

**MINUTES OF THE SPROUGHTON PARISH COUNCIL MEETING HELD AT THE BARLEY ROOM, TITHE BARN, LOWER STREET, SPROUGHTON ON 10TH JULY 2013, AT 7.30PM**

Councillors present:

Cllr S.Curl (Chairman), Cllr K.Barwick, Cllr V.Durrant, Cllr J.Kitson, Cllr G.Moore

Mrs S. Frankis, Clerk & Responsible Financial Officer

Peter Jones, District Cllr

David Busby, County Cllr

PCSO Melissa Cohen and colleague

44 TO CONSIDER CO-OPTION OF A PARISH COUNCILLOR

The Council unanimously agreed to co-opt Mr K.Barwick of 6, Ventris Close, Sroughton onto Sroughton Parish Council. Mr Barwick duly signed a Declaration of Acceptance of Office and joined the meeting.

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

45 APOLOGIES FOR ABSENCE TO BE RECEIVED

The Council resolved to approve the apologies received from Cllr H.Davies for her absence due to a family holiday.

Nicholas Ridley, District Cllr

46 TO ACCEPT MEMBERS DECLARATION OF INTEREST

No declarations of interest were received.

47 CONSIDERATION FOR DISPENSATIONS FOR A PECUNIARY INTEREST

There were no dispensations to consider.

48 TO CONFIRM AND SIGN THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 5TH JUNE 2013

The minutes of the meeting held on 5th June 2013, having been circulated to all members, were confirmed and signed as an accurate record of the meeting.

49 REVIEW OF COUNCIL ACTIONS FROM THE PARISH COUNCIL MEETING HELD ON 5TH JUNE 2013

Re. minute no. 13/14 27 The Clerk confirmed she had notified Mr J. Grist, of Suffolk Green Buildings Network, that the Tithe Barn will be open for visitors as part of the Green Suffolk Heritage Open Days Event 2013.

Re. minute no. 13/14 27 The Clerk advised she had not contacted the landlord of the Wild Man public house, as an approach had been made to (W).R.V.S.

Re. minute no. 13/14 38 The Clerk advised that Cllr H.Davies had not met with her to consider alternative banks and building society institutions.

Re. minute no. 13/14/38 The Clerk advised she had been unable to establish the details of the printer engaged to produce the original Tithe Barn promotional leaflets.

**Action: The Clerk is to contact Mr S. Lavington and Mr D.Cheeseman to ask if they have the details of the printer engaged to produce the original Tithe Barn promotional leaflets.**

50 TO CONFIRM AND SIGN THE MINUTES OF THE EXTRAORDINARY PARISH COUNCIL MEETING HELD ON 25TH JUNE 2013

The minutes of the meeting held on 25th June 2013, having been circulated to all members, were confirmed and signed as an accurate record of the meeting.

51 REVIEW OF COUNCIL ACTIONS FROM THE EXTRAORDINARY PARISH COUNCIL MEETING HELD ON 25TH JUNE 2013

Re. minute no. 13/14 42 The matter is to be considered under agenda item number 9.

Re. minute no. 13/14 43 The Council unanimously resolved to respond to the complainant.

**Action: The Clerk is to draft a letter of response to the complainant and to forward it to Cllr S.Curl and Cllr J.Kitson for their consideration before it is sent off.**

**Action: The Clerk is to draft a letter to Sproughton Events, asking for an explanation as to why they had accessed the Barn before the time agreed with the Parish Council, and asking them to apologise to the complainant to the Parish Council. The Clerk is to forward the draft letter to Cllr S.Curl and Cllr J.Kitson for their consideration before it is sent off.**

7.40pm The meeting was adjourned to receive reports from PCSO Mellissa Cohen, David Busby, County Cllr and Cllr, Peter Jones, District Cllr.

PCSO Melissa Cohen advised there had been nine reported crimes in Sproughton during June 2013. Cllr S.Curl asked if there were specific reasons for the increase in the number of reported crimes. PCSO Cohen advised that there has been a significant increase in the number of reported crimes throughout Suffolk and East Anglia, in particular the report of theft from other buildings and sheds. She advised there are ongoing operations to deal with the matter. Cllr G.Moore asked if there were further details available of the crimes reported to have taken place at Burstall Lane, Sproughton. PCSO Cohen advised that the matter appeared to be 'in-house'.

