

MINUTES OF THE SPROUGHTON PARISH COUNCIL MEETING HELD AT THE BARLEY ROOM, TITHE BARN, LOWER STREET, SPROUGHTON ON 7TH SEPTEMBER 2011, AT 7.30PM

Councillors present:

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

Mrs S. Frankis, Clerk & Responsible Financial Officer
District Cllr, Peter Jones

48 APOLOGIES FOR ABSENCE TO BE RECEIVED

District Cllr, Nicholas Ridley
County Cllr, Kathy Pollard

49 TO ACCEPT MEMBERS DECLARATION OF INTEREST

No declarations of interest were received.

50 TO CONFIRM AND SIGN THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 13TH JULY 2011

The minutes of the meeting held on 13th July 2011 having been circulated to all members were confirmed and signed as an accurate record of the meeting.

51 REVIEW OF COUNCIL ACTIONS FROM THE PARISH COUNCIL MEETING HELD ON 13TH JULY 2011

Re. minute no: 11/12 42(i) Cllr S.Curl, as a director of the Sproughton Community Shop C.I.C., advised he had been tasked by the C.I.C. to carry out their risk assessment and to provide the Parish Council with a copy of the resulting document.

7.33pm Cllr D.Lavington and Cllr J.Pateman-Gee arrived at the meeting.

Re. minute no: 11/12 42(ii) Cllr D.Lavington advised Mr and Mrs Lavington would be unable to act as visitor guides. Cllr A.Cronin agreed to be available to open the Tithe Barn to visitors on Thursday, 8th September 2011.

Re. minute no: 11/12 45 The Clerk referred to the response received from SALC who had advised that the chairman's allowance is intended to offset the costs incurred by the office, LGA 1972 s15 (5). Using the allowance to fund gifts may open the council to challenge and the advice is that it would be inappropriate expenditure.

Re. minute no: 11/12 45 Cllr S.Wood advised the cost of a piece of brass approximately A3 size would cost £40.00 to £50.00. He will continue to research the cost of a plaque.

7.45pm The meeting was adjourned to receive a report from District Cllr, Peter Jones.

Reports had been received from District Cllr, Nicholas Ridley and County Cllr, Kathy Pollard and circulated to the Council.

District Cllr, Peter Jones advised a presentation, with a question and answer session, regarding travellers and gypsies, would take place at the forthcoming Babergh District Council annual meeting with town and parish councils to be held on 12th October 2011. He advised that Babergh District Council needs to identify a further £1.3M budget reduction. A leaflet has been distributed to all households in Mid Suffolk and Babergh asking for budget saving comments to be submitted. The Council advised, as members of the community, they had not received the leaflet. Cllr Jones agreed to forward copies of the leaflet to the Clerk, for her to distribute to the Council members.

Cllr D.Lavington asked if the details of the matters discussed at the forthcoming Babergh District Council annual meeting with town and parish councils would be made public. Cllr Jones advised that the minutes of the meeting will be published.

Cllr S.Curl advised he had received an email from Mr D.Cheeseman who had raised concerns regarding the security of the playing fields and the forthcoming evictions due to take place at the Dale Farm traveller site, Essex. Cllr D.Lavington, as Chairman of the Playing Field Management Committee (PFMC) explained he proposes to fit a combination lock to the playing field vehicular access gate. He has notified the playing field club representatives of his intentions. Cllr S. Curl thanked Cllr D.Lavington for addressing the matter.

Cllr D.Lavington advised the PFMC AGM will be held on 27th October 2011, at 7.00pm.

8.05pm The meeting was reconvened.

52 TO RECEIVE THE REPORT OF THE PLANNING COMMITTEE

The Council agreed to add an agenda item, 5(i) to confirm and sign the minutes of the Parish Council Planning Committee meeting held on 24th August 2011.

(i) The minutes of the meeting held on 24th August 2011, having been circulated to all members, were confirmed and signed as an accurate record of the meeting.

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

53 FINANCE

(i) To Approve Payments and Budget Position

The statements of payments for July and August 2011 were approved.

(ii) To Consider Grant Requests

The Clerk asked the Council to consider making a donation to the Royal British Legion. The Council unanimously agreed to forward a cheque for £50.00 to the Royal British Legion and to re-lay the poppy wreath purchased last year.

Action: The Clerk is to forward a cheque for £50.00 to the Royal British Legion.

Action: The Clerk is to advise Sproughton Parochial Church Council that the Parish Council is to make a donation to the Royal British Legion and of the intention to re-lay the poppy wreath purchased last year.

(iii) To Receive the Findings of the Quarterly Credit Card Audit

Cllr D.Lavington advised he had carried out a quarterly audit of the credit card statements; there were no matters to report.

(iv) To Consider Arrangements for Setting the 2012/2013 Budget and Precept

The members of the Finance Panel, Cllr S.Curl, Cllr J.Kitson, Cllr V.Durrant, Cllr S.Wood and the Clerk agreed to prepare the first draft of the 2012/2013 budget and precept for the Council to consider at the Parish Council meeting to be held on 12th October 2011.

54 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.

Cllr G.Moore advised the Green Panel would like to offer incentive prizes to parishioners who submit a completed carbon footprint survey form. The Clerk informed the Council that they did not have the power to incur expenditure in this manner but then suggested, as the Parish Council would be working with the primary school on the project, a Green related purchase could be made and awarded to the school.

Action: The Clerk is to seek advice regarding which power of expenditure to use, if any from SALC.

8.30pm District Cllr, Peter Jones left the meeting.

