

MINUTES OF THE SPROUGHTON PARISH COUNCIL MEETING HELD AT THE BARLEY ROOM, TITHE BARN, LOWER STREET, SPROUGHTON ON 9th SEPTEMBER 2013, AT 7.30PM

Councillors present:

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

Nicholas Ridley, District Cllr

Peter Jones, District Cllr

David Busby, County Cllr

68 APOLOGIES FOR ABSENCE TO BE RECEIVED

The Council resolved to approve the apologies received from:

Mrs S. Frankis, Clerk & Responsible Financial Officer (unwell)

Cllr H.Davies (due to work commitments)

69 TO ACCEPT MEMBERS DECLARATION OF INTEREST

No declarations of interest were received.

70 CONSIDERATION FOR DISPENSATIONS FOR A PECUNIARY INTEREST

There were no dispensations to consider.

71 TO CONFIRM AND SIGN THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 10TH JULY 2013

The minutes of the meeting held on 10th July 2013, having been circulated to all members, were confirmed and signed as an accurate record of the meeting.

72 REVIEW OF COUNCIL ACTIONS FROM THE PARISH COUNCIL MEETING HELD ON 10TH JULY 2013

Re. minute number 13/14/44. Report not available.

Action: Clerk to confirm that Babergh District Council have been informed that Mr Barwick has been co-opted to Sproughton Parish Council.

Re. minute 13/14/49 The Clerk has contacted Mr S. Lavington and Mr D.Cheeseman to ask if they had the details of the printer engaged to produce the original Tithe Barn promotional leaflets but they were unable to help with this matter.

Re. minute 13/14/51 (Previous minute 13/14/43) The Clerk has sent a letter to the complainant following agreement from Cllrs S. Curl and J. Kitson as to the content.

The Clerk has sent a letter to Sproughton Events (following agreement from Cllrs S. Curl and J. Kitson as to the content), 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. No response has been received.

Re. minute 13/14/55 No report available.

Action: The Clerk is asked to confirm that Sproughton Events have replied to our letter of complaint.

Re. minute 13/14/61 This is covered by agenda item 16.

Re. minute 13/14/64 This is covered in agenda item 18.

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

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

74 REVIEW OF COUNCIL ACTIONS FROM THE EXTRAORDINARY PARISH COUNCIL MEETING HELD ON 25TH JULY 2013

Re. minute 13/14/71 The Clerk has made contact with Ipswich Building Society and has completed the formalities for opening an account on behalf of the Council.

The Clerk has also made contact with Cambridge Building Society but is awaiting receipt of the necessary paperwork to progress the application to open an account on behalf of the Council.

Action: The Clerk is to confirm the current status regarding opening the accounts requested with Ipswich Building Society, Cambridge Building Society and NatWest Bank

7.36pm The meeting was adjourned to receive reports from David Busby County Cllr, Cllr Nicolas Ridley and Cllr Peter Jones, District Cllrs.

David Busby County Cllr advised:-

SCC had secured £25,800 of funding to assist with their fly-tipping crackdown which will be running through to March 2014. In 2011/12 there were over 3,000 incidents and the cost of dealing with these last year was £265,000. He requested that all instances of fly tipping be reported to Suffolk County Council as there is often evidence within the rubbish tipped as to the identity of the criminals.

There will be road works between Copdock and the Seven Hills interchange over 10 nights towards the end of Sept / early Oct. The expectation was that the work pattern would be 6 nights in one direction (not specified) and 4 nights in the opposite direction. This will likely result in the road being closed and there may be diversions through the Village.. Work should not start before 10.00pm.

Businesses that are struggling to get financial help from their banks could approach Foundation East who can arrange loans up to £100,000 and also provide business coaching.

Raising The Bar conference at Trinity Park on Wed 25th Sept. Anyone with close interest in the education proposals for Suffolk is asked to contact David who may be able to assist/advise regarding places at the conference.

There are a couple of scams doing the rounds: door-to-door chainsaw selling (distraction burglary) and SCC offering cash prizes!

SCC has led the development of 80 paid apprenticeships and internships in the creative sector, by attracting 2 grants totalling £365,000. Employers include New Wolsey, Dance East The Regent, etc.

He has held a meeting with the Road Safety team concerning their plans to replace 'The Beagle' roundabout with traffic lights. Further moves should be on hold while they do more research.

He hopes to get the gold award winning Hintlesham School road safety team to help Sproughton School get started along the same track.

