

MINUTES OF THE ANNUAL SPROUGHTON PARISH COUNCIL MEETING HELD AT THE BARLEY ROOM, TITHE BARN, LOWER STREET, SPROUGHTON ON 8TH MAY 2013, AT 7.30PM

Councillors present:

Cllr S.Curl (Chairman), Cllr H.Davies, Cllr V.Durrant, Cllr J.Kitson, Cllr G.Moore

Mrs S. Frankis, Clerk & Responsible Financial Officer
Nicholas Ridley, District Cllr

1 ELECTION OF CHAIRMAN

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

2 DECLARATION OF ACCEPTANCE OF OFFICE BY THE CHAIRMAN

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

3 ELECTION OF VICE-CHAIR

The Council voted unanimously in favour of Cllr J.Kitson being re-elected as Vice-Chairman to Sproughton Parish Council.

4 APOLOGIES FOR ABSENCE TO BE RECEIVED

The Council resolved to approve the apologies received from Cllr H.Davies for her expected late arrival, due to work commitments.
Peter Jones, District Cllr

5 TO ACCEPT MEMBERS DECLARATION OF INTEREST

No declarations of interest were received.

6 CONSIDERATION FOR DISPENSATIONS FOR A PECUNIARY INTEREST

There were no dispensations to consider.

7 TO CONFIRM AND SIGN THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 10TH APRIL 2013

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

8 REVIEW OF COUNCIL ACTIONS FROM THE PARISH COUNCIL MEETING HELD ON 10TH APRIL 2013

Re. minute no: 12/13 188 Cllr J.Kitson concluded that current circumstances do not show a need for a lease to be issued to the Sproughton Community Shop C.I.C. in order for them to occupy the Tithe Barn and the issuance of an occupational licence could continue at this time.

7.40pm The meeting was adjourned to receive a report from District Cllr, Nicholas Ridley.

District Cllr. Ridley advised he had been re-elected as Chairman of Babergh District Council. He advised that the solar farm planning application is to be considered within the next week; it is likely to be approved.

7.45pm The meeting was reconvened.

- 9 TO RECEIVE THE REPORT OF THE TRANSPORT PANEL AND RELATED TRAFFIC MATTERS
Cllr V.Durrant advised that the Parish Council had received an email from a Burstall Resident, who had recently experienced difficulties at Burstall Lane, when an over-sized car transporter was attempting to travel along the lane. He advised that the Transport Panel will consider the matter. Cllr V.Durrant corrected advice that he had communicated at the recent Annual Parish Meeting by advising that police speed cameras and V.A.S. can be used at Lower Street, Sproughton but only for traffic travelling from the Wild Man, P.H. towards the bridge.
- 10 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.
The Parish Council had received a request for support from the Parish Council Liaison Group involving Belstead and Pinewood Councils with Action Group S.I.T., with regards to proposed protection for residents by a minimum setback distance for the development of wind turbines from communities policy and guideline being adopted by Babergh District Council. The Parish Council unanimously agreed to support the proposals of the Parish Council Liaison Group.
Action: The Clerk is to forward the Parish Council's support to the Parish Council Liaison Group.
- 11 FINANCE
(i) To Approve Payments and Budget Position
The statement of payments for April 2013 was approved.
(ii) To Consider Requests for Grants
The Council agreed to consider the matter later during the meeting.
(iii) To Allocate the General Fund as at 31st March 2013
The Clerk advised that the money held in the 'general fund' should be allocated to specific reserves. The Clerk had analysed the fund accordingly. The Council unanimously agreed to allocate the funds as advised.
Action: The Clerk is to transfer £31,264.66 from the general fund to specific reserve funds.
(iv) To Agree the Audit Commission Annual Return for the Year Ended 31st March 2013
A copy of the completed Annual Return had been circulated to the Council, prior to the meeting. The Council unanimously agreed that the Audit Commission Annual Return should be duly signed and forwarded to the external auditor.
Action: The Clerk is to forward the completed Annual Return to the external auditor.
(v) To Receive the Findings of the Internal Auditors Report
A copy of the internal report for the year ending 31st March 2013 had been circulated to the Council, prior to the meeting and received. The Council thanked the Clerk for her work maintaining the Parish Council accounts.
- 12 TO AGREE TO INCREASE THE LEVEL OF FIDELITY GUARANTEE INSURANCE COVER
The Clerk advised that the current level of fidelity insurance was insufficient to cover the amount of funds held at the Parish Council bank accounts. The Council agreed to increase the level of fidelity insurance to £200k.
Action: The Clerk is to arrange for the level of fidelity insurance to be increased to £200k.
- 13 BURIAL GROUND
(i) To Consider Requests for Memorials at the Burial Ground and Related Matters
There were no requests to consider.

