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|  | **Minutes of Sproughton Parish Council, Annual Council Meeting held in the Barley Room, Tithe Barn, Lower Street, on Wednesday 14th May 2025at 7:30pm.**  **ATTENDEES:** Cllr King, Maxwell, Pateman-Gee, Curl, Powell, Rosenberg and Jermyn. Kirsty Webber Clerk.  **AGENDA:**   1. **ELECTION OF CHAIR**   1.1 Cllr Maxwell proposed Cllr Jennifer King be re-elected as Sproughton Parish Council Chairman. Cllr Curl 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 King Proposed Cllr Sharon Maxwell be re-elected as Sproughton Parish Council Vice-Chairman. Cllr Jermyn seconded; all Cllrs agreed.   1. **OPENING INCLUDING PUBLIC FORUM**   4.1 No public were in attendance.   1. **APOLOGIES**   5.1 Cllr Davies and Barber sent apologies. 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 9th April 2025.   8.1.1 These are an accurate record of the meeting. Cllr Pateman-Gee proposed, Cllr Jermyn seconded all Cllrs agreed to the Parish Council minutes of the 9th of April 2025. No confidential minutes were needed for approval   * 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 Maxwell seconded all Cllrs agreed.   * 1. To confirm and re-elect committee members.   9.2.1 **Committee members are:**  HR: Cllrs King, Maxwell, Curl and Jermyn.  Burial Ground: All Cllrs  Finance: Cllr Curl, Davies, Maxwell, and King  Playing Field: Cllr Maxwell, King, Barber, Davies & Jermyn  All Cllrs agreed to the above committees   * 1. Review and adopt standing orders.      1. Cllrs reviewed the Standing Orders and agreed to adopt and approve these. Cllr Jermyn proposed, Cllr Curl seconded all Cllrs agreed.   2. Review and adopt financial regulations.      1. Cllrs reviewed the financial regulations Cllr Powell proposed that the financial regulations be adopted, Cllr Maxwell seconded. All councillors agreed.   3. Review and agree Internal control statement.      1. Cllrs reviewed the internal control statement. Cllr Maxwell proposed that the Internal Control statement be adopted, Cllr Powell seconded. All councillors agreed.   4. Review of Asset register.      1. The asset register & supporting statement was circulated before the meeting. Cllr Powell proposed that the Asset Register be approved, Cllr Jermyn seconded. All councillors agreed.   5. Review of Policies      1. Cllrs reviewed all policies, Cllr Rosenberg proposed that all policies be adopted, Cllr Curl seconded. All councillors agreed.   6. To agree meetings for 25/26      1. Cllr Jermyn proposed that the meeting schedule be adopted, Cllr Curl seconded. All councillors agreed.   7. To agree and appoint tree warden.      1. Both Chris Jermyn & Jo Gavett confirmed they are happy to continue in these roles. Cllr Maxwell proposed that Chris Jermyn & Jo Gavett remain as tree wardens, Cllr Pateman-Gee seconded. All councillors agreed. Cllr Jermyn and Curl abstained from voting   8. Review and agree Direct Debits      1. Utilities, ICO, clerk pension, accounts package & tithe barn warden mobile are paid by direct debit. Cllr Jermyn proposed that the direct debits be agreed, Cllr Maxwell seconded. All councillors agreed.   9. Review and agree payments by BACS   9.11.1 Cllr Jermyn proposed for BACS payment be used, Cllr Pateman-Gee seconded all Cllrs agreed.   * 1. Review risk assessment.      1. Cllrs reviewed the risk assessment. Cllr Powell proposed that the risk assessment be agreed, Cllr Rosenberg seconded. All councillors agreed.   2. Review and approve internal audit.      1. The internal audit was reviewed, Cllr Maxwell proposed that the internal audit be approved. Cllr Powell seconded. All councillors agreed.   