Nickolas Ridley, District Cllr advised:

He had been informed by a resident that the Police were not responding to reports of incidents of fly tipping and were not, in fact, making any record or note of the incidents reported to them.

He had recently attended a forum meeting regarding the route of the National Grid "Bramford to Twinstead" lines. So far, no progress had been made to improve the amount of undergrounding of the line.

The approval of the Core Strategy Document has been delayed as the Inspector has called in the Brantham plans. This will delay the introduction of certain "add-ons" BDC wish to adopt. The hope/expectation is that approval could be achieved by December this year.

The Tesco Hadleigh application will be reviewed next week

Cllr V. Durrant advised that a Freedom of Information request had been made by a resident

regarding the status of S106 monies for Sproughton Mitigation measures which were to be obtained by Mid Suffolk DC. Mid Suffolk had failed to respond within the required time frame and the resident was intent on taking steps to progress the matter. Cllr. N Ridley agreed to contact MSDC and discuss the matter.

7.57pm The meeting was reconvened

- 75 TO RECEIVE THE REPORT OF THE TRANSPORT PANEL AND RELATED TRAFFIC MATTERS
Minutes of the Transport Panel meeting of 25th July, a copy of the Lorry Watch report (April to June 2013) and Transport Panel report for August 2013 had been circulated prior to the meeting. The Council AGREED to a proposal to move the 30mph speed limit boundary and signage on the B1113 from its current position at the Northern end of the Village to a new position 175 metres further North (towards Bramford).

Action: The Clerk is to write to Steve Merry at Suffolk County Council to confirm the council's decision in respect of the positioning of the 30 mph speed limit sign

Cllr V. Durrant advised that a number of complaints had been made regarding Police routeing football supporters' coaches through the village on some match days. An invitation had been extended to Police Sgt Ditcham or Inspector Andy Mason (who had both been actively engaged in planning and implementing the Police match day operations) to meet with the Council and explain their rationale for the routeing. They had indicated a willingness to attend, and had subsequently been invited to do so, but had not responded. Anecdotal evidence suggested that coaches were routed through Sproughton rather than directly onto the A14 at Copdock because when the Highways Authority set up the traffic light sequencing on the Copdock Roundabout, they had not included a provision for Police to override the system whilst coaches were escorted away from Portman Road.

8.07pm Cllr H. Davis arrived at the meeting

- 76 TO RECEIVE THE REPORT OF THE PLANNING COMMITTEE
Lists of planning applications (dated 31st July 2013 and 31st August 2013) and recommendations made by the Planning Committee since the last meeting had been circulated to all Councillors and noted.

District Cllr Nicholas Ridley advised that the 9 HW De Zoete Will Trust applications had now been given outline Planning permission by BDC.

77 FINANCE

(i) To Approve Payments and Budget Position

The statement of payments for July 2013 was approved.

(ii) To Consider Requests for Grants

There were no requests to consider.

(iii) To Agree to Transfer £439.85 from the Equipment Reserve Account to the General Account

The Council agreed to hold over a decision on this item.

Action: To be included on the Agenda for the next meeting.

(iv) To Approve And Accept The External Auditor's Opinion

The Auditors opinion was not available to consider and it was agreed to hold this over until the next meeting.

Action: To be included on the Agenda for the next meeting.

(v) To Consider Arrangements For Setting The 2014/2015 Budget And Precept

A working party comprising The Clerk, Cllrs S. Curl, J. Kitson, H. Davis and K. Barwich will prepare a Draft Budget for review at the October 2013 meeting.

Action: The Clerk to arrange a meeting of the working party to prepare the draft budget for 2014/15

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

One request for a memorial had been received in respect of the Ralph Maurice Wright. The request was approved.

79. TO CONSIDER THE TERMS OF REFERENCE OF THE TITHE BARN COMMITTEE

A draft Terms of Reference document had been circulated prior to the meeting. Minor amendments were recommended and it was agreed that Cllr S. Curl would make the amendments are re-issue the document for approval at the next meeting.

Action: Cllr S. Curl to amend the draft terms of reference for the Tithe Barn Panel and submit the revised document for approval at the next Council meeting.

80 RISK MANAGEMENT ACTION POINTS UPDATE

A report with updates for outstanding action points and recommended actions was circulated prior to the meeting.

Security

1.02 – Agreed that the electronic backup of Parish Council records would be held at the Chairman’s home.

