

MINUTES OF THE SPROUGHTON ANNUAL PARISH COUNCIL MEETING HELD AT THE BARLEY ROOM, TITHE BARN, LOWER STREET, SPROUGHTON ON 11TH MAY 2011, AT 7.30PM

Councillors present:

Cllr S.Curl (Chairman), Cllr B.Askew, Cllr A.Cronin, Cllr J.Kitson, Cllr D.Lavington, Cllr G.Moore, Cllr S.Wood

Mrs S. Frankis, Clerk & Responsible Financial Officer

District Cllr, Peter Jones

District Cllr, Nicholas Ridley

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 elected as Vice-Chairman to Sproughton Parish Council.

4 APOLOGIES FOR ABSENCE TO BE RECEIVED

Cllr V.Durrant, due to social engagement.

Pc Gary Austin

5 TO ACCEPT MEMBERS DECLARATION OF INTEREST

No declarations of interest were received.

6 TO CONFIRM AND SIGN THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 13TH APRIL 2011

The minutes of the meeting held on 13th April 2011 having been circulated to all members were confirmed and signed as an accurate record of the meeting.

7 REVIEW OF COUNCIL ACTIONS FROM THE PARISH COUNCIL MEETING HELD ON 13TH APRIL 2011

There were no matters to review.

7.35pm The meeting was adjourned to receive a report from District Cllr, Nicholas Ridley.

District Cllr, Nicholas Ridley advised that poll details are currently being distributed regarding the proposed merger of Babergh District Council and Mid Suffolk District Council. He advised that the Local Development Framework is moving forward and specific details are expected to be known in June or July 2011. It is expected that the former beet sugar site will remain a designated work space.

Cllr G.Moore asked where the head office would be located for the proposed merged Babergh District and Mid Suffolk District Councils. District Cllr, Nicholas Ridley considered that a presence should remain in both Hadleigh and Needham Market.

7.45pm The meeting was reconvened.

8 TO ADOPT REVISED FINANCIAL REGULATIONS

The Council unanimously agreed to adopt the proposed Sproughton Parish Council Financial Regulations.

9 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.

- 10 FINANCE
(i) To Approve Payments and Budget Position
The statement of payments for April 2011 was approved.
(ii) To Consider Grant Requests
There were no requests for grants.
(iii) To Allocate the General Fund as at 31st March 2011
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.
(iv) To Receive the Internal Audit Report for 2010/2011
This item will be considered at the next Parish Council meeting.
(v) To Agree the Audit Commission Annual Return for the Year Ended 31st March 2011
The Council unanimously agreed that the Audit Commission Annual Return should be duly signed and forwarded to the external auditor.
Cllr D.Lavington asked that a copy of the completed return be emailed to each member of the Council.
Action: The Clerk is to forward the completed Annual Return to the external auditor.
Action: The Clerk is to email a copy of the completed return to each member of the Council.
- 11 TO RECEIVE THE REPORT OF THE 'GREEN' SPROUGHTON PANEL
No written report had been received from the Green Sproughton Panel.
- 12 TO RECEIVE THE REPORT OF THE TRANSPORT PANEL AND RELATED TRAFFIC ISSUES
A written report had been received from the Transport Panel but not circulated to the Council.
Cllr S.Curl presented an update on the current transport issues being addressed by the Transport Panel.
Cllr S.Wood referred to a particular van which regularly parks near to the Burstall Lane / High Street junction and which creates a situation of non visibility for vehicles pulling out of Burstall Lane onto High Street. He asked if 'zigzag' markings could be installed at the junction. Cllr J.Kitson referred to previous advice received from Pc Gary Austin regarding a similar situation; the advice had been to contact the local police authority regarding the matter.
Cllr D.Lavington offered to speak to the owner of the van regarding the matter.
- 13 TO CONSIDER TITHE BARN MATTERS, INCLUDING A REVIEW OF THE HIRE CHARGES
No written report had been received from the Tithe Barn Panel.
The Clerk circulated a copy of the Tithe Barn audit of the fire safety arrangements as at 3rd May 2011. The Council's attention was brought to the need to ensure that all means of escape routes are kept clear of combustibles and obstructions. The covered walkway and route to the toilets would need clearing of chairs and wheelchair respectively and any other impediments. The Council considered alternative storage locations for the wheelchair but no suitable location could be identified. The Council agreed five in favour and two abstentions to returning the wheelchair to its owner, Mr Lavington.
Cllr D.Lavington asked that the Council seeks confirmation from Mr M Levett of his permission for persons exiting from the Tithe Barn toilet area designated emergency exit onto his property.
Action: The Clerk is to contact Mr M Levett.
- 14 REQUESTS FOR MEMORIALS AT THE BURIAL GROUND AND RELATED MATTERS
There were two requests for memorials
The request for a memorial in memory of Mr R Swarbrick was granted.
The Council considered a request for a memorial in memory of Mr R Last. The request was granted in principle but permission was not granted for the proposed inscription on the plinth, as the wording was inappropriate.
- 15 TO CONSIDER THE LIST OF 'COUNCILLORS WITH SPECIFIC ADDITIONAL DUTIES'
A list of councillors with specific additional responsibilities was considered and approved.
Action: Cllr S.Curl is to draft a generic terms of reference to be used by Sproughton Parish Council panels.

- 16 TO CONSIDER EXPENDITURE OF S106 FUNDS HELD BY BABERGH DISTRICT COUNCIL
 Cllr S.Curl advised that S106 funds are currently held by Babergh District Council for expenditure on recreational related projects in the parish.
Action: The Clerk is to ask for the expenditure criteria of the fund and to ask for confirmation of the expenditure deadline date, from Babergh District Council.
- 17 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 8th June 2011, at the Barley Room, Tithe Barn, Lower Street, Sproughton.
- 18 MATTERS RAISED BY MEMBERS
 Cllr S.Wood asked for details of the association between the Tithe Barn and the Parish Council. Cllr S.Curl explained that the Tithe Barn is owned by the parish and is maintained and managed by the Parish Council.
 Cllr D.Lavington referred to minute no: 10/11 199(c) and considered that the purchase of a shredder would be a good idea.
 Cllr D.Lavington notified the meeting that it is intended to provide a bar at the forthcoming craft fayre. The Clerk advised that the Council had previously considered it a non-viable venture.

Summary of Actions

10 FINANCE

(v) To Agree the Audit Commission Annual Return for the Year Ended 31st March 2011

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

Action: The Clerk is to email a copy of the completed return to each member of the Council.

12 TO RECEIVE THE REPORT OF THE TRANSPORT PANEL AND RELATED TRAFFIC ISSUES

Cllr D.Lavington offered to speak to the owner of the van regarding the matter.

13 TO CONSIDER TITHE BARN MATTERS, INCLUDING A REVIEW OF THE HIRE CHARGES

Action: The Clerk is to contact Mr M Levett.

15 TO CONSIDER THE LIST OF 'COUNCILLORS WITH SPECIFIC ADDITIONAL DUTIES'

Action: Cllr S.Curl is to draft a generic terms of reference to be used by Sproughton Parish Council panels.

16 TO CONSIDER EXPENDITURE OF S106 FUNDS HELD BY BABERGH DISTRICT COUNCIL

Action: The Clerk is to ask for the expenditure criteria of the fund and to ask for confirmation of the expenditure deadline date, from Babergh District Council.

The meeting closed at 9.15 pm

Chairman : _____

Date: _____