

**MINUTES OF THE SPROUGHTON PARISH COUNCIL MEETING HELD AT THE BARLEY ROOM, TITHE BARN, LOWER STREET, SPROUGHTON ON 13TH FEBRUARY 2013, AT 7.30PM**

Councillors present:

Cllr S.Curl (Chairman), Cllr B.Askew, Cllr J.Kitson, Cllr S.Wood

Mrs S. Frankis, Clerk & Responsible Financial Officer

Peter Jones, District Cllr

Nicholas Ridley, District Cllr

Mr V.Durrant

The Council agreed to insert an additional agenda item at agenda number 8(i), to reconsider the 2013/14 precept budget.

145 APOLOGIES FOR ABSENCE TO BE RECEIVED

Cllr A.Cronin, due to illness.

Cllr H.Davies, due to illness.

Cllr G.Moore, due to voluntary commitments.

Kathy Pollard, County Cllr

PCSO Cohen

146 TO ACCEPT MEMBERS DECLARATION OF INTEREST

No declarations of interest were received.

147 CONSIDERATION FOR DISPENSATIONS FOR A PECUNIARY INTEREST

There were no dispensations to consider.

148 TO CONFIRM AND SIGN THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 9TH JANUARY 2013

The minutes of the meeting held on 9th January 2013, having been circulated to all members, were confirmed and signed as an accurate record of the meeting.

149 REVIEW OF COUNCIL ACTIONS FROM THE PARISH COUNCIL MEETING HELD ON 9TH JANUARY 2013

Peter Jones, District Cllr, advised that the colleague accompanying Pc379 Tyrell was Pc Gary Milbourne.

Re. minute no: 12/13 130 The Clerk advised that the Tithe Barn water meter had been checked and it was considered to be working accurately; the increase in the Tithe Barn water bill charges appears to be due to an increase in water usage.

7.35pm The meeting was adjourned to receive a report from Nicholas Ridley, District Cllr, and Peter Jones, District Cllr.

Nicholas Ridley, District Cllr advised that the Babergh District Council 2013/2014 budget is to be approved at a meeting to be held on 26th February 2013; it will be recommended that the budget be set at a zero% increase/decrease. He advised that a constitutional conference was held on 13th February 2013; it was agreed to continue with the committee system. The Babergh District Council Local Plan is due to go before the inspector commencing March 2013.

Mr V.Durrant advised that he is deliberating his position as chairman of the Sproughton Parish Council Transport Panel. This has come about due to his considered lack of response from Babergh District Council to submissions made to their consultation processes and his subsequent disappointment with Babergh District Council procedures. Nicholas Ridley, District Cllr asked Mr V.Durrant to provide him with the details of his issues of concern and agreed to look into the matter.

A written report had been received from Kathy Pollard, County Cllr and circulated to the Council prior to the meeting.

7.50pm The meeting was reconvened.

150 TO RECEIVE THE REPORT OF THE TRANSPORT PANEL AND RELATED TRAFFIC MATTERS

No written report was received.

Mr V.Durrant advised that dialogue continues with PCSO Cohen regarding the introduction of a community speed watch scheme. He advised that suitable speed watch locations have been indentified in Sproughton. Mr V.Durrant advised that a temporary CCTV had been installed at The Beagle roundabout. Suffolk County Council considers the location to be an accident 'hot spot' and had been carrying out assessments. He advised that Mr Luke Barber, of Suffolk County Council, has issued assurances that Sproughton Parish Council will be included in any consultation regarding possible alterations to the traffic scheme at the site.

151 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.

8.00pm Mr V.Durrant left the meeting.

152 FINANCE

(i) To Reconsider the 2013/14 Precept Budget

The Clerk advised that on 8th February 2013, a letter had been received from Babergh District Council advising of a revised tax base; this has been due to the recalculation of the Council Tax Band D figures and the subsequent grant levels to be payable, by Babergh District Council. Babergh District Council is asking the Parish Council to confirm the 2013/14 precept taking into account the grant has lowered the precept level and the subsequent effects this would have on future precept budgets. The Parish Council considered the three options offered by Babergh District Council and unanimously agreed that it was in effect being driven to accept the option, whereby the precept would be £46,540, (the spending requirement), plus the grant of £4,522. This option was agreed as it was considered it unlikely that a grant would be forthcoming next year and that any significant increase in future years could trigger a costly referendum.

The Council acknowledged that the decision would bring forward an 11.9% increase but was extremely disappointed in having to do so. The Council agreed that the grant of £4,522 would be kept in a reserve account to support future precepts.

**Action:** The Clerk is to confirm the 2013/14 precept budget with Babergh District Council.

(ii) To Approve Payments and Budget Position

The statement of payments for January 2013 was approved.

(ii) To Consider Requests for Grants

Cllr S.Wood declared a non pecuniary interest.

The Council unanimously agreed to award a grant of £234.00 to 1st Sproughton Brownies.

