**Minutes of the Sproughton Parish Council Meeting held via Zoom on Wednesday 10th June 2020 at 7:30pm**

**Attendees:** Cllr Powell, Davies, King and Maxwell. Kirsty Webber (Clerk) R. Jermyn, R. Snowling and S. Butler- Finbow (Pigeon Land Management)

**Minutes**

1. **OPENING INCLUDING PUBLIC FORUM**
	1. Mrs Jermyn commented that the 7.5 tonne sign has been defaced with graffiti. Also, a lot of the speed signs within the parish are covered by foliage. Mrs Jermyn has asked that we contact the highways to see if this can be rectified. Cllrs discussed contacting the police advising of the damaged AED cabinet and now graffiti. Cllr Powell to draft letter to police and council.
	2. Action: Clerk to contact police and council.
2. **APOLOGIES**

2.1 Cllr Curl

2.2 Cllr Davies advised no apology was received from Cllr Norman

Action: Clerk to contact Cllr Norman

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. **MINUTES**
	1. Councillors to consider and approve the minutes of the Parish Council meeting held on 13th May 2020

5.1.1 These were believed to be factually correct. General meeting minutes from 13th May 2020 approved. All Cllrs agreed.

* 1. Review of actions from previous minutes.

5.2.1 All actions except for item 8.4.2 is complete.

5.2.2 Clerk to action item 8.4.2

1. **ACTIONS & PROJECTS**
	1. Parish Council notice boards, replacement glass, additional board.

6.1.1 Cllrs discussed a board being erected in Wolsey Grange, clerk to add to this suggestion to an agenda for the next time a meeting is arranged with Taylor Wimpey. Cllr Powell suggested enquiring the cost of a replacement piece of glass for the notice board at the top of Lower Street. Cllr Powell proposed that the clerk to obtain a quote and if under £100 to purchase and replace. All Cllrs agreed.

Action: Clerk to obtain quote and progress replacement.

* 1. Tithe Barn hiring fees review

6.2.1 Cllrs discussed looking at reviewing the hire costs of the Tithe Barn as this has not been reviewed for two years. Cllrs to consider the review and report back at the next meeting

6.2.2 Action: Cllrs to consider price review and relay their thoughts at the next general meeting.

* 1. Tithe Barn Maintenance – improvements to toilets

6.3.1 Cllrs discussed ways to improve the toilets within the Tithe Barn. Air dryers, hooks on the back of doors soft door close mechanisms and new toilet seats were mentioned. Discussed if there was access for dryers to be installed.

6.3.2 Action: Cllr Davies to investigate and report back at the next meeting.

* 1. Tithe Barn Carpark – Offer to Buy

6.4.1 Cllr Davies discussed that now HH planning application has been refused for a second time, if it was worth investigating to look into approaching the landowner of the Tithe Barn carpark to discuss if there was an opportunity for the SPC to purchase this.

6.4.2 Cllr Davies proposed, Cllr Powell Second all Cllrs agreed

6.4.3 Action: Contact landowner.

* 1. Tree Survey Project

6.5.1 N/A

1. **FINANCE**
	1. Monthly Payments – Councillors to approve this month’s payments.

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

* 1. Transfer of reserves approval

7.2.1 Cllrs discussed moving some reserve funds in to a legal and consultancy account. All Cllrs agreed this was a good idea. Cllr Davies proposed, Cllr Powell second all Cllrs agreed.

7.2.2 Action: Clerk to contact SALC to arrange

 7.3 Annual accounts approval

7.3.1 Finance Committee has yet to meet to review these. Cllrs discussed and agreed to let Finance Committee to review and report back to the council.

 7.3.2 Action: Finance Committee to review annual accounts & AGAR.

 **8**. **COVID-19**

8.1 Cllr Selby who co-leads the Sproughton Volunteers Group, advised that the use of the volunteer’s services has gone noticeably quiet and the community seems to be coping well.

 **9. POLICY UPDATES**

* 1. Cllrs discussed the updating of policies. Cllr Davies advised that as the new clerk has now started and that they will now be reviewed.
	2. Action: Cllr Davies and Clerk to review and update policies.
1. **BURIAL GROUND**
	1. Burial Ground Committee update.
		1. Cllrs discussed what process should be taken if a payment has not been made, and arrangements for the digging of a grave is imminent. Cllr Davies proposed that work should continue and to contact the funeral arranger. All Cllrs agreed.
		2. Action: Clerk to contact funeral director
2. **REPORTS FROM COMMITTEES AND RELEVANT GROUPS**
	1. Tithe Barn

11.1.1 Nothing to report.

* 1. Allotments

11.2.1 Nothing to report.

* 1. Community Shop

11.3.1 Clerk received an email requesting that the shop door is currently sticking, consideration for an outside tap to be installed, use of the barn toilets by the shop volunteers.

11.3.2 Cllrs discussed the matters, Cllr Powell suggested that the carpenter completing the Barley Room work also looks at the shop door. Cllrs discussed investigations to be made to the cost and permission required for a tap to be installed. Cllrs discussed the safety aspects of another key holder of the barn and how long the use would be required, Cllr Powell proposed a 3-month trial period, Cllr Davies second all Cllrs agreed.

11.3.3 Actions: Clerk to contact carpenter to instruct work, Clerk to investigate requirements to install a tap to a listed building and obtain quotes to install outside tap.

Clerk to contact shop regarding how long the use of toilets is required and to also issue paperwork for the handover of a key to the barn for a 3month period.

* 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

11.6.1 Nothing to report

* 1. Finance Committee

11.7.1 Nothing to report

* 1. Planning Committee

11.8.1 As Per planning meeting minutes

* 1. Beer Festival
		1. Nothing to report.
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, Cllr Powell second all Cllrs agreed.

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

Wednesday 8th July @ 7:30pm via Zoom

**14.ITEMS FOR NEXT MEETING**

14.1 Standard agenda as above

**15. AOB**

15.1 Nothing to report.

**16. CLOSE OF MEETING**

 16.1 Meeting closed at 21:14pm

Helen Davies

Helen Davies, Chair, Sproughton Parish Council