

**MINUTES OF THE SPROUGHTON PARISH COUNCIL MEETING HELD AT THE BARLEY ROOM, TITHE BARN,
LOWER STREET, SPROUGHTON ON 23rd SEPTEMBER 2015, AT 7.30PM**

Councillors present:

Cllr S.Curl (Chairman), Cllr K.Barwick, Cllr H.Davies, Cllr V.Durrant

Mrs S. Frankis, Clerk & Responsible Financial Officer

David Busby, County Cllr

Nicholas Ridley, District Cllr

Barry Gasper, District Cllr

91 APOLOGIES FOR ABSENCE TO BE RECEIVED

The Council resolved to accept the apologies received from Cllr P.Powell, for his absence due to personal commitments.

Apologies were received from Barry Gasper, District Cllr.

92 TO ACCEPT MEMBERS DECLARATIONS OF INTEREST

None were received.

93 CONSIDERATION FOR DISPENSATIONS FOR A PECUNIARY INTEREST

The Clerk advised she had received a request for a dispensation for a pecuniary interest from Cllr S.Curl, on 3rd September 2015. The Clerk advised she had granted a dispensation to Cllr S.Curl to allow him to participate, or participate further, in any discussion relating to the anticipated mixed development by Taylor Wimpey at Chantry Vale (the land bordered by A1071, A1214 and A14), and to participate in any vote, or further vote, taken on that business by that body. Cllr S.Curl had been notified accordingly.

94 TO CONFIRM AND SIGN THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 8TH JULY 2015

The minutes of the meeting held on 8th July 2015, having been circulated to all members, were confirmed and signed as an accurate record of the meeting.

95 REVIEW OF COUNCIL ACTIONS FROM THE PARISH COUNCIL MEETING HELD ON 8TH JULY 2015

Re. minute no. 15/16 71(iv) The Clerk confirmed the level of fidelity guarantee insurance had been increased from £200k to £250k; there had been no increase in the premium.

96 TO CONFIRM AND SIGN THE MINUTES OF THE EXTRAORDINARY PARISH COUNCIL MEETING HELD ON 22ND JULY 2015

The minutes of the meeting held on 22nd July 2015, having been circulated to all members, were confirmed and signed as an accurate record of the meeting.

97 REVIEW OF COUNCIL ACTIONS FROM THE EXTRAORDINARY PARISH COUNCIL MEETING HELD ON 22ND JULY 2015

There were no matters to consider.

98 TO CONFIRM AND SIGN THE MINUTES OF THE EXTRAORDINARY PARISH COUNCIL MEETING HELD ON 2ND SEPTEMBER 2015

The minutes of the meeting held on 2nd September 2015, having been circulated to all members, were confirmed and signed as an accurate record of the meeting.

99 REVIEW OF COUNCIL ACTIONS FROM THE EXTRAORDINARY PARISH COUNCIL MEETING HELD ON 2ND SEPTEMBER 2015

The Clerk advised that completed forms have been submitted and she awaits notification that the additional bank signatories have been put in place.

100 PUBLIC FORUM/PARTICIPATION, INCLUDING REPORTS FROM THE COUNTY AND DISTRICT COUNCILLORS

David Busby, County Cllr apologised for not attending the public meeting, held on 3rd September 2015. He advised that he has spoken to Suffolk County Council (SCC) Highways planning officer, Mr D Watson, regarding the traffic survey for the proposed Wolsey Grange development. SCC has advised Cllr Busby that traffic issues will not be cited as a reason to refuse the application, unless the expected impact would be severe, i.e., an increased delay at any junction of 15 minutes; any other impact would not be considered as severe. He advised that he continues to liaise with Mr S.Merry, of SCC, regarding the Sroughton traffic mitigation measures. He reminded the Council of the forthcoming A1071 closure whilst repairs are undertaken to the bridge. Cllr Busby advised that SCC has launched a 'Shoe Box Appeal' for under-privileged children.

Cllr V.Durrant advised he had recently submitted an on-line report to SCC, regarding the need to clear overgrown vegetation from the Hadleigh Road footpath; the section from the Church Lane junction to Springvale Cottages. He had received an unsatisfactory response to say that no works would be undertaken. He then followed up the matter by submitting a report by telephone but to date has received no response. Cllr Busby agreed to look into the matter.

Cllr Busby advised he had received a report which stated the Ipswich traffic light improvement program would produce a 5% improvement in traffic flow.

Nicholas Ridley, District Cllr advised that Babergh District Council continues to await approval of their C.I.L. draft document. He advised that no progress has been made regarding a merged headquarters building for Babergh and Mid Suffolk District Councils and that devolution has been expanded from Suffolk only to Suffolk and Norfolk. He advised the Babergh and Mid Suffolk District Councils Community Achievement Awards 2016 have been launched and that nominations can be submitted until the end of December 2015.

Cllr V.Durrant expressed concern regarding the lack of confirmation from Babergh District Council when submissions had been made relating to the proposed Wolsey Grange application, despite requests for receipts having been made by those making the submissions. Cllr Ridley agreed to look into the matter.