3. Traffic Exhibition-To agree proposed amendments to the paper collating results of the Traffic Exhibition and to agree next steps   9.14.1 Cllr Curl proposed to arrange a meeting to solely discuss the results of the public consultation amongst Cllrs. Cllr Jermyn seconded all Cllrs agreed.   * 1. HGV’s Hadleigh Road- To discuss a proposal for Sproughton PC to support an Experimental Traffic Order banning HGVs from Hadleigh Road request to SCC.   9.15.1 All Cllrs agreed to support the proposal. Cllr Maxwell proposed, Cllr Jermyn seconded all Cllrs agreed   1. **FINANCE**    1. Monthly Payments – Councillors to approve this month’s payments:       1. Cllr Pateman-Gee abstained from the vote. The monthly payments were reviewed. Cllr Jermyn proposed that the monthly payments be approved. Cllr Curl seconded. All councillors agreed.      * 1. Bank Reconciliation - Councillors to approve this month’s bank reconciliation.      1. The bank reconciliations were reviewed. Cllr Curl proposed that the bank reconciliation be agreed, Cllr Rosenberg seconded. All councillors agreed.   2. Review and approve Section 2 of AGAR      1. AGAR Report Section 2 was reviewed. Cllr Curl proposed that the AGAR report Section 2 be approved. Cllr Maxwell seconded. All councillors agreed.   3. Laptop- Cllrs to consider the purchase of a new laptop for the clerk.   10.4.1 Cllrs discussed the purchase of a new laptop for the clerk. Cllr Jermyn proposed to approve a cost between £800-£1000, Cllr Curl seconded all Cllrs agreed.   * 1. Tablet- Cllrs to consider the purchase of a new tablet for the barn warden.   10.5.1 Cllrs discussed the purchase of a tablet for the barn warden following on from the warden now dealing with all bookings/Invoicing. Cllr Rosenberg proposed to approve the purchase; Cllr Curl seconded all Cllrs agreed for a purchase of a tablet up to £249.00   * 1. Clerk Overtime- Cllrs to consider and approve clerk overtime   10.6.1 Cllr Jermyn proposed to agree the clerk overtime of 30 hours and to notify SALC that it be added to May salary, Cllr Powell seconded all Cllrs agreed.   * 1. SLCC- Councillors to consider and approve clerk membership to the SLCC.   10.7.1 Cllr Powell proposed to renew clerk membership to SLCC of £190.00, Cllr Pateman-Gee seconded all Cllrs agreed.   1. **REPORTS FROM COMMITTEES AND RELEVANT GROUPS**   **Playing Field-** Cllr Maxwell to give update on playing field and progression of new play area.  11.1.1 Cllr Maxwell updated Cllrs on the progress of the playing field. All Cllrs agreed to support the upgrade of the children’s play area. Cllr Maxwell advised that it had been advertised in the village in touch magazine to advise the parishioners of the plans to upgrade the area and offering people to get in touch if they had any comments.  11.2 **Tithe Barn-**Refurb update  11.2.1 Cllr King advised Cllrs that we are unable to apply for CIL funding to upgrade the toilet area in the Tithe Barn. Kirsty to chase quotes. Item to be added to June agenda.   1. **TO AGREE TIME, DATE AND PLACE OF NEXT PARISH COUNCIL MEETING**    1. Wednesday 11th June 2025 at 7:30pm in the Barley Room, Lower, Street, Sproughton. 2. **ITEMS FOR NEXT MEETING**    1. Standard agenda any other items to be forwarded to Kirsty. 3. **AOB**    1. Cllr Powell advised Cllrs there is currently a discussion around a salt bin near Woodward close. All Cllrs agreed that Cllr Powell will distribute a survey and all responses be sent back to Kirsty to collate.    2. Cllr Jermyn discussed with Cllrs the conservation area.   **15.CLOSE OF MEETING**  15.1 Meeting closed at 20:35 pm  Jennifer King  Jenni King, Chairman, Sproughton Parish Council |  |