**Minutes of the Sproughton Parish Council Meeting held via Zoom on Wednesday 13th May 2020 at 7:30pm**

**Attendees:** Cllr Powell, Davies, Selby, King, Maxwell, Curl, Norman. Kirsty Webber (Parish Clerk)

**Minutes**

1. **OPENING INCLUDING PUBLIC FORUM**

1.1 Two members of the public present.

1. **APOLOGIES**

2.1 None received

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

3.1 All councillors declared interests in Taylor Wimpey/Wolsey Grange, Sugar Beet site, Hopkins Homes & Pigeon proposed developments

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

4.1 None received.

1. **RESOLUTION TO DISPENSE WITH THE ANNUAL PARISH COUNCIL UNTIL MAY 2021 DUE TO COVID-19, PER NALC/SALC GUIDANCE**

5.1 Clerk confirmed that all Cllrs had confirmed that they were happy to dispense with the Annual AGM until 2021 retaining roles & responsibilities as of now.

5.1.2 Cllr Davies proposed, Cllr Powell second all Cllrs agreed.

1. **MINUTES** 
   1. Councillors to consider and approve the minutes of the Parish Council meeting held on 8th April 2020 and of the Finance committee minutes 24th Jan 2020

6.1.1 These were believed to be factually correct. General meeting minutes from 8th April 2020 approved. All Cllrs agreed. Finance Minutes agreed by Finance Committee on the 4th May 2020.

* 1. Review of actions from previous minutes.

6.2.1 Clerk to chase up Amazon regarding meeting under 6.5.1 from previous meeting.

1. **ACTIONS & PROJECTS** 
   1. Bennett Homes land offered to SPC
      1. The Committee discussed how land had been offered previously however was declined by SPC, however this could now be reinvestigated. Cllr Powell to investigate this. Cllr Davies proposed, Cllr Powell second all Cllrs agreed
      2. Action: Cllr Powell to produce ‘one-pager’ on this.
   2. New Community Shop Signage
      1. The clerk is awaiting confirmation from shop for more detail on what signage they would like.
      2. Action: Clerk to contact shop for more details and to enquire on price of pre-application advice from BMSDC.
   3. Post/parcel box-missing parcel
      1. Clerk informed 2 items of post had been put into the post box, however, these had gone missing. IT was not known what these items might be. No evidence of tampering or damage to the box. Advise shop if any post delivered to ask for it to be put in SPC box.
      2. Action: Clerk to contact shop asking for post to be directed into box.
   4. Barley Room Office/Storage
      1. No progress due to CoVid 19.
      2. Action: Clerk to contact carpenter regarding start date due to restrictions being lifted slightly.
   5. Lighting fault at Tithe Barn
      1. Flood light in Tithe Barn Courtyard flickering. M.Gilbert electrical has previously done a lot of work within the barn. All Cllrs agreed for M.Gilbert to be contacted.
      2. Action: Clerk to obtain a quote from M.Gilbert
2. **FINANCE** 
   1. Monthly Payments – Councillors to approve this month’s payments.

8.1.1 All payments were reviewed by Cllrs. Cllr Powell proposed, Cllr Maxwell second all Cllrs agreed.

* 1. New litter bin in Church Lane

8.2.1 Received an email from Mr Hawley to say that he would be prepared to install a new bin, if it was like for like. Bin cost £287.99. Cllr Powell proposed, Cllr Davies second all Cllrs agreed.

8.2.2 Action: Cllr Davies to order bin.

* 1. Neighbourhood Plan spend pre-grant
     1. Application for grant

8.3.1.1 Application been sent to Cllrs to look at to agree for this to be sent. Grant is for £9000. Cllr Davies proposed, Cllr Selby second all Cllrs agreed for this to be submitted.

* + 1. Consultancy quote approval

8.3.2.1 Quote received from Ian Poole for his consultancy costs. Cllr Davies proposed to accept the quote. Cllr Powell seconded all Cllrs agreed.

* + 1. Whole of parish flyer/questionnaire delivery costs

8.3.3.1 Committee discussed cost to produce and send a household questionnaire and quarterly updates from the NP Committee. For these to be sent to the entire Parish.

Cllr Davies proposed, Cllr Powell seconded. All Cllrs agreed to the cost.