Cllr Ridley advised he wouldn't expect the proposed Wolsey Grange application to be determined by Committee before Christmas 2015, and that he would expect the Parish Council to be given ample notice of when it will be due to be considered.

Cllr H.Davies asked for clarification on how the Babergh District Council Planning Committee operates; do the members put forward their own views or those of their constituents? Cllr Ridley indicated that the Parish Council knew of his views regarding the proposals but that as a Brook Ward representative, he would put forward his own comments, as well as our own.

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

Cllr V.Durrant advised there were no matters of progress to report.

102 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.

103 FINANCE

(i) To Approve Payments and Budget Position

The statements of payments for July and August 2015 were approved.

Cllr V.Durrant verified the Parish Council bank and building society balances, as reported within the monthly Financial Summary reports, with the bank statements and passbook balances.

8.05pm David Busby, County Cllr left the meeting.

(ii) To Consider Requests for Grants

There were no requests to consider.

(iii) To Consider Allocation of Specific Precepted Reserve Funds

The Council unanimously agreed to transfer 2015/2016 precepted, earmarked reserve funds to the specific headings now that the second precept instalment has been received.

Action: The Clerk is to arrange the transfer of funds to the specific reserve headings.

(iv) To Consider Arrangements for Setting the 2016/2017 Budget and Precept

A working party comprising the Clerk, Cllrs S.Curl and Cllr H.Davies will prepare a draft budget for review at the November 2015 meeting.

Action: The Clerk is to arrange a meeting of the working party to prepare the draft budget for 2016/2017.

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

The Council unanimously agreed to grant permission for a memorial to be erected in memory of the late John Thompson Winlow.

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

Cllr H.Davies advised she would pass the details of the Tithe Barn toilet upgrade works to the Clerk, in order that tenders could be sought.

The Clerk had notified the Council, prior to the meeting that the Tithe Barn electricity contract, with E.on, is due to expire on 24 January 2016. She had been advised there would be an advantage to securing a new contract well in advance of the contract ending, as energy providers are still quoting summer prices. She had circulated the details of three different plan options to the Council prior to the meeting. The Council unanimously agreed to accept the quote received from Scottish Power; the contract would run from 25 January 2016 to 30 November 2016.

Action: The Clerk is to arrange for the Tithe Barn electricity contract for the period 25 January 2016 to 30 November 2016 to be undertaken with Scottish Power.

Cllr S.Curl referred to a complaint made by a neighbour of the Tithe Barn, relating to a hiring event held on 18th July 2015. The Parish Council had put forward the offer of formally meeting with the complainant but the offer had not been taken up. The Council has therefore considered the issue to no longer be of importance to the complainant and has closed the matter.

106 CHILDREN'S PLAY AREA

There were no updates to report.

107 P.F.M.C. ITEMS FOR CONSIDERATION, INCLUDING PFMC SPC REPRESENTATIVE MEMBER

There were no updates to report.

108 REVIEW OF THE CLERK'S CONTRACT OF EMPLOYMENT

Cllr H.Davies advised a revised job description and contract of employment had been agreed by the Parish Council and the Clerk.

Action: The Parish Council is to issue a revised job description and contract of employment to the Clerk.

109 WORKPLACE PENSIONS - AUTOMATIC ENROLMENT

Cllr S.Curl advised the Clerk had notified the Parish Council that she did not intend to accept the pension offers forward, on the basis of a 'Non-Eligible Job Holder'. She had also confirmed that she would wish to opt-out should circumstances alter to take her into the 'Eligible Holder' category.

110 REVIEW OF THE PARISH COUNCIL RISK ASSESSMENT DOCUMENT

The Council continues to undertake a review of the risk assessment document.

111 NEIGHBOURHOOD PLAN

The Clerk advised five volunteers had come forward following the call for help published in the In Touch magazine and the website. The Council agreed that a plan of action would be required.

Cllr H.Davies referred to the 'Asset of Community Value' scheme and questioned the suitability of the scheme to protect green spaces around the parish.

112 PARKING AT THE VILLAGE GREEN – TO CONSIDER MARKED PARKING BAYS

The Clerk advised she had submitted a report to Suffolk County Council, asking that parking bays be marked out around the Village Green, at the request of a resident. The Parish Council agreed in principle to the suggestion and agreed to support Suffolk County Council, should they proceed with the works.

113 TO ADOPT A MEDIA POLICY

The Clerk had circulated a draft Media Policy to the Council prior to the meeting. Cllr H.Davies questioned whether the policy should include social media references.

Action: Cllr H.Davies is to consider re-drafting a Media Policy.

114 TO ADOPT A REVISED 'CODE OF PRACTISE FOR HANDLING COMPLAINTS'

The Clerk had circulated a revised, draft Code of Practise for Handling Complaints to the Council, prior to the meeting. The Council unanimously agreed to adopt the proposed draft.

