

**MINUTES OF THE SPROUGHTON PARISH COUNCIL MEETING HELD AT THE BARLEY ROOM, TITHE BARN, LOWER STREET, SPROUGHTON ON 11<sup>th</sup> FEBRUARY 2015, AT 7.40PM**

Councillors present:

Cllr K.Barwick, Cllr V.Durrant, Cllr G.Moore, Cllr P.Powell

Mrs S. Frankis, Clerk & Responsible Financial Officer

David Busby, County Cllr

Nicholas Ridley, District Cllr

Peter Jones, District Cllr

The meeting was chaired by Cllr V.Durrant

162 APOLOGIES FOR ABSENCE TO BE RECEIVED

The Council resolved to receive the apologies from Cllr S.Curl, for his absence due to illness.

162 TO ACCEPT MEMBERS DECLARATIONS OF INTEREST

None were received.

163 CONSIDERATION FOR DISPENSATIONS FOR A PECUNIARY INTEREST

There were none to consider.

164 TO CONFIRM AND SIGN THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 14th JANUARY 2015

The minutes of the meeting held on 14th January 2015, having been circulated to all members, were confirmed and signed as an accurate record of the meeting.

165 REVIEW OF COUNCIL ACTIONS FROM THE PARISH COUNCIL MEETING HELD ON 14th JANUARY 2015

Re. minute no. 14/15 149(iii) The Clerk confirmed that Babergh District Council had acknowledge their receipt of the Parish Council's precept demand for 2015/21016, which will give a 0.81% reduction on the 2014/2015 demand.

Re. minute no. 14/15 149(iv) The Clerk confirmed she had ordered a replacement lawn mower, at a cost of £231.66.

Re. minute no. 14/15 151 The Clerk confirmed she had received three quotes; she suggested that the Council consider the details of the quotes prior to the next Parish Council meeting.

7.47pm The meeting was adjourned to receive reports from David Busby, County Cllr, Nicholas Ridley, District Cllr. And Peter Jones, District Cllr.

David Busby, County Cllr advised that Suffolk County Council is due to set its 2015/2016 budget; it is expected there will be a zero% increase. Cllr V.Durrant thanked David Busby, County Cllr for his input with the Highways department. Cllr V.Durrant advised he had contacted Mr S.Merry, of Suffolk County Council to ask that the use of temporary speed cameras along the newly extended 30mph stretch of the B1113 be considered. He had also asked for information and guidance regarding the new VAS system. To

date no acknowledgement or response had been received; Cllr V.Durrant asked David Busby, County Cllr to prompt Mr S.Merry for a response.

Nicholas Ridley, District Cllr advised that Babergh District Council will consider their 2015/2016 budget tomorrow, which is expected to be set with a 0% increase. He advised that the Dame Vera Lynn Trust, Burstall Lane, Sproughton has given parents one weeks notice to close; this is due to financial problems. He asked for the Parish Council's experience of the recently held Local Plan Workshops. Cllr V.Durrant advised that he and Cllr P.Powell had attended an evening workshop, where there had only been eight attendees. Cllr V.Durrant had questioned the involvement of Parish Councils as there is no support available for them to make informed decisions whereas Local Planning Authorities have access to consultants and legal teams.

8.00pm The meeting was reconvened.

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

Cllr V.Durrant had circulated a briefing note on the background and current position with the S106 agreement related to the residential housing development at Great Blakenham for publication on the Parish Council website, and a summary version for publication in the In Touch magazine, to the Council prior to the meeting. The Council unanimously agreed that the full version should be published on the Parish Council website and the summary version should be forwarded to the editor of the In Touch magazine, for publication.

**Action: Cllr H.Davies is to publish the full briefing note on the Parish Council website.**

**Action: The Clerk is to inform Cllr S.Curl that the summary version can be forward to the editor of the In Touch magazine.**

167 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.

168 FINANCE

(i) To Approve Payments and Budget Position

The statements of payments for January 2015 was approved.

(ii) To Consider Requests for Grants

The Council unanimously agreed to award a grant of £250 to the 1<sup>st</sup> Sproughton Brownies.

**Action: The Clerk is to forward a cheque for £250 to the 1<sup>st</sup> Sproughton Brownies.**

The Council unanimously agreed to award a grant of £250 the SARS.

**The Clerk is to forward a cheque for £250 to SARS.**

(iii) Quarterly Credit Card Audit and Mid-Year Accounts Ledger Audit

Cllr S.Curl continues to carry out the quarterly audit of the credit card statements.

