**Minutes of the Parish Council Meeting held in the Barley Room, the Tithe Barn, Lower Street, on Wednesday 13th November at 7:30pm**

**Attendees:** Cllr Davies, Cllr Selby, Cllr Powell, Cllr King, Cllr Maxwell

1. **OPENING INCLUDING PUBLIC FORUM**
   1. A parishioner raised problem of no street lights in Ransome Close. Cllr Maxwell recalled that originally lights were not put in as residents did not want them. ***Action****: Contact resident to refer him to SC*C
   2. The Barn Warden requested that PAT testing be completed in the barn and for councillors to consider installing a brighter bulb in the hallway. Also rats at the allotment appear to be reduced in numbers. ***Action****: Cllr Davies to contact PAT Testing provider.* ***Action****: Cllr Powell to contact Michael Gilbert to look at external & internal lights*
2. **TO RECEIVE REPORTS FROM THE COUNTY AND DISTRICT COUNCILLORS**
   1. District Cllrs Norman, Hardacre & Hudson circulated their reports by email prior to the meeting
3. **APOLOGIES**
   1. Cllr K Barwick, Cllr S Curl, Dist. Cllrs Z Norman & Hardacre
4. **COUNCILLORS DECLARATIONS OF INTEREST RELEVANT TO ANY ITEM ON THE AGENDA**
   1. All councillors declared interests in Taylor Wimpey/Wolsey Grange, Sugar Beet site, Hopkins Homes & Pigeon proposed developments
5. **CONSIDERATION OF DISPENSATIONS FOR A PECUNIARY INTEREST**
   1. None received
6. **MINUTES**
7. Councillors to consider and approve the minutes of the Parish Council meeting held on 9th October 2019 (inc. confidential item) and extraordinary meetings on 3rd & 23rd October 2019 (public & confidential)
   1. 09Oct19 public minutes unanimously approved
   2. 03Oct19 public & confidential minutes unanimously approved
   3. 23Oct19 public & confidential minutes unanimously approved
8. Review of actions from previous minutes
   1. All actions from previous minutes approved with the exception of the below which are carried forward
   2. Weight restrictions query for BMSDC outstanding
   3. Anglia Water to be contacted ***Action****: Cllr Davies*
   4. Sproughton Primary School to be contacted regarding the TPO survey ***Action****: Cllr Curl*
   5. 3 quotes for Barn post box to be obtained ***Action****: Cllr Powell*
   6. Cllr Curl **proposed** to send a letter asking Mr S to comply with the terms of the allotment agreement
   7. ***Action:*** Cllr Davies to circulate minutes of the PFMC meeting
9. **ACTIONS & PROJECTS**
10. Neighbourhood Plan: Feasibility of completing a neighbourhood plan under discussion
11. Parish Tree & TPO Survey: New parish survey date tbd
12. Litter Pick: No update
13. Beer Festival 2020: ***Action****: Cllr Selby to contact Beer Festival Working Group to kick off first meeting, profit allocation from 2019 festival to be discussed & date set for Beer Festival 2020*. All councillors unanimously agreed that two Parish Council reps be determined for 2020. ***Action****: To be included in Dec agenda*
14. **FINANCE**
15. Monthly Payments – Councillors to approve this month’s payments
    1. All payments approved
    2. Cllrs voted unanimously to pay for the allotment rat poison
16. Review of grant applications – additional items
    1. Cllr Selby proposed a grant of £200.00 to be awarded to local charity Bumblebee, unanimously agreed ***Action****: Contact Bumblebee to notify them of grant*
17. **BURIAL GROUND**
18. Reduced burial fee for grave
    1. All councillors unanimously approved to charge the residents rate for the grave in question due to issues arising in previous months
19. Delegated authority to councillor in Clerks absence
    1. All councillors unanimously approved that Cllr Powell has the authority to manage the burial ground until a new parish clerk is appointed in order to address longstanding issues promptly
20. **REPORTS FROM COMMITTEES AND RELEVANT GROUPS**
21. Tithe Barn
    1. All councillors approved that Cllr Selby purchase the microwave (Hotpoint 250Lt  800 Watts model number MWH2621MB for the Tithe Barn kitchen ***Action****: Cllr Selby to purchase microwave*
    2. Cllr Powell circulated suggested plans for the barn parish office/records store. All councillors voted to get 3 quotes for the proposed work. ***Action****: Cllr Powell to obtain 3 quotes*
22. Allotments
    1. Allotment review continues, a number of people have handed back their allotments, however new people have joined, the allotment plan has been updated. Rent letters to be issued ***Action*** *: Cllrs Davies & Barwick*
23. Community Shop
    1. Email sent to Cllrs & Mrs L re car park signs for comment. All councillors voted unanimously to approve purchase of the signs. ***Action****: Cllr Davies to purchase signs and ask Mike Herbert to install.*
24. Playing Field Management Committee
    1. No update
25. Children’s Play Area
    1. Due to resource constraints the proposal for the future of the children’s playground has been delayed and will be revisited in the New Year.
    2. There are mole hills in playground. ***Action****: M Herbert to be asked to deal with this*
26. Sproughton Working Group
    1. No update, waiting on exhibition to collect comments from parishioners alongside SPC
27. Finance Committee
    1. Review/agreement of Terms of Reference (ToR)
       1. All councillors agreed that more work is needed on this ToR
    2. Membership of Finance Committee
       1. All councillors unanimously agreed to form a Finance Committee , Cllrs King/Selby/Powell agreed to be on the Finance Committee
    3. 2020/21 Budget
       1. Accounts being created by SALC, budget meeting postponed until accounts received.
28. HR Committee
    1. Councillors resolved to exclude the public and press to consider a confidential item. All councillors debated various matters and unanimously agreed a number of actions
29. **TO AGREE TIME, DATE AND PLACE OF NEXT PARISH COUNCIL MEETING**
    1. Next meeting agreed as Wednesday 11th December at 7:30pm
30. **ITEMS FOR NEXT MEETING**
    * 1. No items over and above standard agenda
31. **AOB**
    1. No other business
32. **CLOSE OF MEETING**

H Davies

Helen Davies, Chair, Sproughton Parish Council