

MINUTES OF THE ANNUAL SPROUGHTON PARISH COUNCIL MEETING HELD AT THE BARLEY ROOM, TITHE BARN, LOWER STREET, SPROUGHTON ON 11TH MAY 2016, AT 7.30PM

Councillors present:

Cllr S.Curl (Chairman), Cllr K.Barwick, Cllr H.Davies, Cllr P.Powell

Mrs S. Frankis, Clerk & Responsible Financial Officer

David Busby, County Cllr

Nicholas Ridley, District Cllr

Barry Gasper, District Cllr

1 member of the public

21 ELECTION OF CHAIR

The Council voted unanimously in favour of Cllr S.Curl being re-elected as Chairman to Sproughton Parish Council.

22 DECLARATION OF ACCEPTANCE OF OFFICE BY CHAIR

Cllr S.Curl duly signed a Declaration of Acceptance of Office.

23 ELECTION OF VICE-CHAIR

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

24 APOLOGIES FOR ABSENCE TO BE RECEIVED

The Council resolved to accept the apologies received from Cllr I.Selby, for his absence due to a personal commitment.

25 TO ACCEPT MEMBERS DECLARATIONS OF INTEREST

Cllr S.Curl, Cllr K.Barwick, Cllr H.Davies and Cllr P.Powell advised they had been granted a dispensation which allowed them 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.

26 CONSIDERATION FOR DISPENSATIONS FOR A PECUNIARY INTEREST

There were none to consider.

27 TO CONFIRM AND SIGN THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 13TH APRIL 2016

The minutes of the meeting held on 13th April 2016, having been circulated to all members, were confirmed and signed as an accurate record of the meeting.

28 REVIEW OF COUNCIL ACTIONS FROM THE PARISH COUNCIL MEETING HELD ON 13TH APRIL 2016

Re. minute no: 16/17 8 The Clerk advised she had contacted the agents for the Felix Thornley Cobbold Trust, who had advised they were not aware the land surrounding Hope farm, Sproughton had been put forward for allocation and assessment, as part of the Babergh District Council S.H.L.A.A..

Re. minute no: 16/17 14 Cllr H.Davies advised the P.F.M.C. agendas include a statement which advises the public may attend meetings; she agreed to establish whether agendas are advertised, and if not, whether there is a requirement to do so.

Re. minute no:s 15/16 269 and 277 Cllr P. Powell had circulated a report of issues arising from the shop directors meeting he had attended. Following further consideration, regarding matters associated with the renewal of the Occupational Licence;

- (i) the Council did not consider it appropriate to continue to subsidise the shop's use of the Parish Council's bin and resolved to pass on an equal share of the refuse collection charges;
- (ii) the Council re-considered the proposal to pass on an equal share of the electricity standing charges and resolved to pay 100% of the charges;
- (iii) the shop had confirmed they would prefer for electricity, including CCL, to be charged on an estimated monthly basis, thus removing the need for the meter to be read each month. The Council agreed the meter would be read on 31st March each year, and any balancing adjustment would either be invoiced or refunded accordingly.

Action: The Clerk shall prepare a revised Occupational Licence for the period 1 April 2016 to 31 March 2017, which the Shop will be invited to sign.

Re. minute no: 16/17 7 The Clerk had circulated a scanned copy of the reply, received from Sproughton Community Shop, wherein an invitation for a Sproughton Parish Cllr to attend meetings as a point of liaison was extended. The Council unanimously agreed to be appointed the liaison cllr, based on primacy of communication between the shop and the Council.

Action: The Clerk is to notify the shop that Cllr P.Powell has been appointed liaison cllr.

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

David Busby, County Cllr advised the Review of the Fire Consultation had been completed and presented details of the resulting proposals which should produce £1m of the £1.3m savings needed; he advised a website has been launched, 'Help for Adults'; grants are available from the Tesco 'bag' scheme; Suffolk County Council has been awarded a gold award for health & safety; six months of highways works will be undertaken at Queens Street and Princes Street, Ipswich; revised opening times have been announced for waste recycling centres.

