

**MINUTES OF THE EXTRAORDINARY SPROUGHTON PARISH COUNCIL MEETING HELD AT  
THE BARLEY ROOM, TITHE BARN, LOWER STREET, SPROUGHTON ON 16TH OCTOBER  
2013, AT 7.30PM**

Councillors present:

Cllr K.Barwick, Cllr H.Davies, Cllr V.Durrant, Cllr J.Kitson, Cllr G.Moore

Mrs S. Frankis, Clerk & Responsible Financial Officer

Peter Jones, District Cllr

David Busby, County Cllr

The meeting was chaired by Cllr J.Kitson.

89 APOLOGIES FOR ABSENCE TO BE RECEIVED

The Council resolved to approve the apologies received from Cllr S.Curl for his absence due to family commitments.

Nicholas Ridley, District Cllr

90 TO ACCEPT MEMBERS DECLARATION OF INTEREST

No declarations of interest were received.

91 CONSIDERATION FOR DISPENSATIONS FOR A PECUNIARY INTEREST

Cllr K.Barwick and Cllr V.Durrant each applied for a dispensation in order to consider the Parish Council precept and budget to April 2015. The Clerk granted the applications. Completed dispensation request forms were received by the Clerk from Cllr K.Barwick and Cllr V.Durrant.

92 TO CONFIRM AND SIGN THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 11TH SEPTEMBER 2013

The minutes of the meeting held on 11th September 2013, having been circulated to all members, were confirmed and signed as an accurate record of the meeting.

93 REVIEW OF COUNCIL ACTIONS FROM THE PARISH COUNCIL MEETING HELD ON 11TH SEPTEMBER 2013

Re. minute no. 13/14 72 The Clerk confirmed Babergh District Council had been notified of the co-option of Cllr K.Barwick to Sproughton Parish Council.

Re. minute no. 13/14 72 The Clerk confirmed she had received notification from Sproughton Events that they had sent an apology to the complainant, regarding noise issues at the Tithe Barn. She advised that no apology or comment had been given by Sproughton Events to the Parish Council, regarding the matter.

Re. minute no. 13/14 74 The Clerk confirmed that accounts had been opened with Ipswich Building Society and Cambridge Building Society; the opening of the account with NatWest Bank was currently being processed.

Re. minute no. 13/14 75 The Clerk confirmed that Mr Steve Merry, of Suffolk County Council, had been notified of the Parish Council's decision regarding the proposed positioning of the 30mph speed limit sign.

Re. minute no. 13/14 77 The Clerk confirmed that a meeting of the Finance Panel had been held.

Re. minute no. 13/14 80 Cllr J.Kitson confirmed that electronic records of Council records had been handed to the Cllr S.Curl, for safe keeping.

Re. minute no. 13/14 80 Cllr K.Barwick advised that the review of the Allotment Holders Agreement remained outstanding.

Re. minute no. 13/14 80 The Clerk advised she had contacted Mr David Pizzey, of Babergh District Council, who had forwarded details of Arboriculturalists.

Re. minute no. 13/14 80 The Clerk confirmed the formation of a library of Funeral Directors' health and safety risk assessments for work they may carry out at the Burial Ground is on-going.

Re. minute no. 13/14 80 Cllr K.Barwick advised that it was his understanding a self employed person does not require a health and safety risk assessment.

Re. minute no. 13/14 80 Cllr J.Kitson advised that the Tithe Barn Warden had been requested to review the Accident Book entries regularly and report back all findings as part of the revised Job Description recently issued to her.

Re. minute no. 13/14 82 The Clerk confirmed that a letter had been forwarded to the Playing Field Management Committee.

Re. minute no. 13/14 84 The Clerk confirmed that a revised Job Description had been passed to the Tithe Barn Warden.

94 TO CONFIRM AND SIGN THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 9TH OCTOBER 2013

The minutes of the meeting held on 9th October 2013, 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 9TH OCTOBER 2013

There were no matters to consider.

7.40pm The meeting was adjourned to receive a report from David Busby, County Cllr.

David Busby, County Cllr advised he had contacted John Field, Cllr and William Richards regarding the outstanding Gt. Blakenham S106 housing payment; he awaits their comments regarding the matter. He advised he has organised a cheque for £1,640.00 to be offered to the Playing Field Management Committee, as a grant towards the new play/exercise equipment project. He advised the overnight closures of the A14 are scheduled to take place at the end of October 2013; there will be no weekend closures. He advised the refurbished Butter Market bus station was opened on 7th October 2013.

