**Minutes of the Sproughton Parish Council Meeting held via Zoom on Wednesday 11th November 2020 at 7:30pm**

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

**AGENDA:**

1. **OPENING INCLUDING PUBLIC FORUM**

1.1 District Cllr Norman updated the Council on the following. **A14 Diversion** that he is currently in talks to push for a contraflow system rather than the diversion through the village. **Copdock Interchange:** a meeting is arranged for the 24th November 2020 to discuss improvements. Some of these suggestions were better cycle routes, traffic light sequencing, slip roads, better signage, managing peak time flow, whether to increase the capacity of the roundabout or to create a brand-new system. **Biodiversity Motion;** has been passed by the cabinet. This will include developing a wildlife network map, working with town/parish councils and local communities to identify areas where trees & hedges can be planted. **Bennett Homes Flooding:** After speaking to James Cartlidge on this topic, this has now been placed back in the hands of Suffolk County Council Highways who have suggested another survey be carried out.

1. **APOLOGIES**

2.1 Cllr Combe and Cllr Selby.

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

3.1 All councillors declared an interest in the Wolsey Grange, Pigeon, Hopkins Homes and Sproughton Enterprise Park 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 14th October 2020.

5.1.1 These were believed to be factually correct. Cllr Davies proposed Cllr King seconded. All Cllrs agreed minutes from 14th October 2020

* 1. Review of actions from previous minutes

5.2.1 There has been no response from Air Ambulance regarding the ancient printers and laptops, therefore filing cabinets have not been purchased yet, as there is no space in the new Barley Room cupboard. All other actions complete.

1. **ACTIONS & PROJECTS**
	1. Playing Field Land

6.1.1 Cllrs discussed establishing the boundary of the playing field from the land registry. Action: Clerk to register with Land Registry to investigate.

* 1. Quiet Lanes

6.2.1 Cllr Davies, King and Kirsty to meet to discuss this. Action: Clerk to arrange meeting.

* 1. Rights of Way

6.3.1 Cllr Maxwell will be investigating the land beside Bennett Homes where people regularly walk their dogs.

* 1. Moving of lamppost Church Crescent

6.4.1 Cllrs discussed the moving of the lamppost. Concerns were raised regarding i) whether the correct planning permission has been granted? Ii) has notification been given to the residents of #21 that the lamppost may be moved nearer to their property? Iii) are the applicants aware it will be at their cost for the lamppost to be moved? Action: Clerk to contact SCC regarding the queries.

1. **NEIGHBOURHOOD PLAN**

7.1 Cllr Davies proposed to pay Ian Poole an interim payment, to enable the initial SNP grant to be closed. The second grant can then be applied for. Cllr Powell seconded; all Cllrs agreed

1. **Sproughton Working Group**
	1. Nothing to report.
2. **FINANCE**
	1. Monthly Payments – Councillors to approve this month’s payments.

9.1.1 All payments were reviewed by Cllrs. All Cllrs agreed payments. Cllr Davies proposed, Cllr Norman seconded, all Cllrs agreed.

* 1. Bank Reconciliation

9.2.1 All Cllrs approved bank reconciliation. Cllr Davies proposed, Cllr Maxwell seconded all Cllrs agreed.

* 1. Budget FY 21/22

9.3.1 Cllr Curl advised that the precept would also need to be agreed. Finance Committee to hold a meeting to discuss this to bring to next month’s meeting for approval.

9.3.1 Clerk: to investigate number of houses for precept & work with Cllr Curl to arrange next Finance Committee meeting.

* 1. Notice Board

9.4.1 Cllrs discussed the proposed 2 door noticeboard and agreed this to be too costly at £835.00 + vat. Cllr Davies proposed approaching Taylor Wimpey, to enquire if they can contribute to the cost.

9.4.2 Action: Clerk to contact Taylor Wimpey.

* 1. Budget with/without vat – provision of quotes?

9.5.1 Cllrs discussed that future quotes for purchases are to be broken down to include base amount, vat amount, any delivery charge & total cost for final approval from the council.

9.5.1 Cllr Davies proposed, Cllr Powell seconded all Cllrs agreed.

* 1. Finance Committee

9.6.1 To arrange meeting to discuss precept and budget 21/22.

1. **COVID-19**
	1. Nothing to report.
2. **BURIAL GROUND**
	1. Reissuing of GERB

11.1.1 Cllr Powell advised that in 2017 a GERB was assigned to a cremation plot, however due to some tree roots this plot is no longer viable, Cllr Powell has now assigned a new plot. Due to this being not the applicant’s fault, Cllr Powell has requested that a new GERB be issued to be dated from 2020 not 2017.

Cllr King seconded all Cllrs agreed.

* 1. Proposal to amend Rule 17 of the graveyard rules.

11.2.1 Concerns have been raised regarding the possibility that unknown obstacles to a burial could come to light when digging into new ground. I.e. tree roots, but all manner of unknowns like large solid objects or even archaeological finds could prevent or delay the use of a plot for a burial, Cllr Powell proposed an amendment to Rule 17 of the Graveyard Rules as follows: The allocation of which will be defined by plot number with reference to the Burial Ground Plans save that where any obstacle to interment in a designated plot subsequently becomes apparent the council may reassign the location of the plot as it deems necessary and notify the beneficial owner of the Grant of Exclusive Rights of Burial accordingly. Cllr Powell proposed to amend Rule 17 and the policy be updated accordingly, and the adopted version be added to the website. Cllr Davies seconded all Cllrs agreed. Action: Clerk to amend and update policy and upload to website.

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

12.1.1 Kirsty advised that the alcohol licence has been reissued and is also investigating the possibility there is a bat roost within the barn. Cllr Davies also advised that the upgrade of the barn toilets has now been passed to Kirsty to investigate.

* 1. Allotments

12.2.1 Kirsty updated Cllrs that 90% of the allotment rent has been received.

* 1. Community Shop

12.3.1 An email has been sent to the shop advising that the PC have a meeting coming up with Jo Hobbs(Babergh Planning) and Pigeon. To invite members to join to discuss the community space which could be a potential new site for the shop.

* 1. Playing Field Management Committee

12.4.1 Nothing to report

* 1. Children’s Play Area

12.5.1 A meeting has been arranged tomorrow to discuss a possible grant for the play area. Cllr Davies also spoke to the head teacher of the primary school to see if the children would like to have an input into what they would like to have if a new playground was created.

* 1. Planning Committee

12.6.1 As per earlier planning meeting.

* 1. Beer Festival

12.7.1 Nothing to report.

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

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

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

14.1 Wednesday 9th December at 19:30pm

1. **ITEMS FOR NEXT MEETING**
	1. Standard Agenda
2. **AOB**

16.1 Cllrs discussed some anti sociable behaviour within the village. Trail bikes have been seen using the end of Church Lane. There are also reports of a tent being erected the Hadleigh Road side of the underpass.

1. **CLOSE OF MEETING**

17.1 Meeting closed at 21:28pm

Helen Davies

Helen Davies, Chairman, Sproughton Parish Council