

**MINUTES OF THE SPROUGHTON PARISH COUNCIL MEETING HELD AT THE BARLEY ROOM, TITHE BARN, LOWER STREET, SPROUGHTON ON 13TH JULY 2011, AT 7.30PM**

Councillors present:

Cllr S.Curl (Chairman), Cllr B.Askew, Cllr A.Cronin, Cllr V.Durrant, Cllr J.Kitson, Cllr D.Lavington, Cllr S.Wood

Mrs S. Frankis, Clerk & Responsible Financial Officer  
District Cllr, Nicholas Ridley

Mr J Pateman-Gee

33 APOLOGIES FOR ABSENCE TO BE RECEIVED

Cllr G.Moore, due to work commitments.  
District Cllr, Peter Jones.

34 TO ACCEPT MEMBERS DECLARATION OF INTEREST

No declarations of interest were received.

35 TO CONFIRM AND SIGN THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 8TH JUNE 2011

The minutes of the meeting held on 8th June 2011 had been circulated to all members.

Re. minute no: 11/12 22, Cllr D.Lavington advised that he had not asked if "the Council would write a letter of dispensation to the van driver" but had asked if the Council could write a letter to the van driver's employer explaining the particular parking issues in Sproughton. As Cllr S.Curl had previously advised that it would be unwise for the Council to write a letter, this alteration to the minutes was for the Council's records only.

Re. minute no: 11/12 32, In her absence, Cllr G.Moore had forwarded an email to the Clerk asking that the minutes include the following with regards to the children's play area, Cllr G.Moore advised that she, "had looked at the annual inspection for the Recreation Area dated 20th August 2010 - two pieces of equipment had been highlighted as no longer compliant but suggested waiting until the outcome of Parish Open Space audit before assessing needs from the 106 Recreation Contributions." She "pointed out that the highest risk assessed in the report was the barbed wire which runs along the top of the mesh fencing of the play area and asked whether this could be removed by the Caretaker." She "asked for the caretaker's email address" which the Clerk agreed to forward to her.

The minutes were then confirmed and signed as an accurate record of the meeting.

36 REVIEW OF COUNCIL ACTIONS FROM THE PARISH COUNCIL MEETING HELD ON 8TH JUNE 2011

Re. minute no: 11/12 32, Cllr D.Lavington advised he is in receipt of the Parish Council Apple Mac laptop and has begun to progress the Green and Tithe Barn websites by creating more user-friendly access. He invited members to submit their ideas and suggestions to him regarding the websites.

Re. minute no: 11/12 32, The Clerk referred to the response received from SALC who had advised that the Council may provide public access to broadband and had provided a number of security actions to be considered.

7.40pm The meeting was adjourned to receive a report from District Cllr, Nicholas Ridley.

District Cllr, Nicholas Ridley referred to the National Grid announcement, on 12th July 2011, that the selected route for the proposed Bramford to Twinstead Tee overhead pylon connection project would be either 2A or 2B; the final route has not been fully selected. He advised the cost of undergrounding the entire route is now 31/2 times more expensive compared to overhead pylons, and not 12 to 15 times as previously quoted. Babergh District Council is likely to take the stand that the entire route should be undergrounded. He advised that Babergh District Council planning committee had refused the Tesco, Hadleigh planning application on the grounds of design. He advised that the Babergh District Council Local Development Framework is coming forward to the next stage on 5th September 2011. Cllr Ridley

advised there is very strong interest being expressed regarding the development of the beet sugar site at Sproughton but was unable to provide further details at this time. He advised that Babergh District Council is required to secure £1.3m of budget savings.

7.55pm The meeting was reconvened.

37 TO CONSIDER CO-OPTION TO FILL ONE PARISH COUNCILLOR VACANCY

Cllr S.Curl advised that Sproughton Parish Council had received notice from an interested parishioner, asking to be considered for co-option onto the Council. It was proposed that the candidate, Mr John Pateman-Gee, of 9 Lower Street, Sproughton should be co-opted to fill one of the four vacancies. The Council voted unanimously to co-opt Mr Pateman-Gee onto Sproughton Parish Council. Mr Pateman-Gee duly signed a Declaration of Acceptance of Office and joined the meeting.

**Action:** The Clerk is to advise Babergh District Council that Mr Pateman-Gee has been co-opted to Sproughton Parish Council.

38 TO RECEIVE THE REPORT OF THE PLANNING COMMITTEE

A list of planning applications and recommendations made by the Planning Committee since the last meeting had been circulated to all Councillors and noted.

39 FINANCE

(i) To Approve Payments and Budget Position

The statement of payments for June 2011 was approved.

(ii) To Consider Grant Requests

There were no requests for grants.

(iii) To Consider a Donation to SPCC for the Use of the BBQ Equipment

The Council unanimously agreed to forward a cheque for £25.00 to SPCC for the use of their BBQ equipment at recent Parish Council organised family events.

**Action:** The Clerk is to forward a cheque for £25.00 to SPCC.

(iv) To Make Arrangements to Carry Out the Quarterly Credit Card Audit

Cllr S.Curl explained the reason for carrying out the credit card audit and the procedure. Cllr D.Lavington agreed to carry out the quarterly credit card audit.

