**SPROUGHTON PARISH COUNCIL**

**MINUTES OF THE PARISH COUNCIL MEETING HELD IN THE TITHE BARN, BARLEY ROOM, SPROUGHTON ON WEDNESDAY 11th SEPTEMBER 2019**

**PRESENT –** Cllr H Davies (chair), Cllr J King, Cllr P Powell (vice chair), Cllr S Maxwell

Acting Parish Clerk for Sproughton Parish Council: Mr Zac Norman

1. **OPENING INCLUDING PUBLIC FORUM**

**2019/09/01** - Mrs Rhona Jermyn from the Sproughton Working Group was the only member of the public present and the chair asked her for her contribution. Rhona let the council know of an email a concerned resident has sent to Dave Pizzey at Babergh District Council regarding the trees being cut down in Burstall Lane. Rhona told the council that a Babergh District Council Planning Enforcement officer will look into this. Rhona also mentioned that District Councillor Z Norman also reported this to Babergh District Council and finished by letting the council know that the Sproughton Working Group will be attending the public presentation that Taylor Wimpey are holding on 17 September 2019.

1. **APOLOGIES FOR ABSENSE**

Cllr S Curl, Cllr K Barwick, Cllr I Selby

1. **COUNCILLORS DECLARATIONS OF INTEREST RELEVANT TO ANY ITEM ON THE AGENDA**

**All** present councillors declared a **non-pecuniary** interest relevant to Agenda Items 7a, 7b, 7c and 7d for the Sugar Beet Site, Taylor Wimpey’s Wolsey Grange sites and Pigeon’s site on Burstall Lane

1. **CONSIDERATION OF DISPENSATIONS FOR A PECUNIARY INTEREST**

None received, it was mentioned that some councillors do not know what they might have a dispensation for, therefore, the council requested that the clerk looked into this to which the clerk agreed.

**ACTION – CLERK –** TO LOOK INTO WHAT DISPENSATION FORMS ARE FILLED IN AND WHAT MIGHT BE NEEDED

1. **RATIFICATION OF TEMPORARY CLERK APPOINTMENT**

Councillors first asked Cllr Norman if he was happy for this item to be discussed in public. Cllr Norman agreed that this was fine and mentioned that he had volunteered to take the role of temporary parish clerk as well as continue as a parish councillor for Sproughton.

Cllr Davies **proposed to accept** Cllr Norman’s offer which was seconded by Cllr King and councillors voted **unanimously in favour** of this.

1. **TO DISCUSS RECRUITMENT OF NEW PARISH CLERK**

Cllr Davies mentioned that this was touched on at our last meeting and our plans from that meeting still stands. Cllr Powell mentioned that as Cllr Norman has just volunteered as temporary parish clerk that there was no need to rush as long as Cllr Norman is happy. Cllr Norman expressed that this was fine and Cllr Powell **proposed** that we hold on regarding the recruitment of a new permanent parish clerk for 2 months so we have time to catch up on things. This was **seconded** by Cllr King and **all councillors voted unanimously in favour of this motion.**

Cllr Davis closed this portion of the meeting and Cllr Powell opened the planning portion of the meeting.

1. **PLANNING**
2. **Submission of details under Outline Planning Permission DC/17/05687 (This item also deals with DC/19/03605, DC/19/03371 and DC/19/03941) –** Access, Appearance, Landscaping, Layout and Scale for a warehouse (class b8) with ancillary office accommodation (class b1)

Cllr Powell explained he had looked into the ecology information and went through his submission for the travel assessment also. Cllr Powell reported that apart from a few things such as some tree’s not being taken out, it’s a good ecology statement which includes important bits such as making the island site a nature reserve with restricted access.

Cllr Powell added that the big issue with the travel plan is that there are now over 200 staff parking spaces accounted for which indicates more vehicles that the transport assessment allows for. Cllr Powell mentioned that in the travel plan it mentions “the new site should endeavour to reduce travel impact by 11%”. Cllr Powell questioned if this is possible and that it calls into question planning approval.

Cllr Davies commented that the ecology items seem positive and questioned if the council’s submission has asked enough questions? Cllr Powell responded that it is difficult and that the transport assessment has made judgements without considering the reality of the situation. Cllr Powell went around the room to ask for any additions/amendments to his document. No other councillors had any amendments to make, therefore, Cllr Powell **proposed** that the clerk looks at the document and makes it presentable to be sent off to Babergh District Council. Cllr Davies **seconded this and it was unanimously approved by all councillors**.