7.45pm Cllr H.Davies arrived at the meeting.

David Busby, County Cllr advised that the Civic Drive connected detection loops are due to be 'switched on' shortly. He advised the refurbished Tower Ramparts bus station is due to be opened at the end of November 2013.

7.47pm The meeting was reconvened.

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

Cllr V.Durrant advised the Police Authority has agreed to give three weeks notice, to the Parish Council, of when football coaches will be diverted through the village. The Parish Council agreed to advertise the notices.

97 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.

98 FINANCE

(i) To Approve Payments and Budget Position

The statements of payments for August 2013 and September 2013 were approved.

Cllr J.Kitson questioned whether the payments from the Co-op deposit account into the new Cambridge Building Society and Ipswich Building Society reserve accounts should be processed as transfers rather than expenditure and income.

**Action: The Clerk is to review the matter and report back to the next Council meeting.**

(ii) To Consider Requests for Grants

A request for a grant had been received from Sproughton Senior Citizens' Club. The Parish Council unanimously agreed to offer a grant of £200.00 to Sproughton Senior Citizens' Club.

**Action: The Clerk is to forward a cheque for £200.00 to Sproughton Senior Citizens' Club.**

A request for a grant had been received from Optua. The Council unanimously agreed that it was unable to offer a grant at this time.

A request for a grant had been received from Sproughton Sports Football Club to assist with the cost of the grass cutting.

The Council agreed not to award a grant to Sproughton Sports Football Club but agreed to enter into a dialogue with the Playing Field Management Committee (PFMC) whereby a grant may be awarded to the PFMC to pay for the grass to be cut during the summer months. The Council voted four in favour and one abstention to the proposal.

**Action: The Clerk is to notify Sproughton Sports Football Club of the Parish Council's decision.**

**Action: The Clerk is to write to the PFMC.**

(iii) To Agree to Transfer £452.63 from the Equipment Reserve Fund to the General Fund

The Council unanimously agreed to transfer £452.63 from the equipment reserve fund to the general fund.

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

The Council approved and accepted the audit opinion of the external auditor, BDO, for the year ended 31st March 2013. In the view of BDO, the information in the annual return was in accordance with proper practices and there were no matters to give cause for concern.

(v) To Consider the Draft 2014/2015 Budget and Precept

The Council agreed to set the 2014/2015 precept at £46,540.00; a zero % increase.

Cllr H.Davies requested that the Tithe Barn 2013/2014 budget rationale "utilities, electricity and warden to be funded from a percentage of annual generated income" be minuted.

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

There were no requests to consider.

100 TO CONSIDER THE TERMS OF REFERENCES OF THE TITHE BARN COMMITTEE

Cllr S.Curl had circulated revised Terms of Reference for the Tithe Barn Management and Development Advisory Panel to the Council, prior to the meeting. The Parish Council unanimously agreed to adopt the revised Terms of Reference.

**Action: Cllr S.Curl is to initiate the formation of the Tithe Barn Management and Development Advisory Panel, and to set up an inaugural meeting.**

101 2012 RISK MANAGEMENT ACTION POINTS

Cllr J.Kitson advised that outstanding matters had been discussed at length at the last Parish Council meeting and the only remaining items to be addressed were issues regarding the allotments.

**Action: Cllr J.Kitson is to forward the outstanding Risk Management action points, relating to the allotments, to Cllr K.Barwick.**

102 STREET LIGHTING

Cllr V.Durrant advised the Parish Council lighting stock includes two street lights which presently have MBFU80 lanterns which, at the end of the year will no longer be supported by the maintenance contract due to a lack of replacement lamps. The lanterns are also on concrete columns which will also need replacing. The cost to replace the two lamp columns and to install them with SONT 50 lanterns, which include ILS, would be £1,945.32. The Council unanimously agreed to replace street light numbers 42 and 152 with new lamp columns installed with SONT 50 lanterns, at a cost of £1,945.32.

**Action: The Clerk is to place an order with Suffolk County Council, to replace street light numbers 42 and 152.**

Cllr V.Durrant referred to the previous Parish Council decision to install ILS control units to the Parish Council lighting stock that do not already have them. Cllr S.Curl had questioned the proposed removal of light unit number 13, Church Lane. The Council unanimously agreed to refrain from any action being taken to light unit number 13, until further discussions could be had.