8.10pm Cllr H.Davies arrived at the meeting.

(ii) To Agree Revised Burial Ground Charges

The Council agreed to increase the charge for the purchase of an exclusive right of burial of an earthen grave for Sproughton residents to £200.00 and for non residents to £600.00, and for the purchase of an

exclusive right of burial for a cremated remains plot for a Sproughton resident to £135.00 and for non residents to £405.00. The Council agreed that all other burial ground charges remain unchanged.

14 TITHE BARN

(i) To Receive the Report of the Tithe Barn Panel and Related Matters

No report was received from the Tithe Barn Panel.

Cllr S.Curl proposed that a meeting should be held to consider operating the Tithe Barn as a committee rather than a panel of the Parish Council.

(ii) To Agree Additional Expenditure Associated with the Toilet Refurbishment Project

The Council unanimously agreed to accept the additional quotes from Needhams Contractors Ltd. of £253.00 + VAT for additional flooring and £184.00 +VAT for new toilet seats.

15 2012 RISK MANAGEMENT ACTION POINTS, INCLUDING FINDING 1.07, TO AGREE EXPENDITURE FOR CLERK'S OFFICE FURNITURE

Cllr J.Kitson advised that a risk assessment for the 2013 Sproughton Beer Festival remains outstanding.

Action: Cllr S.Curl is to prepare a risk assessment for the 2013 Sproughton Beer Festival.

A risk assessment of the Clerk's work environment had been undertaken on 21st march 2009 but the findings never considered. The Council agreed that the Clerk's work space equipment should be upgraded.

Action: Cllr J.Kitson and the Clerk are to research the requirements and costs for replacement work space equipment for the Clerk.

16 TO AGREE APPOINTMENT OF THE PARISH COUNCIL TREE WARDEN

The Council unanimously agreed to accept the offer put forward by Ms J Gravett for her to undertake the duties of the Sproughton Tree Warden.

Action: The Clerk is to thank Ms J Gravett.

17 STREET LIGHTING

Cllr V.Durrant had circulated a schedule of estimates and savings regarding Suffolk County Council's Telensa Intelligent Lighting scheme for street lights, to the Council prior to the meeting. He had also asked Karen Smith, of Suffolk County Council whether there were any documents and help available to the Parish Council to provide support in communicating the details of 'part night lighting' with the residents. To date, he has not received a response from her.

18 GREEN SUFFOLK HERITAGE OPEN DAYS 2013

Cllr S.Curl advised that the Green Suffolk Heritage Open Days 2013 will take place between Thursday, 12th September 2013 and Sunday, 15th September 2013. The Council had not received notification in time for inclusion in the publicity brochure for the event but the possibility of being included in an 'email string' remained viable. The Council agreed to open the Tithe Barn for one day subject to someone being available to steward any visitors.

Action: The Clerk is to ask Prof. S. Lavington if he would be available to steward any visitors.

19 TO RECEIVE PLAYING FIELD MANAGEMENT COMMITTEE PARISH UPDATES

No updates were received.