115 TO ADOPT A REVISED 'COMPLAINTS PROCEDURE' FORM

The Clerk had circulated a revised, draft Complaints Procedure form to the Council, prior to the meeting. The Council unanimously agreed to adopt the revised form.

116 TO ADOPT A 'DISCIPLINARY POLICY'

The Clerk had circulated a draft disciplinary policy to the Council, prior to the meeting. The Council unanimously agreed to adopt the proposed draft.

117 TO ADOPT A 'GRIEVANCE POLICY'

The Clerk had circulated a draft grievance policy to the Council, prior to the meeting. The Council unanimously agreed to adopt the policy.

118 ANNUAL REVIEW OF SPROUGHTON PARISH COUNCIL STANDING ORDERS AND FINANCIAL REGULATIONS

Action: The Clerk agreed to undertake a review of the Sproughton Parish Council Standing Orders and Financial Regulations.

- 119 THE NEW LOCAL COUNCIL AWARD SCHEME
Due to the lack of personnel required to undertake the necessary, additional works, the Council unanimously agreed to 'park' further participation in the scheme.
- 120 TO AGREE TO RECEIVE ELECTRONIC SUMMONS
The Council unanimously agreed to receive summons by email/electronically.
- 121 TO CONSIDER ANY ISSUES TO FORWARD TO THE BABERGH DISTRICT COUNCIL LOCALITY OFFICER
The Council agreed to consider the matter when Cllr P.Powell would be present.
- 122 TO CONSIDER SOCIETY LOCAL COUNCIL CLERKS (SLCC) SUBSCRIPTION
The Council unanimously agreed to undertake an annual subscription to SLCC.
- 123 TO AGREE THE TIME, DATE AND PLACE OF THE NEXT MEETING OF THE COUNCIL
The next Sproughton Parish Council meeting will be at 7.30pm, on 7th October 2015, at the Barley Room, Tithe Barn, Lower Street, Sproughton
- 124 MATTERS RAISED BY MEMBERS
Cllr K.Barwick advised that Mrs A Wright had expressed an interest in becoming a parish councillor. He considered the Council should approach her.
Action: The Clerk is to email Mrs A.Wright and invite her to join the Parish Council.
Cllr K.Barwick advised that due to personal commitments, he may find it difficult to attend future meetings.
Cllr V.Durrant advised that due to family commitments he was unable to continue in his role as a Sproughton Parish Councillor, and duly handed a letter of resignation to Cllr S.Curl. Cllr S.Curl expressed his regret at receiving the letter and thanked Cllr V.Durrant for his hard work, enthusiasm and dedication to the Parish Council, as a councillor and as Chairman of the Parish Council Transport Panel.
Action: The Clerk is to notify Babergh District Council that Cllr V.Durrant has resigned.
Cllr H.Davies asked if the Sproughton Parish Council, 'Green' candidate who stood at the May 2015 elections had been approached to join the Parish Council. Cllr S.Curl advised he intended to contact her. Cllr H.Davies advised of two forthcoming meetings of the River Gipping Trust, to be held at the Tithe Barn on 29 September and 6 October 2015. She agreed to forward a draft invitation for the meeting to be held on 6 October 2015, to the Clerk, to be forwarded to neighbouring parishes.
Cllr H.Davies advised she had received an email response from BBC Suffolk, who had passed her details to Radio Suffolk, with regards to the proposed Wolsey Grange application.
The Clerk asked that councillors advise her of all meetings they attend, in their capacity as a Sproughton Parish Councillor, in order to capture attendance numbers.
The Clerk advised that a Parish Council accident book/register has been introduced; all incidents, however small will be recorded. She asked that councillors notify her of any incidents.

Summary of Actions

76 TO AGREE A POLICY ON THE USE OF THE PARISH COUNCIL RESOURCES (TABLES ETC.) FOR NON PARISH COUNCIL EVENTS

Action: Cllr S.Curl agreed to consider and draft a terms of use document.

103 FINANCE

(iii) To Consider Allocation of Specific Precepted Reserve Funds

Action: The Clerk is to arrange the transfer of funds to the specific reserve headings.

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

Action: The Clerk is to arrange for the Tithe Barn electricity contract, for the period 25 January 2016 to 30 November 2016, to be undertaken with Scottish Power.

108 REVIEW OF THE CLERK'S CONTRACT OF EMPLOYMENT

Action: The Parish Council is to issue a revised job description and contract of employment to the Clerk.

113 TO ADOPT A MEDIA POLICY

Action: Cllr H.Davies is to consider re-drafting a Media Policy.

118 ANNUAL REVIEW OF SPROUGHTON PARISH COUNCIL STANDING ORDERS AND FINANCIAL REGULATIONS

Action: The Clerk agreed to undertake a review of the Sproughton Parish Council Standing Orders and Financial Regulations.

124 MATTERS RAISED BY MEMBERS

Action: The Clerk is to email Mrs A.Wright and invite her to join the Parish Council.

Action: The Clerk is to notify Babergh District Council that Cllr V.Durrant has resigned.

The meeting closed at 8.53 pm.

Chairman : _____

Date: _____