103 TO RECEIVE THE 2013 PLAYGROUND INSPECTION REPORT

A copy of the 2013 children's play area inspection report had been circulated to the Parish Council prior to the meeting. The Council agreed to draft an action plan to address the findings of the report and to implement the works to be undertaken, with immediate effect. The Parish Council agreed an initial expenditure of £1,000.00.

**Action: Cllr J.Kitson is to draft an action plan to address the findings of the report and to allocate the implementation of the works to be undertaken to councillors.**

Cllr J.Kitson advised it had become apparent from recent communications, that both the Parish Council and the Playing Field Management Committee (PFMC) had incomplete record trails in respect of the Children's Play Area and equipment. The Parish Council agreed to contact the PFMC to ask that both organisations meet to agree a bench mark from which to move forward.

**Action: The Clerk is to draft a letter, to be sent as an email attachment, and to circulate it to the Council for consideration.**

104 SPROUGHTON LUNCH CLUB

Cllr J.Kitson advised that the Lunch Club members had decided that future lunches would be administered by Sheri, the cook previously contracted by Sproughton Community Shop C.I.C.. He advised that a letter of goodwill had been sent to the Lunch Club.

**Action: The Clerk is to write to RVS to inform them of the Lunch Club's decision.**

105 WINTER GRITTING VOLUNTEERS TEAM

Cllr V.Durrant advised that since requesting the agenda item, it had become apparent this wasn't a matter for the Parish Council to consider. No further action will be taken regarding the matter.

106 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 6th November 2013, at the Barley Room, Tithe Barn, Lower Street, Sproughton.

107 MATTERS RAISED BY MEMBERS

Cllr V.Durrant advised that Mr C.Harris continues to pursue his Freedom of Information request from Mid Suffolk District Council, regarding the Great Blakenham Snoasis housing development S106 payment. Cllr V.Durrant, on behalf of the Parish Council, expressed his thanks to Mr C.Harris for pursuing the matter.

Cllr K.Barwick referred to the Sproughton Community Shop C.I.C. notification to the Parish Council, regarding the installation of an extractor fan to the shop. The Clerk confirmed that a letter of response had been forward to the Sproughton Community Shop C.I.C..

Cllr G. Moore advised she had been approached by Ransome Close residents regarding the grass cutting at Ransome Close, by Babergh District Council and the fact that the grass cuttings are not cleared away afterwards.

The Clerk advised that the quarterly credit card audit and the half yearly accounts ledger audit were due. Cllr G.Moore agreed to carry out the quarterly credit card audit and Cllr H.Davies agreed to carry out the half yearly accounts ledger audit.

Summary of Actions

98 FINANCE

(i) To Approve Payments and Budget Position

**Action: The Clerk is to review the matter and report back to at the next Council meeting.**

(ii) To Consider Requests for Grants

**Action: The Clerk is to forward a cheque for £200.00 to Sproughton Senior Citizens' Club.**

**Action: The Clerk is to notify Sproughton Sports Football Club of the Parish Council's decision.**

**Action: The Clerk is to write to the PFMC.**

100 TO CONSIDER THE TERMS OF REFERENCES OF THE TITHE BARN COMMITTEE

**Action: Cllr S.Curl is to initiate the formation of the Tithe Barn Management and Development Advisory Panel, and to set up an inaugural meeting.**

101 2012 RISK MANAGEMENT ACTION POINTS

**Action: Cllr J.Kitson is to forward the outstanding Risk Management action points, relating to the allotments, to Cllr K.Barwick.**

102 STREET LIGHTING

**Action: The Clerk is to place an order with Suffolk County Council, to replace street light numbers 42 and 152.**

103 TO RECEIVE THE 2013 PLAYGROUND INSPECTION REPORT

**Action: Cllr J.Kitson is to draft an action plan to address the findings of the report and to allocate the implementation of the works to be undertaken to councillors.**

**Action: The Clerk is to draft a letter, to be sent as an email attachment, and to circulate it to the Council for consideration.**

104 SPROUGHTON LUNCH CLUB

**Action: The Clerk is to write to RVS to inform them of the Lunch Club's decision.**

The meeting closed at 9.10pm

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

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