISPENSATIONS FOR A PECUNIARY INTEREST**

The Clerk advised Councillors that dispensations would need to be re-submitted where necessary due to their new four year term of election

**8.5 ELECTION OF VICE CHAIR**

Cllr Powell was proposed as Vice Chair by Cllr Davies and seconded by Cllr Maxwell. There being no other nominations, Cllr Powell was duly elected and signed the Declaration of Acceptance as Office of Vice Chair

**9.5 MINUTES**

A number of issues regarding content and administration of the minutes were raised by Cllr Davies and Cllr Powell. The Clerk advised the Council that these matters were not relevant to the approval of the minutes and could be dealt with outside of the Council meeting without the need for a motion.

Councillors **agreed for the Clerk** to liaise with Cllrs Davies and Powell outside of the meeting with regard to appropriate procedures for the layout and content of the minutes

Councillors also **agreed** for any actions identified during meetings to be highlighted under the agenda item, and within an action plan list, within the minutes

**10.5 ACTION PLAN**

1. Item 14.4 - Councillors advised by Cllr Powell that ownership issues regarding Children’s Play Area were proving difficult in terms of potential CIL funding
2. Item 16.4 – Cllr Powell stated he would be attending a meeting with the Community Shop on 15th May
3. Item 17.4 – Councillors **agreed for the Clerk** to collate any suitable project ideas for PIIP
4. Item 18.4 – Councillors undertaking street-lighting checks reminded of need to complete inspections

**11.5 TO RECEIVE THE REPORT OF THE PLANNING COMMITTEE**

Nothing received

**12.5 FINANCE**

The Clerk advised Councillors that relevant paperwork, including current cheque book, was with Internal Auditor and that bank/building society accounts were still in the process of being updated so relevant financial updates unavailable on this occasion

**13.5 BURIAL GROUND**

Councillors agreed to allow the burial of ashes (grand-mother’s remains) to a double depth, in a single grave plot, due to the current remains being those of a baby, to allow parents the option of future interment in the same plot

Councillors agreed to the erection of a memorial stone in the burial ground, in accordance with current rules.

**14.5 BEER FESTIVAL**

Councillors discussed final preparations for Beer Festival event, including the provision of secure cash boxes, their location throughout the event, and the safe transfer of monies off the premises.

Councillors were reminded of volunteer rota responsibilities

**15.5 TO RECEIVE THE REPORT OF THE CHILDREN’S PLAY AREA**

Cllr Powell advised Councillors of a meeting on the 1st May, with Chair of Playing Field Management Committee (PFMC) and Tony Bass from Babergh DC Infrastructure Team regarding potential funding for playground.

Current ownership of the playground an issue regarding funding, with both PFMC and Parish Council advised if PFMC are not going to take on management of the site, funding would be unlikely.

Cllr Powell stated Mr Bass keen to attend a future Parish Council meeting to present options.

Cllr Curl stated that previous considerations to put aside annual reserves had been regarded as more of a one-off payment and not an on-going maintenance payment. He went onto state it was unadvisable to be funding a project the Parish Council had no control over.

Cllr Barwick suggested the updating of the playground area would be of advantage to parishioners.

Cllr Powell cautioned against committing to open-ended funding.

Councillors **agreed for the Clerk** to arrange an invite for Mr Bass to attend a future meeting

**16.5 TO RECEIVE THE REPORT OF THE PLAYING FIELD MANAGEMENT COMMITTEE**

Councillors advised that the next meeting was 5th June so no update on this occasion

**17.5 TO RECEIVE THE REPORT OF THE COMMUNITY SHOP**

Cllr Powell advised Councillors that the licence document was now complete.

He stated a request had been made for the shop door to be allowed to be painted and all were in favour of this.

Councillors discussed whether the shop’s request to sell allotment produce was appropriate. Cllr Barwick stated he would liaise with staff to establish details.

Cllr Powell advised Councillors of an invite for a social get-together to be arranged in near future

**18.5 TO AGREE TIME, DATE AND PLACE OF NEXT MEETING**

Wednesday 12th June at 7.30pm

**19.5 ITEMS FOR NEXT MEETING**

Cllr Barwick reiterated a discussion with the Interim Clerk regarding the allotments with a number of plot-holders not tending their plots.

It was noted that plot identification numbers along the walkway in the new section of the Burial Ground were being covered up due to the gravel, with **Cllr Barwick agreeing** to look at the problem.

Cllr Maxwell requested any input for the latest InTouch submission.

Cllr Norman suggested the Council consider any potential Assets of Community Value, with field in Church Lane, the field at the end of the Millennium Green the Gipping River Island and Hazel Woods all mentioned.

Councillors discussed the needs for a Neighbourhood Plan with **Councillors agreeing** to motion this for a future meeting.

Cllr Davies suggested enquiries regarding a Design Statement while Cllr Curl requested clarity with regard to plans for street-lighting up times after previous crime prevention provisions.

Councillors **agreed for the Clerk** to contact relevant parties to establish previous plans to revise the layout of the Lower Street/Church Crescent junction.

Cllr Powell requested a representative from Our Water be invited to a future meeting to explain benefits of its services to Parish Council

9.11pm Meeting Closed

 CHAIR DATE