55 TRANSPORT PANEL

(i) To Receive the Report of the Transport Panel and Related Traffic Matters

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

(ii) Community Speed Watch Scheme

Cllr V.Durrant advised that (a) any speeding issues in Sproughton may be mitigated through the application of the Sproughton Mitigation Measures for SnOasis (b) the lack of a sufficient number of volunteers to run the scheme come forward and (c) the limited measures of enforcement may make the scheme unsuitable for Sproughton Parish Council to be involved with at this time. The Council agreed not to take part in the scheme at this time.

Action: The Clerk is to notify the Chairman of Chattisham and Hintlesham Parish Council that SproUGHTON Parish Council will not be taking part in the proposed Community Speed Watched scheme.

56 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.

Cllr S.Curl advised Mr K.Barwick had suggested the Tithe Barn road-side glazed doors required oiling as they were showing signs of weathering.

(ii) To Receive the Tithe Barn Fire Risk Assessment

A copy of the Tithe Barn Fire Risk Assessment had been circulated and received by the Council.

Cllr J.Kitson advised the 'high risk' action numbers 6, 8d, 16 and 20 within the assessment have been addressed; action numbers 15 and 21 have been recognised and are continually monitored.

57 BURIAL GROUND

(i) To Consider Requests for Memorials at the Burial Ground

There were no requests for memorials

(ii) To Consider and Approve Expenditure for Extending Burial Ground Footways

The Council considered the three quotes received for undertaking the extension of the Burial Ground footways. The quote received from Ipswich Borough Council was considered to be the best price. The Council agreed it would not be necessary to extend the footways over the entire remaining site but to partially extend. The Council unanimously agreed to obtain a quote from Ipswich Borough Council for a 'single block' extension.

Action: Cllr B.Askew is to obtain a quote from Ipswich Borough Council to extend the Burial Ground footways by a 'single block'.

58 SPROUGHTON PARISH COUNCIL RISK MANAGEMENT

Cllr V.Durrant advised the Internal Audit report recommended the Parish Council carries out a risk management review. Cllr V.Durrant, Cllr J.Kitson and the Clerk had undertaken a risk assessment of the Burial Ground, street lighting and Governance and Accountability. He suggested the remaining Parish Council property risks be undertaken by all councillors.

59 STREET LIGHTING

Cllr V.Durrant advised the final cost for the installation of the LED Lamp Units, to replace the units that contravened the G39 Regulations, had been received from Suffolk County Council. He had circulated details of the quotes to the Council. The Council unanimously agreed to replace unit numbers 4, 5, 102 and 103 with LED lighting.

Action: Cllr V.Durrant is to provide the specifications of the units to be replaced to the Clerk.

60 TO CONSIDER ALLOTMENT RENT CHARGES

The Clerk advised that due to the increase in charges made by Anglian Water over recent years, it is necessary to increase the allotment rental charge per rod. The Council unanimously agreed to increase the allotment rental charge to £2.00 per rod as from October 2012 and to a final charge of £2.25 per rod as from October 2013.

61 TO CONSIDER A RESPONSE TO THE BABERGH DISTRICT COUNCIL AND MID SUFFOLK DISTRICT COUNCIL BUDGET CHALLENGE CONSULTATION

The matter was deferred to the next Parish Council meeting.

62 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 12th October 2011, at the Barley Room, Tithe Barn, Lower Street, SproUGHTON.

63 MATTERS RAISED BY MEMBERS

Cllr V.Durrant advised that a resident, living opposite the primary school, had raised the issue of parking in the area with County Cllr, Kathy Pollard; she had forwarded the correspondence to the Parish Council. The Parish Council has forwarded the matter to PC Gary Austin who has agreed to deal with the matter.

Cllr S.Wood proposed a vote of thanks to Cllr V.Durrant and Cllr J.Kitson for undertaking the Tithe Barn Fire Risk Assessment.

Cllr A.Cronin advised she had been approached by Mrs J Webb who had complained about a suspected inconsistency of Tithe Barn hire charges. The Clerk agreed to investigate the matter.

Cllr A.Cronin advised the trees at Samford Place, Sproughton require pruning. The Clerk agreed to report the matter to Babergh District Council.

Cllr D.Lavington circulated a list of 'Village Contacts' taken from the Parish Council website and asked the Council to report any out of date information to him.

Cllr S.Curl approved the proposal from the editor of the In Touch community magazine to include a 'meet your councillor'.

Cllr S.Curl agreed to attend the forthcoming Babergh District Council annual meeting with town and parish councils to be held on 12th October 2011.

Summary of Actions

53 FINANCE

(ii) To Consider Grant Requests

Action: The Clerk is to forward a cheque for £50.00 to the Royal British Legion.

Action: The Clerk is to advise Sproughton Parochial Church Council that the Parish Council is to make a donation to the Royal British Legion and of the intention to re-lay the poppy wreath purchased last year.

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

Action: The Clerk is to seek advice regarding which power of expenditure to use, if any from SALC.

55 TRANSPORT PANEL

(ii) Community Speed Watch Scheme

Action: The Clerk is to notify the Chairman of Chattisham and Hintlesham Parish Council that Sproughton Parish Council will not be taking part in the proposed Community Speed Watched scheme.

57 BURIAL GROUND

(ii) To Consider and Approve Expenditure for Extending Burial Ground Footways

Action: Cllr B.Askew is to obtain a quote from Ipswich Borough Council to extend the Burial Ground footways by a 'single block'.

59 STREET LIGHTING

Action: Cllr V.Durrant is to provide the specifications of the units to be replaced to the Clerk.

The meeting closed at 10.15pm

Chairman : _____

Date: _____