

**MINUTES OF THE SPROUGHTON PARISH COUNCIL MEETING HELD AT THE BARLEY ROOM, TITHE BARN,
LOWER STREET, SPROUGHTON ON 17TH SEPTEMBER 2014, AT 7.30PM**

Councillors present:

Cllr S.Curl (Chairman), Cllr K.Barwick, Cllr H.Davies, Cllr G.Moore

Mrs S. Frankis, Clerk & Responsible Financial Officer

David Busby, County Cllr

Peter Jones, District Cllr

Nicholas Ridley, District Cllr

PCSO Cooper

82 APOLOGIES FOR ABSENCE TO BE RECEIVED

The Council resolved to receive the apologies from Cllr V.Durrant, for his absence due to a personal commitment.

83 TO ACCEPT MEMBERS DECLARATIONS OF INTEREST

There were none received.

84 CONSIDERATION FOR DISPENSATIONS FOR A PECUNIARY INTEREST

There were none to consider.

85 TO CONFIRM AND SIGN THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 11TH JUNE 2014

The minutes of the meeting held on 16th July 2014, having been circulated to all members, were confirmed and signed as an accurate record of the meeting.

86 REVIEW OF COUNCIL ACTIONS FROM THE PARISH COUNCIL MEETING HELD ON 11TH JUNE 2014

Re. minute no. 14/15 79 The Clerk advised that six of the Parish Council owned laptops had been passed to neighbouring parish councils, to enable them to work with the revised Babergh District Council planning consultation process.

Re. minute no. 14/15 81 The Clerk advised that SALC is unaware of defibrillator units having been introduced by parish councils.

7.33pm The meeting was adjourned to receive reports from PCSO Cooper, David Busby, County Cllr and Nicholas Ridley, District Cllr.

PCSO Cooper advised there had been six reported crimes in Sproughton for August 2014; three reported crimes of theft from motor vehicles, one reported crime of possession of Class 'B' drugs, one reported crime of driving with alcohol and a reported crime of criminal damage to fencing of the tennis courts at the Playing Fields. He advised of a number of circulating telephone, text and email scams and passed on printed publicity to be displayed and distributed as appropriate.

Cllr S.Curl referred to the Safer Neighbourhood Team Priority Setting meeting, being held this evening and asked if issues could be submitted via email in the absence of a Parish Council member being available to attend. PCSO Cooper advised that it would be preferable to raise issues at the meetings but matters could be submitted for consideration at the next meeting.

Peter Jones, District Cllr had observed a Speed Enforcement Team working along Hadleigh Road, near to the entrance of Chantry Park; he enquired as to the success of the exercise. PCSO Cooper advised

that this would have been carried out by the Ipswich Team; he agreed to request the results of the exercise be forwarded to the Parish Clerk.

7.40pm PCSO Cooper left the meeting.

David Busby, County Cllr advised that Suffolk County Council Trading Standards is currently contacting a number of residents who have been highlighted on a scam mail list of 1600 residents. He advised that first Suffolk Skills Show, aimed at 11-24 year olds, is to be held at Trinity Park, on 22nd October 2014. He advised of the availability of a fully equipped 'Classroom on Wheels' for hire at £220 per day plus an £80 drop-off fee. He advised of the forthcoming second anniversary of a number of libraries having been outsourced and of their success. He advised that Care UK is on schedule to complete the program of new care homes.

Cllr S.Curl asked if Suffolk County Council is taking responsibility to protect residents from email scams, in light of the County Council working to bring faster broadband services to the county and thereby exposing users to a greater risk.

Nicholas Ridley, District Cllr advised that the turbine decision is likely to come up in the next month or so. He advised that Babergh District Council will be required to make a budget saving of £1.5million over the next three years. The Babergh / Mid Suffolk District Council headquarters debate continues, and goes to Strategy in October, although no final decision will be taken until after the May 2015 elections.

8.00pm The meeting was reconvened.

87 TO DECLARE A COUNCILLOR VACANCY

The Council declared a councillor vacancy, due to the resignation of Cllr John Kitson.

Action: The Clerk is to notify Babergh District Council of a councillor vacancy, due to the resignation of Cllr. John Kitson.

Action: Cllr S.Curl is to draft a letter of thanks to Mr John Kitson.

88 ELECTION OF PARISH COUNCIL VICE-CHAIR

The Council voted unanimously in favour of Cllr G.Moore being elected as Vice-Chair to Sproughton Parish Council.

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

Cllr V.Durrant had circulated a number of email updates to the Council since the last meeting.

David Busby, County Cllr presented an update regarding the SnOasis Sproughton Mitigation Measures; he agreed to relay the information to Cllr V.Durrant. David Busby, County Cllr agreed that he would request a copy of the related Transport Impact report.