Cllr G.Moore agreed to carry out a mid-year audit of the accounts ledger.

**Action: Cllr S.Curl is to carry out a quarterly audit of the credit card statements.**

**Action: Cllr G.Moore is to carry out a mid-year audit of the accounts ledger.**

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

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

1. To consider a long-term investment of the Tithe Barn Thatch Reserve Fund in order to achieve a better investment return on the funds.
2. To continue to regularly review the effectiveness of the Parish Council arrangements to protect Council financial assets.

- 169 BURIAL GROUND  
(i) To Consider Requests for Memorials  
There were no requests to consider.  
(ii) To Consider Tree Report  
Following the recent tree works undertaken at the Burial Ground, the tree surgeon had been asked to submit a report regarding the health of the mature false acacia, situated to the far left hand corner of the Burial Ground. The tree has been found to be infected with 'shaggy scaly cap' fungus. However as the report advises that the rot is often slow to progress with the tree putting on extra wood to counteract the effects of decay, the Parish Council decided not to take any action at this time but to review the matter in 12 months time.
- 170 TO RECEIVE THE REPORT OF THE TITHE BARN PANEL AND RELATED MATTERS  
No report was received.
- 171 TO CONSIDER TITHE BARN WARDENS JOB DESCRIPTION  
The Clerk advised that the Tithe Barn warden had raised issues with clauses 3.2 and 3.3 of the draft Service Specification; these had been brought to the Council's attention prior to the meeting. The Council unanimously agreed to amend the wording of clauses 3.2 and 3.3 to address the issues raised.  
**Action: The Clerk is to forward a copy of the amended draft Service Specification to the Tithe Barn warden.**
- 172 ALLOTMENT GATE  
The Council unanimously agreed to set a budget of up to £200 for the purchase of a new gate and posts. Cllr K.Barwick advised there would be no charge for the works as they were to be undertaken by the allotment holders.
- 173 CHILDREN'S PLAY AREA  
The report of the 2014 Annual Inspection of the children's play area had been received from Babergh District Council and circulated to the Council prior to the meeting. Cllr K.Barwick agreed to consider the necessary works to be undertaken to address the matters raised in the report.
- 174 P.F.M.C. ITEMS FOR CONSIDERATION, INCLUDING PFMC SPC REPRESENTATIVE MEMBER  
No report was received.
- 175 VEHICLE ACTIVATED SIGNS FOR PARISHES  
Cllr V.Durrant advised he continues to await a response from Mr S.Merry, of Suffolk County Council.
- 176 TO CONSIDER THE TERMS OF THE SPROUGHTON COMMUNITY SHOP C.I.C.'S OCCUPATIONAL LICENCE FOR THE PERIOD 1<sup>ST</sup> APRIL 2015 TO 31<sup>ST</sup> MARCH 2016  
**Action: The Clerk is to again request a copy of the Sroughton Community Shop C.I.C.'s year end accounts, in order that the Council can begin the process of drafting a licence.**
- 177 TO AGREE THE TIME, DATE AND PLACE OF THE NEXT MEETING OF THE COUNCIL  
The next Sroughton Parish Council meeting will be at 7.30pm, on 11th March 2015, at the Barley Room, Tithe Barn, Lower Street, Sroughton.

178 MATTERS RAISED BY MEMBERS

Cllr K.Barwick advised that the restricted access signs on the allotment gates need replacing; he suggested they be replaced with a more permanent type.

Summary of Actions

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

**Action: Cllr H.Davies is to publish the full briefing note on the Parish Council website.**

**Action: The Clerk is to inform Cllr S.Curl that the summary version can be forward to the editor of the In Touch magazine.**

168 FINANCE

(ii) To Consider Requests for Grants

**Action: The Clerk is to forward a cheque for £250 to the 1<sup>st</sup> Sproughton Brownies.**

**The Clerk is to forward a cheque for £250 to SARS.**

171 TO CONSIDER TITHE BARN WARDENS JOB DESCRIPTION

**Action: The Clerk is to forward a copy of the amended draft Service Specification to the Tithe Barn warden.**

176 TO CONSIDER THE TERMS OF THE SPROUGHTON COMMUNITY SHOP C.I.C.'S OCCUPATIONAL LICENCE FOR THE PERIOD 1<sup>ST</sup> APRIL 2015 TO 31<sup>ST</sup> MARCH 2016

**Action: The Clerk is to again request a copy of the Sproughton Community Shop C.I.C.'s year end accounts, in order that the Council can begin the process of drafting a licence.**

The meeting closed at 8.32pm

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

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