Business Management

1.09 and 2.2.5 – In the event of loss of the services of the Clerk, SALC would be able to step in and assist the Council. Noted and agreed to close item.

Allotments

2.1.1, 2.1.2 and 2.1.3 Cllr K. Barwick agreed to review the Allotment Holders Agreement and incorporate the recommendations contained in these items.

2.1.4, Noted that gates are in fact fitted at all entrances to the Allotment field. Item closed.

Burial Ground

2.2.2, Clerk to be asked to contact David Pizzy at BDC for a suitable contractor to undertake the work required.

2.2.3 – Noted that this item had been completed prior to the meeting. Item now closed.

2.2.4 Agreed to request Clerk to build a library of Funeral Directors Health and Safety risk assessments for burials and other services likely to be undertaken at the Burial Ground. Item closed.

2.2.6 – Investigation required regarding PL cover and responsibilities of self employed contractors.

Street Lighting

2.4.2, 2.4.3 and 2.4.4 Noted that items had been completed prior to the meeting. Items now closed.

Tithe Barn

2.5.5 and 2.5.6 to be referred to the Tithe Barn Panel.

2.5.6 Tithe Barn Warden to be asked to check Accident Book entries and feed back findings to the Clerk. This item is now closed

General

Noted that Risk Assessments for the Village Green and for Council Run events require attention

Actions:

**Clerk to hand over electronic records of Council records to Chairman for safekeeping at his home
Cllr K. Barwick to review the Allotment Holders Agreement and incorporate the recommendations contained in items 2.1.1, 2.1.2 and 2.1.3 of the report**

Clerk to contact David Pizzy at BDC for details of an Arboriculturalist who could assist with item 2.2.2

Clerk is requested to build a library of Funeral Directors’ health and Safety risk assessments for work they may carryout at the Burial Ground

Clerk to investigate H&S issues around self-employed contractors working for the Council and liaise with Public Liability insurers.

Clerk to request Tithe Barn Warden to review Accident Book entries regularly and report back all findings.

81 STREET LIGHTING

The street lighting survey has been completed; it was noted that a number of light columns were not displaying an ID number and that one unit in Church Lane is still loose in its foundations. These findings should be reported to Karen Smith at SCC for attention.

It was agreed that we would participate in the “Part Night” lighting scheme run by SCC with an “off” period between midnight and 5am. The cost of the equipment would be around £1900 with a payback in 3 to 4 years.

Action: Clerk to write to Karen Smith at Suffolk County Council to confirm our participation in the “Part Night” lighting scheme, asking them to go ahead and fit the necessary equipment to our 41 units at a total cost of £1845

Action: Cllr V Durrant to report the unstable light column in Church Lane and missing column ID numbers to Karen Smith at Suffolk County Council.

82 TO CONSIDER FUNDING REQUEST FROM PLAYING FIELD MANAGEMENT COMMITTEE AND RELATED MATTERS

An initial letter acknowledging receipt of the request for financial assistance was sent to the PFMC Chairman on 28th August which included advice that PFMC were “at liberty to apply to the Council annually for a grant to support its activities”. It was agreed that the Council could not make an open ended financial commitment as requested but that it would be in order for PFMC to make a request for a grant as outlined in the 28th August letter.

Action: Cllr J. Kitson will prepare a draft letter advising the council’s decision and advice. Once agreed by Councillors, the Clerk will be requested to send it to the Chairman of PFMC.

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

It was agreed that no action would be taken until the 2013 Safety Inspection report had been received and considered at which point it would determine what work (if any) needed to be done to bring the equipment up to a good standard.

84 TO AGREE JOB DESCRIPTIONS FOR THE CLERK AND THE TITHE BARN WARDEN

Copies of the Job Description and Person Specification for the Parish Clerk and the Role and Responsibilities of the Tithe Barn warden had been circulated prior to the meeting. It was agreed that these documents be adopted and provided to the Clerk and Tithe Barn Warden as appropriate.

Action: Copies of the Clerk’s Job Description and Person Specification and the Tithe Barn Warden’s Role and Responsibilities be handed to the Clerk for filing and copies provided to the current job holders.