**Action:** Cllr D.Lavington is to carry out the quarterly credit card audit.

(v) To Consider the Findings of the Internal Audit Report for 2010/2011

The Clerk advised that the internal audit report for 2010/2011 recommends the Parish Council carries out a Risk Assessment of all areas of Council business, to be reviewed on an annual basis. Cllr J.Kitson, Cllr V.Durrant, Cllr S.Wood and the Clerk are to consider the areas to be assessed and are to develop a framework to be presented at the next Parish Council meeting.

**Action:** The Clerk is to research the areas of Council business to be assessed and to convene a meeting at which to develop a framework.

(vi) To Approve and Accept the External Auditor's Opinion

The Clerk advised there were no matters which came to the attention of the external auditor, which required a separate additional issues arising report. The Council approved and accepted the external auditor's opinion.

**Action:** The Clerk is to display the Notice of Conclusion of Audit for the year ended 31st March 2011.

(vii) To Consider Arrangements for Setting the 2012/2013 Budget

Cllr S.Curl explained the process for setting the 2012/2013 budget, which will begin in September 2011.

40 TO RECEIVE THE REPORT OF THE 'GREEN' SPROUGHTON PANEL

A written report had been received from the Green Sproughton Panel and circulated to the Council.

41 TO RECEIVE THE REPORT OF THE TRANSPORT PANEL AND RELATED TRAFFIC ISSUES

A written report had been received from the Transport Panel and circulated to the Council.

Cllr V.Durrant explained the difficulties and obstructions he is experiencing with regards to the Sproughton Mitigation Measures associated with the Great Blakenham SnOasis Residential development. He continues to press both Suffolk County Council and Mid Suffolk District Council to confirm the monies that would be made available for the Sproughton Mitigation Measures under the associated S106s. He advised he will be attending a meeting organised by Hintlesham Parish Council on

14th July 2011 regarding a proposed community speed watch scheme. He advised this was considered by Sproughton Parish Council last year but the costs and issues regarding the operation of such a scheme were considered prohibitive at the time. He advised he would be attending a site visit of the proposed Energy from Waste site at Great Blakenham on 15th July 2011. Cllr V.Durrant, at the request of Cllr S.Wood, made a brief presentation of the pilot Lorry Watch Scheme and the Parish Council's involvement. It is hoped that the quarterly report of the Lorry Watch scheme will be forthcoming this month.

42 TITHE BARN

(i) To Receive the Report of the Tithe Barn Panel and Related Matters

A written report had been received from the Tithe Barn Panel and circulated to the Council.

The Council agreed, in principle, to the proposal that the Sproughton Community Shop C.I.C. be permitted to place a small, wooden container, to be painted black, for the storage of their plastic bread and newspaper boxes next to the shop.

**Action:** Sproughton Community Shop C.I.C. is to be notified of the Council's decision.

Following the recent inspection of the Tithe Barn premises by the Fire Officer, the Council agreed that the fire assembly point should continue to be outside the church, at the junction of Lower Street and Church Lane.

Cllr V.Durrant suggested that the new Council members should be familiarised with the Tithe Barn. The Council agreed to meet at the Tithe Barn, on 1st September 2011 at 7.00pm.

**Action:** The Clerk is to circulate the date and time of the meeting to Council members.

Cllr J.Kitson advised that the Parish Council requires a copy of the Sproughton Community Shop C.I.C.'s fire risk assessment as part of its own assessment.

**Action:** The Clerk is to write to the Sproughton Community Shop C.I.C. to request a copy of their fire risk assessment.

(ii) To Make Arrangements to Review the Job Description and Terms of Employment of the Tithe Barn Warden

Cllr S.Curl, Cllr J.Kitson and the Clerk agreed to consider the matter and will present a report at the next Parish Council meeting.

**Action:** The Clerk is to convene a meeting.

(iii) Suffolk Green Buildings Network Heritage Open Days

The Clerk advised that an email invitation had been received from the Suffolk Green Buildings Network for the Tithe Barn, Sproughton to be included in the forthcoming Suffolk Green Buildings Network Heritage Open Days event. The Council agreed to take part in the event on the 8th and 9th September 2011. Cllr D.Lavington agreed to ask his parents if they would be available to act as visitor guides.

**Action:** Cllr D.Lavington agreed to ask his parents if they would be available to act as visitor guides.

**Action:** The Clerk is to establish the opening times of the Tithe Barn.

43 REQUESTS FOR MEMORIALS AT THE BURIAL GROUND AND RELATED MATTERS

There were no requests for memorials

44 STREET LIGHTING

Cllr V.Durrant advised the Council that the final cost for the installation of the LED Lamp Units, to replace the units that contravened the G39 Regulations, had still not been provided by Suffolk County Council. He will again chase the County Council regarding the matter as the Parish Council is rapidly approaching the time when the 2012/2013 budget will be set and the information will be required to assist with the process.