20 TO CONSIDER GRANT REQUESTS

Cllr S.Curl declared an interest and duly signed the register.

Cllr S.Curl left the meeting. Cllr J.Kitson took the chair.

The Council resolved to pass a resolution to close the meeting to the public due to the confidential nature of some of the details to be considered.

Nicholas Ridley, District Cllr left the meeting.

The Parish Council had received a request from the Sproughton Community Shop C.I.C. (i) to suspend the annual rental fee of £500.00 for the occupation of the West Store; (ii) to suspend the insurance contributions of £120.00 per annum, made to the Parish Council; (iii) to waive the hire charge of £10.00 per week for use of the Barley Room and kitchen for the provision of community lunches or for the

Parish Council to take on the provision of the community lunches; (iv) to award a grant of £3k, or such sum that the Parish Council feels able to afford to support the Community Shop C.I.C..

The Parish Council unanimously agreed to:

(i) waive the rental charge of £500.00 and the insurance contribution charge of £120.00 for the financial year ending 31st March 2014;

(ii) waive the Barley Room and kitchen hire charge of £10.00 per week for a period of three months whilst the Council investigated opportunities to take on the provision of the community lunches. The Council agreed that it could not make a commitment to award a grant at this time but would like the opportunity to review the situation in three months after seeing the cost savings effects implemented by the Sproughton Community Shop C.I.C. and a review of the shops 'stocking' policy.

Action: The Clerk is to draft a letter of response to the Sproughton Community Shop C.I.C. and circulate it to the Parish Council for their consideration before forwarding it to the Community Shop C.I.C..

Action: The Clerk is to research meal providers.

Cllr S.Curl and Nicholas Ridley, District Cllr returned to the meeting.

Cllr S.Curl re-took the chair.

21 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 5th June 2012, at the Barley Room, Tithe Barn, Lower Street, Sproughton.

22 MATTERS RAISED BY MEMBERS

Cllr J.Kitson advised that when he had searched for the upcoming Sproughton Beer Festival on the internet, a link to the Parish Council finances had been forthcoming.

Cllr H.Davies advised that she had concluded her interviews regarding the recent parish councillor resignations and had passed a first draft of her findings to Cllr S.Curl.

Cllr G.Moore asked if anyone was aware of the source of a continual noise heard throughout the day.

Cllr H.Davies advised that the noise was created by a gas cylinder bird scarer.

The Clerk advised that she had received notification from Babergh District Council that the recent parish councillor vacancies could be filled by co-option.

Cllr S.Curl advised that he had received a complaint regarding a build up of mud on Sproughton Road.

The Clerk advised that she had reported the matter to Suffolk County Council Highways department.

Summary of Actions

10 TO RECEIVE THE REPORT OF THE PLANNING COMMITTEE

Action: The Clerk is to forward the Parish Council's support to the Parish Council Liaison Group.

11 FINANCE

(iii) To Allocate the General Fund as at 31st March 2013

Action: The Clerk is to transfer £31,264.66 from the general fund to specific reserve funds.

(iv) To Agree the Audit Commission Annual Return for the Year Ended 31st March 2013

Action: The Clerk is to forward the completed Annual Return to the external auditor.

12 TO AGREE TO INCREASE THE LEVEL OF FIDELITY GUARANTEE INSURANCE COVER

Action: The Clerk is to arrange for the level of fidelity insurance to be increased to £200k.

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Action: Cllr S.Curl is to prepare a risk assessment for the 2013 Sproughton Beer Festival.

Action: Cllr J.Kitson and the Clerk are to research the requirements and costs for replacement work space equipment for the Clerk.

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Action: The Clerk is to thank Ms J Gravett.

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Action: The Clerk is to ask Prof. S. Lavington if he would be available to steward any visitors.

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Action: The Clerk is to research meal providers.

The meeting closed at 9.35pm

Chairman : _____

Date: _____