|  |  |  |
| --- | --- | --- |
|  | **Minutes of the Sproughton Parish Council Annual Meeting held via Zoom, on Wednesday 5th May 2021 at 7:30pm.****ATTENDEES**: Cllr Davies, Powell, Curl and King. Kirsty Webber (Clerk)Cllr Maxwell joined at 20:17pm**AGENDA:**1. **ELECTION OF CHAIR**
	1. Cllr Powell Proposed Cllr Helen Davies be re-elected as Sproughton Parish Council Chairman. Cllr King seconded; all Cllrs agreed.
2. **DECLARATION OF ACCEPTANCE OF OFFICE BY CHAIR**
	1. Cllr Davies declared an acceptance of office with the form to be completed and signed in person.
3. **ELECTION OF VICE CHAIR**
	1. Cllr King proposed Cllr Peter Powell be re-elected as Vice Chair. Cllr Davies seconded; all Cllrs agreed.
4. **OPENING INCLUDING PUBLIC FORUM**
5. **APOLOGIES**
	1. Cllr Norman
6. **COUNCILLORS DECLARATIONS OF INTEREST RELEVANT TO ANY ITEM ON THE AGENDA**
	1. All councillors declared an interest in the Wolsey Grange, Pigeon, Hopkins Homes and Sproughton Enterprise Park developments
7. **CONSIDERATION OF DISPENSATIONS FOR A PECUNIARY INTEREST**
	1. None received
8. **MINUTES**
	1. Councillors to consider and approve the minutes of the Parish Council meeting held on 22nd April 2021.

8.1.1 These are believed to be factually correct. Cllr Davies proposed Cllr Powell seconded all Cllrs agreed to the minutes of the 22nd of April 2021* 1. Review of actions from previous minutes

8.2.1 All actions complete.1. **ACTIONS & PROJECTS**

9.1 Review Delegation of power to the clerk. 9.1.1 It was discussed that with the current government guidelines there is now a period when the Council cannot lawfully meet. Cllr Powell proposed that the clerk should be given our authority of delegated powers to enact any requirement by the Parish Council at this time. Cllr Davies seconded all Cllrs agreed.9.2 Review TOR for the following committees Beer Festival, Burial Ground, Finance, HR and Planning. 9.2.1 Cllrs reviewed the TOR for the committees and agreed to approve these. Cllr Powell proposed, Cllr King seconded all Cllrs agreed. 9.3 To confirm and re-elect committee members 9.3.1 The following committees were proposed to stay the same with the same members. Burial, Finance and Planning. Cllr Davies proposed, Cllr Powell seconded all Cllrs agreed. The Beer festival committee it was proposed by Cllr Powell that Cllr King and Cllr Davies make up the beer festival committee (2 members from SPC) Cllr Curl Seconded all Cllrs agreed. The Hr Committee had one spare seat to which Cllr Curl said he was happy to join. Cllr King proposed, Cllr Davies seconded all Cllrs agreed.9.4 Review and adopt standing orders 9.4.1 Cllrs reviewed the Standing Orders and agreed to adopt and approve these. Cllr Powell proposed, Cllr King seconded all Cllrs agreed.9.5 Review and adopt financial regulations 9.5.1 Cllrs reviewed the Financial Regulations and agreed to adopt and approve these. Cllr Powell proposed, Cllr King seconded all Cllrs agreed.9.6 Review and agree Internal control statement 9.6.1 Cllrs reviewed the Internal Control statement and agreed to approve these. Cllr Powell proposed, Cllr King seconded all Cllrs agreed.9.7 Review of Asset register. 9.7.1 Cllrs reviewed the Asset register and agreed to approve this with the line of 14 being removed to stop confusion. Cllr Powell proposed, Cllr King seconded all Cllrs agreed.9.8 Review of Policies 9.8.1 Cllrs Reviewed and agreed to all the policies on the SPC website to also include a new persistent vexatious complainant policy. Cllr Powell proposed, Cllr Davies seconded all Cllrs agreed.9.9 To agree meetings for 21/22 9.9.1 Cllrs reviewed and agreed to the proposed meeting dates.9.10 To agree and appoint tree warden. 9.10.1 Mr. C. Jermyn has come forward to volunteer as the tree warden, along with J. Gravett. Cllr Powell proposed to appoint the 2 wardens, Cllr Davies seconded, all Cllrs agreed.1. **FINANCE**
	1. Monthly Payments – Councillors to approve this month’s payments:

10.1.1 All payments were reviewed by Cllrs. All Cllrs agreed payments. Cllr Davies proposed, Cllr Powell seconded, all Cllrs agreed.* 1. Bank Reconciliation

10.2.1 All Cllrs approved bank reconciliation. Cllr Davies proposed, Cllr Powell seconded all Cllrs agreed. (April bank reconciliation checked against invoices and signed by Cllr King)* 1. Review and approve Year end accounts 20/21

10.3.1 Cllrs discussed the year end accounts and new format due to a new accounts system. Cllr Curl asked for these to be more simplified. Cllr Davies advised that maybe this can be investigated by the finance committee. Cllr Powell Proposed to approve the year end accounts 2020-2021. Cllr Davies seconded; all Cllrs agreed.1. **COVID-19**
2. **BURIAL GROUND**

11.1 Kirsty advised that she had received an email asking for more information regarding the Burial Ground. To which could be displayed in Burstall for their residents.1. **REPORTS FROM COMMITTEES AND RELEVANT GROUPS**
	1. Tithe Barn

13.1.1 Mike Herbert advised that the men’s urinals are not flushing. Kirsty to contact plumber. The threshold into the Barley room appears to have rotted. Kirsty to investigate.* 1. Allotments

13.2.1 Nothing to report* 1. Community Shop

13.3.1 Cllrs discussed the end of year statement and the proposal from the shop to write of the odd £152.51. Cllrs agreed that the odd £152.51 can be applied for via a grant. Kirsty to contact shop.* 1. Playing Field Management Committee

13.4.1 Cllrs discussed the land registration to get things secure for the future. Kirsty to chase solicitor.* 1. Children’s Play Area

13.5.1 There have been two suppliers to the playground to give a quote for a new play area. The final supplier is meeting Kirsty next week.1. **TO AGREE TIME, DATE AND PLACE OF NEXT PARISH COUNCIL MEETING**
	1. Wednesday 9th June 2021 at 19:30pm
2. **ITEMS FOR NEXT MEETING**
3. **AOB**
4. **CLOSE OF MEETING**

17.1 Meeting closed at 20:48pmHelen Davies, Chairman, Sproughton Parish Council |  |