**Action:** The Clerk is to write to Suffolk County Council to request the costing.

45 TO CONSIDER RECOGNITION OF MRS CROUCH'S 100TH BIRTHDAY

Cllr S.Curl advised that a card of thanks had been received from Mrs Coe, the daughter of Mrs Crouch, thanking Council members for the flowers they had sent to Mrs Crouch, in recognition of her 100th birthday. The gift had been privately funded by the Council members. Cllr B.Askew noted that at the recent councillor training course he had attended at SALC, those present had been advised that it is permissible for a gift intended for a parish clerk to be funded from the Chairman's Allowance. If this advice is accurate it confuses previous advice received from SALC regarding the expenditure for a gift for a parishioner.

**Action:** The Clerk is to ask SALC to distinguish the difference between a gift for a Clerk and a gift for a parishioner.

Cllr S.Wood suggested a plaque to be inscribed with the names of Sproughton Parish centenarians be erected at the Tithe Barn.

**Action:** Cllr S.Wood is to research the cost of a plaque.

46 TO AGREE THE TIME, DATE AND PLACE OF THE NEXT PARISH COUNCIL MEETING

The next Sproughton Parish Council meeting will be at 7.30pm, on 7th September 2011, at the Barley Room, Tithe Barn, Lower Street, Sproughton.

47 MATTERS RAISED BY MEMBERS

Cllr B.Askew advised that the Community Payback organisation has agreed to cut the Burial Ground hedges by hand. The Council agreed that the cuttings should be left at the Burial Ground and would be dealt with by Mr M.Herbert.

Cllr B.Askew advised that he had obtained two quotes for the extension of the Burial Ground footways to be undertaken. He agreed to obtain a third quote.

**Action:** Cllr B.Askew is to obtain a third quote.

Cllr J.Kitson relayed advice received from Cllr B.Askew that Ipswich Borough Council are able to provide and undertake building services to public bodies, such as the Parish Council. Cllr J.Kitson considered that the service would be beneficial with regards to the Tithe Barn.

Cllr D.Lavington asked if the Council had received an update regarding the use of the Tithe Barn door exiting onto Sproughton Hall land. The Clerk advised that an email confirmation had been received from Mr M.Levett, who had explained the details of an oral agreement with the Parish Council, made in 1985. The oral agreement remains for emergency use only and is subject to increased Tithe Barn use and the likelihood of future use.

Cllr D.Lavington advised that the Tithe Barn warden had notified him that the Tithe Barn sound system is faulty. Cllr J.Kitson advised that he is currently discussing the matter with the warden.

Cllr S.Curl advised that the recent craft fair had raised £700.00

**Action:** The Clerk is to write a letter of thanks to Mrs R.Lavington for raising the money.

Cllr S.Curl advised the Environment Agency will be holding a meeting for Parish Councils at the Tithe Barn, on 19th July 2011, to consider the Great Blakenham proposed Energy from Waste plant.

Cllr D.Lavington referred to the recent email exchanges regarding the proposed changes to the use of the household waste site at Bramford and asked if there were any updates to report. Cllr S.Curl advised there were no updates to report.

Summary of Actions

37 TO CONSIDER CO-OPTION TO FILL ONE PARISH COUNCILLOR VACANCY

**Action:** The Clerk is to advise Babergh District Council that Mr Pateman-Gee has been co-opted to Sproughton Parish Council.

39 FINANCE

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**Action:** The Clerk is to forward a cheque for £25.00 to SPCC.

(iv) To Make Arrangements to Carry Out the Quarterly Credit Card Audit

**Action:** Cllr D.Lavington is to carry out the quarterly credit card audit.

(v) To Consider the Findings of the Internal Audit Report for 2010/2011

**Action:** The Clerk is to research the areas of Council business to be assessed and to convene a meeting at which to develop a framework.

(vi) To Approve and Accept the External Auditor's Opinion

**Action:** The Clerk is to display the Notice of Conclusion of Audit for the year ended 31st March 2011.

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**Action:** Sproughton Community Shop C.I.C. is to be notified of the Council's decision.

**Action:** The Clerk is to circulate the date and time of the meeting to Council members.

**Action:** The Clerk is to write to the Sproughton Community Shop C.I.C. to request a copy of their fire risk assessment.

(ii) To Make Arrangements to Review the Job Description and Terms of Employment of the Tithe Barn Warden

**Action:** The Clerk is to convene a meeting.

(iii) Suffolk Green Buildings Network Heritage Open Days

**Action:** Cllr D.Lavington agreed to ask his parents if they would be available to act as visitor guides.

**Action:** The Clerk is to establish the opening times of the Tithe Barn.

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**Action:** The Clerk is to ask SALC to distinguish the difference between a gift for a Clerk and a gift for a parishioner.

**Action:** Cllr S.Wood is to research the cost of a plaque.

47 MATTERS RAISED BY MEMBERS

**Action:** Cllr B.Askew is to obtain a third quote.

**Action:** The Clerk is to write a letter of thanks to Mrs R.Lavington for raising the money.

The meeting closed at 9.40pm

Chairman : \_\_\_\_\_

Date: \_\_\_\_\_