**MINUTES OF THE SPROUGHTON PARISH COUNCIL MEETING HELD IN THE TITHE BARN, BARLEY ROOM, SPROUGHTON ON WEDNESDAY 9th OCTOBER 2019**

**PRESENT:** Cllr H Davies (chair), Cllr K Barwick, Cllr S Curl, Cllr P Powell (vice chair), Cllr J King. Cllr I Selby, Cllr S Maxwell, District Cllr Z Norman, District Cllr R Hardacre

Members of the public Mrs R Jermyn, Mr D Barnes (Joint Tree Officer and Tithe Barn Warden) and Ms D Stroh

The Parish Council unanimously agreed Cllr S Maxwell would take the minutes of the meeting.

1. **OPENING INCLUDING PUBLIC FORUM**

D Barnes questioned who was responsible for the sweet chestnut trees on the green as they needed attention i.e. dead & over hanging branches.

D Barnes also asked about obtaining a new microwave for the Tithe Barn.

D Stroh asked for information to be sent to her. She had sent emails to Cllr I Selby but had no reply. Cllr Davies advised her to send all emails to the Parish Council email address.

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

District Cllr Norman gave a detailed report which will be circulated to the Parish Council by email. Cllr Curl asked Cllr Norman about the wildlife corridors. Cllr Norman said it would run alongside the JLP. District Cllr R Hardacre spoke about the housing numbers in the JLP were not warranted and that there was a surplus of applications than in the 5 year land supply. Cllr Hardacre spoke about the South Suffolk name change. Cllr Hardacre also stated there was CIL money to be used for infrastructure and the council wanted Parish Councils to apply. He would forward examples and more information to the council.

1. **APOLOGIES FOR ABSENCE**

None received

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

None

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

None

1. **MINUTES**

Councillors to consider and approve the minutes of the Parish Council meetings held on 11th September and extraordinary meeting on 25th September 2019. It was noted that on the website the date said 10th October.

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

**Review of actions**

Cllr Davies had investigated dispensation forms.

There was no action regarding Chris Bull at the Suffolk Enterprise Park.

Cllr Davies said there had been no spaces left for the ELF meeting.

Cllr Davies had put the Taylor Wimpey exhibition news on the social media.

Cllr Norman was to ask about weight restriction signs in the village.

***ACTION:*** Cllr Norman to ask about weight restrictions.

Ros Lavington had yet to be approached regarding the signs.

The application for the Parish Investment Plan had yet to be done.

The Housing Needs Survey is still to be published. Cllr Norman had put the results from Sproughton on the Nextdoor page.

Cllr Curl was working on the TPO’s in Sproughton and is working on a map.

Cllr Norman spoke about SIDs saying it was still in progress.

 The Council had previously agreed a budget of £500 for a post box and fittings outside the Barley Room. This was yet to be sourced.

Regarding working in the Barley Room. This was agreed to discuss in the agenda 10a.

Regarding the cheque for Cllr Barwick, there were 2 invoices to be paid, one to Travis Perkins for £12.96. Cheques had been written.

Contact with Anglian Water was still to be made.

***ACTION:*** Cllr Davies to contact Anglian water.

It was noted the previous Parish Clerk had not dealt with an outstanding cheque for Mike Herbert.

The implementation of the accounts package is still on hold.

Membership of joiningThe Institute of Cemetery and Crematorium Management was outstanding.

The meeting with Tony Bass to discuss the playing field was outstanding.

Cllr Davies had actioned the grant information on the website.

1. **ACTION PLAN**
2. Parish Infrastructure Investment Plan. Cllr Davies **proposed** to postpone the plan for the time being. It was **seconded** by Cllr Norman and unanimously **voted in favour** by the council.
3. The Neighbourhood Plan. It was **proposed** by Cllr Norman to postpone the Neighbourhood Plan until the New Year. It was **seconded** by Cllr Barwick and unanimously **voted in favour** by the council.
4. Parish tree and TPO survey. Cllr Curl had identified 5 areas in Sproughton. Cllr Curl **proposed** the 9th November weekend. It was **seconded** by Cllr Davies and unanimously **voted in favour** by the council.

***ACTION:***  Cllr Maxwell to insert it in to the In Touch Magazine

***ACTION:*** Cllr Curl to contact the primary school to see if they would help with the survey.

1. **FINANCE**

**(a) Monthly payments.**

Cllr Davies (Chair) went through all financial matters and the following actions resulted:

***ACTION***: renewal of the EFP Fire and Protection Insurance at £113.40 for the survey and £294 for automatic call up.

Payroll servicing with SALC was £48. Cllr Norman had not attended the training course and SPC had been charged £7.20 for lunch.