The Clerk referred to an issue raised by a parishioner at the 2016 Annual Parish meeting, relating to the SnOasis S106 mitigation measures. Suffolk County Council had advised the Ombudsman that they continued to work with the Parish Council to bring forward the measures however it had been established this was untrue. David Busby, County Cllr agreed to pursue the issue with Suffolk County Council Highways.

Nicholas Ridley, District Cllr advised that Ms Adan, Babergh District Council CEO is leaving her post; the proposed devolution and change of control at Norfolk County Council has stalled; the next Babergh District Council Parish Liaison meetings will be held on 7th June 2016; the proposed Brantham development will be considered by the Babergh District Council Planning Committee on 18th May 2016 and that members are minded to approve the development; he has been invited to attend a meeting to be held on 25th May 2016, at the Tithe Barn, Sproughton by the Ipswich Borough Council's Master Planners for the proposed development of the former sugar beet site.

Barry Gasper, District Cllr advised he had received information from Scottish Power that the East Anglia ONE will be 714 megawatts and that the power will come through Bramford sub-station, with a converter station at Burstall. It is expected to be fully operational by 2020.

- 30 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.
- 31 FINANCE
(i) To Approve Payments and Budget Position
The statement of payments for April 2016 was approved.
(ii) To Consider Requests for Grants
No requests had been received to consider.
(iii) To Receive the Findings of the Internal Auditor's Report
A scanned copy of the report had been circulated to the Council prior to the meeting. The Clerk advised the amount of VAT to be reclaimed at the year-end of £491.88 was incorrect in the report and should be £1,410.74; Standing Orders, reference NALC Legal Briefing L05-15 & 2015 Regulations, will be put to the Council for adoption at the next Parish Council meeting; revised Financial Regulations, reference NALC Financial Briefing F01E-16 were adopted by the Parish Council on 9th March 2016, minute ref. 16/17 10(vii); having checked the 2015 Asset Register, a calculating error of £93.34 was identified which has now been corrected; the Clerk advised she is aware that building society passbooks need to show the balance at the year-end however, unless a transaction has taken place, passbooks cannot be updated to show the same balance but with a more recent date.
(iv) To Allocate the General Fund
The Clerk had analysed the General Fund as at 31st March 2016 and circulated the details to the Council, prior to the meeting. The Council unanimously agreed to allocate the funds as advised.
Action: The Clerk is to transfer £30, 137.81 from the General Fund to specific reserve accounts.
- 32 TO CONSIDER REQUESTS FOR MEMORIALS AT THE BURIAL GROUND AND RELATED MATTERS, INCLUDING 'PEPPERCORN' AGREEMENT WITH BURSTALL PARISH COUNCIL
There were no requests to consider.
The Clerk referred to the legal agreement between Sproughton Parish Council and Burstall Parish Council regarding burial rights at Sproughton Burial Ground for Burstall parishioners. The Parish Council agreed the fee for the Rights would continue to be charged at £24 per year, payable on the first day of April in each year.
- 33 TO RECEIVE THE REPORT OF THE TITHE BARN PANEL AND RELATED MATTERS, INCLUDING REVISED HIRING CHARGES
Cllr H.Davies advised no meeting had been held.
The revised schedule of charges, as circulated to the Council prior to the meeting by the Clerk, were adopted. The Council agreed to 'uplift' the charges by 5% for 2017 and 2018, and to undertake a further review in 2018 in consideration of the charges for 2019.
The Clerk had obtained a quote for the north facing side of the Barn to be cleaned for a charge of £180.00. The Council agreed to accept the quote and to ask the contractor to supply a tower thereby discharging any safety responsibilities. The Clerk was mandated a budget of £300.00 for the works to be undertaken.
Action: The Clerk is to arrange for the north facing side of the Barn to be cleaned.
- 34 CHILDREN'S PLAY AREA
Cllr P.Powell had circulated a summary of quotes he had received to the Council, prior to the meeting.

Fencing – the Parish Council unanimously agreed to accept the quote received from Lee Sheldrake however agreed not to ask him to supply the galvanized steel fencing, in order that the Parish Council may recover the VAT.

Action: The Clerk is to accept the quote received from Lee Sheldrake and arrange for the works to be undertaken.