90 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.

91 FINANCE

(i) To Approve Payments and Budget Position

The statements of payments for July 2014 and August 2014 were approved.

(ii) To Consider Requests for Grants

A request for a letter of support as part of a Babergh District Council and/or Viridor grant application had been received from Sproughton Tennis Club. The Council unanimously agreed to forward a letter of support to Sproughton Tennis Club.

Action: The Clerk is to forward a letter of support to Sproughton Tennis Club, as part of their Babergh District Council and/or Viridor grant application process.

(iii) To Receive the Findings of the Quarterly Audit of the Credit Card Statements

Cllr V.Durrant had undertaken the quarterly audit of the credit card statements. He had highlighted a 2p VAT variance between two April 2014 receipts but which then balanced overall. There were issues to consider.

(iv) To Agree Bank Signatories

The Council unanimously agreed to appoint Cllr V.Durrant and Cllr G. Moore as Parish Council bank signatories. Parish Council bank signatories are now Cllr S.Curl, Cllr V.Durrant and Cllr G.Moore.

(v) To Agree to Pay BT by Whole Direct Debit

The Clerk advised that following the resignation of Cllr J.Kitson, a Parish Council bank signatory, she had been unable to arrange payment of the B.T. bill and so had set up a Whole Bill Direct Debit for the Tithe Barn Red Care line rental bill, thus making a saving of £24.00 per year. The Council unanimously agreed to accept the Clerks action.

(vi) To Approve and Accept the External Auditor's Opinion

The Council approved and accepted the audit opinion of the external auditor, BDO LLP, for the year ended 31st March 2014. In the view of BDO LLP. the information in the annual return and intermediate audit was in accordance with proper practices and there were no matters to give cause for concern.

(vii) To Consider Arrangements for Setting the 2015/2016 Budget and Precept

A working party comprising the Clerk, Cllrs S.Curl, K.Barwick, H.Davies and G.Moore will prepare a draft budget for review at the October 2014 meeting.

Action: The Clerk is to arrange a meeting of the working party to prepare the draft budget for 2015/2016.

92 BURIAL GROUND

(i) To Consider Requests for Memorials

There were no requests to consider.

(ii) To Agree Expenditure for Tree Works

The Clerk advised she had arranged for three contractors to submit quotes for tree works to be undertaken at the Burial Ground. The Parish Council considered quotes received from Suffolk Tree Services Ltd for £1,235.00 + VAT, Ecosystems Tree & Groundcare Ltd for £475.00 + VAT and Oakdene Tree Services for £650.00. The Council unanimously agreed to accept the quote received from Oakdene Tree Services for £650.00.

Action: The Clerk is to accept the quote received from Oakdene Tree Services for £650.00.

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

Cllr H.Davies advised that she and the Clerk had met with the Tithe Barn warden, Jane Draper, on 3rd September 2014. The Council had received notification from the warden of her intention to introduce an 'on-call' charge to the Council; the purpose of the meeting was to discuss the background to the proposals. A request had been made to the warden, at the meeting, for information regarding the details of historical call outs; the Council had received the information on 15th September 2014. The information received was incomplete and did not provide sufficient details for the matter to be considered at this time. The Clerk is to request the additional information, in order for the Council to consider the matter further.

Action: The Clerk is to request additional information regarding the details of historical call outs.

Cllr H.Davies advised that she continues to work on redrafting the Tithe Barn Conditions of Hire and reconfiguring the contents to be called Documentation for the Hire of the Tithe Barn. She advised that the next meeting of the Tithe Barn Panel will be on 30th September 2014.

Cllr S. Curl and Mr J.Kitson continue to work on the Tithe Barn Flood Plan.

The Clerk advised she had received notification of a Tithe Barn hiring cancellation for August 2015 and asked the Council for permission to refund £175 of the £200 deposit paid, thereby retaining £25 to cover the costs incurred by the Parish Council for administration and the Tithe Barn Warden's time. The Council agreed to refund £175 to the hirer.