**Action:** The Clerk is to forward a cheque for £234.00 to 1st Sproughton Brownies.

(iii) To Receive the Findings of the Mid Year Parish Council Accounts Ledger Audit

The matter was deferred to the next Parish Council meeting.

(iv) To Receive the Annual Review of Internal Audit and Systems of Internal Control

The review had been undertaken by Cllr J.Kitson and the Clerk and the findings presented to the Council. The Council unanimously agreed to accept the findings of the review as follows;

1. to retain the services of SALC as the internal auditor
2. to spread the Council's financial assets to more than one financial institution
3. to revise the Council's financial regulations to allow the credit card limit to be increased to £750.00, in respect of consumables purchased for the annual Sproughton Beer Festival, only
4. to put a process in place to ensure the Risk Management outstanding matters are dealt with.

- 153 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.
- 154 TITHE BARN  
(i) To Receive the Report of the Tithe Barn Panel and Related Matters  
No report had been received from the Tithe Barn Panel.  
(ii) To Consider Quotes Received for the Refurbishment of the Tithe Barn Toilet Area and to appoint a Contractor  
Cllr S.Curl advised that two quotes and one estimate had been received for the refurbishment of the Tithe Barn toilet area; Needhams Contracts Ltd had submitted a quote of £10,000 excluding VAT; A.J. Cook had submitted a quote of £15,990 excluding VAT; Moore To It had submitted an estimate of £11,767 including VAT, excluding flooring. The Council unanimously agreed to accept the quote from Needhams Contracts Ltd of £10,000.  
**Action:** The Clerk is to notify Needhams Contracts Ltd.
- 155 TO RECEIVE THE REPORT OF THE 'GREEN' SPROUGHTON PANEL  
No report had been received from the Green Panel.
- 156 TO AGREE EXPENDITURE FOR A REPLACEMENT GATE AT THE ALLOTMENT GARDENS  
Cllr S.Wood advised that he continues to advance the matter.
- 157 TO CONSIDER THE TERMS OF THE SPROUGHTON COMMUNITY SHOP C.I.C.'S OCCUPATIONAL LICENCE FOR THE PERIOD 1ST APRIL 2013 TO 31ST MARCH 2014  
Cllr S. Curl declared an interest, duly signed the register and left the meeting.  
Cllr B.Askew and Cllr J.Kitson recommended that;
  1. the annual rent should remain at £500 p.a.
  2. the Parish Council should enter into dialogue with the Community Shop C.I.C. to establish whether the business was sufficiently established to consider occupying the Tithe Barn premises on a lease or to remain on an occupation licence.
  3. a water meter should be installed at the shop to establish the volume of usage
  4. property insurance charges should be adjusted to reflect the arrangements to continue as at present
The Council was unable to accept the recommendations as the meeting was not quorate. The matter was deferred to the next Parish Council meeting.
- 158 COMMUNITY LUNCHESES  
Cllr S.Curl advised that the Clerk had received notification of a meeting held for community representatives regarding the future of the lunch club, from a parishioner. Cllr S.Curl had asked to Clerk to attend the meeting. A report of the meeting had been circulated to the Council by the Clerk. Cllr S.Curl considered that as a supporter of the lunch club and the instigator of the lunches, the Parish Council should have been included in any discussions regarding the future of the lunch club. Following the meeting, no contact has been received by the Parish Council from Sproughton Community Shop C.I.C..  
**Action:** The Clerk is to research meal providers.
- 159 TO AGREE THE DATE OF THE 2013 SPROUGHTON BEER FESTIVAL  
Cllr S.Curl advised that the 2013 Sproughton Beer Festival is to be held on the weekend of 18th/19th May 2013; there will be a family disco for Sproughton residents only on Friday 17th May 2013.
- 160 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 13th March 2013, at the Barley Room, Tithe Barn, Lower Street, Sproughton.

161 MATTERS RAISED BY MEMBERS

Cllr S.Wood asked if there are any vacant allotment plots. The Clerk advised that all plots are currently occupied.

The Clerk advised that Babergh District Council had recently undertaken a hygiene inspection of the Tithe Barn kitchen. The Council has been awarded a Hygiene Rating of '5 - Very Good'.

Cllr S.Curl advised there will be no Parish Council report in the March 2013 issue of the In Touch magazine as the deadline for submissions was 11th February 2013, before the Parish Council meeting and hence no recent new news to report.

Summary of Actions

133 FINANCE

(i) To Reconsider the 2013/14 Precept Budget

**Action:** The Clerk is to confirm the 2013/14 precept budget with Babergh District Council.

(ii) To Consider Requests for Grants

**Action:** The Clerk is to forward a cheque for £234.00 to 1st Sproughton Brownies.

154 TITHE BARN

(ii) To Consider Quotes Received for the Refurbishment of the Tithe Barn Toilet Area and to appoint a Contractor

**Action:** The Clerk is to notify Needhams Contracts Ltd.

158 COMMUNITY LUNCHESES

**Action:** The Clerk is to research meal providers.

The meeting closed at 8.55pm

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

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