PCSO Cohen presented a draft copy of the proposed artwork for the Church Lane / A14 underpass, Spruce-Up Sproughton project. The official opening of the re- vamped underpass is to be held on 23rd July 2013, at 1.45pm.

7.55pm PCSO Cohen and her colleague left the meeting.

Peter Jones, District Cllr, advised that the integration of Babergh District Council and Mid Suffolk District Council continues.

He asked if Lynda Bacon, Babergh District Council planning officer had responded to the Parish Council's requests to meet to discuss the details of the proposed Church Lane development. The Clerk advised that despite writing a number of letters and emails to Ms Bacon and Ms Thurlow, the Parish Council continues to await a meeting.

David Busby, County Cllr advised he had met with Mr Steve Merry, of Suffolk County Council and that it had been agreed to reduce the proposed extension of the 30mph speed limit to 175m north of the village on the B1113. He advised that a traffic survey will be undertaken before and after the signage has been moved. The proposed amendment has to be legally advertised and if there are no objections made, the modification should be in place in October 2013. Cllr V.Durrant expressed his disappointment regarding the news that the decision had been taken, when Mr S.Merry had specifically assured Cllr V.Durrant that no decision would be made regarding the extension of the speed limit on the B1113 without consulting the Transport Panel and the Parish Council. Cllr S.Curl proposed that a meeting be arranged for Mr S.Merry, David Busby, County Cllr and Cllr V.Durrant to resolve the issue.

David Busby, County Cllr advised he had attended a meeting regarding Neighbourhood Planning. The undertaking of a Neighbourhood Plan is an expensive process and it is being proposed that an alternative model be introduced with Babergh District Council. He proposed that a pilot group comprising of members of Sproughton Parish Council, Copdock & Washbrook Parish Council and Pinewood Parish Council be brought together to consider their aspirations for the proposed development of the site adjacent to Poplar Lane. The Parish Council advised there is a planning policy in the Babergh Core

Strategy Policy for the site and that plans were already in place by developers, with the knowledge of Babergh District Council; the Parish Council understood that no further considerations could be made for the site once the plan was in place. The Parish Council agreed in principle to be part of the pilot group.

8.20pm The meeting was reconvened.

52 TO CONSIDER BANKING AND DEPOSIT ARRANGEMENTS FOR PARISH COUNCIL FINANCIAL RESOURCES

Cllr J.Kitson advised that he and the Clerk had considered the list of banks and building societies distributed by Cllr H.Davies. He considered that whatever is decided has to be workable and that the Parish Council should be looking for security of funds rather than a return on investments, at this time. David Busby, County Cllr advised that Babergh District Council has recently agreed to continue holding its funds with the Co-operative Bank. The Clerk advised she considered that as funds held in the General Fund are relatively small, they should continue to be held with the Co-operative Bank, at this time. The Council resolved to continue to hold the General Fund with the Co-operative Bank and to distribute the Reserve Funds to three new institutions. Cllr J.Kitson and the Clerk are to consider the suitability of accounts offered by Ipswich Building Society, Cambridge Society and Barclays Bank. Cllr S.Curl agreed to call an extraordinary meeting to be held on 24th July 2013, at 7.30pm, for the Parish Council to resolve the matter.

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

Cllr V.Durrant advised that it is of the utmost importance a meeting be held with Mr S.Merry, of Suffolk County Council to ensure the Parish Council can be clear of Suffolk County Council's plans for the reduction of the speed limit extension and its impact on any potential Sproughton Mitigation Measures. He advised that Steve Merry had agreed to discuss any changes with the Transport Panel and Parish Council, before they were fixed. David Busby, County Cllr agreed to arrange a meeting for Sproughton Parish Council and Suffolk County Council to consider the matter.

