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|  | **Members of Sproughton Parish Council are hereby summoned to attend the Annual Parish Council Meeting to be held in the Barley Room, Lower Street, Sproughton. On Wednesday 8th May 2024 at 7:30pm to transact the business as set out below.**  **ATTENDEES:** Cllr King, Barber, Davies, Powell, Smith, Curl & Jermyn. Kirsty Webber (Clerk)  **AGENDA:**   1. **ELECTION OF CHAIR**   1.1 Cllr Davies proposed Cllr Jennifer King be re-elected as Sproughton Parish Council Chairman. Cllr Jermyn seconded; all Cllrs agreed.   1. **DECLARATION OF ACCEPTANCE OF OFFICE BY CHAIR**    1. Cllr King declared an acceptance of office with the form completed and signed in person. 2. **ELECTION OF VICE CHAIR**   3.1 Cllr Smith Proposed Cllr Sharon Maxwell be re-elected as Sproughton Parish Council Vice-Chairman. Cllr Barber seconded; all Cllrs agreed.   1. **OPENING INCLUDING PUBLIC FORUM**   4.1 No public were in attendance.   1. **APOLOGIES**   5.1 Cllr Maxwell, Booth, All Cllrs agreed to accept the apologies.   1. **COUNCILLORS DECLARATIONS OF INTEREST RELEVANT TO ANY ITEM ON THE AGENDA**    1. All councillors declared an interest in the following planning developments: - Chantry Vale, Pigeon, Hopkins Homes & Sproughton Enterprise Park. 2. **CONSIDERATION OF DISPENSATIONS FOR A PECUNIARY INTEREST**   7.1 None Received.   1. **MINUTES**    1. Councillors to consider and approve the minutes and confidential minutes of the Parish Council meeting held on 10th April 2024.   8.1.1 These are an accurate record of the meeting. Cllr Smith proposed, Cllr Barber seconded all Cllrs agreed to the Parish Council minutes of the 10th of April 2024.   * 1. To review actions from previous minutes.   8.2.1 All complete.   1. **ACTIONS & PROJECTS**    1. Review TOR for the following committees Beer Festival, Burial Ground, Finance, HR and Planning.   9.1.1 Cllrs reviewed the TOR for the committees to also include sub- committees. Cllr Powell proposed to agree the terms of references, Cllr Barber seconded all Cllrs agreed.   * 1. To confirm and re-elect committee members.   9.2.1 **Committee members are currently as follows:**  HR: Cllrs King, Maxwell, Curl and Jermyn.  Burial Ground: All Cllrs  Finance: Cllr Curl, Davies, Maxwell, and King  Playing Field: Cllr Smith and Barber  Cllr Davies requested to be added to the Playing field committee. Cllr Barber requested to join the HR Committee. Cllr Davies, Proposed, Cllr Powell seconded all Cllrs agreed.  **Committee Members 2024-2025**  HR: Cllrs King, Maxwell, Curl, Barber and Jermyn.  Burial Ground: All Cllrs  Finance: Cllr Curl, Davies, Maxwell, and King  Playing Field: Cllr Smith, Davies and Barber   * 1. Review and adopt standing orders.   9.3.1 Cllrs reviewed the standing orders and following the internal audit section 18a (v) and 18c have been updated as advised.Cllrs reviewed the Standing Orders and agreed to adopt and approve these. Cllr Powell proposed, Cllr Jermyn seconded all Cllrs agreed.   * 1. Review and adopt financial regulations.      1. Cllrs reviewed the financial regulations and following the internal audit, the section relating to the procurement threshold for contractors have been updated as advised Cllr Powell proposed that the financial regulations be adopted, Cllr Jermyn seconded. All councillors agreed.   2. Review and agree Internal control statement.      1. Cllrs reviewed the internal control statement. Cllr Curl proposed that the Internal Control statement be adopted, Cllr Smith seconded. All councillors agreed.   3. Review of Asset register.      1. The asset register & supporting statement was circulated before the meeting. Cllr Davies proposed that the Asset Register be approved, Cllr Barber seconded. All councillors agreed.   4. Review of Policies      1. Cllrs reviewed all policies, Cllr Curl proposed that all policies be adopted, Cllr Barber seconded. All councillors agreed.   5. To agree meetings for 24/25      1. Cllr Powell proposed that the meeting schedule be adopted, Cllr Curl seconded. All councillors agreed.   6. To agree and appoint tree warden.   9.9.1 Both Chris Jermyn & Jo Gavett confirmed they are happy to continue in these roles. Cllr Powell proposed that Chris Jermyn & Jo Gavett remain as tree wardens, Cllr Davies seconded. All councillors agreed.   * 1. Review and agree Direct Debits      1. Utilities, ICO, clerk pension & tithe barn warden mobile are paid by direct debit. Cllr Curl proposed that the direct debits be agreed, Cllr Barber seconded. All councillors agreed.   2. Review risk assessment.      