**Minutes of the Sproughton Parish Council Meeting held via Zoom on Wednesday 22nd April 2021 at 7:30pm**

**ATTENDEES:** Councillor Davies, Powell, King, Curl and Maxwell. Kirsty Webber (Clerk)

**AGENDA:**

1. **OPENING INCLUDING PUBLIC FORUM**
2. **APOLOGIES**

2.1 Cllr Norman

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 10th March 2021.

5.1.1 These are believed to be factually correct. Cllr Davies proposed Cllr Powell seconded all Cllrs agreed to the minutes of the 10th of March 2021

* 1. Review of actions from previous minutes

5.2.1 All actions complete

1. **ACTIONS & PROJECTS**
	1. **Quiet Lanes**

6.1.1 Kirsty updated Cllrs on the two proposed quiet lanes to be put forward. Church Lane and The Grindle. All Cllrs thought this was a good idea. Cllr Powell proposed to proceed with making these designated quiet Lanes. Cllr Davies seconded all Cllrs agreed. Action: Kirsty to contact QLS.

* 1. **Sproughton Court Parking**

6.2.1 Cllrs discussed a proposal from Sproughton Court resident committee about erecting a mirror to enable better access from Sproughton Court due to commercial vehicles parking and blocking the view of the High Street. Action: Clerk to contact Chairman of residents’ associations advising contact needs to be made with SCC Highways.

* 1. **Arrangements for Annual Meeting**

6.3.1 It was discussed, and the Annual Parish Meeting will be held on Tuesday 4th May @ 19:30pm. The Annual Council meeting will be held on Wednesday 5th May @ 19:30pm

* 1. **Additional light Samford Place**

6.4.1 Cllrs discussed the request from a Parishioner to have an extra streetlight installed in Samford place. Action: Clerk to contact BMSDC to see if this is possible and contact other residents for their views.

* 1. **Waiting restrictions/control measures, Church Lane.**

6.5.1 Cllrs discussed the ongoing issue of parked cars on the corner of Lower Street and Church Lane, and the dangerousness of the situation. Different solutions that could be considered to prevent this. Cllrs agreed that a petition getting parishioners views may be the first step. Cllr Powell Proposed for the clerk to contact District Cllr Zac Norman to discuss further. Cllr Davies seconded all Cllrs agreed. Action: Clerk to contact Cllr Norman.

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 Davies proposed, Cllr Powell seconded, all Cllrs agreed.

* 1. **Bank Reconciliation**

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

 7.3 **Community Shop yearend balance statement**

 7.3.1 Cllr Davies updated Cllrs on a meeting held with the shop manager (T. Booth). Due to the Clerk starting last year and COVID, the balance statement was not issued for 2020. This means there are 2 years of yearend statements to be paid. T. Booth to go back to shop directors to update and will contact the clerk with regards to repayment.

1. **COVID-19**
2. **BURIAL GROUND**

**9.1 Burial ground committee**

9.1.1 Cllr Powell updated Cllrs on the recent Burial Ground Committee Meeting where it was discussed of a review of fees. Fees were compared to other burial grounds in the area and due to the ongoing maintenance and in future the purchase of more land to add to the burial ground. It was proposed that Parishioners fees remain the same and Non-Parishioners be increased to 3 times that of Parishioners rates.

**9.2 Revised fee for Burstall Residents**

9.2.1 Cllrs discussed the current fee received from Burstall PC to allow Burstall Parishioners to pay the same fee as Sproughton Parishioners. Ongoing maintenance costs and works are currently paid for by Parishioners within the precept. To ensure Burstall are paying a fee in line with this, there is a proposal to increase their yearly fee to £200. Cllr Davies proposed, Cllr Powell seconded all Cllrs agreed to the proposed increase. Action: Clerk to contact Burstall PC

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 Cllrs reviewed and agreed the Tithe Barn T&C’s. Cllr Powell proposed, Cllr Davies seconded all Cllrs agreed.

10.2.1 **Pro-rata long term booking**

10.2.1.1 Cllrs discussed the proposal of a long-term booking being prorated as the barn would only be required for 3 and not 6 hours. All Cllrs agreed to the hire being prorated.

10.3.1 **Tithe Barn fee review.**

10.3.1.1 Cllrs discussed the Tithe Barn fees and all agreed to not increase the hire charges. Cllr Powell proposed. Cllr Davies seconded; all Cllrs agreed.

* 1. **Allotments**

10.2.1 Nothing to report

* 1. **Community Shop**

10.3.1 Nothing to report.

* 1. **Playing Field Management Committee**

10.4.1 Cllr Davies updated Cllrs on the recent PFMC Meeting.

* 1. **Children’s Play Area**

10.5.1 One quote has been received for replacing the play area. Kirsty has another meeting on the 27th April, to gain a second quote.

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

11.1 Wednesday 5th May 2021 at 19:30pm

1. **ITEMS FOR NEXT MEETING**
2. **AOB**
3. **CLOSE OF MEETING**

14.1 Meeting closed at 21:34pm

Helen Davies

Helen Davies, Chairman, Sproughton Parish Council