Cllr V.Durrant referred to the Ipswich Rail Chord by Network Rail development and advised he had recently asked the Clerk to submit a report to the relevant planning authority regarding a number of construction vehicles using the Hadleigh Road between the site entrance and the junction with the A1071, contrary to the planning condition which required such vehicles to approach and leave the site using the Hadleigh Road towards the Sainsbury's Store and junction with the A1214 London Road. He advised he had spoken to Mr J. Pallant, the Senior Planning Enforcement Officer, at Ipswich Borough Council who, contrary to previous advice, confirmed that he would only require the name of the contractors who were not adhering to the development consent orders, and no other details.

Cllr V.Durrant advised he continues to work on the option of a Speed Watch Scheme and is keen to move the matter forward.

54 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.

55 FINANCE

(i) To Approve Payments and Budget Position

The statements of payments for May 2013 and June 2013 were approved.

(ii) To Consider Requests for Grants

There were no requests to consider.

(iii) To Agree to Transfer £329.99 from the Equipment Reserve Account to the General Account

The Council agreed to transfer £329.99 from the Equipment Reserve Account to the General Account.

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

The quarterly credit card audit had been undertaken by Cllr S.Curl. There were no issues to report regarding the credit card statement for April 2013. He advised that a payment had been made to 'Free Parking' (a web host) for £31.96, in May 2013 but there was no documentation to support the payment.

**Action: The Clerk is to ask Cllr H.Davies for paperwork to support the payment.**

56 TO CONSIDER REQUESTS FOR MEMORIALS AT THE BURIAL GROUND AND RELATED MATTERS

There were no requests to consider.

57 TO CONSIDER THE TERMS OF REFERENCES OF THE TITHE BARN COMMITTEE

This matter will be considered at the next Parish Council meeting.

58 2012 RISK MANAGEMENT ACTION POINTS

Cllr J.Kitson advised that he continues to update the outstanding matters.

59 STREET LIGHTING

Cllr V.Durrant advised that he has arranged for a public meeting to be held on 17th July 2013, at 7.00pm at the Tithe Barn. The meeting will provide the opportunity for questions to be raised and addressed regarding the possible installation of an intelligent lighting system on Sproughton Parish Council lighting stock.

Cllr S.Curl and Cllr G.Moore are to undertake the interim inspection of the Parish Council street lighting stock.

60 TO RECEIVE PLAYING FIELD MANAGEMENT COMMITTEE PARISH UPDATES

No updates were received from the Playing Field Management Committee.

61 TO CONSIDER EXPENDITURE FOR WORKS AT THE CHILDREN'S PLAY AREA

Cllr G.Moore advised she had met with contractors regarding the possible need to replace the wet pour surface beneath the Rocking Rocket. The Council agreed no expenditure should be approved until the matter of ownership of the children's play area equipment and the right to occupy the area has been resolved.

**Action: Cllr K.Barwick, Cllr J.Kitson and Cllr G.Moore agreed to look at the wet pour surface, underneath the rocking rocket, to consider whether the piece of play equipment should remain out of use, at this time.**

62 TO CONSIDER THE RECOMMENDATIONS FOLLOWING THE RESIGNATIONS FROM SPROUGHTON PARISH COUNCIL

Following the review of the underlying causes of resignations from Sproughton Parish Council, undertaken by Cllr H.Davies, she had drafted a number of recommendations and had categorised them as priority number 1 and 2, for the Council to consider. The Council agreed to consider the recommendations categorised as number 1 only, at this time, and agreed them as follows-

1. Recommendation no. 1 - The Council agreed the website should be expanded to include the Tithe Barn but did not consider the facility to make on line reservations should be made available.
2. Recommendation no. 4 - The Council agreed that formal Council output such as strategies, policies, minutes and agendas could be published on the website. All other matters could perhaps be made available in a member's only area.
3. Recommendation no. 5 - The Council agreed the website should be updated to include the role of the Parish Council, councillors and clerk, and standing orders.
4. Recommendation no. 6 - The Council agreed to re-categorise the recommendation to priority number 2.
5. Recommendation no. 8 - The Council agreed the recommendation could not be implemented due to deadlines set by the publisher. The Council agreed there was no need for the reports,

drafted by Cllr S.Curl for publication in the community magazine, to be considered by the Council prior to submission.

