

MINUTES OF THE SPROUGHTON PARISH COUNCIL MEETING HELD AT THE BARLEY ROOM, TITHE BARN, LOWER STREET, SPROUGHTON ON 6TH JUNE 2012, AT 7.30PM

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

Nicholas Ridley, District Cllr

18 APOLOGIES FOR ABSENCE TO BE RECEIVED

Kathy Pollard, County Cllr

Peter Jones, District Cllr

Pc Gary Austin

19 TO ACCEPT MEMBERS DECLARATION OF INTEREST

No declarations of interest were received.

20 TO CONFIRM AND SIGN THE MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 9TH MAY 2012

The minutes of the meeting held on 9th May 2012, having been circulated to all members, were confirmed and signed as an accurate record of the meeting.

21 REVIEW OF COUNCIL ACTIONS FROM THE PARISH COUNCIL MEETING HELD ON 9TH MAY 2012

The Clerk advised that there had been a delay in securing an instructor for the zumba classes.

22 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.

Cllr S.Curl advised that a meeting is to be held on 7th June 2012, with Peter Canfer of Suffolk County Council Trading Standards, to endeavour to determine the robustness of the Lorry Watch scheme, as there appears to be developing issues surrounding the workload the scheme produces.

23 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.

24 FINANCE

(i) To Approve Payments and Budget Position

Due to the recent Bank Holidays, the Co-op bank statements had not been received in order to prepare the month end accounts. This matter will be considered at the next Parish Council meeting.

(ii) To Consider Requests for Grants

A request had been received from Mr R Earey for a donation to be made to S.P.C.C. for the use of the bbq equipment by the Council, at the recent 2012 Sproughton Parish Council Beer Festival. The Council agreed to forward a cheque for £15.00 to S.P.C.C.

Action: The Clerk is to forward a cheque for £15.00 to S.P.C.C.

(iii) To Allocate the General Fund as at 31st March 2012

The Clerk advised that the money held in the 'general fund' should be allocated to specific reserves. The Clerk had analysed the fund accordingly. The Council unanimously agreed to allocate the funds as advised.

Action: The Clerk is to transfer £30,757.22 from the general fund to specific reserve funds.

Cllr D.Lavington questioned the security levels of the funds held by the Parish Council at a single bank, at a time of world wide financial insecurities. He suggested that the risk should be spread by depositing Council funds at a number of banks.

Action: Cllr D.Lavington is to research the parameters of the Parish Council depositing funds at a single bank.

(iv) To Agree the Audit Commission Annual Return for the Year Ended 31st March 2012

A copy of the completed Annual Return had been circulated to the Council, prior to the meeting.

The Council unanimously agreed that the Audit Commission Annual Return should be duly signed and forwarded to the external auditor.

Action: The Clerk is to forward the completed Annual Return to the external auditor.

7.55pm Nicholas Ridley, District Cllr arrived at the meeting.

(v) To Receive the Internal Audit Report to March 2012

The Clerk advised that as a result of the difficulties she was experiencing with the Council's internal auditor, Heelis & Lodge, she had asked SALC's audit team to complete the internal auditors section of the Annual Return. In so doing, SALC had completed an internal audit report for March 2012. A copy of the report had been circulated to the Council and was received.

(vi) To Consider the Audit Commission Proposal to Re-appoint BDO LLP

The Clerk advised that notification had been received from the Audit Commission to re-appoint the current auditor, BDO LLP, to audit the annual return of the Parish Council for five years from 2012/2013. The appointment will commence on 1 September 2012. The Council was not aware of any reason why the Audit Commission should not appoint BDO LLP as the auditor for the Parish Council.

8.00pm The meeting was adjourned to receive a report from Nicholas Ridley, District Cllr.

District Cllr Ridley advised that National Grid had announced the selected pylon route between Bramford and Twinstead, on 29 May 2012; there will be no undergrounding of the route in our immediate area. He advised that the Babergh District Council proposed Local Plan will go to strategy in ten days time and then to the Council. The 'Plan' will be put out for consultation before being adopted. He advised that level 4 staffing is currently being appointed and that work has begun on setting the 2013/2014 budget.

Cllr D.Lavington advised that Babergh District Council Planning Officer, Deborah Board continues to fail to acknowledge any contact with Sproughton Parish Council and the Playing Field Management Committee regarding the proposed development of the Church Lane site. He considered that the situation is unsatisfactory and that despite a number of requests, the Parish is not being kept in the Babergh District Council 'planning loop'. District Cllr Ridley agreed to ask District Cllr Jones to address the matter.

8.15pm The meeting was reconvened.

25 TO CONSIDER REQUESTS FOR MEMORIALS AT THE BURIAL GROUND AND RELATED MATTERS, INCLUDING A REVIEW OF THE BURIAL CHARGES

There were no requests to consider.

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

No written report had been received from the Tithe Barn Panel, as the Panel had not met.