**ACTION – CLERK –** Look at Cllr Powell’s document, finalise and send in to Babergh District Council.

Cllr Maxwell asked Cllr Powell if we speak regularly to the River Gipping Trust to which Cllr Powell responded that there isn’t too much work going on this side of the River Gipping, so not really.

**ACTION – CLERK –** send over River Gipping Trust newsletter to Cllr Maxwell.

**7b. Plot 5 Sproughton Enterprise Park Sproughton Road Ipswich IP1 5BL.** Application. No: DC/19/03371 | Received: Mon 15 Jul 2019 | Validated: Tue 16 Jul 2019 | Status: Awaiting decision

Cllr Powell explained the work he had done on this application. Cllr Davies questioned the 7.5tonne weight limit through the village and, as that delivery vans under 7.5tonnes can come through the village in the middle of the night it could potentially leave Sproughton as a rat run for delivery vans. Cllr Powell went through his piece. During Cllr Powell’s piece, James Baker from Greenways Countryside Project was mentioned and both Cllr Powell and Davies mentioned they had not heard from him for a while. As Cllr Norman was meeting up with James at the weekend, he said he’d establish contact on behalf of the parish council to hopefully get some communication going again.

**ACTION – CLERK** – speak to James Baker regarding Parish Council matters to re-establish contact.

Cllr Powell expanded on his report, detailing this to the council. Cllr King questioned if the applicants need to express what they are intending to use the site for. Cllr Powell responded that they didn’t and something like “HGV use” would be sufficient. Cllr Davies said that most of the time applications will give a general idea but Cllr Powell responded that this isn’t the case this time and it is important to know because it could really be anything. Cllr Davies identified a contact name for the company heading the application and requested that the clerk contact them to find out more information.

**ACTION – CLERK** – To contact Chris Bull at Sproughton Enterprise Park to discuss this application further.

Cllr Davies **proposed** that the clerk amend Cllr Powell’s submission so it can be sent to Babergh District Council once complete. Cllr Powell **seconded** this and the motion was **unanimously approved by the council.**

**ACTION – CLERK –** To put together finalised document of Cllr Powell’s submission to go to Babergh District Council.

**7c. Taylor Wimpey Phase 2:** To consider approach to upcoming exhibition

Cllr Powell mentioned that he got something through his door regarding the public exhibition Taylor Wimpey are hosting on 17 September 2019. Cllr Powell mentioned that the maps provided by Taylor Wimpey weren’t very clear and that he would mention this at the meeting. Cllr Norman went through his report on the meeting he had as a District Councillor with Taylor Wimpey on 10 September 2019.

Cllr Davies explained that she has had an invite from the Environmental Law Foundation (ELF) for a meeting on 26 September 2019 in London, Grosvenor Street. Cllr Powell explained to councillors what ELF is and what they do and it was **agreed** that Cllr Davies should contact ELF and ask if there are any spaces left.

**ACTION – CLLR DAVIES –** ask ELF if they have any spaces left for their meeting on 26 September 2019 in London, Grosvenor Street.

**ACTION – ALL (CLERK) –** promote the Taylor Wimpey exhibition event on social media

Cllr Davies added that she had spoken to Pinewood Surgery, Hawthorn Drive and the CCG for their comments on the Wolsey Grange 2 proposal as well as Sproughton Primary School.

**7d. Pigeon:** Land North of Burstall Lane & West of Loraine Way: To consider further meeting with Babergh Planning & Pigeon

Cllr Powell mentioned that we need to wait for Jo Hobbs to email with a meeting date to meet with Pigeon and Babergh Planning stated that councillors should do their best to attend.

Cllr Powell closed the planning meeting noting that the next Planning Committee meeting is on 25 September 2019 and Cllr Davies re-opened the full council meeting.

1. **TO REVIEW ARRANGEMENTS FOR HOLDING PLANNING MEETINGS FOLLOWING A TRIAL PERIOD OF INCORPORATING PLANNING MEETINGS WITH FULL COUNCIL MEETINGS**

Cllr Davies explained that we have been incorporating the planning committee meetings in with the full council meetings on a monthly basis and a three months trail period that was set for this is now up for review. Cllr Davies asked all councillors for their view on the system. Cllr King said she prefers the new system, Cllr Maxwell prefers having them separately as it allows for better timekeeping at meetings. Cllr Powell, Norman and Davies all agreed with Cllr Maxwell’s statement, therefore, Cllr Powell **proposed** that we should reverse this decision and go back to having planning committee meetings separately from the main meetings. Cllr Davies **seconded** the motion and this was **unanimously voted in favour.**

1. **TO RECEIVE REPORTS FROM THE COUNTY AND DISTRICT COUNCILLORS**

C Cllr Hudson went through his report detailing issues going on in the local area at Suffolk One, Tesco and antisocial behaviour.