1. Cllrs reviewed the risk assessment. Cllr Curl proposed that the risk assessment be agreed, Cllr Davies seconded. All councillors agreed.   3. Review and approve internal audit.      1. The internal audit was reviewed with the following action points to be completed after recommendation from the internal auditor:   Update Standing order and Finance regs regarding the procurement threshold -Completed.  Absences to be agreed by council- Clerk to include the motion at every meeting.  To review the General Reserves- Clerk to arrange meeting with Finance committee.  Cllr Smith proposed that the internal audit be approved. Cllr Davies seconded. All councillors agreed.   * 1. CIL- To discuss and agree to apply for CIL funding for village projects.      1. Cllrs discussed different projects that could be funded, and it was agreed that further investigation is needed.   2. Taxi Policy- To review the new proposed taxi policy from BMSDC.   9.14.1 Cllr Jermyn gave a report of findings. Cllr Jermyn and Cllr Powell to form a response. Cllr Davies proposed Cllr King seconded all Cllrs agreed. Cllr Jermyn & Cllr Powell to form response and send.   * 1. Abbey Transport- Councillors to discuss corresponding with Abbey Transport regarding alternative routes and bridge heights.   9.15.1 All Cllrs agreed that a letter will be drafted. Cllr Jermyn proposed, Cllr King seconded all Cllrs agreed.   1. **FINANCE**    1. Monthly Payments – Councillors to approve this month’s payments:       1. The monthly payments were reviewed. Cllr Jermyn proposed that the monthly payments be approved. Cllr Powell seconded. All councillors agreed.    2. Bank Reconciliation - Councillors to approve this month’s bank reconciliation.       1. The bank reconciliations were reviewed. Cllr Smith proposed that the bank reconciliation be agreed, Cllr Barber seconded. All councillors agreed.    3. Millennium Green Trust- Cllrs to consider underwriting the MGT family music day by £1500.00.   10.3.1 Cllr Barber, Smith, Curl, and Davies abstained from the discussion.  10.3.1.1. Cllrs discussed the proposal from the MGT. Cllr Jermyn proposed to arrange a meeting with the Millennium Green Trust, Cllr King seconded all Cllrs agreed. Kirsty to arrange meeting.   * 1. Review and approve Section 2 of AGAR      1. AGAR Report Section 2 was reviewed. Cllr Curl proposed that the AGAR report S2 be approved. Cllr Davies seconded. All councillors agreed.  1. **REPORTS FROM COMMITTEES AND RELEVANT GROUPS**    1. **ALLOTMENTS: -**        1. Cllrs to consider plot holders keeping bees.   11.1.1.1 Cllrs discussed the proposal from a plot holder to keep Bees. All Cllrs agreed to refuse that Bees be kept on the allotment and it be added to the agreement. Cllr Davies proposed Cllr Powell seconded all Cllrs agreed. Kirsty to update agreement and circulate to plot holders.   * + 1. Cllrs to consider and agree solution to the independent vermin report.   11.1.2.1 Cllrs discussed a report from The pest company instructed to carry out a report regarding the ongoing rat problem at the allotment. It was agreed that from the end of October plot holders will no longer be able to keep chickens or any livestock on plots. It was agreed for letters to be sent to notify holders and for the agreement to be updated accordingly. Cllr Barber proposed Cllr Smith seconded all Cllrs agreed.   * + 1. Cllrs to consider an increase in allotment rent.   11.1.3.1 Kirsty advised Cllrs that in the year 23-24 the allotment has run at a loss of £181.00. Cllrs discussed and agreed to increase the rent from £2.75 to £3.00 and for Parishioner OAPs from £1.38 to £1.50. Cllr Smith proposed Cllr Davies seconded all Cllrs agreed. - Clerk to notify plot holders of the increase in rent payments.   1. **TO AGREE TIME, DATE AND PLACE OF NEXT PARISH COUNCIL MEETING**   12.1 Wednesday 12th June2024 at 7:30pm in the Barley Room, Lower, Street, Sproughton.   1. **ITEMS FOR NEXT MEETING**   13.1 Standard agenda any other items to be forwarded to Kirsty.   1. **AOB**   14.1 Cllr Jermyn discussed with Cllrs the consultation of the Copdock & Washbrook neighbourhood plan. All Cllrs offered no objection.  14.2 Cllr Jermyn & Cllr Davies discussed the site of the village gateways on the entrance to the village from Ipswich. It was agreed for Cllr King to liaise with the installer on the best position.  14.3 Cllr Smith advised that he had been approached by a parishioner to thank everyone who was involved in clearing the path beside monk’s gate.  14.4 Cllr Smith updated Cllrs regarding the ongoing issue with the blocked ditch on the millennium green,  **15.CLOSE OF MEETING**  15.1 Meeting closed at 20:40pm  Jennifer King  Jenni King, Chairman, Sproughton Parish Council |  |