***ACTION***: Cllr Norman to provide email as evidence that he had cancelled in the allowed time frame so would not be charged.

 The insurance for the Tithe Barn was on 1st October. Cllr Daviessuggested to insure for 3 years at a premium of £3021.23 subject to listing what is insured, the Tithe Barn, the shop, playground. Cllr Selby **proposed** to renew subject to the conditions above. It was **seconded** by Cllr Maxwell and unanimously **voted in favour** by the council.

 ***ACTION:*** Cllr Davies to renew policy subject to the conditions discussed.

To pay the Information Commissioners office by direct debit. **Proposed** by Cllr Norman, **seconded** by Cllr Powell. Unanimously **agreed** by the council.

Cllr Powell **proposed** to approve and sign cheques**,** **seconded** by Cllr Selby, unanimously **agreed** by the council.

 ***ACTION:*** Cllr Davies to arrange cheques to be signed.

 **(b) Review of grant applications**

***ACTION*:** Cllr Davies to contact the Bumblebee charity who had requested a grant, for further details.

1. **BURIAL GROUND**

Cllr Powell had been in contact with a family with a dispute regarding the extension of grant of burial. A second grant had been paid for while the first was still valid.

Cllr Powell **proposed** to assign a second plot to the family with no fee. Seconded by Cllr King, unanimously **agreed** by the council.

 ***ACTION:*** Cllr Powell to inform family.

1. **REPORTS FROM COMMITTEE AND RELEVANT GROUPS.**
2. **Tithe barn (Office) and Post Box**

Cllr Powell had contacted the Heritage organisation and planning was not needed.

2 possible sites for the post box were discussed in the courtyard outside the Barley room. Cllr Barwick to install.

***ACTION:*** Cllr Powell to obtain 3 quotes for a Post Box.

Regarding the office space in the Barley room, the Burial Commission documents need to be stored in a fireproof box.

Cllr Powell proposed 3 filing cabinets and shelving with fire secure doors

***ACTION:*** Cllr Powell and Cllr Barwick to finalise design and get quotes. Cllr Barwick to obtain quote from Duncan Addison. Cllr Powell to ask his son to draw up plans.

Cllr Davies **proposed** these 2 actions. **Seconded** by Cllr Powell, and **unanimously** agreed by the council.

1. **Allotments.**

Cllr Barwick had drawn up diagrams of the plots but with blank spaces as he had no other papers. Cllr Curl said there was a book with all names. Plots were paid for in arrears. Cllr Powell asked Cllr Barwick to his house where documents are being kept temporarily to look to see if they could find the relevant book.

Cllr Barwick said there was a waiting list for plots.

There was a problem with plot 20, used by a Mr Sanders, as there was an infestation of rats which had killed many chickens. It was felt he had not been maintaining the plot and had breached the conditions. Cllr Curl **proposed** to send a letter asking Mr Sanders to comply with the terms of agreement. Seconded by Cllr Davies and unanimously **agreed** by the council.

***ACTION:*** Cllr Davies to send the letter to Mr Sands.

***ACTION:*** Cllr Barwick to check waiting list and respond to requests.

1. **Community Shop (Car Park Signs)**

***ACTION:*** Cllr Norman to speak to Ros Lavington

1. **Playing Field Management Committee**

***ACTION:*** Cllr Davies to circulate minutes of the PFMC meeting.

1. **Childrens Play Area**

Cllr Davies had not spoken to Tony Bass.

***ACTION:*** Cllr Norman to speak to him.

1. **Sproughton Working Group.**

Mrs Jermyn’s report from the Sproughton Working Group was received in the Planning meeting.

1. **Finance Committee Planning Committee (review of TOR)**

 It was agreed to carry this item forward to the next meeting

**Grant Requests**. It had been previously agreed to contact the lady from the Bumblebee charity. The Brownies had submitted a request for a grant as they need £495 for a census. Cllr Norman **proposed** the sum of £300**. Seconded** by Cllr Powell and unanimously **agreed** by the council.

***ACTION:*** Cllr Davies to contact the Brownie leader.

1. **HR committee**

Cllr Davies proposed to exclude the pubic from the meeting as there is a confidential item that arises from this agenda item. Cllr Powell seconded the motion that was unanimously approved by the council. At 21:10 the meeting was now closed to the public and the confidential matter was discussed.

 **11. TO AGREE TIME AND DATE, AND PLACE OF NEXT PARISH COUNCIL MEETING**

The next meeting was arranged for Wednesday 13th November 2019 at 7:30pm

1. **ITEMS FOR THE NEXT MEETING**

Finance Committee Terms of reference

Winter litter pick

Beer festival dates 2020

Extraordinary meeting

1. **CLOSE OF MEETING**

The meeting was closed by the chair at 21:19pm.