Cllr Powell thanked C Cllr Hudson for the road signs that have now been approved for Hadleigh Road which were damaged after the Ed Sheeran concert. C Cllr Hudson also mentioned that he has paid for the yellow lines in Collinson’s but as of yet, they have not been put down.

D Cllr Norman then went through his report touching on wildlife corridors, bins not being collected, the Bennett Homes footpath and the Joint Local Plan.

1. **TO DISCUSS WEIGHT LIMIT AND COME UP WITH A RESPONSE TO THE CONSULTATION**

Cllr Powell expressed that he is concerned about the signs that are proposed as it leaves room to make mistakes. Cllr Powell suggested that a new sign should be put up as there is currently no sign on Burstall Lane and that any HGVs coming through Burstall Lane don’t have the same warning as others regarding the 7.5tonne weight limit. C Cllr Hudson mentioned that he could put something forward and that nothing has gone in at the moment and Cllr Powell **proposed** that the clerk should find out where our concerns should go to and put them in when we find out where this information should go. Cllr Davies **seconded** the motion and it was **unanimously approved by the council.**

**ACTION – CLERK –** find out where our comments regarding the weight limit should go and submit them accordingly

1. **MINUTES**
	1. Councillors to consider and approve the minutes of the Parish Council meetings held on 14th & 28th August 2019.

Cllr Davies mentioned that the only thing that needed to be changed on the minutes for the meeting on 28 August 2019 is that Cllr Davies came into the meeting at 8:30pm on 28 August 2019.

The council went through the matters arising from the meeting.

As per the last meeting, Cllr Davies **proposed** that the clerk should approach Rosalind Lavington from Sproughton Community Shop to discuss the wall signs in the Community Shop car park which was **seconded** by Cllr King and voted **unanimously** **in favour by the council.**

**ACTION – CLERK** – to approach Rosalind Lavington from Sproughton Community Shop and discuss the wall signs.

Other than noting that Cllr Davies came in at 8:30pm on 28 August 2019’s meeting, Cllr Davies **proposed** that the public minutes from the meeting held on 28 August 2019 were correct and accurate. This was **seconded** by Cllr Powell and voted **unanimously in favour by the council.**

The clerk circulated the confidential minutes from the meeting held on 28 August 2019 for councillors to consider. Cllr Powell **proposed** that these were an accurate record of what was discussed and that the minutes were correct. Cllr Davies **seconded** the motion and was voted **unanimously in favour by the council.**

Cllr Norman explained that he has reported the Bennett Homes footpath to the county council. Cllr Davies explained that she raised the idea of comments coming in from the Babergh Alliance of Town and Parish Councils (BAPTA) regarding the Joint Local Plan to BAPTA and when they are complete, she is happy to circulate these comments to councillors. Cllr Davies also relayed that she raised Wolsey Grange 2 with Hawthorne Drive practice. Cllr Norman contacted Jo Hobbs to ask about progress on Pigeon’s proposal and updated the council on what the latest information is.

The clerk went through the planning committee minutes from the last planning meeting with the council and these were **proposed** by Cllr Powell and **seconded** by Cllr Davies as being correct, accurate and factual. This was **unanimously voted in favour by the council.**

1. **ACTION PLAN**
	1. Parish infrastructure Investment Plan: To review the list of items & consider publication to parish

Cllr Davies had circulated this to the council previously and asked if the clerk could look at this document to beautify for the next meeting so it can be considered formally. The clerk said that this would be done for the next meeting.

**ACTION – CLERK –** Put the Parish Infrastructure Investment Plan together formally to be considered at the next meeting.

**PUT IDEAS ON THE WEBSITE AND FACEBOOK**

* 1. **Joint Local Plan – Working Group: To consider next steps post JLP Parish Meeting**

It was reported by Cllr Davies that several actions came out of this, people told us what people didn’t like about the plan at the public meeting with regards to housing numbers, the huge proposed increase in traffic and lack of infrastructure to cope. The Joint Local Plan Working Group have agreed to do evening surgeries to help people to make their comments.

