**Minutes of the Sproughton Parish Council Meeting held via Zoom on Wednesday 8th July 2020 at 7:30pm**

**ATTENDEES:** Cllr Davies, Powell, Maxwell, Curl, and Selby. District Cllr Hardacre. Kirsty Webber (Clerk)

**AGENDA:**

1. **OPENING INCLUDING PUBLIC FORUM**
   1. Meeting started at 19:52pm
   2. District Cllr Ric Hardacre provided an update on Wolsey Grange, District Cllr Zac Norman had previously circulated a report
2. **APOLOGIES**
   1. Cllr Norman and King.
3. **COUNCILLORS DECLARATIONS OF INTEREST RELEVANT TO ANY ITEM ON THE AGENDA**
   1. Interests were declared by all councillors in the following developments - Wolsey Grange, Sugar Beet Factory, Hopkins Homes and Pigeon.
4. **CONSIDERATION OF DISPENSATIONS FOR A PECUNIARY INTEREST**
   1. Nothing to report
5. **MINUTES** 
   1. **Councillors to consider and approve the minutes of the Parish Council meeting held on 10th June 2020:** These are believed to be factually correct. Cllr Powell proposed, Cllr Davies seconded all Cllrs agreed minutes from the 10th June 2020
   2. **Review of actions from previous minutes:** Actions approved.
6. **ACTIONS & PROJECTS**
   1. **TPO Survey:** Cllr Curl advised in the current climate with Covid 19 it is not advisable to include the public as a group. Cllr Davies discussed putting a piece on social media to let the public get involved. Cllr Maxwell suggested about hiring a company to do a tree survey within the village, discuss with R. Jermyn (Chair Neighbourhood Plan) to see if this could be included within the NP.
   2. **Reopening of community building (Tithe Barn):** Clerk advised Cllrs of the advisories of re opening the Barn. Cllrs discussed the viability of opening the Barn. Cllrs agreed to keep reviewing the status of reopening the barn, consider the hiring of the Barn on individual cases and its viability. Update Social media to inform community on when reopening may occur.
   3. **New proposed Code of Conduct:** Cllr discussed the new code of conduct and agreed to put views forward to Cllr Davies.
   4. **Policy update (FOI):** Cllrs discussed the updated policies. Cllrs agreed to the updates. Cllr Powell proposed, Cllr Davies seconded all Cllrs agreed to the updated policies.
7. **FINANCE** 
   1. **Monthly Payments – Councillors to approve this month’s payments:** All payments were reviewed by Cllrs. Cllr Selby proposed, Cllr Maxwell seconded all Cllrs agreed.
   2. **Update of improvements of the Tithe Barn:** Cllrs discussed the improvements and agreed for Cllr Davies to investigate labour costs on works and present at next meeting.
   3. **Cllrs to approve annual accounts and AGAR. (Due 31st July 20):** Cllrs discussed the annual accounts & AGAR. Cllrs agreed the Annual Accounts and AGAR. Cllr Davies proposed Cllr Maxwell seconded all Cllrs agreed the annual accounts and AGAR form
   4. **Tithe Barn Car Park:** Ongoing.
   5. **Continuation of Retainers:** Cllrs discussed the continuation of retainers and Cllrs agreed that the retainer would carry on for another 3 months, inform by letter. All Cllrs agreed.
   6. **Agreement of Legal Fees:** Cllrs discussed ongoing legal fees and discussed approving an amount to be allocated for these. Cllr Davies proposed a budget of £3,000 + VAT be allocated before coming back to council to approve. Cllr Powell proposed, Cllr Selby seconded all Cllrs agreed.
   7. **Clerk Membership to SLCC:** Cllrs discussed the enrolment to SLCC for the clerk. The clerk informed that the cost of this would be £173.00 for the year. All Cllrs agreed for the clerk to join. Action: Clerk to join SLCC
8. **COVID-19** 
   1. Cllr Selby advised that there has been no contact made for use of the service for the last month. But still available if needed.
9. **BURIAL GROUND**
   1. Waiting for an update from the ICMM for any updates on burials regarding Covid 19 as currently applying to the undertaker’s rules. Cllrs agreed that Cllr Powell will have authorisation to put any new rules in place
10. **NEIGHBOURHOOD PLAN**

10.1The Neighbourhood Plan Committee have investigated having a landscape appraisal carried out. A supplier has been identified who is available from September 2020.The estimated cost is between £5,000-£10,000. Existing grant money will be used to fund this and an additional grant will be applied for which the NP are eligible to apply for.

1. **REPORTS FROM COMMITTEES AND RELEVANT GROUPS**
   1. **Tithe Barn:** As above
   2. **Allotments:** Clerk to meet with K. Barwick to have a takeover of the allotments.
   3. **Community Shop:** Clerk has spoken with Heritage regarding outside tap, Clerk to obtain quotes for installation. Action: Clerk to obtain quotes
   4. **Playing Field Management Committee:** Nothing to report
   5. **Children’s Play Area:** Cllrs discussed re opening the playground a Covid 19 Risk Assessment has been completed and posters to be made and displayed.
   6. **Sproughton Working Group:** Nothing to report
   7. **Finance Committee:** Nothing to report
   8. **Planning Committee:** As per planning meeting
   9. **Beer Festival:** Cllr Selby advised that the Beer Festival has been postponed until next year.
2. **The Council shall resolve to exclude the public and press in order to CONSIDER CONFIDENTIAL matters**
   1. Cllr Davies proposed to exclude the public & press to consider confidential matters from the meeting. All Cllrs agreed.
   2. Confidential matters were discussed, and actions agreed.
3. **TO AGREE TIME, DATE AND PLACE OF NEXT PARISH COUNCIL MEETING**
   1. Wednesday 9th Sept 2020
4. **ITEMS FOR NEXT MEETING**
   1. To be sent to Clerk for 9th September Agenda.
5. **AOB:** Nothing to report.
6. **CLOSE OF MEETING**
   1. Meeting closed at 22:01pm

Helen Davies

Helen Davies, Chair, Sproughton Parish Council