- 94 TO CONSIDER TITHE BARN WARDENS JOB DESCRIPTION AND EMPLOYMENT STATUS
This matter was considered under agenda item no. 12.
- 95 CHILDREN'S PLAY AREA
Cllr G.Moore asked if the Council could arrange for a tree branch, which is overhanging the slide, to be removed.
Action: The Clerk is to ask Mike Herbert to remove the branch.
Cllr K.Barwick advised he had inspected the tractor climbing frame and offered to make the necessary repairs to the decaying metal work.
The Clerk advised that she had received a request from a visitor to the play area for a soft buffer to be installed to the entrance gate. Cllr K.Barwick offered to install a suitable rubber buffer to the frame.
- 96 P.F.M.C. ITEMS FOR CONSIDERATION, INCLUDING PFMC SPC REPRESENTATIVE MEMBER
Cllr H.Davies advised the next P.F.M.C. meeting is to be held on 23rd September 2014. She advised she continues to await a meeting with the P.F.M.C. in order to establish clarity of occupation of the play area for the Parish Council and to determine a good operating program for both parties. Cllr K.Barwick agreed to accompany Cllr H.Davies to the meeting.
- 97 NEIGHBOURHOOD PLAN
There were no updates to report.
- 98 TO CONSIDER POTENTIAL COMMUNITY CARETAKER SCHEME
The Council agreed not to consider the matter further.
- 99 TO ADOPT REVISED PARISH COUNCIL STANDING ORDERS
On 6th August 2014, the Public Bodies (Admission to Meetings) Act 1960 ('the 1960 Act') was amended by the Openness of Local Government Bodies Regulations 2014 ('the 2014 Regulations'). The Parish Council unanimously agreed to amend Soughton Parish Council Standing Order no. 3l to incorporate the new provisions.
- 100 TO CONSIDER REQUEST FROM COMMUNITY SHOP C.I.C. FOR A PARISH COUNCIL LAPTOP
The Parish Council had received a letter of request from Soughton Community Shop C.I.C. for a donation of one/two of the Parish Council owned laptops. The Parish Council unanimously agreed to donate one laptop to Soughton Community Shop C.I.C. to assist with the running of the shop.
Action: The Clerk is to arrange to pass on one laptop to Soughton Community Shop C.I.C..
- 101 TO AGREE THE TIME, DATE AND PLACE OF THE NEXT MEETING OF THE COUNCIL
The next Soughton Parish Council meeting will be at 7.30pm, on 15th October 2014, at the Barley Room, Tithe Barn, Lower Street, Soughton.
- 102 MATTERS RAISED BY MEMBERS
Cllr G.Moore advised there are a number of unsightly weeds on the footpath outside number 16 Lower Street, Soughton.
Cllr K.Barwick advised that a number of dog walkers are using the access path to the Soughton Allotment Gardens; the associated dog litter is becoming a nuisance. Cllr K.Barwick advised that he had researched the area and that the access path is not a public footpath. The Clerk agreed to erect advisory signs to the access gates at the Allotment Gardens.
Action: The Clerk is to erect advisory signs to the access gates at the Allotment Gardens.
The Clerk advised that a Parishioner had approached the Parish Council with an offer of a number of daffodil bulbs to be planted at the Village Green.
Nicholas Ridley, District Cllr advised of a small car, which parks at the left hand side of Lower Street, close to the junction with High Street, causing a nuisance and making it difficult for other road users.

The Clerk advised she has previously notified PC Tyrell and PCSO Ford of the situation; their response had been that no nuisance was being caused. The Clerk agreed to raise the issue again with PC Tyrell and PCSO Ford.

Action: The Clerk is to raise the issue of cars parked at Lower Street, Sproughton with PC Tyrell and PCSO Ford.

Summary of Actions

87 TO DECLARE A COUNCILLOR VACANCY

Action: The Clerk is to notify Babergh District Council of a councillor vacancy, due to the resignation of Cllr. John Kitson.

Action: Cllr S.Curl is to draft a letter of thanks to Mr John Kitson.

71 FINANCE

(ii) To Consider Requests for Grants

Action: The Clerk is to forward a letter of support to Sproughton Tennis Club, as part of their Viridor grant application process.

(vii) To Consider Arrangements for Setting the 2015/2016 Budget and Precept

Action: The Clerk is to arrange a meeting of the working party to prepare the draft budget for 2015/2016.

(ii) To Agree Expenditure for Tree Works

Action: The Clerk is to accept the quote received from Oakdene Tree Services for £650.00.

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

Action: The Clerk is to request additional information regarding the details of historical call outs.

95 CHILDREN'S PLAY AREA

Action: The Clerk is to ask Mike Herbert to remove the branch.

100 TO CONSIDER REQUEST FROM COMMUNITY SHOP C.I.C. FOR A PARISH COUNCIL LAPTOP

Action: The Clerk is to arrange to pass on one laptop to Sproughton Community Shop C.I.C..

102 MATTERS RAISED BY MEMBERS

Action: The Clerk is to erect advisory signs to the access gates at the Allotment Gardens.

Action: The Clerk is to raise the issue of cars parked at Lower Street, Sproughton with PC Tyrell and PCSO Ford.

The meeting closed at 9.00pm

Chairman : _____

Date: _____