* 1. **Neighbourhood Plan: To consider feedback from Cllr Norman**

Cllr Norman explained that this project is to be parked until the Joint Local Plan comments have been submitted but should be kept on the agenda for future meetings so regular updates can be given.

* 1. **Housing Needs Survey: To agree next steps**

The council formally acknowledged the results of the Housing Needs Survey and the clerk agreed to publish the results on the website.

**ACTION – CLERK –** To publish the results of the Housing Needs Survey on the website

* 1. **Parish Tree & TPO Survey: To consider next steps**

Cllr Davies that Cllr Curl is currently working on a map for this but it is not as of yet complete.

**ACTION – CLLR CURL –** To finish the map so the council can consider the next steps.

* 1. **SIDs – to consider approaching highways and getting C Cllr Chris Hudson involved to pay for them as he suggested**

Cllr Norman ran through the options that the council has with getting some SIDs (Speed Indicator Devices) in place as this has been discussed at previous meetings but hasn’t really come off the mark. He asked councillors where they think the SIDs should go and it was discussed that SIDs should be placed on Hadleigh Road and High Street in both directions. Cllr Norman **proposed** to go at speak to highways and ask them about the process about getting SIDs placed on Hadleigh Road and High Street and report back to the council with how to put this plan into action. Cllr Powell **seconded** this motion and it was **unanimously voted in favour.**

**ACTION – CLLR NORMAN –** Speak to highways about getting SIDs on Hadleigh Road and High Street

1. **NEW POSTBOX AND RELEVENT DISCUSSION ON THE IDEA OF HAVING A POSTBOX AT THE BARLEY ROOM FOR THE COUNCIL’S MAIL**

Cllr Davies explained the need for a new post-box at the Barley Room to make it easier for the clerk, whoever they are, to get mail. Cllr Powell explained the actual post-box itself that we are looking at and how parcels can be delivered and how it all works. Cllr Maxwell questioned whether this would leave the box vulnerable to be vandalised and Cllr Powell said that this shouldn’t happen and in these circumstances the benefits of having the post-box outweigh the harm. Cllr Powell explained the costs of getting this box and that by having this, it will help make the Barley Room a centralised area for all parish council business. Cllr Powell **proposed** a budget of £500 to fit a confined post and parcel box in the Tithe Barn courtyard outside of the Barley Room. Cllr King **seconded** the proposal and it was **unanimously** voted in favour by the council.

1. **TO DISCUSS THE POSSIBILITY OF THE CLERK WORKING FROM THE BARLEY ROOM AND TO CONSIDER ANY NECISSARY ADJUSTMENTS THAT NEED TO BE MADE TO FACILITATE THIS**

Cllr Powell explained why it might be a good idea and how this would work in terms of office conversion of the Barley Room. Cllr Maxwell questioned if we could get plans for this and Cllr Powell mentioned that Cllr Barwick might be able to help with this.

Cllr Powell said that this would obviously depend on planning consent and listed building issues. Cllr Powell explained that that the Barley Room cannot be used for anything else when it is being used as an office so that is something that will need to be considered. Cllr Powell also explained that the council will need a very secure storage facility for confidential items.

Cllr Davies agreed that it would be a good idea to explore this further and Cllr Powell agreed to look into this further and also speak to Cllr Barwick about this further.

**ACTION – CLLR POWELL –** Cllr Powell to speak to Cllr Barwick and explore this further

1. **FINANCE**
	1. **Monthly payments**

The clerk went through all financial matters and the following actions resulted:

**ACTION – CLERK –** to ask Cllr Barwick for the evidence of his cheques

**ACTION – CLERK –** to speak to Cllr Barwick regarding the Travis Perkins invoice

**ACTION – CLERK –** call Anglian Water and ask for their most up to date invoice to pay

**ACTION – CLLR POWELL –** Cllr Powell to send across the evidence for his cheque.

**ACTION – CLLR POWELL –** Cllr Powell to send across the evidence for the price of the Chocolate prize at the fete

**ACTION – CLERK –** Email the previous parish clerk for the evidence of her expenses

**ACTION – CLERK –** Pay Mike Herbert’s cheque

Cllr Powell reported that he had spoken to Cambridge Building Society and as Cllr Davies is authorised to speak to them, she will do this from now on.

The parish councils aldermore accounts were discussed and it was agreed that the clerk would put a letter together to be signed by Cllr Davies.

**ACTION – CLERK –** to put a letter together for the aldermore accounts to be signed by Cllr Davies

The clerk was also asked to find out where the council is with arranging an accountancy package.

