

**MINUTES OF THE SPROUGHTON PARISH COUNCIL MEETING HELD AT THE BARLEY ROOM, TITHE BARN, LOWER STREET, SPROUGHTON ON 14TH DECEMBER 2011, AT 7.35PM**

Councillors present:

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

Mrs S. Frankis, Clerk & Responsible Financial Officer

PCSO Cooper  
Mr V. Durrant  
Rev. T. Wilcox  
Ms D. Bradbury

99 APOLOGIES FOR ABSENCE TO BE RECEIVED

Kathy Pollard, County Cllr  
Peter Jones, District Cllr  
Nicholas Ridley, District Cllr

100 TO ACCEPT MEMBERS DECLARATION OF INTEREST

No declarations of interest were received.

101 TO CONFIRM AND SIGN THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 9TH NOVEMBER 2011

The minutes of the meeting held on 9th November 2011, having been circulated to all members, were confirmed and signed as an accurate record of the meeting.

101 REVIEW OF COUNCIL ACTIONS FROM THE PARISH COUNCIL MEETING HELD ON 9TH NOVEMBER 2011

Re. minute no: 89(i) The Clerk advised that the Parish Council is now formally the legal registered proprietor of the village lock-up.

The Council agreed to move agenda item no: 11 to the closed part of the meeting.

7.40pm The meeting was adjourned to receive reports from PCSO Cooper and Mr V Durrant.

PCSO Cooper advised there had been 3 reported crimes in Sproughton for November 2011; a report of criminal damage to a vehicle on the A14, a report of theft from a motor vehicle at Lower Street and a report of a burglary at a property at Nine Acres.

7.43pm PCSO Cooper left the meeting.

Cllr S.Curl advised that at the last planning committee meeting, Mr V.Durrant tendered his intention to resign from the Council with effect from February 2012; SALC has since confirmed that a resignation takes immediate effect. Mr V. Durrant has confirmed that he is willing to continue as chairman of the Sproughton Parish Council Transport Panel at this time. Mr V.Durrant presented a report of the Transport Panel to the Council.

8.00pm Mr V.Durrant left the meeting. The meeting was reconvened.

- 102 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, Mrs Helen Davies, of Hall Field Cottage, Sproughton Road, Sproughton should be co-opted to fill one of the five vacancies. The Council voted unanimously to co-opt Mrs Helen Davies onto Sproughton Parish Council. Mrs Davies duly signed a Declaration of Acceptance of Office and joined the meeting.  
**Action:** The Clerk is to advise Babergh District Council that Mrs Davies has been co-opted to Sproughton Parish Council.
- 103 PARISH COUNCILLOR VACANCY  
 The Parish Council declared a vacancy for a parish councillor following the resignation of Cllr V.Durrant.  
 There are currently four parish councillor vacancies.  
**Action:** The Clerk is to notify Babergh District Council of Cllr V.Durrant's resignation.
- 104 TO CONSIDER ARRANGEMENTS FOR THE QUEEN ELIZABETH II DIAMOND JUBILEE CELEBRATIONS  
 Cllr S.Curl advised that a number of volunteers had come forward to organise a jubilee celebration. Rev. Wilcox presented a proposed format for a celebration to involve a wide spectrum of the community. The Council and Rev. Wilcox agreed that an inaugural meeting would be held on the 10th January 2012, 7.30pm at the Barley Room, Tithe Barn.
- Rev. Wilcox and Ms Bradbury left the meeting.
- 105 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.
- 106 FINANCE  
 (i) To Approve Payments and Budget Position  
 The statement of payments for November 2011 was approved.  
 (ii) To Consider Grant Requests  
 The Clerk advised that details had been received from Mrs Fuller who, with a group of parishioners, is organising a Community Christmas Event. It is intended that the event will be a non-profit making event however, any profit made from the sale of drinks and mincepies will be donated to the St. Elizabeth Hospice. Mrs Fuller requested that the event be held at the Tithe Barn and asked the Council to waive the hire charge and the fee for the use of the premises licence. The Council unanimously agreed to waive the hire charge of £36.00 and the charge for the use of the premises licence.  
 (iii) To Consider and Approve the 2012/2013 Precept  
 The Council agreed to set the 2012/2013 precept at £46,540.00; a zero % increase.  
**Action:** The Clerk is to notify Babergh District Council.  
 (iv) To Agree To Transfer £19.44 from the Village of the Year Reserve Account to the Current Account  
 The Council agreed to transfer £19.44 from the Village of the Year Reserve Account to the current account; this was for the purchase of daffodil bulbs which have been planted at the village green.
- 107 TO RECONSIDER THE CONTRACT AWARDED TO IPSWICH BOROUGH COUNCIL FOR THE EXTENSION OF THE BURIAL GROUND FOOTPATHS  
 Cllr S.Curl advised that since the award of the contract to Ipswich Borough Council (IBC), for the extension of the Burial Ground footpaths had been made by the Parish Council, it has become apparent that Cllr B.Askew had an interest in the matter and that unknown to the Parish Council, procedural errors had been made. Following advice received from SALC, the Clerk immediately suspended the works due to be carried out and advised the Council to re-start the process of obtaining quotes for the works to be undertaken. The Council agreed to re-start the process of obtaining quotes and awarding a contract.