85 SPROUGHTON LUNCH CLUB

Cllr J. Kitson reported on discussions with diners at the Community Lunch group who had expressed an interest in the Council’s proposal to provide Wednesday lunches using Royal Voluntary Service. At today’s lunch, the MD of the shop company asked if the Council could provide the lunch on Wednesday 18th September as a trial. Diners were happy to go ahead and selected a menu; they would pay for their lunch as usual and base a decision on whether to accept the SPC/RVS offering based on their experience. It was agreed to provide a one off trial lunch on 18th September as outlined and to engage the service of the current cook on the day for kitchen duties

Action: Cllr J. Kitson to confirm arrangements with the Clerk, the lunch club cook, the shop company and RVS.

86 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 9th October 2013, at the Barley Room, Tithe Barn, Lower Street, Sproughton.

87 MATTERS RAISED BY MEMBERS

There were no matters raised.

Summary of Actions

- 72 REVIEW OF COUNCIL ACTIONS FROM THE PARISH COUNCIL MEETING HELD ON 10TH JULY 2013
Action: Clerk to confirm that Babergh District Council have been informed that Mr Barwick has been co-opted to Sproughton Parish Council.
Action: The Clerk is asked to confirm that Sproughton Events have replied to our letter of complaint.
- 74 REVIEW OF COUNCIL ACTIONS FROM THE EXTRAORDINARY PARISH COUNCIL MEETING HELD ON 25TH JULY 2013
Action: The Clerk is to confirm the current status regarding opening the accounts requested with Ipswich Building Society, Cambridge Building Society and NatWest Bank
- 75 TO RECEIVE THE REPORT OF THE TRANSPORT PANEL AND RELATED TRAFFIC MATTERS
Action: The Clerk is to write to Steve Merry at Suffolk County Council to confirm the council's decision in respect of the positioning of the 30 mph speed limit sign
- 77 FINANCE
(iii) To Agree to Transfer £439.85 from the Equipment Reserve Account to the General Account
The Council agreed to hold over a decision on this item.
Action: To be included on the Agenda for the next meeting.
(iv) To Approve And Accept The External Auditor's Opinion
The Auditors opinion was not available to consider and it was agreed to hold this over until the next meeting.
Action: To be included on the Agenda for the next meeting.
(v) To Consider Arrangements For Setting The 2014/2015 Budget And Precept
Action: The Clerk to arrange a meeting of the working party to prepare the draft budget for 2014/15
79. TO CONSIDER THE TERMS OF REFERENCE OF THE TITHE BARN COMMITTEE
Action: Cllr S. Curl to amend the draft terms of reference for the Tithe Barn Panel and submit the revised document for approval at the next Council meeting.
- 80 RISK MANAGEMENT ACTION POINTS UPDATE
Actions:
Clerk to hand over electronic records of Council records to Chairman for safekeeping at his home
Cllr K. Barwick to review the Allotment Holders Agreement and incorporate the recommendations contained in items 2.1.1, 2.1.2 and 2.1.3 of the report
Clerk to contact David Pizzy at BDC for details of an Arboriculturalist who could assist with item 2.2.2
Clerk is requested to build a library of Funeral Directors' health and Safety risk assessments for work they may carryout at the Burial Ground
Clerk to investigate H&S issues around self-employed contractors working for the Council and liaise with Public Liability insurers.
Clerk to request Tithe Barn Warden to review Accident Book entries regularly and report back all findings.
- 81 STREET LIGHTING
Action: Clerk to write to Karen Smith at Suffolk County Council to confirm our participation in the "Part Night" lighting scheme, asking them to go ahead and fit the necessary equipment to our 41 units at a cost of £1845.

Action: Cllr V Durrant to report the unstable light column in Church Lane and missing column ID numbers to Karen Smith at Suffolk County Council.
- 82 TO CONSIDER FUNDING REQUEST FROM PLAYING FIELD MANAGEMENT COMMITTEE AND RELATED MATTERS
Action: Cllr J. Kitson will prepare a draft letter advising the council's decision and advice. Once agreed by Councillors, the Clerk will be requested to send it to the Chairman of PFMC.
- 84 TO AGREE JOB DESCRIPTIONS FOR THE CLERK AND THE TITHE BARN WARDEN

Action: Copies of the Clerk's Job Description and Person Specification and the Tithe Barn Warden's Role and Responsibilities be handed to the Clerk for filing and copies provided to the current job holders.

85

SPROUGHTON LUNCH CLUB

Action: Cllr J. Kitson to confirm arrangements with the Clerk, the lunch club cook, the shop company and RVS.

The meeting closed at 9.37pm.

Chairman : _____

Date: _____