Cllr J.Kitson advised that the Tithe Barn fire alarm panel relocation works are scheduled to be undertaken the week commencing 18 June 2012. He advised that it may be possible to install a speaker protector to the Tithe Barn sound system, in order that levels can not be altered by unauthorised persons. He asked the Council to be minded to adhere to the Tithe Barn conditions of hire and the matter of using a BBQ at Parish Council events.

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

No written report had been received from the Green Panel, as the Panel had not met.

Cllr G.Moore referred to the recently circulated information regarding the proposed household collection of textiles by Babergh District Council and Mid Suffolk District Council, for recycling. She advised that the Panel will consider the possibility of an apple pressing autumnal event with a food event, at the next meeting.

- 28 TO RECEIVE THE REPORT OF THE PLAYING FIELD MANAGEMENT COMMITTEE PARISH COUNCIL TRUSTEES
No written report had been received from the Playing Field Management Committee Parish Council Trustees.
- 29 CORRESPONDENCE - SPROUGHTON MILLENNIUM GREEN LITTER BIN
Cllr S.Curl declared an interest and duly signed the register.
Cllr S.Curl stepped down as chairman of the meeting; the meeting was chaired by Cllr J.Kitson.
Notification had been received from Ms D Bradbury, that a rubbish bin sited at the Millennium Green was rotten; she requested that the Parish Council replace it. The Council agreed that ownership of the rubbish bin needed to be established before it could consider a replacement.
Action: The Clerk is to establish the ownership of the rubbish bin and to update Ms Bradbury regarding the matter.

Cllr S.Curl re-took the chair.
- 30 TO CONSIDER THE LEGAL ADVICE RECEIVED FROM PRETTYS RE. SPROUGHTON PARISH COUNCIL'S UNDERSTANDING OF THE PPMC TRUST DEED
A number of queries and issues had been forwarded to Prettys, via SALC. A copy of the opinions and considerations made by Prettys had been circulated to the Council. The Clerk advised that she was now satisfied the Parish Council had a clear understanding of the Parish Council's role as Custodian Trustees of the Sproughton Playing Fields. It appears the work was undertaken by Prettys free of charge, as it had been carried out with no quote being forthcoming, as had been requested by the Clerk. The Chairman made the point that this advice had been given to Sproughton Parish Council and ought not to be relied on by other Sproughton organisations, e.g. Sproughton Playing Field Management Committee.
- 31 TO CONSIDER REPAIR WORKS AT THE CHILDREN'S PLAY AREA
Cllr G.Moore had circulated details of the options available for making safe the wet pour surface underneath the 'Rocking Rocket'. Cllr G.Moore advised that it had been established the wet pour surface had not been installed correctly and therefore had created a trip hazard. She advised that three quotes had been obtained for the works to be undertaken. The Council agreed to accept the quote tendered by Playground Supplies Ltd for the wet pour surface to be made safe at a cost of £1,200.00.
Action: The Clerk is to ensure clarity of the works to be undertaken before accepting the quote tendered by Playground Supplies Ltd.
- 32 TO CONSIDER THE FINDINGS OF THE SPROUGHTON PARISH COUNCIL RISK MANAGAMENT REPORT
Cllr J.Kitson advised that the Council is required to action the points raised in the Sproughton Parish Council Risk Management report.
Action: Cllr J.Kitson is to allocate the headings of the Parish Council undertakings within the report to be dealt with.
- 33 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 July 2012, at the Barley Room, Tithe Barn, Lower Street, Sproughton.
- 34 MATTERS RAISED BY MEMBERS
Cllr D.Lavington advised that the Neighbourhood Plan information forwarded from SALC was useful and that he will look for support in taking the matter forward.

Summary of Actions
24 FINANCE

(ii) To Consider Requests for Grants

Action: The Clerk is to forward a cheque for £15.00 to S.P.C.C.

(iii) To Allocate the General Fund as at 31st March 2012

Action: The Clerk is to transfer £30,757.22 from the general fund to specific reserve funds.

Action: Cllr D.Lavington is to research the parameters of the Parish Council depositing funds at a single bank.

(iv) To Agree the Audit Commission Annual Return for the Year Ended 31st March 2012

Action: The Clerk is to forward the completed Annual Return to the external auditor.

29 CORRESPONDENCE - SPROUGHTON MILLENNIUM GREEN LITTER BIN

Action: The Clerk is to establish the ownership of the rubbish bin and to update Ms Bradbury regarding the matter.

31 TO CONSIDER REPAIR WORKS AT THE CHILDREN'S PLAY AREA

Action: The Clerk is to ensure clarity of the works to be undertaken before accepting the quote tendered by Playground Supplies Ltd.

32 TO CONSIDER THE FINDINGS OF THE SPROUGHTON PARISH COUNCIL RISK MANAGAMENT REPORT

Action: Cllr J.Kitson is to allocate the headings of the Parish Council undertakings within the report to be dealt with.

The meeting closed at 9.10pm

Chairman : _____

Date: _____