**ACTION – CLERK –** Find out where the council is with an accountancy package.

Cllr Davies reported to the council a query that was brought up by the auditors to the council and let the council know that she has updated the sheets that the auditor required her to do and all she now needed was the signature of the vice chair so that these sheets can be signed off and returned to the auditors. Cllr Davies has now emailed the auditors back with this information so it can be sorted.

* 1. **Monthly Finance Report**

As there is a new temporary parish clerk, a report for this month was not received.

* 1. **Approval of the Terms of Reference of the Finance Committee**

Cllr Davies went through the terms of reference that she has produced for the finance committee and asked councillors for their views on them. Cllr Powell said that he wouldn’t be able to support the terms of reference as some of the terms actually conflict with the council’s standing orders. Cllr Davies said that she would go back and review both the standing orders and finance committee terms of reference so that the terms of reference for the finance committee can be brought back for approval at the next meeting.

**ACTION – CLERK –** to put this item back on next month’s agenda

1. **Burial Ground**
	1. **TO CONSIDER JOINING THE INSTITUTE OF CEMETERY AND CREMATORIUM MANAGEMENT (ICCM) TO ASSIST WITH BURIAL GROUND MATTERS**

Cllr Powell reported to the council that he had been to meet with the Institute of Cemetery and Crematorium Management (ICCM) and has picked up an application for to join them for £95 per annum. Cllr Powell explained how the institute can help us in matters relating to cemeteries and burial grounds and why he thinks it would be beneficial to the council. After listening to Cllr Powell’s report, Cllr Davies **proposed** that the council should join the ICCM for the fee of £95 per annum. Cllr Maxwell **seconded** the motion and it was **unanimously approved by the council.**

**ACTION – CLERK –** fill in the membership form and join the organisation.

1. **REPORTS FROM COMMITTEES AND RELEVENT GROUPS**
	1. **Tithe Barn**

**At present, there is nothing to report.**

* 1. **Allotments**

**At present, there is nothing to report.**

* 1. **Community Shop**

**At present, there is nothing to report**

* 1. **PFMC**

There is nothing new to report however, it was reported that Tony Bass from Babergh District Council still needs to be approached to come and meet with the council to discuss playing field matters.

**ACTION – CLERK –** speak to Tony Bass from Babergh District Council and arrange a meeting with him to discuss playing field matters.

* 1. **Children’s play area**

At present, there is nothing to report.

* 1. **Sproughton Working Group**

Rhona’s report from the Sproughton Working Group was received at the start of the meeting under “OPENING INCLUDING PUBLIC FORUM”.

* 1. **HR committee**

Cllr Powell **proposed** to exclude the pubic from the meeting as there is a confidential item that arises from this agenda item. Cllr Davies **seconded** the motion that was **unanimously approved by the council.** At 21:00, the meeting was now closed to the public and the confidential matter was discussed.

**CONFIDENTIAL MINUTES TO WRITE**

**With matters relating to an email discussed with the previous clerk Mrs S Frankis – offering a gesture of goodwill, not committal, confidential as advised to solicitors to offer her £1,000.00.**

**PP proposed**

**JK seconded**

**Unanimous**

**Two FoIs from Sue Frankis – she’s after information about Diana and beer festival profits.**

**HD – to go back to the lawyer to confirm that we can give her that information with a proposed reply asking if this is appropriate.**

**PP- confidential minutes must only be released under the understanding that it will remain confidential**

* 1. **Finance Committee**

**At present, there is nothing to be received**

* 1. **Planning Committee**

**The report from the planning committee was received at the earlier agenda item of “7. PLANNING”.**

1. **Items for next meeting**

Cllr Powell asked if the item of the bridge weight limit consultation, item 10. On this agenda could be brought back to next meeting to discuss actions taken and assess if any further work needs to be completed on this.

Cllr Powell also requested if the idea of a 20mph speed limit through the village could be an agenda item for the next meeting.

Cllr Maxwell requested if the puddle outside of Church Meadows in Church Lane could be an agenda item for the next meeting to be discussed further.

1. **AOB**

Cllr Davies mentioned that some grant requests should be coming in at some point and that it is important that the information on how to apply for the grants are on the website. Cllr Davies agreed that she would put this on the website.

**ACTION – CLLR DAVIES –** Put the information relating to grants and applying for them on the website.

1. **Next meeting date**

The next meeting is arranged for Wednesday 9 October 2019 at 7:00pm.

**The meeting was closed by the chair at 22:09pm.**