* + 1. Land Registry searches

8.3.4.1 To investigate who owns land around the Sproughton Parish to aid Neighbourhood Plan regarding possible allocation of sites.

8.3.4.2 Action Clerk to contact land registry.

* + 1. ‘Parish-Online’ Ordinance survey subscription

8.3.5.1 We currently have this on a 90day trial so review of subscription to be carried forward to later meeting.

* 1. Beer Festival Profits Allocation

8.4.1 A musician played a voluntary set at last years Beer Festival. Mr K. Seager from the Beer Festival Committee asked that a £50 donation be given to him as agreed previously with the Beer Festival Committee. All Cllrs agreed that a £50 donation should be given.

8.4.2 Action: Clerk to arrange payment.

* 1. Tithe Barn CarPark

8.5.1 Action: Clerk to add to next meeting

* 1. Allotment tidy up

8.6.1 There are currently two unattended plots which are getting overgrown. It was suggested that David Barnes can be offered a day’s work to tidy up as best he can. All Cllrs agreed.

8.6.1.1 Action: Clerk to contact D Barnes to agree a start date.

* 1. Year end accounts

8.7.1 Cllr Davies advised that the year end accounts which have been produced by SALC are now complete and would the Finance Committee like to look over these. The Finance Committee agreed to do this.

8.7.2 Action Cllr Curl to arrange review

1. **COVID-19**
   1. Sproughton Volunteers

9.1.1 Cllr Selby advised that numbers of calls for help have settled to a consistent level, neighbours enquiring on each other to help the vulnerable. Three food boxes have been delivered to the vulnerable after a nomination from the Primary School. The village has really come together and supported each other.

* 1. Possible grant/funding from Babergh

9.2.1 Due to loss of revenue from the Tithe Barn there is a possible grant that could be applied for. Cllr Davies proposed, Cllr Selby seconded, all Cllrs agreed.

9.2.2 Action: Clerk to apply.

1. **BURIAL GROUND**
   1. Burial Ground Committee update.

10.1.1 Nothing to report.

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

11.1.1 Civil wedding venue application is £1800.

11.1.2 Action: Clerk to investigate annual cost.

* 1. Allotments

11.2.1 Nothing to report.

* 1. Community Shop

11.3.1 Nothing to report.

* 1. Playing Field Management Committee

11.4.1 Nothing to report

* 1. Children’s Play Area

11.5.1 Nothing to report

* 1. Sproughton Working Group - Expression of interest grant.

11.6.1 Grant to be applied for.

* 1. Finance Committee

11.7.1 Cllr Curl advised that a meeting has been held. It was agreed that there would be a quarterly audit on with online banking & the SPC debit card. It was discussed how the two-person authority on payments will be upheld. The new accounting package is to be installed. Cllrs discussed and agreed that the Clerks wage will be paid via standing order.

11.7.2 Action: Clerk to contact SALC to obtain monthly wage for payment.

* 1. Planning Committee

11.8.1 As Per planning meeting minutes

* 1. Beer Festival

11.9.1 Cllr Selby advised there is to be a meeting at the end of June to discuss the chance of rescheduling.

1. **The Council shall resolve to exclude the public and press in order to consider confidential matters**

12.1 Cllr Davies proposed to exclude the public & press in order to consider confidential matters from the meeting. All Cllrs agreed.

12.2 Confidential matters were discussed and actions agreed.

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

13.1 Wednesday 10th June 2020 @ 7:30pm via Zoom

1. **ITEMS FOR NEXT MEETING**

14.1 Standard agenda as above

1. **AO**B

15.1 Cllr Maxwell suggested putting the In-Touch magazine link on to our social media pages as currently during Covid 19 these are not being delivered.

15.2 Sproughton road will be shut for 4 weeks due to maintenance work. Cllr Curl to draft a letter for Clerk to send to outline what transport provisions will be in place for parishioners.

15.3 Cllr Powell advised that the glass needs replacing in the notice board on Lower Street and could this be added to next month’s agenda. Also, to discuss the possibility of a Parish Council board being erected on Wolsey Grange.

15.4 The glass in the Defib cabinet has been smashed and a replacement is £30.00.

15.4.1 Action: Clerk to authorise payment.

1. **CLOSE OF MEETING**

16.1 Meeting closed 21:45pm

Helen Davies

Helen Davies, Chair, Sproughton Parish Council