**Minutes of the Sproughton Parish Council Meeting held via Zoom on Wednesday 10th March 2021 at 7:30pm**

**ATTENDEES:** Councillors Davies, Powell, Curl, Maxwell and King.

Kirsty Webber (Clerk) District Cllr Ric Hardacre

**AGENDA:**

1. **OPENING INCLUDING PUBLIC FORUM**

Cllr Hardacre advised that there is going to be 27 walk in covid testing sites in Suffolk for people to go and be tested. Once more information is received Cllr Hardacre will forward over.

1. **APOLOGIES**

2.1 Cllr Norman and Selby

1. **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.
2. **CONSIDERATION OF DISPENSATIONS FOR A PECUNIARY INTEREST**
   1. None Received
3. **MINUTES**
   1. Councillors to consider and approve the minutes of the Parish Council meeting held on 10th February 2021.

5.1.1 These were believed to be factually correct. Cllr Powell proposed, Cllr Davies seconded. All Cllrs agreed the minutes from 10th February 2021

* 1. Review of actions from previous minutes

5.2.1 All actions complete

1. **ACTIONS & PROJECTS**

6.1 **Review insurance**

6.1.1 All Cllrs reviewed the insurance document, All Cllrs agreed to the insurance policy.

6.2 **Review asset register**

6.2.1 Cllr Curl raised that the burial ground container, noticeboards and bus shelter were not included on the asset register. All Cllrs agreed to the asset register and asked for the above to be included.

6.3 **Review risk assessment**

6.3.1 Cllrs reviewed and all Cllrs agreed to the risk assessment.

6.4 **Post lockdown event.**

6.4.1 Cllrs discussed possible post lockdown events for the village, suggestions were a BBQ on the green, maybe with live music and it was discussed to do something with the Millennium green trust. Kirsty to contact Chairman to discuss.

6.5 **20mph speed limit Church lane.**

6.5.1 Kirsty had investigated the potential of making Church Lane a 20mph zone.

Cllrs discussed this , and agreed they would like for Kirsty to investigate the whole village being a 20mph zone.

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

7.1.1 All payments were reviewed by Cllrs. All Cllrs agreed payments. Cllr Curl proposed, Cllr Davies seconded, all Cllrs agreed.

* 1. **Bank Reconciliation**

7.2.1 All Cllrs approved bank reconciliation. Cllr Davies proposed, Cllr King seconded all Cllrs agreed. (February bank reconciliation checked against invoices and signed by Cllr King)

* 1. **Budget**

7.3.1 Kirsty advised that there had been a miscalculation and the budget is £67,175 not £66,675. Cllr King has now checked confirmed and signed that the budget for 2021/2022 is £67,175

* 1. **Retainers**

7.4.1 Cllrs discussed the ongoing retainers, and it was agreed that retainers would now be reduced by 50% and reviewed on a monthly basis going forward.

* 1. **Donation**

7.5.1 Cllrs discussed making a donation to former Cllr Chris Marshall’s family just giving page following his sad passing.

7.5.1.1 Action: Clerk to contact SALC to see if this viable.

* 1. **To agree and appoint internal auditor**

7.6.1 Cllrs discussed the appointment of an internal auditor. It was agreed that SALC will carry out the internal audit.

* 1. **Clerk overtime**

7.7.1 Cllrs discussed the clerks overtime up to and including the 5th of March 2020. Cllr Powell proposed, Cllr Davies seconded all Cllrs agreed the clerks overtime hours.

* 1. **Review and agree shop licence**

7.8.1 Cllrs reviewed the shop licence for 21/22. Cllr Davies proposed, Cllr Curl seconded all Cllrs agreed to the shop licence.

7.8.1.1 Action: Clerk to contact shop to get the licence signed.

* 1. **Grant for conservation area**

7.9.1 As per the planning meeting. (NP)

1. **COVID-19**

8.1

1. **BURIAL GROUND**

9.1 **Burial ground committee**

9.1.1 Cllrs discussed that there needs to be one more person to form the burial ground committee. As there are some issues that need to be resolved. Cllr Maxwell was happy to join. Cllr Powell proposed that Cllr Maxwell joined the burial ground committee, Cllr Davies seconded all Cllrs agreed.

9.1.1.1 Action: Cllrs to send availability to Kirsty to arrange a meeting.

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

10.1.1 **Review and agree Tithe Barn T & C’S**

10.1.1.1 These have yet to be updated, rolled over to next meeting.

10.2 Cllrs discussed the use of a food truck at an upcoming booking at the Tithe Barn.

It was agreed in principle by all Cllrs, providing but that Kirsty gain 2 references on the food truck.

* 1. **Allotments**

10.2.1 Nothing to report.

* 1. **Community Shop**

10.3.1 **New A Frame**

10.3.1.1 Cllrs discussed the proposal of a New A frame; the licence allows 3 sq. mts for an advertisement board and Cllrs agreed that if it was in this there was no objections. However, Cllrs agreed that they would like for this to be movable and put away each day, and for any proposed sign to be brought before the Council to approve the design.

10.3.2. **Community bookstore**

10.3.2.1 Kirsty advised Cllrs that with the shop restricted hours people were not benefiting from the community bookstore. The shop had approached Kirsty to see if the Parish Council had anywhere within the village that the bookstore could be set up. Kirsty suggested part of the bus shelter. All Cllrs agreed.

10.3.2.2 Action: Kirsty to get quotes on making a bookstore within the shelter.

* 1. **Playing Field Management Committee**

10.4.1 Kirsty is currently investigating with Land Registry the registration of the playing field.

* 1. **Children’s Play Area**

10.5.1 Presentation is nearly complete to be sent to the primary school.

* 1. **Beer Festival**

10.6.1 It has been agreed that the beer festival will not go ahead this year.

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

13.1 Councillors to consider and approve confidential minutes.

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

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

13.1 Wednesday 14th April 2021 at 19:30pm

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

15.1 Cllr Maxwell asked that if anything is required for the in touch magazine to forward this to her.

1. **CLOSE OF MEETING**

Helen Davies

Helen Davies, Chairman, Sproughton Parish Council