6. Recommendation no. 10 - The Council agreed the recommendation should be held at this time.
7. Recommendation no. 12 - The Council agreed the recommendation should be held at this time, due to a lack of resources.
8. Recommendation no. 13 - The Clerk confirmed the Parish Council is registered as a user under the Data Protection Act.
9. Recommendation no. 14 - The Council agreed to allocate times for agenda items.
10. Recommendation no. 15 - The Council agreed to update the Clerk's job description.
11. Recommendation no. 16 - The Council agreed to review the existing contract for the Parish Clerk.
12. Recommendation no. 17 - The Council agreed to create an annual appraisal template for the Parish Clerk but without the inclusion of a 360 review from Councillors.
13. Recommendation no. 18 - The Council agreed not to set targets for annual appraisals.
14. Recommendation no. 19 - The Council agreed they had not appointed Cllr H.Davies to be appointed to the Playing Field Management Committee (PFMC) but had previously agreed to ask her to open informal dialogue with the PFMC only. The recommendation should be altered to mirror the minutes of the meeting at which the resolution was passed.
15. Recommendation no. 20 - The Council agreed this should be considered with recommendation no. 5.
16. Recommendation no. 21 - The Council agreed this should be considered with recommendation no. 10.

Cllr H.Davies had categorised recommendation numbers 2, 3, 7, 9 and 11 as priority number 2; the Council agreed not to consider them at this time.

63 TO CONSIDER EXPENDITURE FOR THE CLERK'S OFFICE FURNITURE

The Council unanimously agreed a budget expenditure of up to £500.00.

64 SPROUGHTON LUNCH CLUB

Following the approach made by Sproughton Community Shop C.I.C. asking the Parish Council to consider taking on the lunch club, Cllr J.Kitson advised the Clerk has been researching possible opportunities that may enable the Parish Council to facilitate the continuation of the Club. Cllr S.Curl, Cllr J.Kitson and the Clerk recently met with representatives of the Royal Voluntary Services to explore options.

**Action: Cllr J.Kitson is to enter dialogue with Sproughton Community Shop C.I.C..**

65 TO CONSIDER HIRING TERMS AND CONDITIONS OF THE PARISH COUNCIL BARBEQUE

Cllr S.Curl advised that the Parish Council had been approached by a parishioner, asking to use the gas barbeque. The Council agreed to (i) offer the barbeque only for use at a requested donation of £25.00; (ii) the use would not include use of the Parish Council's own gas cylinder; (iii) a disclaimer would be required from the user; (iv) a laminated copy of the user instructions would be attached to the barbeque with a cable tie; (v) the Council will review future use of the barbeque.

66 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 September 2013, at the Barley Room, Tithe Barn, Lower Street, Sproughton.

67 MATTERS RAISED BY MEMBERS

There were no matters raised.

Summary of Actions

44 TO CONSIDER CO-OPTION OF A PARISH COUNCILLOR

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

49 REVIEW OF COUNCIL ACTIONS FROM THE PARISH COUNCIL MEETING HELD ON 5TH JUNE 2013

**Action: The Clerk is to contact Mr S. Lavington and Mr D.Cheeseman to ask if they have the details of the printer engaged to produce the original Tithe Barn promotional leaflets.**

51 REVIEW OF COUNCIL ACTIONS FROM THE EXTRAORDINARY PARISH COUNCIL MEETING HELD ON 25TH JUNE 2013

**Action: The Clerk is to draft a letter of response to the complainant and to forward it to Cllr S.Curl and Cllr J.Kitson for their consideration before it is sent off.**

**Action: The Clerk is to draft a letter to Sproughton Events, asking for an explanation as to why they had accessed the Barn before the time agreed with the Parish Council, and asking them to apologise to the complainant to the Parish Council. The Clerk is to forward the draft letter to Cllr S.Curl and Cllr J.Kitson for their consideration before it is sent off.**

55 FINANCE

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**Action: The Clerk is to ask Cllr H.Davies for paperwork to support the payment.**

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64 SPROUGHTON LUNCH CLUB

**Action: Cllr J.Kitson is to enter dialogue with Sproughton Community Shop C.I.C..**

The meeting closed at 9.55pm

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

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