Climbing Frame, safety matting – the Parish Council unanimously agreed to accept the quote received from Fenland Leisure Products Ltd, for the laying of ‘Safagrass Matting’ at a cost of £1,976.25 + VAT.

Action: The Clerk is to accept the quote received from Fenland Leisure Products and arrange for the works to be undertaken.

Tractor – the Parish Council unanimously agreed to accept the quote received from Asnew Blast & Cleaning Restoration for grit blasting the tractor climbing frame and for applying rust-oleum primer and top coat paints at a cost of £480.00.

Action: The Clerk is to accept the quote received from Asnew Blast & Cleaning Restoration and arrange for the works to be undertaken.

Wet-pour damage under the swings – the Parish Council unanimously agreed to purchase 2 no. DIY wet-pour repair kits and arrange for the works to be undertaken by Mike Herbert Ltd.

Action: The Clerk is to purchase 2 no. DIY wet-pour repair kits and arrange for Mike Herbert Ltd to undertake the works.

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

There were no updates to report.

36 EAST BERGHOLT ASSOCIATION OF PARISH COUNCILS/ BABERGH ALLIANCE OF PARISH & TOWN COUNCILS

Cllr H.Davies had circulated notes of a meeting she had attended on 29th April 2016, which included draft terms of reference, to the Council prior to the meeting. The Council unanimously agreed to accept the invitation, put forward by East Bergholt Parish Council, to join the Babergh Alliance of Parish & Town Councils.

Action: The Clerk is to accept the invitation to join the Babergh Alliance of Parish & Town Councils.

37 DEFIBRILLATOR

Cllr P.Powell had undertaken comprehensive research into available units, and advised the Council accordingly. The Council resolved to provide a defibrillator subject to cost, planning requirements and up to a maximum budget of £2k.

Action: The Clerk is to contact the Babergh District Council Conservation Officer to establish if planning permission would be required for a unit to be installed on the Tithe Barn, facing Lower Street.

38 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 8th June 2016, at the Barley Room, Tithe Barn, Lower Street, Sproughton. Cllr P.Powell gave his apologies as he will be unavailable to attend the meeting.

39 MATTERS RAISED BY MEMBERS

Cllr K.Barwick advised that the holders of two allotment plots need to be reminded of the requirement to keep their plots ‘weed-free’.

Summary of Actions

28 REVIEW OF COUNCIL ACTIONS FROM THE PARISH COUNCIL MEETING HELD ON 13TH APRIL 2016

Re. minute no: 16/17 7

Action: The Clerk shall prepare a revised Occupational Licence for the period 1 April 2016 to 31 March 2017, which the Shop will be invited to sign.

Action: The Clerk is to notify the shop that Cllr P.Powell has been appointed liaison cllr.

31 FINANCE

(iv) To Allocate the General Fund

Action: The Clerk is to transfer £30, 137.81 from the General Fund to specific reserve accounts.

33 TO RECEIVE THE REPORT OF THE TITHE BARN PANEL AND RELATED MATTERS, INCLUDING REVISED HIRING CHARGES

Action: The Clerk is to arrange for the north facing side of the Barn to be cleaned.

34 CHILDREN'S PLAY AREA

Action: The Clerk is to accept the quote received from Lee Sheldrake and arrange for the works to be undertaken.

Action: The Clerk is to accept the quote received from Fenland Leisure Products and arrange for the works to be undertaken.

Action: The Clerk is to accept the quote received from Asnew Blast & Cleaning Restoration and arrange for the works to be undertaken.

Action: The Clerk is to purchase 2 no. DIY wet-pour repair kits and arrange for Mike Herbert Ltd to undertake the works.

36 EAST BERGHOLT ASSOCIATION OF PARISH COUNCILS/ BABERGH ALLIANCE OF PARISH & TOWN COUNCILS

Action: The Clerk is to accept the invitation to join the Babergh Alliance of Parish & Town Councils.

37 DEFIBRILLATOR

Action: The Clerk is to contact the Babergh District Council Conservation Officer to establish if planning permission would be required for a unit to be installed on the Tithe Barn, facing Lower Street.

The meeting closed at 9.15pm.

Chairman : _____

Date: _____