- 108 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 D.Lavington asked if it was time undertake a review of the hire charge made to the organisers of the Zumba classes held at the Tithe Barn.  
**Action:** The Clerk is to contact the organiser of the Zumba classes held at the Tithe Barn to establish the up take of the classes and to ask if the classes are to continue.  
 Cllr D.Lavington asked if the Sproughton Community Shop had been notified of the changes to the fire service call out response procedure to the Tithe Barn. The Clerk confirmed that the Sproughton Community Shop had been notified of the changes.
- 109 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.
- 110 TO RECEIVE THE REPORT OF THE PLAYING FIELD MANAGEMENT COMMITTEE PARISH COUNCIL TRUSTEES  
 A written report had been received from the Playing Field Management Committee Parish Council trustees and circulated to the Council.
- 111 NOMINATION OF SALC REPRESENTATIVE  
 Cllr S.Curl advised that he will continue to attend the SALC area meetings at this time but asked that a Parish Council member volunteer to act as a formal representative.
- 112 TO AGREE EXPENDITURE FOR EXTENSION OF WATER SUPPLY AT THE SPROUGHTON ALLOTMENT GARDENS  
 Cllr S.Wood asked the Council to consider expenditure for an extension of the water supply to the new allotment garden area. He advised that some of the allotment holders are prepared to carry out the works but the Council would be required to supply the materials. The Council agreed to an expenditure budget of up to £150.00 for the purchase of materials for the project.
- 113 SPROUGHTON PARISH COUNCIL RISK MANAGEMENT  
 The Council continues to prepare a risk management report.
- 114 TO CONSIDER FORMATION OF A NEIGHBOURHOOD PLAN PANEL  
 Cllr S.Curl circulated a copy of an 'Introduction to neighbourhood planning' by Communities and Local Government to the Council.
- 115 TO CONSIDER ARRANGMENTS FOR A VALENTINES DISCO AND TO AGREE TO UNDERWRITE THE EVENT  
 Cllr D.Lavington asked the Council to agree to hold a family valentines disco. Cllr B.Askew, Cllr A.Cronin and Cllr S.Wood volunteered to assist with the organisation of an event, to be held on 10th February 2011. Cllr D.Lavington agreed to prepare a budget plan for the Council to consider at the next Parish Council meeting.  
**Action:** Cllr D.Lavington is to prepare a budget plan and circulate it to the Council for consideration at the next Parish Council meeting.
- 116 TO CONSIDER THE FORMATION OF A PARISH COUNCIL EVENTS PANEL  
 Cllr D.Lavington asked the Council to agree to the principle of a Parish Council events panel, to ensure there is a co-ordination of community events. Cllr D.Lavington agreed to draft the details of the proposal and to circulate it to the Council for consideration at the next Parish Council meeting. The meeting was reminded that organising events was not a statutory function of a Parish Council.  
**Action:** Cllr D.Lavington is to draft the details of the proposal and circulate it to the Council for consideration at the next Parish Council meeting.
- 117 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 11th January 2012, at the Barley Room, Tithe Barn, Lower Street, Sproughton.

118 MATTERS RAISED BY MEMBERS

Cllr B.Askew asked if he should seek to obtain three new quotes for the extension of the footpaths works at the Burial Ground. He was advised that the matter could not be considered under this agenda item.

Cllr G.Moore reminded the Council of the new police contact telephone number; 101.

The Clerk advised that she had received details from National Westminster Bank regarding savings schemes for Town, Parish and Community Councils. Cllr H.Davies agreed to consider the suitability of the schemes for long term deposit of reserves by the Parish Council.

Summary of Actions

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

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

103 PARISH COUNCILLOR VACANCY

**Action:** The Clerk is to notify Babergh District Council of Cllr V.Durrant's resignation.

106 FINANCE

(iii) To Consider and Approve the 2012/2013 Precept

**Action:** The Clerk is to notify Babergh District Council.

108 TO RECEIVE THE REPORT OF THE TITHE BARN PANEL AND RELATED MATTERS

**Action:** The Clerk is to contact the organiser of the Zumba classes held at the Tithe Barn to establish the up take of the classes and to ask if the classes are to continue.

115 TO CONSIDER ARRANGMENTS FOR A VALENTINES DISCO AND TO AGREE TO UNDERWRITE THE EVENT

**Action:** Cllr D.Lavington is to prepare a budget plan and circulate it to the Council for consideration at the next Parish Council meeting.

116 TO CONSIDER THE FORMATION OF A PARISH COUNCIL EVENTS PANEL

**Action:** Cllr D.Lavington is to draft the details of the proposal and circulate it to the Council for consideration at the next Parish Council meeting.

The meeting closed at 9.55pm

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

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